

2017-2018 RCHS Student Handbook

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I. GENERAL INFORMATION

A. Welcome

Dear Students and Parents,

The **Ministry of Catholic Education** at Roncalli Catholic is a commitment to the following:

- WISDOM - We have high academic expectations for you and will help you meet your personal scholastic goals.
- COURAGE – We will help grow your courage so you can put your knowledge and skills into practice in the classroom, on the playing field or on a stage, wherever your interests lie.
- FAITH – We will model and teach the Catholic faith, infusing all aspects of your high school experience with the teachings of the church.

Along with your teachers and school leaders, I am available to assist and support you in all that you do both in and out of the classroom. Know that my door is open to every student and parent any time you wish to express a need or share a hope for the future of our school.

Sincerely,

Ann O’Connor
President



- B. **Purpose of this Handbook:** This Parent/Student Handbook is provided for informational purposes only and does not constitute a contractual agreement between RCHS and any student or any parent of any student. Regulations found within this handbook are subject to interpretation by the administration to better meet the mission, beliefs, and goals of the school. All students and parents are responsible for all regulations contained herein during the school year. The school reserves the right to add to, modify or abolish any portion of the handbook without notice. Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement. This handbook is not intended to create any restrictions upon scholarship. In addition, the RCHS Board of Education policies apply.
- C. **Mission Statement:** Inspired by the Holy Spirit and guided by Catholic tradition, we educate our students to develop their potential, thus preparing them to meet the challenges and opportunities of life with wisdom, courage and faith.
- D. **Educational Philosophy:** We at RCHS believe that when we strive to follow the life of Jesus Christ, we become more deeply aware of God, self, and others; therefore, we become more fully human. RCHS is an Archdiocesan Co-ed Catholic High School in the Traditions of the Notre Dame Sisters and the Christian Brothers.

Following these traditions, the purpose of RCHS is to offer a quality Catholic education. RCHS has a student population of diverse religious backgrounds and welcomes students of all faiths. Roncalli Catholic High School admits students of any race, color, and national or ethnic origin. RCHS requires all its students to take Religion classes each semester as a part of its mission. As an important part of the Catholic atmosphere, all students are also required to attend all religious activities, including masses, reconciliation services, prayer services, retreats, and the like. No student, regardless of religious affiliation, is required to receive the sacraments. However, respectful participation is an expectation of all students.

As a Catholic school, we believe in the importance of the individual as a valued person who possesses the right and responsibility to develop his/her abilities and talents to the fullest potential. In the process of creating a Christian community at RCHS, we believe that the students and staff will incorporate the value of positive human relationships into their families, local communities, and the world community.

We believe that the parents have the primary responsibility of educating their children, and we are in partnership with them. At RCHS, the uniqueness and capabilities of each student are respected. We believe that learning is increased when students have some responsibility for self-direction. Recognizing and achieving attainable goals are essential factors in realizing self-discipline and personal success.

E. **Educational Objectives**

1. To build a Christian community within the school so each student may experience prayer, faith, and an awareness of God at work.
2. To create a safe atmosphere within the school that encourages acceptance of each person's uniqueness.
3. To invite the student to a deeper identification with the basic faith vision of the Roman Catholic Church.

4. To provide students with service opportunities in areas of church, community, and civic affairs.
5. To prepare students to live in a global society by expanding their understanding of themselves, other people and cultures.
6. To challenge students to continuous intellectual, moral and spiritual growth.
7. To develop a personal responsibility to maintain physical and mental health.
8. To prepare students to use their time more constructively.
9. To provide individual academic counseling so that each student may grow in a secure, challenging, learning environment.
10. To develop a sense of stewardship for the earth's environment.
11. To develop a well-balanced person by requiring enrichment experiences in all disciplines.
12. To develop the skills of self-discipline.
13. To provide opportunities to succeed in learning, to receive recognition and to share talents.

F. **Accreditation:** RCHS is accredited by the Nebraska Department of Education and Advanced Ed.

II. ACADEMIC MATTERS

- A. **Graduation:** Graduation requirements for RCHS provide our students with a strong background in the core curriculum areas, along with broad study and experience in theology. The requirements are consistent with our mission statement. In order to graduate from RCHS, a student must fulfill a minimum of the following requirements:

Credits Required to Graduate

<u>Subject Area</u>	<u>Credits</u>
Religion	16
English	16
Social Studies	12
Mathematics	12
Science	12
World Languages	8
Health	2
Physical Education	2
Speech	2
Fine Arts	2
Information Technology	2
Electives	16
Total required for graduation	102

NOTES:

1. The Christian Service obligation is a graduation requirement for students.
 - a) Freshmen and sophomores are required to perform five (5) hours of Christian Service per semester. Christian Service reports will be required for the Religion class for a grade.
 - b) Juniors and seniors are required to perform ten (10) hours of Christian Service per semester in addition to the above. Christian Service reports will be required for the Religion class for a grade.
2. RCHS accepts credits earned by a student from a high school approved or accredited by the Nebraska Department of Education or similar department in another state.
3. In order to participate in the graduation ceremony, a student must meet all graduation requirements.

4. **Seniors are not allowed to participate in the graduation ceremony until all financial obligations, academic requirements and disciplinary sanctions are met.**
5. Diplomas will be held until all financial obligations, academic requirements and disciplinary sanctions are met.

B. Grading:

Each student receives an evaluation grade of his/her academic work in each subject at the end of every quarter. There are eight (8) evaluating periods during the school year (four mid-term progress reports and four report cards). **Please refer to course syllabus for details.**

Grade Breakdown for Courses		Honors Classes	AP/Dual Credit Classes
A = 93-100%	(4.0)	+2	+5
B+ = 89- 92%	(3.5)	+2	+5
B = 85- 88%	(3.0)	+2	+5
C+ = 81- 84%	(2.5)		
C = 77- 80%	(2.0)		
D+ = 74- 76%	(1.5)		
D = 70- 73%	(1.0)		
F = 69% or less	(0)		

College-level grading for AP/Dual Credit

A = 90-100%	(4.0)
B = 80- 89%	(3.0)
C = 70- 79%	(2.0)
D = 60- 69%	(1.0)
F = 59% or less	(0)

C. Academic Watch/Probation/Contract:

1. A student receiving at least one "F" or at least two "D's" at the end of a quarter report card will be placed on Academic Watch.
2. Students receiving a minimum of two "F's" on their semester report card will be placed on Academic Probation.
3. Special monitoring guidelines may be implemented per watch/probation/contract. If terms of contract are not followed by student, it may be grounds for dismissal.

D. Proper Notification of Failure:

When a student's grade has dropped to failing, the teacher will notify the parent. Notification may be an email, written note, school form (ex. mid-term report) or verbal (phone or personal conversation). The absence of such notification may occur when the student's final grade is determined by performance on the final assessment or exam.

E. Incomplete Semester Grade:

An incomplete (I) will be given to the student who is unable to complete the required work at the end of the semester. Incomplete grades must be made up within ten school days of the end of the grading period or the student will receive a failing grade for the grading period.

F. Transcript of Credits and Permanent Records:

1. Transcripts of credits are sent directly to the school requested. An official transcript is never given to a student or family member. Transcripts are issued only when the student is current on all tuition and fees. The student is allowed two transcripts at no charge. Subsequent transcripts are issued for a fee of \$5.00 each, payable BEFORE the extra transcript is sent. Please allow one week to process transcripts.
2. Transcripts for colleges must be requested through www.parchment.com. There is no charge for a college transcript order through parchment. If ordering the transcript and parchment requests a fee, please call the registrar at the school office 402-571-7670.

G. **Advanced Placement/Honors/Dual Credit Courses:**

1. RCHS offers Advanced Placement and Honors courses. Admission to these courses is based on faculty recommendation and the approval of the Counselor.
2. An additional fee may be assessed for textbooks, exams and supplies.
3. Students who do not maintain at least a "C" in these courses may not be permitted to enroll the following semester, and may be enrolled in a different course.
4. Students who receive a "C+" or below in these courses will not receive Honors or Advanced Placement credit for the course.

H. **Weighted Course Policy:**

Honors, Dual Credit, and Advanced Placement courses are weighted using the following system. All honors course grades are increased by a weight of .2. All AP/Dual Credit course grades are increased by a weight of .5 in calculating the student's grade point average. Students not taking the AP exam will receive the weighted grade. All grades, regardless of the number of courses taken, are included in the average. All transfer student grades will be calculated according to the RCHS grading scale

I. **Drop/Add Policy:**

1. Adjustments may be made to a student's schedule within the first five school days of each semester.
2. After that time, students will only be removed from a class at the teacher's recommendation and/or parental request. The transcript will indicate a failing grade unless otherwise specified by the teacher.
3. The second semester of a yearlong course may only be dropped for one of the following reasons:
 - a) Teacher/Counselor recommendation
 - b) Student failed the first semester
 - c) Arrangements were made at registration that the student would only take one semester of the class.

J. **Auditing:** Available to students through instructor approval.

K. **Teacher Assistant:** Student must be a Junior or Senior and be in good academic standing. The TA position will take the place of the student's study hall and placement must be approved by teacher. Student will receive two hours per week of building pride hours.

L. **Remediation of Courses:** Making up credit for core classes failed.

1. Students may make up credits for any required core classes they failed at any Roncalli approved summer school or program.
2. Credit will be accepted and noted on the student's official transcript, but the weight of the grade received will NOT be added into the student's cumulative grade point average.
3. The 'F' received in the class will not be removed from the student's transcript.
4. Students must make arrangements with the counselor beforehand.

5. Roncalli will accept credit from two online institutions. BYU ONLINE and Nebraska High School. All online exams must be proctored by the approved Roncalli proctor

- M. **Parent-Teacher Conferences:** Parent-Teacher Conferences are held at the end of the first and third quarters so student progress may be discussed. Parents are encouraged to keep in contact with their child's teachers.
- N. **Honor Roll:** The President and the Principal Honor Lists will be posted at the end of each quarter. The President Honor List requires straight A's. The Principal Honor Roll requires a combination of A's and B's.

The High Honors and the Honors Lists will be posted at the end of each semester. Honorable Recognition requires a 3.0 grade point or greater for the semester. Honor Roll requires a 3.5 grade point average or above. High Honor Roll requires a grade point of 3.75 or above.

- O. **National Honor Society:** The purpose of the National Honor Society (NHS) is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character. A GPA of 3.2 is required for this chapter. Eligibility for candidacy is determined after a student has completed five semesters (after they have completed the 1st semester of their Junior year). The student must participate in two RCHS activities per year. Service to the school and community are a requirement that is also a part of being in the National Honor Society.
- P. **Christian Service Assessment:** RCHS students are required to complete a Christian Service Assessment each year. The purpose of this is to help students develop the habit of serving those in need, in imitation of Christ.
1. Students will:
 - a) Identify service activities that meet RCHS requirements (see below).
 - b) Perform a minimum of 5 hours of service each semester during Freshman and Sophomore years, and a minimum of 10 hours of service each semester during Junior and Senior years.
 - c) Completion of required hours will be verified with a recorded grade in the Religion class the student is taking each semester.
 - d) Complete a Christian Service Report form for each unique service activity, including written responses designed to encourage student reflection.
 2. Hours from a previous semester may not be turned in once the semester is over.
 3. Service not completed as required for each semester will then be accumulated with and required for the following semester's hours.
 4. Christian Service activities must be done for non-profit human service agencies and/or needy individuals outside the family.
 5. Students may not count hours performed to meet other requirements (e.g., NHS, confirmation, court orders, etc.)
 6. Examples of acceptable activities: visiting the elderly, assisting with food drives, working in soup kitchens, mentoring underprivileged youth, assisting with Sunday School or confirmation retreats, church or parish events, school development events (e.g., Festa, High Tea, etc.) pro-life activities, Habitat for Humanity, coaching for non-profit junior high athletic teams or camps, assisting elderly or handicapped neighbors, etc.
 7. Examples of unacceptable activities: babysitting for friends/relatives, unpaid labor at any for-profit business, campaigning for political candidates, chores or work for family members, etc.

8. Hours accumulated will be recorded on official transcripts for colleges to see. Recognition and awards will be given on the following basis: Gold Pride Club – For hours accumulated more than 50 hours above the required yearly minimum.
9. Crimson Pride Club – For hours accumulated more than 100 hours above the required yearly minimum.

The following awards will be given to the student from each class with the most service hours.

- 9th Grade: MOTHER QUALBERTA AWARD
- 10th Grade: ST. JOHN BAPTIST DE LASALLE AWARD
- 11th Grade: BLESSED ALIX LECLERC AWARD
- 12th Grade: ST. PETER FOURIER AWARD

And for the student who has the most hours accumulated overall will receive the Blessed Angelo Roncalli Award.

Questions about the Christian Service requirements should be directed to the Campus Ministry office.

Q. **Withdrawal Procedures**

1. Any student who withdraws from RCHS must follow the defined exit procedure:
 - a) Notify the Administration.
 - b) Meet with the Dean of Students for an exit interview.
 - c) Turn in all textbooks, materials and RCHS Identification card.
 - d) Pay all tuition and fees before a transcript will be sent.
 - e) Obtain a records release form from the receiving school.

R. **Early Out Guidelines:**

1. Senior Students only.
2. Must be on track for graduation.
3. Must attend a minimum of 5 courses per semester.
4. Students must not have a discipline record.
5. Cannot appear on quarter/mid-quarter ineligibility list.
6. Must have an exemplary attendance record.
7. Options for eligible students:
 - a) Paid/unpaid internship
 - b) Enrollment in post-secondary course(s)

S. **Daily Late Work Policy:**

1. Assignments/homework turned in after the scheduled class period, or up to one day late will be penalized 30% of earned points.
2. Work turned in two days late will be penalized 50% of the total value.
3. Work turned in three days late will be accepted, but a grade of 0% will be earned.

III. **MISCELLANEOUS:**

- A. **Health Records:** In compliance with State law, parents are required to provide specified health and immunization records. Non-compliance may result in separation from the school.
- B. **Inclement Weather:** RCHS is responsible for the safety of students and staff. The following Emergency Procedures Policy is designed to cover all aspects of natural disasters.

1. Anytime inclement or severe weather results in closing or early dismissal of RCHS, as determined by the Omaha Archdiocese or by RCHS.
2. When school is dismissed early because of inclement winter weather, students are responsible for their own transportation arrangements. Activities and practices are canceled on days of a weather-related closing or early dismissal.
3. Should conditions improve sufficiently to hold an activity/practice, the decision to proceed will be made by the Administration.
4. Parents may choose to pick up their children during inclement winter weather or authorize their release prior to the official school closing time.
5. Students who ride in carpools must have parental permission (phone call to the office) to be released prior to the official school closing time.

C. Fire and Tornado:

1. **Fire:** In situations where the building must be evacuated, the school will use the fire alarm signal. The procedures for evacuation are posted in each room.
2. **Tornado:** When the potential for a tornado exists, students and staff are directed to move in silence to the interior hallways, interior classrooms and interior offices. Classroom doors are to be closed. Students and staff are to be seated on the floor against the wall, with knees drawn up, head on knees and hands covering the head. Students are not to assemble in the gym, Student Center or in hallways exposed to glass or exterior doors. Students will not be dismissed during a tornado warning.

D. Crisis Plan:

1. In the event of a school *crisis (death of a student, faculty or staff member or other emergency)*, RCHS has implemented a Crisis Plan. This plan contains emergency response procedures, crisis team responsibilities, calling lists, examples of communication to the parents, the community, the media, etc.
2. Under crisis circumstances, it is important to maintain a normal school operation. The students need a place to be.
3. RCHS and community counselors will be available during any crisis. Support will also be provided by the clergy.
4. A crisis is generally viewed as a temporary state of emotional upset or disorganization. It is characterized by a person's inability to cope with a particular event/situation using his/her customary (and previously adequate) coping strategies and problem solving skills. The impact on an individual depends on the event/situation and on how that person perceives it in relation to his/her life.
5. If your child is involved in or affected by a tragedy or crisis, these are some general guidelines that may help you better understand and respond to the situation.
 - a) Make yourself available and accessible to your child if and when he/she wants to talk. Be flexible and responsive to his/her needs.
 - b) Try to maintain as much of a routine and sense of "normalcy" as you can, but be tolerant of temporary changes, upset, and needs. Do not be too demanding or structured.
 - c) Communicate/demonstrate your concern, care, support, understanding, and acceptance. Do not be judgmental or use words like "should" or "must" with respect to their feelings and behaviors.
 - d) By expressing yourself openly and honestly and displaying your confidence (i.e., that things will improve and that life will go on) and coping ability, you can serve as an

important role model for your child and increase the likelihood that he/she will adopt similar behaviors and attitudes.

- e) Listen to your child when he/she wants to talk and try to communicate that you understand and accept what he/she has to say. If he/she does not want to talk, do not force discussion, but let him/her know that you are willing to listen whenever the need or desire does arise. Do not assume that your child is not reacting or will not react simply because you do not observe an initial reaction.
- f) Do not try to "rescue" your child or force him/her to feel better. Be patient and allow him/her to recover at his/her own pace and in his/her own way.
- g) Do not try to protect or isolate your child from "threatening" topics or issues, especially those that he/she is trying or needing to deal with in order to work through and learn from the crisis.

- E. **Awards and Scholarships:** The Counselor will provide up-to-date information on awards and scholarships for students. Seniors are asked to report all awards and scholarships to the Counselor at least four weeks prior to the May awards program.
- F. **Flowers, Balloons, Birthday Cakes, etc:** Giving cakes, gifts and flowers is an appropriate way of showing affection. We encourage parents to exchange gifts with their children at home. We strongly discourage the delivery of cakes, flowers and gifts to the school office.
- G. **Confidentiality:** Student records are released only with the written permission of the parents/guardians or students who have reached the age of 18. Student records and transcripts are sent to the school or institution as requested.
- H. **College Visits:** Students are allowed two excused absences for college visits during their junior year and two excused absences for college visits during their senior year.

Students are encouraged to make their visits during vacations or free days if possible. Students are required to bring a letter indicating the time and date of their visit from the college admissions office to the RCHS attendance office/counselor.

College visits may not be allowed if students are academically deficient.

- I. **Gym Bags/Book Bags/Back packs:** Book bags must be stored in lockers during the school day.
- J. **Dress Code Violation:**
 - 1. Major dress code violations will be handled in one of two ways:
 - a) The student will be "loaned" an appropriate uniform to wear **OR**
 - b) The student will call a parent to bring an appropriate uniform to school. The student will wait in the office until the uniform arrives. (The student will make up missed class time after school or during detention)
 - c) The student will receive demerits and/or detentions.

IV. **STUDENT CONDUCT**

A. **Expulsion Appeal Process**

In the event that an administrator expels a student, the student will have the right of appeal to a review board, which shall be composed of one school board member, one faculty member, Principal and President. The school president shall provide for the selection of all Review Board members.

- B. **Harassment:** RCHS strives to maintain a learning environment that is free from harassment of any type, including social media (Twitter, Facebook, Instagram, Snapchat, etc). No employee or student associated with RCHS shall be subjected to harassment of any kind. Everyone must respect each other's emotional and physical well being in and out of class and at school events.
Anyone who feels that harassment has taken place should report it immediately to a teacher or administrator.
- C. **Student Pregnancy Policy (Archdiocesan Policy)**
RCHS will include provisions for any student completing a full high school education, including graduation arrangements. The student must engage in an approved counseling program. Specific information regarding this policy is available by contacting the school counselor.
- D. **Senior Lounge:**
1. Grade requirement is all A's & B's and one C on report card. This is the minimum requirement.
 2. New senior lounge list will come out every time there is a grade report sent home.
 3. Must report to study hall first then go immediately to the designated area.
 4. If students who are in senior lounge abuse the senior lounge privileges they will be sent back to study hall.

V. STUDENT ACCOUNTABILITY AND ATTENDANCE

- A. **Student Behavior:** Students at RCHS are expected to display good Christian values and behavior. RCHS and members of its community will be treated with respect and dignity as Jesus Christ has taught us. The rules and policies set forth have been developed to provide a safe and orderly environment during school and school-sponsored activities. Exemplary Christian behavior will lead to an environment in which learning and development of good work habits can occur.
1. Parental Contact and/or Conference
 - a) Faculty or administrator may contact, by telephone, email or letter, the parent(s) or guardian of a student. The concern may be an academic or behavioral matter. The parent or guardian may be requested to make a personal visit to further discuss the situation.
 2. Demerit/Merit System
 - a) Demerits are kept electronically. Staff must notify the student when they submit a demerit. Students can email Mr. Orr at torr@ronallicatholic.org to check how many demerits they have received.
 - b) If a student goes 10 school days without a demerit, they can email Mr. Orr to have their current demerits erased.
 - c) Accumulation of demerits will result in the following:
 - (1) 5 demerits = 1 detention
 - (2) 10 demerits = 1 detention
 - (3) 15 demerits = 2 detentions
 - (4) 20 demerits = 1 Saturday School (3 hours)
 - (5) 25 demerits = Parent notification and 1-3 days In-School Suspension (ISS) Major violation assessed.
 - (6) 30 demerits = Parent notification and 1-5 days OSS and future attendance at RCHS will be evaluated

<p>Minor Violations include, but are not limited to:</p>	<p>Major Violations include, but are not limited to:</p>
<ul style="list-style-type: none"> ● Tardy ● Dress Code ● Food/Drink ● Littering ● Noise in halls ● Disruptive and/or vulgar language ● Misconduct at activities ● Failure to serve teacher detention ● Public display of affection ● Inappropriate behavior ● Disruptive class behavior ● Being out of class without planner ● Book Not Covered 	<ul style="list-style-type: none"> ● Possession and/or use of alcohol, illegal drugs, tobacco or paraphernalia (Student may be subject to breath-a-lizer and/or drug testing.) ● Vandalism ● Theft ● Truancy ● Threatening behavior to staff/students ● Use/possession of fireworks ● Fighting/Assault ● Cheating/ Plagiarism ● Accumulation of demerits ● Repeated removal from class due to behavior ● Gang affiliation/gang-related actions ● Bomb threats ● Use or possession of weapons or facsimiles ● Tampering with demerit system ● Sexual harassment/assault ● Bullying/Harassment (including online/social media behaviors) ● Tampering with computer equipment ● Misuse of the Internet ● Violation of NSAA sportsmanship rules during school activities ● Violation of privacy using technology ● Criminal activity
<p>One to five demerits may be assessed for minor violations.</p>	<p>The following may be assessed for major violations:</p> <ul style="list-style-type: none"> ● Ten Demerits ● 1-5 days Out of School Suspension (OSS) or 1-5 days In-School Suspension (ISS) ● 2 weeks suspension from extra-curricular activities. ● Behavioral contract ● Parent Meeting ● Service Hours ● Long-Term Suspension (5 days and over) ● Expulsion ● Referral to law enforcement where required or appropriate
<p style="text-align: center;">This is not an all-inclusive list. Actions not listed above will be handled by the Administration as deemed necessary.</p>	

3. Controlled Substance: If a student comes to school in the possession of or under the influence of, the student may be subject to immediate expulsion or voluntary withdrawal from RCHS. **Student may be subject to breath-a-lizer and/or drug testing and will be paid for by the family.**

4. Removed from class for behavior problems: Any student who is removed from class by the teacher for behavior issues will immediately report to the office. First offense student will earn a detention. Second offense will result in a Saturday school. Third offense will result in parent meeting with Dean of Students.
5. Weapons: Any student who brings onto school grounds any object to be determined as a weapon will be immediately suspended from RCHS pending a complete investigation. It will be considered a major violation and expulsion may result as determined by Administration.
6. Stealing: Stealing or damaging another person's property is a major violation and will not be tolerated. Students are provided with a locker with a combination lock(s). They are expected to keep them locked at all times. Cases involving stealing will be dealt with on an individual basis. Penalties, including reparation, will be decided by administration. The school is not responsible for stolen articles.
7. Gambling: Students may not gamble on school property or at school functions. It will be considered a major violation. Gambling paraphernalia is not allowed at school (*i.e. dice, "pool sheets", etc*).
8. Care of School Property: The care of school property is the responsibility of all members of the RCHS community. Students are expected to treat all property with proper care and to report any damaged or broken materials to a staff member. Deliberate damage of property will be considered a major violation and reparation will be determined by the Administration.
9. Plagiarism: Students who commit plagiarism will receive an automatic failing grade as it relates to the presented work/assignment. Determination of available make-up work, adjusted possible score, and/or of overall course failure will be determined by the Instructor.
10. Inappropriate Use of Technology / Social Media
 - a) Engaging in abuse of technology/social media. This includes communications, in or outside of school, using personal computers, social networking sites (including, but not limited to, Facebook, Twitter) or Electronic Communication Devices such as cellular telephones, smart phones, laptops, ipads, etc.
 - b) Abusive communication includes, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage: (1) Use of illegal or controlled substances, including alcoholic beverages; (2) Violence or threats of violence, intimidation, or injury to the property or person of another; (3) Use of degrading language to describe or refer to another student, faculty member or school official; or (4) Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin boards systems, in e-mail communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or world wide web electronic media.

B. Detention

1. **Administrative Detention:** Students are required to report to detention when assigned. Detention will be held Tuesday-Friday in the morning from 7:15 am to 8:00 am. Detention has priority over any school activity, job or appointment. During detention, students will be assigned specific tasks, and must be on time in dress code. Absence from or being late to detention will lead to multiple detentions and/or suspension with a major violation assessed. Detentions start promptly at 7:15 a.m.

2. **Teacher Detention:** Teacher detention will be held by individual instructors for their students. This detention will be at the convenience of the instructor and will take precedence over all athletics and activities. Students who fail to serve an instructor's detention will serve additional detentions or be referred to the Administration.
- C. **Student Contracts:** Students with discipline and/or attendance problems may be put on contract. During a conference with a student and his/her parent, the administration will state in a written contract the guidelines to be followed.
- D. **Out-of-School Suspension:** The student is dismissed from school/class for a specified period of time. This time period is usually from one to five days, but may be longer or for an indefinite time span. A SUSPENDED STUDENT WILL NOT BE ON SCHOOL PROPERTY AT ANY TIME AND WILL NOT ATTEND ANY ACTIVITY, ATHLETIC EVENT, PRACTICE OR PERFORMANCE, AS PARTICIPANT OR SPECTATOR. In order to be readmitted into Roncalli after an out-of-school suspension, the student must do community service hours. Eight hours of work will be required for each day of suspension. Verification of satisfactory service hours must be turned in to the Principal's office before admittance to school will be granted. It will be done cooperatively with the Principal, the student, and the student's parents. Students' work or tests must be turned in the next day to even be considered for credit.
- E. **In-School Suspension:** In-School Suspension may be served in school up to 5 days depending upon individual circumstances. In the event that a student is to serve an in-school suspension, he/she must visit all of his teachers prior to 8:00 A.M. to get assignments for that day. He/She should report to the Principal's office by 8:10 A.M. and will remain at school until 3:15 P.M. The student will work on daily lessons and will be isolated from the rest of the student body population for the school day. Students can make up work for credit if the teacher allows them to. Each teacher is given the option of giving the student a zero or allowing the work for the day or days that they were suspended to count towards their grade. Students' work or tests must be turned in the next day to even be considered for credit.
- F. **Expulsion:** Expulsion is dismissal from school without the privilege of re-admittance. Students are not allowed to be on school campus or attend school activities. Students may be expelled due to conduct, whether inside or outside school, that is detrimental to the reputation of the school.
- G. **Attendance:** Education is primarily the responsibility of parents. However, since parents send their children to school to help them meet this responsibility, the school enforces regulations governing the regular attendance of students. There is a direct relationship between the quality of student work and regular attendance. RCHS pledges to work closely with parents when there is a reasonable excuse for allowing a student to miss school or class. However, the Administration reserves the right to give final approval for all absences from school.

Attendance is an important part of any student's permanent school record. We encourage parents to stress the importance of schoolwork and regular attendance for the sake of building not only a good educational climate, but also good records, which may influence future employment/scholarships. The school will record all absences and tardies. In the case of a family emergency or serious illness that might force a student to be absent past the required minimum days, an administrative judgment will be used to determine if the student should receive academic credit. School sponsored, off campus activities do not constitute school absence.

- H. **Excessive Absences:** When a student accumulates eight (8) absences, a letter or a phone call from an administrator will be made to the parents notifying them of the potential absence problem. Any absence over ten (10) unexcused absences will result in the student's grade being dropped three percentage points for every day missed over ten.
1. An excused absence requires a doctor's note which must contain the student's name, the date, and specific reason for the absence in addition to the doctor's/parent's signature.
 2. Administrative approval.
- I. **Reporting an Absence:** If a student is going to be absent, parents are to call the main office before 8:30 a.m. (402-571-7670), each day of the absence.
1. Notes requesting or explaining a student's absence must have the student's name, the date, and specific reason for the absence in addition to the doctor's/parent's signature.
 2. If a parent wishes to get the student's assignments, they will have to log on to Sycamore. If a parent requests books, this should be made when calling to report the child's absence prior to 8:30 a.m.
 3. It is the student's responsibility upon returning to school to secure assignments from his/her respective teachers and also to turn in the assignments completed during an absence.
 4. Notification for a Foreseen Absence should be stated in a note to the office before the absence. **Truant** - Being absent from all or part of a class or classes for any reason without parent/ guardian knowledge or approval is truancy.
- J. **Regulations concerning Truancy:** A student who is deemed truant will be readmitted only after the parents have a conference with the Principal or an Administrator. If the student is truant for the entire day, it will be deemed a major violation. Each teacher is given the option to either give them credit for the day they were truant or give them zeros.

An entry of "truancy" is made in the cumulative record of the student. Each student and parent should be aware of the importance of this record in determining later recommendations from the school to college, industry, armed services, etc.

- K. **Make-up Work:**
1. Students who miss classes due to an absence or class activity are responsible for all assignments missed. Absences due to school activities are recorded as excused.
 2. Parents are asked to call the school by 8:30 a.m. each day to request an absent student's books be brought to the office for pick-up.
 3. Students who are absent one day must make-up all work by the end of the second school day after their absence. For each additional day of absence, a student will have another day to complete the make-up work.
- L. **Tardies:** Students who are late to school must go to the office and receive an admit slip. A student is marked tardy on their official attendance record until 8:20 a.m. If a student is tardy due to a medical appointment, a verification slip from the medical office must be presented to the front office when the student returns to school in order for the absence to be excused. After 8:20 a.m., the student is marked as an unexcused absence from first period. Students are considered tardy to their classes if they are not in the classroom and in place according to the teacher's guidelines when the bell sounds. If a student is tardy by more than ten minutes to a class, he/she may be considered absent/truant.

In order to be excused from an absence or tardy for periods 1 through 8, a student must have a note from his/her previous instructor/office explaining the reason for the delay.

The consequences for being tardy:

1. First Period:

- a) All students tardy for the first hour of the day must report to the front office. The student will automatically be issued one demerit.
- b) Five tardies will result in one detention.
- c) Seven tardies will result in Saturday School, suspension or removal from the class with a grade of F.
- d) More than seven will result in a meeting with the administration to discuss the student's future at RCHS.

2. Periods two through eight:

- a) The office will not issue admit slips to class during these periods.
- b) All other tardies will result in one demerit administered by the teacher.
- c) Five tardies will result in one detention.
- d) Seven tardies will result in Saturday School, suspension or removal from the class with a grade of F.
- e) More than seven will result in a meeting with the administration to discuss the student's future at RCHS.

- M. **Early Dismissal:** If an Early Dismissal is anticipated, the parent must call the school by 8:30 a.m. Early dismissal students must report to the office before school begins and will be issued an Early Dismissal Pass, which the student will present to the teacher of the class from which he/she will leave. A student who must leave school due to illness or other emergency MUST check out through the office. The office will make a phone call to the parent/guardian who will then give permission for the student to leave school. A student who leaves school without going through the above procedure will be considered truant.

VI. **Final Exams:**

- A. All Freshmen and Sophomores will take final exams.
- B. Juniors and Seniors may qualify for exemption under the following guidelines:
 1. Semester grade is an "A" on the date determined by the Administration.
 2. Attendance/Behavior record is satisfactory.
 3. All related assignments have been completed.
 4. Exemption does not apply to the Official College Board's AP Exam.
- C. Attendance during exams.
 1. If student is exempt from all exams on a given day, he/she may petition administration to be excused from attending that day. (Parent permission slip must be turned in).
 2. Juniors and seniors may leave if they have completed final exams for the day. (Parent permission slip must be turned in).
 3. Freshmen and Sophomores may leave if student has a last period study hall. (Parent permission slip must be turned in.)

The Principal must approve any deviation from this policy.

- D. **Extra-Curricular Participation:** Students will not be allowed to participate in an extra-curricular event if they have not been in attendance at school the day of the event. Students who arrive after

8:45 a.m. or go home ill during the day will not be allowed to participate in extra-curricular activities, including practices, rehearsals or any club meetings held after school. All freshmen are required to participate in a fall activity.

VII. **DRESS CODE:** The following is in effect for all students:

A. **Uniform**

1. Shirts
 - a) Dennis Uniform or RCHS Booster Club uniform approved
2. Pants
 - a) Navy or Tan pants
 - (1) Belts must be worn if the belt loops are visible.
 - (2) No cargo or carpenter pants
 - (3) No Capris
 - b) Pants or shorts need to be buttoned at all times.
3. Walking Shorts/Skirts
 - a) Navy or Tan
 - (1) Belts must be worn if the belt loops are visible.
 - (2) No cargo or carpenter pants
 - b) Girls
 - (1) Belts must be worn if the belt loops are visible.
 - (2) Shorts/Skirts/Skortis must be no shorter than six inches above the knee.
4. Shoes
 - a) Appropriate for school wear (tennis shoes or dress shoes)
 - b) No Athletic Sandals, Flip Flops, sandals or open toed shoes
5. Socks
 - a) Socks must be worn with all footwear
 - b) White, gray, crimson, gold, or black are the only acceptable colors
 - c) No slippers
6. Undershirts:
 - a) Crimson or Black Long or Short-sleeve: If you are wearing a t-shirt it must be crimson, black, grey, or gold with no writing or any other color.
 - b) White Long or Short-sleeve: If you are wearing a t-shirt, you must wear a solid white t-shirt with no visible writing.
7. Leggings (Girls)
 - a) Girls are allowed to wear leggings under their skirts/shorts/skortis that are solid black, grey, white, crimson, or sand colored. No patterns or holes allowed.
8. Purses
 - a) Purses of reasonable size are okay for girls only. Boys may not carry purses.

NOTES: Dress code clothing must be clean and in good repair. Students are not to wear ripped, tattered, torn, cut or dirty clothing items. Students are to wear dress code clothing in a proper manner, according to the common custom of a Catholic school. Students are to wear pants with the waist of the pants around the waist of the student.

Sweatshirts/shirts purchased through extra-curricular activities are not considered part of the dress code clothing and should not be worn to school as part of the dress code.

Coats, jackets, hooded sweatshirts, etc. are not to be worn or carried during the school day.

- B. **Grooming and Accessories:** All students should practice good personal hygiene. Students should be neatly groomed. No visible tattoos.

1. Appropriateness of extreme hairstyle, color, and length will be determined by the Administration.
2. Boys must be clean-shaven. Sideburns may be no longer than the earlobe.
3. Head coverings of any type are not allowed.
4. Writing on any body part is not allowed.
5. All piercings must be clear and or covered. The only body piercing allowed is pierced earlobes. Gauges and extreme ear apparel are prohibited. There will be no extreme piercing as deemed by the administration.

Students who are in violation of the dress code will receive demerits or detentions and/or be sent to the Dean of Students office until arrangements can be made for the student to comply. In any case, the Dean of Students has the discretion to determine what is acceptable.

- C. **Dress-up Days:** All dress for liturgy or special activity events must be modest and in good taste. Denim pants are not allowed.
1. Boys: Boys may wear dress pants with belt, with a collared shirt or a crew neck sweater with collared shirt. Shirts must be tucked in. Dress shoes with socks must be worn (no tennis shoes).
 2. Girls: Girls may wear dresses, skirts or dress slacks and blouses or sweaters. The length of the dress or skirt must be of modest length. Dress shoes must be worn. No halter tops, spaghetti straps or strapless apparel.
 3. The school uniform is acceptable dress for liturgies and special occasions. In any case, the Administration has the discretion to determine what is acceptable.
- D. **Spirit Days:** Periodically during the school year, "spirit days" will be held. Students are allowed to wear denim jeans instead of uniform pants or shorts. Students are not allowed to wear other non-uniform clothing such as T-shirts, hats, boxer shorts, coats, sweat pants, jean shorts, jeggings etc. Students who are wearing items other than the spirit day attire will be sent to the Principal's office. Jeans need to be a solid color in good condition.

Administration reserves the right to make the final decision regarding compliance of dress code.

VIII. SCHOOL POLICIES:

- A. **After School Supervision:** Parents are expected to have students (who are not involved in activities) picked up no later than 4:00 p.m. each day. Designated areas will be available for students to wait for rides during inclement weather. Students will be expected to wait outside on nice days.
- B. **Child Abuse and Neglect:** All suspected cases of child abuse or neglect will be reported to an Administrator. Proper authorities will be notified as soon as there is reasonable cause to suspect abuse or neglect.
- C. **Conduct Outside School:** RCHS students represent the school in all their activities and conduct. As such, they are expected to display the teachings and values of RCHS at all times and follow the guidelines of the Student Handbook. Handbook policies apply to inappropriate conduct outside of RCHS.
- D. **Electronic Equipment:**
1. Students may not record images or audio without permission from those present. In a classroom situation, students need to seek permission from the teacher before using any video or audio recording device.

2. Use of cellphones and personal entertainment devices may be used during lunch in the Student Center, during passing periods, or with explicit permission from the teacher in class. Students should review the entire acceptable use policy. **Classroom use is to be determined by teacher.**
 3. Use of electronic devices in study hall is acceptable for academic purposes ONLY.
 4. If a student is found using an electronic device without permission, other than during lunch, it will be confiscated. Student may retrieve device at front office at the end of the day.
 - a) First offense: The student will be fined \$10 dollars.
 - b) Second offense: The student will be fined \$15 dollars.
 - c) Third offense: The electronic device will be kept to the end of the grading period.
- E. **Fire and Disaster Drill:** Fire drills/disaster drills are held regularly during the school year. Students should move silently to designated areas as posted in each room.
- F. **Food in Lunchroom and Classrooms:**
1. Students are expected to clean their places at the table and to dispose of their trash in the proper containers. Failure to comply with basic clean up of your area could result in disciplinary action.
 2. Food is not allowed in classrooms or hallways. Students may have pop/water bottles in their lockers, but **MUST HAVE A SEALABLE LID.**
 3. Water may be brought into the classroom **IF IT IS IN THE APPROVED RONCALLI BOTTLE.**
 4. No outside food for lunches may be brought into the building, lockers or the classroom without permission from the Principal.
- G. **Identification Cards:** Students should carry their picture ID card at all times. It must be presented to authorized personnel upon request. The ID card must be presented at all sporting events and other student activities requiring identification. If lost, the ID may be replaced for a \$5.00 fee.
- H. **Immunizations:** The Nebraska School Immunization Law requires that all students be immunized and provide proof of immunization against the diseases of Diphtheria, Whooping Cough, Tetanus (DPT-minimum 3 immunizations); Polio (minimum 3 immunizations); Measles, Rubella (German Measles), Mumps, Chickenpox and Hepatitis B before entering high school. The school **MUST** have a current record for these immunizations **BEFORE A STUDENT MAY BE ADMITTED INTO CLASSES.** Parents no longer have the option to waive immunizations unless a medical reason is documented by a physician or for valid religious objections.
If a student immunization record cannot be found, the student must be re-immunized.
- I. **Lockers and Locks**
1. Hallway lockers assigned for student use are school property and should be treated as such. Any student who defaces lockers in any manner (markers, stickers, scratches, etc.) may be fined and will be responsible for cleaning and repairing the locker.
 2. The school reserves the right to open lockers as deemed necessary.
 3. Each student will be issued one or two padlocks. The two locks will have the same combination. If a lock is lost or damaged, the student will be charged a replacement fee of \$10 per lock. Only **SCHOOL** issued locks are allowed on school lockers.
 4. Items stolen from an unlocked locker is the responsibility of the student.

- J. **Money Brought to School:** Students should not bring a large amount of money to school. RCHS is not responsible for money left in lockers or elsewhere. Students may leave money in the office if necessary.
- K. **Multi-Cultural/Gender Education:** RCHS utilizes the resources of curriculum, instruction, in-service, counseling, and guidance to reflect the racial, ethnic, language, gender and cultural heritage of both historical and modern-day United States of America by observing the following objectives:
1. To select materials and methods that will eliminate bias and stereotypes at RCHS.
 2. To conduct in-service programs for the staff that will assist them to understand a multi-cultural/gender approach in their teaching and administrative duties.
 3. To encourage all students to grow in self-esteem and to understand and develop their academic and human potential.
 4. To guard against the grouping of students that reflect racial, ethnic, gender or cultural bias.
- L. **Non-Discrimination Policy for Admission:** The Catholic schools of the Archdiocese of Omaha will not discriminate:
1. on the basis of race, color, national or ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs
 2. or disability if with reasonable accommodations, the applicant can meet the program requirements.
- M. **Parking:**
1. All students should park in the large school lot in the section designated for students. This section is located in front of the school **starting with the senior parking.** The first row is reserved for faculty and staff. Seniors park in the next two rows. All underclassmen park behind the seniors.
 2. Students should NEVER park in the west faculty parking lot, the first row of the large lot, or the fire lanes. CARS NOT PARKED IN THE PROPER PLACE WILL BE TOWED AWAY AT THE OWNER'S EXPENSE.
 3. Reckless driving in the parking lot could be cause for demerits or loss of parking privileges.
 4. Reasonable efforts will be made to monitor the parking lot but RCHS assumes no liability for theft or damages to vehicles parked on the premises.
- N. **Admission of Students with I-20 Status (International Students)**
1. Before a foreign student may be admitted to the Catholic schools in the Archdiocese of Omaha, the Superintendent must be contacted.
 2. Foreign students may be admitted in accordance with the existing requirements and regulations of the United States Department of Justice.
 3. If the student's family is in the United States with refugee status, parents must submit a copy of their documentation from the U.S. Immigration Department.
 4. **Procedure for Admittance:**
 - a) The parent/guardian/sponsor requests the appropriate information to file an I-20 form and then submits completed information to the superintendent.
 - b) The superintendent is responsible for filing the I-20 electronically.
 - c) The superintendent signs the form and submits the original I-20 form to the guardian/sponsor.

- d) The student submits the I-20 form to the Foreign Embassy for permission to leave his/her country.
 - e) The student seeking admission into the Catholic schools under I-20 status must present the I-20 form. The school will keep a copy in the student's file.
 - f) The school administrator must contact the superintendent annually to update the status of the student.
 - g) If a student graduates from a Catholic high school in the Archdiocese and goes on to college, the superintendent upon the request from the university or college transfers, the I-20 to the university or college that the student will be attending.
- O. **Public Display of Affection:** The established purpose of a school is the academic advancement of the students. Public displays of affection (hand holding, hugging, walking arm in arm, etc.) are not proper and will not be allowed. Violations of this policy will result in disciplinary action.
- P. **Religious Formation:** RCHS's goal is the development of students according to the teachings of the Catholic Church. Students attend the all-school liturgies, reconciliation services and class retreats. Students are required to take four years of Religion and to attend the class retreat and All-School retreat each year. If a student fails to follow the religious requirement, the student may not graduate from RCHS.
- Q. **School Health Policy:** RCHS will not dispense medication of any type to students. If necessary for the school to supervise medication, a written doctor's order must be on file at the school. Parental permission is required for all prescription medications kept in the office or carried by the student.

A prescription medication permission form may be obtained from the school office or may be handwritten by the parent, clearly stating the student's name, the name of the medication, the dates and the times the student will be taking the medication, and signed by the parent. All medication, either prescription or non-prescription, must be in a labeled original container and kept in the office. Prescriptions are not to be kept in student lockers. A health record is kept on all students. Cases of allergies, asthma and all medical problems should be reported to the school office.

- R. **Telephones:** The phones in the offices are NOT to be used by the students except in cases of emergency. Cell phones are to be kept out of sight and silenced during the school day.
- S. **Textbooks:** Textbooks are the property of RCHS. Students are required to keep the textbooks covered at all times, provide proper care, and return the textbook at the end of the course in good condition. Students who damage, deface, or lose textbooks are required to pay the replacement cost of the textbooks. Failure to cover the textbooks will result in disciplinary action.
- T. **Visitors:** RCHS students who wish to bring a guest to shadow must get permission from the Administration at least one day before the visit. Only visitors who have a serious interest in attending RCHS in the near future will be admitted. Visitors must abide by all rules of conduct detailed in the RCHS Student Handbook. Visitors are not allowed on some specific days, especially testing days.

A visitor form must be completed and signed by the student, visitor, and their parent(s) and be on file in the Dean of Students' office at least one day prior to the scheduled visiting day. Visitors must wear dress pants and a collared appropriate shirt. VISITORS WILL NOT BE ALLOWED TO WEAR

JEANS, T-SHIRTS, OR ANY QUESTIONABLE CLOTHING. Administration has the right to deny admittance to any visitor if any of these guidelines are not followed.

All visitors should use the main door and must report to the main office immediately upon entering the building and wear a visitor name badge.

IX. TECHNOLOGY AND INTERNET RESPONSIBLE USE POLICY

- A. **iPads/Personal Devices** Roncalli Catholic High School allows students to possess a school approved technology device that will be the student's responsibility to obtain. Students must bring their device AND charging cord to all classes. RCHS is not responsible for theft or damage to any student's device. All school approved electronic devices are to be used only for academic and school-related purposes. If inappropriate information or websites are accidentally accessed the student should inform a staff member immediately. CELL PHONES ARE NOT SCHOOL APPROVED DEVICES. Students are able to communicate with parents or family members about incidental logistical and scheduling matters during appropriate times and with school approval.
- B. **School Computer/Device Use** School owned devices and computers are intended for educational purposes. No food or drink is to be brought to or placed near any school computer at any time. The School reserves the right to monitor student use of School computers. Thus, students have no expectation of privacy in their use of School computers, the Internet, or email.
- C. **Communication is Not Private** Each student's online communication is a reflection of our school. E-mail, instant messages and other forms of electronic communication to and from our school's network is not private and may be monitored as needed. Therefore, students have no right to privacy as it relates to use of the school's electronic resources. The school has the right to monitor all communications through or on its server, electronic equipment and wireless network. Additionally, teachers may examine electronic equipment that belongs to the student in any situation where they might reasonably question the student's academic integrity or honesty, or suspect that it has been used in a violation of the law or of school policies or rules.
- D. **Wireless Access** Students accessing the internet on campus must do so through the school's wireless connection. Any use of personal hotspots, cellular or other alternative means of internet access is strictly prohibited. Students are only allowed to have one device connected to the wireless network and are encouraged to turn off wi-fi signal when devices are not in use. When the entire school community is gathering in one area of the building, wi-fi must be turned off to eliminate the stress on the wireless network.
- E. **Security** It is essential that school computers never be disrupted by any virus. For that reason, only attempt to access information that is deemed safe from trusted sources. Students agree to report any misuse of the system to an appropriate staff member. Students agree to respect others' privacy and not use another person's account or password, even with that person's consent. Students must also not disclose or allow others to use their passwords. Devices not being carried by the student must be locked in a safe place to reduce the risk of theft or damage. Keeping the serial number of the device is a good practice in cases of loss or damage.
- F. **Email Usage and Etiquette** Any email correspondence regarding school or school projects should be conducted in a professional manner. This conduct includes communication with teachers, staff, and other students. Students should understand that email is a medium of communication and appropriate language and etiquette must be used when sending email. Email should contain correct punctuation and grammar. It should also be understood that email is not confidential by nature. If email communication is deemed questionable, students must promptly disclose to a teacher or administrator any inappropriate or questionable message.
- G. **Copyright & Plagiarism** Students are responsible for producing their own work in completing school assignments. Downloading and copying another individual's work from the Internet without

crediting the author is plagiarism. Copyright violations can include the copying of computer software or written materials without the permission of the author.

- H. **Responsible Usage** Accessibility to and the use of technology at Roncalli Catholic High School is intended to support the educational objectives of the learning environment. Access to the Internet must be related to the student's work responsibilities, for the purpose of education or research, and be consistent with the educational and religious objectives of the school. The use of the Internet is a privilege, not a right, and inappropriate use, whether in school or outside of school, will result in a cancellation of those privileges, disciplinary action (up to and including suspension or expulsion) and/or appropriate legal action. Whether the use is considered inappropriate or violates this policy is a matter within the discretion of the principal and his or her decision is final.

The following are examples of activities NOT permitted:

- Using the network for any illegal activity or engaging in any illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of a person, etc.
- Posting, sending, or downloading copyrighted material without permission. Users are to respect the rights and intellectual property of others in accordance with state and federal copyright laws. Transferring copyrighted material to or from the school's computer without the express permission of the owner can be a violation of federal law
- Unauthorized downloading of software, regardless of whether it is copyrighted;
- Invading the privacy of individuals;
- Accessing another user's password or account; Attempting to gain unauthorized access to another's resources, programs, or data.
- Falsifying one's identity to others (also known as catfishing). Using pseudonyms or anonymous sign-ons;
- Accessing, submitting, posting, publishing, retrieving or displaying any defamatory, inaccurate, abusive, obscene, pornographic or sexually-oriented, threatening, racially offensive, harassing, or illegal material or other information and/or materials that are inconsistent with the objectives and/or teachings of RCHS.
- Engaging in abuse of the Internet. This includes communications, in or outside of school, by personal computers or mobile devices, which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school. Abusive Internet communication includes, for example, posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote, or encourage:
 - Use of illegal or controlled substances, including alcoholic beverages;
 - Violence or threats of violence, intimidation, or injury to the property or person of another; or
 - Lewd, offensive, sexually suggestive, or other inappropriate behavior on web pages, web sites, blogs, bulletin boards systems, in e-mail communication or attachments, in discussion groups, user groups, chat rooms, or any other function of the Internet or world wide web electronic media.
- Taking photos or video of anyone on campus without their direct permission
- Use of a photograph, image or likeness of one's self or of any other employee, student, parent, or parishioner on any Internet or web-based site, or in any electronic communication, is prohibited, except with the express permission of the Principal.
- Using School equipment to create a web site or to transmit the likeness, image, photograph or video of any employee, student, parent or parishioner, is prohibited, except with the express permission of the Principal.
- Engaging in instant message for purposes that are not academic and school-related.

- Accessing or using any web log (blog), forum, or “social network” web site of any kind, including but not limited to Facebook, Twitter, Tumblr, Snapchat, Instagram, etc.
- Posting information and/or messages on any social networking sites such as Facebook and Twitter.
- Accessing or use of chat rooms for purposes that are not academic or school-related
- Sending obscene messages or using obscene language
- Harassing another person or participating in cyberbullying
- Knowingly or recklessly posting false or defamatory information about any person or organization
- Posting chain letters or engage in “spamming” (spamming is defined as the use of electronic messaging to send unsolicited bulk messages.)
- Participating in online contests, advertising, political lobbying, gambling, or shopping
- Engaging in the unauthorized exploration of RCHS’s network or other computer infrastructure
- Circumventing security measures on school or remote computers or networks (hacking)
- Posting text files or other files dangerous to the integrity of any network
- Disclosing personal information of others that may be stored on the school system, such as age, address, and phone number
- Any other activity deemed inappropriate by RCHS Staff and Administration

X. **CLAUSE TO AMEND:** This handbook may be amended by the administration of RCHS without prior notice to the students and parents.

XI. **STUDENT ACTIVITIES**

A. **Philosophy of Activities:** Activities are an integral part of the educational program. Interscholastic activities teach:

1. An individual to be a responsible and contributing team member, working together to achieve a common goal.
2. Appreciation of efforts of all concerned, including teammates, coaches, directors, opponents, officials, and spectators.
3. An ability to keep activities and games in the proper perspective.
4. That activities and athletics should be meaningful to the school community and foster loyalty, school spirit, healthy competition, and pride in self and others.

B. **Eligibility for Extracurricular Activities:**

1. The Activity Director and Guidance Counselor will determine eligibility for the semester. Coaches and activity sponsors will work with the Activity Director to check on eligibility of participating students.
2. In addition, the coaches and the Nebraska School Activities Association (NSAA) have other policies parents and students need to be aware of:
 - a) A student must be an undergraduate.
 - b) A student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy.
 - c) A student must be enrolled on or before the eleventh school day of the current year.
 - d) A student is ineligible if nineteen years of age before August 1 of current school year. Student may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.

- e) After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
 - f) A student must have been enrolled in school the immediate preceding semester.
 - g) A student must have received twenty semester hours of credit the immediate preceding semester.
 - h) Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport, which are scheduled by the school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.
 - i) A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team.
 - j) A student shall not participate on an all-star team while a high school undergraduate.
 - k) A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high is eligible.
 - l) After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days.
3. If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.
 4. When the parents of a student change their domicile from one school district, which has a high school to another school district, which has a high school, the student is ineligible for ninety school days. **See the Activities Director for exceptions.**
 5. Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling. A student shall not participate in a contest under an assumed name.
 6. A student must maintain his/her amateur status. Extra-curricular activities shall be defined as any school sponsored activity that involves outside of class participation, i.e. athletics, music performances, drama contest, cheerleaders, drill team, all plays and musicals, etc. During the student's period of ineligibility, the student may not participate in any such activity other than practice.
 7. Students who have a cumulative grade of "F" in two courses in two consecutive weeks will not be able to participate in extracurricular activities according to the following requirements and procedures:
 - a) On the days indicated, teachers will determine which students are not passing their courses by keeping grades updated daily in Sycamore.
 - b) The student will be ineligible if his/her name appears for two consecutive classes on two successive ineligibility lists.
 - c) Teacher required work must be handed in by class time on the last day grades are taken during the week according to Eligibility Calendar.
 - d) The teacher will hand in a list of those students who are failing in their class, by 4:00 p.m. on Thursday or as indicated on the Eligibility Calendar.

- e) The students on the list will not be eligible for public participation in extracurricular activities from Monday through Sunday of the following week.
- 8. Public performances are not allowed during the week of ineligibility. Effective time for ineligibility is to be Monday through Sunday. However, the student may be required to be in uniform under the supervision of the coach or sponsor. Practices, rehearsals, etc. are mandatory.
- 9. This eligibility list will start at the 1st quarter mid-term and continue to the end of the first semester. It will resume at the 3rd quarter mid-term and continue to the end of the semester.

C. **Drug and Alcohol Use and/or Possession** (For Students involved in extra-curricular activities.)

- 1. A student shall not use or possess (regardless of the quantity):
 - a) beverages containing alcohol
 - b) any controlled substance defined by law as a drug
 - c) any type of drug paraphernalia
 - d) images of student use on social media
- 2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor, provided it is approved by the school office. (See School Health Policy in Section V.)
- 3. Penalties shall be cumulative beginning with the first date of the student's enrollment at RCHS. Students who voluntarily seek assessment and/or treatment may not be subject to all of the stated penalties. Any subsequent violations, however, will result in penalties being applied. Drug and Alcohol use and/or possession is a major violation.
- 4. **First Offense:** Once the school becomes aware that a first offense has occurred, students will lose Athletic competition and /or Co-Curricular participation for a minimum of 20% of the competition season and/or performance. Following any school suspension periods or other disciplinary action, the student may participate in practices and/or activity preparation, including post-season activities such as end of the season banquets, at the discretion of the coach/advisor.
- 5. **Second Offense:** If the second offense occurs **within the 12 months** (one calendar year) of the first violation, the student will lose Athletic competition and/or Co-Curricular participation for an entire season for the sport or activity that they are involved in.
 - a) The loss of eligibility will begin at the date of notification of the second offense. Following any school suspension or disciplinary action, the student may participate in all practices and/or activity preparation, including post-season activities such as end of the season banquets, at the discretion of the coach/advisor.
 - b) The student is unable to participate or attend team or activity competition or events during the loss of eligibility or publicly represent RCHS as a team/activity member during this loss of eligibility.
 - c) If the second offense occurs **after 12 months** (one calendar year) of the first violation the student will lose Athletic competition and/or Co-Curricular participation for 3 weeks.
- 6. **Third Offense** – A third offense of this policy while enrolled at RCHS may result in immediate dismissal from RCHS.
 - a) The student must complete the full season in which he/she is serving the eligibility consequences in order to be eligible for the next season of competition.

- b) Students must serve a consequence in each activity in which they participate – Athletics, Fine Arts, and Co-Curricular Activities. Consequences may be served concurrently.
- c) If the loss of eligibility is not completed by the end of the Athletic/Co-Curricular season, the remaining portion of the loss of eligibility will be carried over into post-season Athletic/Co-Curricular competition. In the event that following post-season competition for that season, the loss of eligibility is still not completed, it will carry over into the next Athletic/Co-Curricular opportunity.

D. Sportsmanship

1. Athletes:

- a) Serve as positive examples for spectators by exercising self-control and good sportsmanship.
- b) Always shake hands with the opponents at the conclusion of any contest--win or lose.
- c) Accept both victory and defeat with pride and compassion.
- d) Remember there is compassion in the field of competition.
 - (1) Pray that no athletes or spectators are injured.
 - (2) Never cheer when an opponent gets hurt.
 - (3) Offer a hand to an opponent when he/she is down.
 - (4) Never "rub it in" when the opposing team is outclassed by RCHS and cannot possibly win.
 - (5) Never "rub it in" when the opposing team makes a mistake or an error.
- e) Accept seriously the responsibility and privileges of representing the school and community.
- f) Take care of the facilities RCHS is using when participating at a host school.
- g) Follow the directions of all coaches and their guidelines for conducting activities under RCHS colors. These guidelines, which follow the student handbook, may include:
 - (1) Dress
 - (2) Hair length
 - (3) Drugs, tobacco and alcohol
- h) Consider the visiting team and fans, as well as the officials, as guests and treat them as such.
- i) Respect the rights of all. Profane language is NOT acceptable.
- j) Accept the official's' decisions as final.

E. Multiple Participation: There are times when a student is involved in both a sport and an activity during the same season. Therefore, the school has established the following priorities in the event of a conflict:

- 1. State sponsored contests take priority over any other activities. (e.g., District Music Contest over a tennis match).
- 2. A conference championship tournament takes priority over other activities (e.g., Conference Golf Tournament over musical show).
- 3. Contests/performances take priority over practice/rehearsals.
- 4. If there is no clear-cut priority, the parties involved (coaches or directors of the activity and the student) will resolve the problem.
- 5. If the problem cannot be resolved, the Activity Director will make the final decision.

F. **Sunday Practices:** To assure that students and parents are given full opportunity to meet their Sunday Mass attendance/obligations; all scheduled non-religious use of the parish/elementary school/high school in the Archdiocese on Sunday will begin no sooner than 12:00 Noon. Pre-arranged approval may be granted by the Pastor or Head Administrator of the school.
Archdiocese of Omaha-Catholic School Office, August 2006.

G. **Grievance Policy:** Should any student have a concern or grievance that cannot be resolved, a chain of command must be followed (e.g. teacher, Dean of Students, Activities Director, Principal and subsequently, the President.) If satisfactory resolution to this matter cannot be found through the normal chain of command, the president may call upon the Board executive committee or an Archdiocese level resource for assistance.

If parents are seriously dissatisfied with an aspect of the school’s program or activities which the school administration has deemed as integral to or in the best interest of the school’s goals, the parents may wish to exercise their option of choosing another school for their child or children. If serious dissatisfaction results in continued agitation on the part of parents, the school administration will assess the impact of such agitation, and after discussion of the matter with the parents, may exercise the school’s prerogative to withdraw permission for enrollment of their child.

H. **Transportation Extra-Curricular Activities:** RCHS will provide transportation to after school, off-campus game sites and practices based on availability of vehicles, drivers, and location of game or practice. RCHS assumes no responsibility for students who use their personal vehicles to arrive at games or practices.

1. For events where RCHS provides transportation: Whenever the school furnishes transportation to a contest, all team members must travel to and from the contest with the team. With the coaches consent a team member may return with his/her parents, but only when a note or verbal verification is presented to the coach by a parent/guardian.
2. There are some events where RCHS does not provide transportation. Code of conduct rules for RCHS students still applies.

XII. SCHEDULES

Regular	
Per. 1	8:10 – 9:00
Per. 2	9:04 – 9:50
Per. 3	9:54 – 10:40
Per. 4	10:44 – 11:30
Per. 5	11:34 – 12:46
A Lunch	11:30 – 11:55
B Lunch	12:20 – 12:45
Per. 6	12:49 – 1:35
Per. 7	1:39 – 2:25
Per. 8	2:29 – 3:15

Activity Period	
Per. 1	8:10 -8:56
Per. 2	9:00 – 9:42
Per. 3	9:46 – 10:28
Per. 4	10:32 – 11:14
Act Pd.	11:18 – 11:43
Per. 5	11:47 – 12:54
A Lunch	11:47 – 12:08
B Lunch	12:29 – 12:54
Per. 6	12:58 – 1:41
Per. 7	1:45 – 2:28
Per. 8	2:32 – 3:15

Late Start/Activity	
Per. 1	9:00-9:40
Per. 2	9:44-10:20
Per. 3	10:24-11:00
Per. 4	11:04-11:40
Activity Per	11:44-12:09

Liturgy Schedule	
Per. 1	8:10 – 8:47
Per. 2	8:51 – 9:27
Per. 3	9:31 - 10:06
Per. 4	10:10 - 10:45
Liturgy	10:50 - 12:10

Per. 5 12:13-1:14
 A Lunch 12:13-12:38
 B lunch 12:49-1:14
 Per. 6 1:18-1:54
 Per. 7 1:58-2:34
 Per. 8 2:38-3:15

Per. 5 12:14 - 1:15
 A Lunch 12:10 - 12:35
 B Lunch 12:50 - 1:15
 Per. 6 1:19 - 1:55
 Per. 7 1:59 - 2:35
 Per. 8 2:39 - 3:15

Early Dismissal

Per. 1 8:10 - 8:46
 Per. 2 8:50 - 9:22
 Per. 3 9:26 - 9:58
 Per. 4 10:02 - 10:34
 Per. 5 10:38 - 11:10
 Per. 6 11:14 - 11:46
 Per. 7 11:50 - 12:23
 Per. 8 12:27 - 1:00

Pep Rally

Per. 1 8:10 – 8:57
 Per. 2 9:01 – 9:44
 Per. 3 9:48 - 10:31
 Per. 4 10:35 – 11:18
 Per. 5 11:22 – 12:30
 A Lunch 11:18 – 11:43
 B Lunch 12:05 – 12:30
 Per. 6 12:34 – 1:17
 Per. 7 1:21 – 2:04
 Per. 8 2:08 – 2:51
 P.Rally 2:55 - 3:15

National Honor Society (NHS)

Homeroom 8:10 - 8:20
 Lit. 8:20 – 9:28
 Per. 1 9:32 - 10:08
 Per. 2 10:12 - 10:48
 Per. 3 10:52 - 11:28
 Per. 4 11:32 - 12:08
 Per. 5 12:12 – 1:15
 A Lunch 12:12 - 12:34
 B Lunch 12:53 - 1:15
 Per. 6 1:19 – 1:55
 Per. 7 1:59 – 2:35
 Per. 8 2:39 – 3:15

Special Assembly

Per. 1 8:10 – 8:47
 Per. 2 8:51 – 9:25
 Per. 3 9:29 – 10:03
 Per. 4 10:07 – 10:41
 Per. 6 10:45 – 11:19
 Per. 5 11:23 – 12:23
 A Lunch 11:19 – 11:44
 B Lunch 11:59 – 12:24
 Per. 7 12:28 – 1:02
 Per. 8 1:06 – 1:40
 Assembly 1:44 – 3:15

SIGNATURE PAGE: To ensure that each student and parent has read and understands the policies and regulations of RCHS, parents and students are asked to sign this form and **return it to the student's homeroom teacher.**

STUDENT NAME (Printed): _____ **Grade:** _____

Please Initial: Parent and Student

____/____ **RCHS Handbook:** I have read and understand the RCHS Student Handbook.

____/____ **Technology and Internet Responsible Use Policy:** As a user of the Roncalli Catholic computer network, I hereby:

- agree to comply with the high standard of excellence that is expected as a self-disciplined person and I will take responsibility for my behavior.
- agree to use the Internet in an ethical and moral way. I also agree that, if for any reason, I access any objectionable, profane, or obscene material, the teacher/school administration has the right and responsibility to rule on and discipline my transgression in a way they deem appropriate. I also have the responsibility to move from the site immediately and inform the teacher. Furthermore, I release the teacher, school administration, and archdiocese from any and all liability if I access objectionable items on the Internet.
- Agree to abide by the Technology and Internet Responsible Use Policy as it is outlined in the Student Handbook.

I have read, reviewed and discussed the RCHS Handbook and its policies with my student and we understand the consequences in not abiding to the policies outlined. I realize that strict enforcement of the rules stated will take place should there be any violations. I also assume responsibility for my student's actions.

STUDENT SIGNATURE DATE

FATHER/GUARDIAN SIGNATURE DATE

MOTHER/GUARDIAN SIGNATURE DATE