

# ***RONCALLI CATHOLIC HIGH SCHOOL***

***2018-2019  
STUDENT/PARENT HANDBOOK***

*Roncalli Catholic 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.*

Effective August, 2018

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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 Roncalli Catholic High School ("RONCALLI CATHOLIC") 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.

- 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 Roncalli Catholic 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. Roncalli Catholic 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 Roncalli Catholic is to offer a quality Catholic education. Roncalli Catholic has a student population of diverse religious backgrounds and welcomes students of all faiths. Roncalli Catholic admits students of any race, color, and national or ethnic origin. Roncalli Catholic 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 Roncalli Catholic, 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 Roncalli Catholic, 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:** Roncalli Catholic is accredited by the Nebraska Department of Education and Advanced Ed.

## II. ACADEMIC MATTERS

- A. **Graduation:** Graduation requirements 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 Roncalli Catholic, 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
<b>Total required for graduation</b>	<b>102</b>

### 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 Religion class for a grade.
2. Roncalli Catholic 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 syllabi 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/Plan:**

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/plan. If terms of the plan 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. Mid-Quarter Progress Reports:**

Progress reports are sent to parents at mid-quarter. A report is mandatory in cases where a student is failing OR in danger of failing a course. Reports can also reflect improvement and accomplishments by students. Weekly progress reports are offered upon request of parent.

**G. Semester Assessment:**

It is required that an "end of a course" test or comprehensive assessment activity be given. The purpose of this final exam is to serve as an overview of the course and to give the student needed

practice in thoughtful application of knowledge gained. Final tests must include but not limited to essay and objective type questions. All finals must include a writing assessment piece assessed through application of the 6 Traits of Writing. The final assessment may not and should not be the ultimate determining factor of passing the course. Final exam grades should only be included in the overall average counting for no more than 20% of the grade.

**H. Late Work Policy:**

Work turned in after the teacher-designated time during that class period, but the same school day, OR work turned in one day late will be penalized 30% of the total points earned on the assignment. Work turned in two days late will be penalized 50% of the total points earned on the assignment. Work turned in three days late will be accepted, but a grade of 0% will be earned.

**I. 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](http://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.

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

1. Roncalli Catholic 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.

**K. 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 recalculated according to the Roncalli Catholic grading scale.

**L. 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.

- M. **Auditing:** Auditing is generally available to students, subject to instructor approval.
- N. **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.
- O. **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. Each student must make arrangements with his/her 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.
- P. **Parent-Teacher Conferences:** Parent-Teacher Conferences are held at the end of the first and third quarters in order to discuss student progress. Parents are encouraged to keep in contact with their child's teachers.
- Q. **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.

- R. **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 the student has completed the 1<sup>st</sup> semester of his/her Junior year). The student must participate in two Roncalli Catholic activities per year. Service to the school and community are also required.
- S. **Christian Service Assessment:** Roncalli Catholic 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 Roncalli Catholic 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. If a student accumulates more than 50 hours above the annual requirement, he/she will be inducted into the Gold Pride Club. If a student accumulates more than 100 hours above the annual requirement, he/she will be inducted into the Crimson Pride Club.

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

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

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.

- T. **Withdrawal Procedures:** Any student who voluntarily withdraws from Roncalli Catholic must follow the defined exit procedure:
1. Notify the Administration.
  2. Turn in all textbooks, materials and Roncalli Catholic Identification card.
  3. Pay all tuition and fees before a transcript will be sent.
  4. Obtain a records release form from his/her next school.

### 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:** Roncalli Catholic is responsible for the safety of students and staff. The following Emergency Procedures Policy is designed to cover all aspects of natural disasters.
1. 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.

2. Should conditions improve sufficiently to hold an activity/practice, the decision to proceed will be made by the Administration.
3. Parents may choose to pick up their children during inclement winter weather or authorize their release prior to the official school closing time.
4. 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. Roncalli Catholic has implemented a Crisis Plan for particular situations that Roncalli Catholic has deemed to be a school crisis. (*death of a student, faculty or staff member or other emergency*). 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 normal school operations.
3. Roncalli Catholic and community counselors will be available during any crisis. Clergy will also provide support.
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 in mood. 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 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. **Confidentiality:** Student records are released only with the written permission of the parents/guardians. Student records and transcripts are sent to the school or institution as requested.
- G. **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 Roncalli Catholic attendance office/counselor.

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

- H. **Gym Bags/Book Bags/Back packs:** Book bags must be stored in lockers during the school day.
- I. **Dress Code Violation:**
- 1. Major or minor dress code violations may be met with demerits and/or detention.
  - 2. Major dress code violations may also be remedied 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 then make up missed class time after school or during detention.

#### IV. STUDENT CONDUCT

- A. **Student Offensive Conduct, Bullying or Harassment:** Student offensive conduct, bullying or harassment (repeated incidents of such conduct) on the basis of a person's gender, sexual orientation, race, color, age, religion, national origin, marital status or disability is prohibited. Offensive conduct, bullying or harassment will result in suspension or expulsion.

Examples of offensive conduct, bullying or harassment include, but are not limited to, the following:

- a. Explicit and offensive references or gestures;
- b. Unwelcome physical contact and unwelcome verbal, written, or physical advances or suggestions;
- c. Name calling or taunting on the basis of gender, sexual orientation, race, color, religion, national origin, marital status or disability;
- d. Language of any kind, including graffiti, epithets, vulgar or profane jokes, which is disparaging or demeaning to others on the basis of their gender, sexual orientation, race, color, religion, national origin, marital status or disability.

An individual who has complaints of offensive conduct, bullying or harassment should report such conduct to the Principal. If an individual feels uncomfortable with bringing the matter to the Principal, or if the Principal is thought to be involved in the offensive conduct, bullying or harassment, the individual should inform the President. Charges of offensive conduct, bullying or harassment will be promptly and thoroughly investigated and a written report will be made concerning the results of the investigation.

If it is determined that offensive conduct, bullying or harassment has occurred, appropriate relief for the individual bringing the complaint and appropriate disciplinary action against the guilty person, up to and including dismissal or expulsion, will follow.

Roncalli Catholic will not tolerate retaliation against any student who complains in good faith of offensive conduct, bullying or harassment or provides in good faith, information in connection with any such complaint.

Roncalli Catholic will assist persons falsely accused of offensive conduct, bullying or harassment in making known to appropriate parties, the false complaint. Roncalli Catholic will take disciplinary action, which may include dismissal or expulsion, if sufficient evidence substantiates the guilt of a person who falsely alleges offensive conduct, bullying or harassment.

If the offensive conduct is of a sexual nature, then the directives of the Dallas Charter and the Omaha Archdiocesan program, Respecting All God's People, will take effect.

- B. **Student Pregnancy Policy:** Because of Roncalli Catholic's concern for the physical health of the expectant mother and baby and the mental health of the mother and the father, it is the responsibility of the parents and involved student(s) to report a student pregnancy to the President as soon as they become aware of the pregnancy. The President will decide which school personnel will be informed of the pregnancy. Student(s) involved in a pregnancy will be allowed to continue their education at Roncalli Catholic High School provided the student(s) agree to enroll in a program of counseling in order to stay enrolled at Roncalli Catholic. Failure to satisfactorily complete the assigned program of counseling will result in expulsion.

In order to participate in any school-sponsored events requiring physical activity during her pregnancy, a young woman must provide a current medical release from her attending physician and a signed waiver of liability from her or her parent(s).

- C. **Senior Privilege Requirements:** Senior privilege allows a senior student to spend his/her study hall in the Media Center, the outside commons, or off school grounds. The student must leave within five minutes of the end of the student's most recent class. The student may not remain in the hallways, the parking lot, or any other unsupervised or unauthorized area. Participating students must leave and return through the main office of the school and sign in and out in the office. Participating students are expected to return to school and arrive in class on time. This privilege may be taken away at any time. Under no circumstances will any student be granted senior privilege without achieving:

1. Minimum grade requirement: All A's & B's, at most two C's;
2. Five or fewer demerits in a semester; and
3. Written permission from parent/guardian.

**V. STUDENT ACCOUNTABILITY AND ATTENDANCE**

A. **Student Behavior:** Students at Roncalli Catholic are expected to display good Christian values and behavior. Roncalli Catholic 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. A faculty member or administrator may contact a student’s parent/guardian regarding academic or behavioral concerns. The faculty member or administrator may request that the parent/guardian 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](mailto:torr@ronallicatholic.org) to check how many demerits they have received.
- b. If a student goes 10 school days without a demerit, he/she can email Mr. Orr to have their current demerits erased.
- c. Accumulation of demerits will result in the following:
  - a. 5 demerits = 1 detention
  - b. 10 demerits = 1 detention
  - c. 15 demerits = 2 detentions
  - d. 20 demerits = 1 Saturday School (3 hours)
  - e. 25 demerits = Parent notification and 1-3 days In-School Suspension (ISS) Major violation assessed.
  - f. 30 demerits = Parent notification and 1-5 days OSS and future attendance at Roncalli Catholic will be evaluated

<b>Minor Violations</b> include, but are not limited to:	<b>Major Violations</b> include, but are not limited to:
<ul style="list-style-type: none"> <li>● Tardiness</li> <li>● Dress Code</li> <li>● Food/Drink</li> <li>● Littering</li> <li>● Noise in halls</li> <li>● Disruptive and/or vulgar language</li> <li>● Misconduct at activities</li> <li>● Failure to serve teacher detention</li> <li>● Public display of affection</li> <li>● Inappropriate behavior</li> <li>● Disruptive class behavior</li> <li>● Being out of class without planner</li> <li>● Book Not Covered</li> </ul>	<ul style="list-style-type: none"> <li>● Possession and/or use of alcohol, illegal drugs, tobacco or paraphernalia (Student may be subject to a breathalyzer and/or drug testing.) This includes electronic cigarettes.</li> <li>● Vandalism</li> <li>● Theft</li> <li>● Truancy</li> <li>● Threatening behavior to staff/students</li> <li>● Use/possession of fireworks</li> <li>● Fighting/Assault</li> <li>● Cheating/ Plagiarism</li> <li>● Accumulation of demerits</li> <li>● Repeated removal from class due to behavior</li> <li>● Gang affiliation/gang-related actions</li> <li>● Bomb threats</li> <li>● Use or possession of weapons or facsimiles</li> <li>● Tampering with demerit system</li> <li>● Sexual harassment/assault</li> </ul>

	<ul style="list-style-type: none"> <li>● Bullying/Harassment (including online/social media behaviors)</li> <li>● Tampering with computer equipment</li> <li>● Misuse of the Internet or Technology</li> <li>● Violation of NSAA sportsmanship rules during school activities</li> <li>● Violation of privacy using technology</li> <li>● Criminal activity</li> <li>● Any conduct which reflects grave discredit upon the school.</li> <li>● Any conduct in clear violation of Catholic Church teachings or doctrines.</li> </ul>
All minor violations result in one demerit per offense.	<p>The following may be assessed for major violations:</p> <ul style="list-style-type: none"> <li>● Service Hours</li> <li>● Parent Meeting</li> <li>● Behavioral Plan</li> <li>● 1-5 days Out of School Suspension (OSS) or 1-5 days In-School Suspension (ISS)</li> <li>● 2 weeks suspension from extra-curricular activities.</li> <li>● Long-Term Suspension (5 days and over)</li> <li>● Expulsion</li> <li>● Referral to law enforcement where required or appropriate</li> </ul>
<p><b>This is not an all-inclusive list. Actions not listed above will be handled by the administration as deemed necessary.</b></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 from Roncalli Catholic. **Students may be subject to a breathalyzer and/or drug testing. All costs for these tests will be charged to the student's account.**
4. Weapons: Any student who brings a weapon onto school grounds will be immediately suspended pending a complete investigation. Expulsion may result.
5. 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). Lockers should be 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.
6. 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.*)
7. Care of School Property: The care of school property is the responsibility of all members of the Roncalli Catholic 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.
8. 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.

**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. Written Behavior Plan:** Students with discipline and/or attendance problems may be put on written behavior plan. During a conference with a student and his/her parent, the administration will state the appropriate guidelines in a written behavior plan.

**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.

**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 do so. 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 considered a major violation of conduct. In addition, since education of a student is considered a partnership between Roncalli Catholic and the student's parent(s) or guardian, Roncalli Catholic reserves the right to expel a student if, in Roncalli Catholic's determination, a parent or guardian is not being cooperative with Roncalli Catholic's staff or administration.

**Expulsion Appeal Process:** In the event that Roncalli Catholic expels a student, the student may appeal to a review board by submitting an appeal in writing to the Principal within three (3) days of being notified of the expulsion. The review board shall be composed of one school board member, one faculty member, the Principal, and the President. The President shall select the school board member and the faculty board member. The decision of the review board will be final.

**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. Roncalli Catholic 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 instances of tardiness. 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.

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. The grant of an excused absence is subject to administrative approval.

H. **Excessive Absenteeism and Truancy:** Excessive absenteeism occurs when a student misses so many days of school that his or her educational growth suffers. If any student has accumulated a total of five (excused or unexcused) absences per quarter, the school shall take the following steps:

1. A notification to the student's parent/guardian of the excessive absenteeism problems and the need for a meeting.
2. A meeting or meetings between the Administration, the student's parent/guardian, the student, and any other school officials deemed necessary by the Administrator. The goal of such meeting or meetings will be to develop a collaborative plan to reduce the student's absenteeism. The plan shall consider the following:
  - a. Illness related to the physical or behavior health of the student.
  - b. Educational counseling to explore curriculum changes to solve the excessive absenteeism problem.
  - c. Educational evaluation to assist in determining the specific condition(s) contributing to the excessive absenteeism problems, supplemented by specific efforts by the school to help remedy any condition diagnosed.
  - d. Referral to appropriate agencies for economic services; Family or individual counseling; and
  - e. Assisting the family in working with other community services.

Students are subject to disciplinary action, including suspension or expulsion, for excessive absenteeism. It shall be within the discretion of the Administrator to determine, in light of the particular circumstances, whether a student may make up work due to excessive absenteeism.

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.

If a student is absent for more than twenty days per year for reasons other than illness, the Administrator shall notify the county attorney of the county in which the student resides, along with documentation of all steps taken above, and shall also notify the Catholic School's Office. The Administrator shall also notify the student's parent/guardian of the fact that the county attorney was notified of the excessive absenteeism problem.

- 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.
- J. **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.
- K. **Tardiness:** 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 tardiness 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 instances of tardiness will result in one detention.
    - c. More than seven will result in a meeting with the administration to discuss the student's future at Roncalli Catholic.
  2. Periods two through eight:
    - a. The office will not issue admit slips to class during these periods.
    - b. All other instances of tardiness will result in one demerit administered by the teacher.
    - c. Five instances of tardiness will result in one detention.
- L. **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.

**M. Final Exams:**

1. All Freshmen and Sophomores will take final exams.
2. Juniors and Seniors may qualify for exemption under the following guidelines:
  - a. Semester grade is an "A" on the date determined by the Administration;
  - b. Attendance/Behavior record is satisfactory;
  - c. All related assignments have been completed; and
  - d. Exemption does not apply to the Official College Board's AP Exam.
3. Attendance during exams.
  - a. 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).
  - b. Juniors and seniors may leave if they have completed final exams for the day. (Parent permission slip must be turned in).
  - c. 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.**

- N. Extra-Curricular Participation:** Students will not be allowed to participate in an extra-curricular event if they did not attend 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.

**VI. DRESS CODE**

The following is in effect for all students:

**A. Uniform:**

1. Shirts
  - a. Dennis Uniform or Roncalli Catholic Booster Club uniform approved.
2. Pants
  - a. Navy, Black, or Tan pants.
    - a. Belts must be worn if the belt loops are visible.
    - b. No cargo or carpenter pants.
    - c. No Capris.
  - b. Pants or shorts need to be buttoned at all times.
3. Walking Shorts/Skirts
  - a. Navy, Black, or Tan.
    - a. Belts must be worn if the belt loops are visible.
    - b. No cargo or carpenter pants.
  - b. Girls
    - a. Belts must be worn if the belt loops are visible.
    - b. Shorts/Skirts/Skortts 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/skortts 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.

- 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. Piercings are allowed in earlobes and a stud in the nose. 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 Principal's office until arrangements can be made for the student to comply. In any case, the administration 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.**

## VII. 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:** Roncalli Catholic students represent the school in all their activities and conduct. As such, they are expected to display the teachings and values of Roncalli Catholic at all times and follow the guidelines of the Student Handbook. Handbook policies apply to inappropriate conduct outside of Roncalli Catholic.
- D. **Drug and Alcohol Use and/or Possession:**
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; or
    - 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.
  3. Penalties shall be cumulative beginning with the first date of the student's enrollment at Roncalli Catholic. Drug or alcohol use and/or possession is a major violation and will result in demerits, suspension from extracurricular activities, suspension from school, or expulsion.
  4. Students who voluntarily seek assessment and/or treatment may not be subject to discipline.
- E. **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.
  4. If a student is found using an electronic device without permission, other than during instructional time 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.

- F. **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.
- G. **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. Water may be brought into the classroom if it has lid.
  3. No outside food for lunches from a food vendor may be brought into the building, lockers or the classroom without permission from the Principal.
- H. **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.
- I. **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.**
- J. **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. Although individually assigned to students, the lockers remain school property and may be opened by Roncalli Catholic at any time and for any reason. Roncalli Catholic will comply with any requests by law enforcement to open and search student lockers.
  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. Roncalli Catholic is not responsible for items lost or stolen from the student lockers.
- K. **Money Brought to School:** Students should not bring a large amount of money to school. Roncalli Catholic is not responsible for money left in lockers or elsewhere. Students may leave money in the office if necessary.
- L. **Multi-Cultural/Gender Education:** Roncalli Catholic 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 Roncalli Catholic.
  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.

M. **Non-Discrimination Policy:** Roncalli Catholic High School will not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. In addition, these same prohibitions apply to students with disabilities if, with reasonable accommodation, the student can satisfy the school's program requirements.

N. **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 Roncalli Catholic assumes no liability for theft or damages to vehicles parked on the premises.

O. **Admission of Students With I-20 Status:**

1. Before a foreign student may be admitted to Roncalli Catholic he or she should contact the Omaha Archdiocese Catholic Schools Office.
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 Catholic Schools Office.
  - b. The Catholic Schools Office is responsible for filing the I-20 electronically.
  - c. The Catholic Schools Office SEVIS Administrator 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 Roncalli Catholic under I-20 status must present the I-20 form. Roncalli Catholic will keep a copy in the student's file.
  - f. The Principal must contact the CSO SEVIS Administrator annually to update the status of the student.

If a foreign student graduates from Roncalli Catholic and goes on to college, Roncalli Catholic will, upon request from the university or college, transfers the I-20 to the university or college that the student will be attending.

P. **Public Displays 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.

Q. **Religious Formation:** Roncalli Catholic'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 Roncalli Catholic.

R. **School Health Policy:** Roncalli Catholic 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.

S. **Policy on Self-Administration of Prescription Asthma or Anaphylaxis Medication at School During School-Related Activities:** Occasionally, a student's parent or guardian will request that the student be allowed to self-manage his or her asthma or anaphylaxis condition while at school during school-related activities. In such instances, Roncalli Catholic will adhere to the following steps:

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her asthma or anaphylaxis condition.
2. Develop, with the student's parent or guardian, along with the student's physician, an asthma or anaphylaxis medical management plan for the student for the current school year. This plan must:
  - a. identify the health care services the student may receive at school relating to such condition;
  - b. evaluate the student's understanding of and ability to self-manage his or her asthma or anaphylaxis condition;
  - c. permit regular monitoring of the student's self-management of his or her asthma or anaphylaxis condition by an appropriately credentialed health care professional;
  - d. include the name, purpose, and dosage of the prescription asthma or anaphylaxis medication prescribed for such student;
  - e. include procedures for storage and access to backup supplies of such prescription asthma or anaphylaxis medication; and
  - f. be signed by the student's parent or guardian and the physician responsible for treatment of the student's asthma or anaphylaxis condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent or guardian must sign a Release and Indemnification form before the student is allowed to self-administer his or her asthma or anaphylaxis medication.
5. Once the medical management plan is in place, the student shall notify the Principal (or, in the Principal's absence, the School Secretary) when the student has self-administered prescription asthma or anaphylaxis medication to be used according to the plan.
6. Once the medical management plan is in place, the student shall be allowed to self-administer his or her asthma or anaphylaxis medication on school grounds, during any school-related activity, or in any private location specified in the plan.

7. If the concerned student uses his/her prescription asthma or anaphylaxis medication other than as prescribed, he or she will be subject to discipline and his/her parent or guardian will be notified; however, the method of discipline shall not include a restriction or limitation upon the student's access to asthma or anaphylaxis medication.

T. **Policy on Self-Administration of Diabetic Condition at School During School-Related Activities:**

Occasionally, a student's parent or guardian will request that the student be allowed to self-manage his or her diabetic condition while at school and during school-related activities. In such instances, Roncalli Catholic will adhere to the following steps:

1. Require and receive a written request from the student's parent or guardian that the student be allowed to self-manage his or her diabetic condition.
2. Develop, with the student's parent or guardian, along with the student's physician, a diabetes medical management plan for the student for the current school year. This plan must:
  - a. identify the health care services the student may receive at school relating to such condition;
  - b. evaluate the student's understanding of and ability to self-manage his or her diabetic condition;
  - c. permit regular monitoring of the student's self-management of his or her diabetic condition by an appropriately credentialed health care professional;
  - d. be signed by the student's parent or guardian and the physician responsible for treatment of the student's diabetic condition.
3. The medical management plan must be kept on file at the school.
4. The student's parent or guardian must sign a Release and Indemnification form before the student is allowed to self-administer his or her diabetic condition.
5. Once the medical management plan is in place, the student shall be allowed to self-manage his or her diabetic condition on school grounds, during any school related activity, or in any private location specified in the plan.
6. If the school determines that the student has endangered himself, herself, or others through the misuse of such medical supplies, it may prohibit the student from possessing the necessary medical supplies to manage his or her diabetic condition, or place other necessary and appropriate restrictions or conditions on the student's self-management. In addition, the student may be subject to discipline. The school shall promptly notify the parent or guardian of any prohibition, restriction, or condition imposed, as well as any disciplinary action taken against the student.

U. **Textbooks:** Textbooks are the property of Roncalli Catholic. 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.

V. **Visitors:** Roncalli Catholic students who wish to bring a guest to shadow must obtain permission from the Administration at least one day before the visit. Only visitors who have a serious interest in attending Roncalli Catholic in the near future will be admitted. Visitors must abide by all rules of conduct detailed in the Roncalli Catholic 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.

## VIII. 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. Roncalli Catholic 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:** A student's online communications reflect on Roncalli Catholic. 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 expectation of 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 Roncalli Catholic.
- 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 Roncalli Catholic'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 Roncalli Catholic Staff and Administration

## IX. 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 Activities Director and Guidance Counselor will determine eligibility for the semester. Coaches and activity sponsors will work with the Activities Director to check on eligibility of participating students.
  2. In addition, the individual coaches and the Nebraska School Activities Association (NSAA) have additional policies that students and parents should review:
    - a. A student must be an undergraduate.
    - b. A student must be enrolled in at least twenty hours per week. The student must maintain regular 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 1<sup>st</sup> quarter mid-term and continue to the end of the first semester. It will resume at the 3<sup>rd</sup> quarter mid-term and continue to the end of the semester.

**C. Sportsmanship:** Roncalli Catholic Athletes should always:

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

**D. 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.

- E. **Sunday Practices:** To assure that students and parents are given full opportunity to meet Sunday Mass attendance obligations, all scheduled non-religious use of Roncalli Catholic facilities on Sunday will begin no sooner than 12:00 Noon. Administration may grant limited exceptions to this policy following appropriate request by a coach.
- F. **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.) The President's resolution of any grievance is considered final. The Grievance Policy will not be available in the event of an expulsion.

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 interests 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 and 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 Roncalli Catholic's prerogative to withdraw permission for enrollment or continued enrollment of their child.

- G. **Transportation Extra-Curricular Activities:** Roncalli Catholic will provide transportation to after school, off-campus game sites and practices based on availability of vehicles, drivers, and location of game or practice. Roncalli Catholic assumes no responsibility for students who use their personal vehicles to arrive at games or practices.
1. For events where Roncalli Catholic provides transportation: Whenever the school furnishes transportation to a contest, all team members must travel to and from the contest with the team. With coach 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 Roncalli Catholic does not provide transportation. Code of conduct rules for Roncalli Catholic students still applies.

## X. 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

### 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
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

### 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

### 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

### 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

### 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	12:14 - 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

### 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

### 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 Roncalli Catholic, parents and students are asked to sign this form and **return it to the student's homeroom teacher.**

**STUDENT NAME (Printed):** \_\_\_\_\_ **Grade:** \_\_\_\_\_

I have had the opportunity to read the 2018-2019 STUDENT/PARENT HANDBOOK for Roncalli Catholic High School. I acknowledge receipt of the policies set forth in the handbook.

\_\_\_\_\_  
Parent/Guardian Signature                      Date

I have had the opportunity to read the 2018-2019 STUDENT PARENT HANDBOOK for Roncalli Catholic High School and I agree to abide by the policies in the handbook.

\_\_\_\_\_  
Student Signature                                      Date