



RONCALLI

THE LIFE PREP SCHOOL

# 2020-2021 RONCALLI HIGH SCHOOL HANDBOOK

The 2020-2021 Handbook attempts to outline protocols associated with the Covid-19 Pandemic. Given the nature of the pandemic and the unknowns that still exists, Roncalli High School reserves the right to amend this Handbook at any time to incorporate necessary changes related to Pandemic Protocols. These changes will be communicated to the school community via announcements and other written communications.

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# 1.0 Roncalli High School - The Life Prep School

## 1.1 Philosophy

Through the centuries, there have been two foundational elements upon which Catholic education has been based. The first is an unwavering belief in the divine spark, which has been placed in every person as a result of being created in the image and likeness of God. The second is the missionary spirit of Catholic school teachers.

The divine spark, or human soul, is destined for eternal life. A recurring theme of scripture is well summarized in Deuteronomy 30:19 when the Lord says to Israel, "Today I have set before you life and death, blessings and curses. Choose life so that you and your descendants may live, loving the Lord your God, obeying Him and holding fast to Him." This is the most fundamental of choices - eternal life or death. Our unending passion is for students to choose life and thereby open the doors of possibility that are available when they understand themselves to be a divinely created child of God, privileged to share in an eternal inheritance.

The second element of Catholic education has been the missionary spirit of Catholic teachers. The evangelizing witness of faith in action that is so obvious in the lives of our teachers serves as an irreplaceable model for our students. The nature of the relationship between teacher and student in a Catholic school has been characterized as "an intimate conversation between two souls." Teachers who give witness to a love for learning, a love for creation and a love for students are ever-open textbooks studied and imitated by each of their students. Providing an environment where this evangelizing spirit is recognized and nurtured is a hallmark of Roncalli High School and is critical to the success of our students.

Education should then help students to understand who they are as unique and divinely created beings. This understanding gives rise to a need in students to fully develop the specific gifts and talents with which they have been uniquely endowed. Teachers aid this development and along with others - parents, board members, administrators, staff - work to provide an affirming, disciplined, Christ-centered environment. We expect to see the fruits of our labors as each student grows into moral, intellectual and physical maturity.

## 1.2 Archdiocesan Mission Policy

The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.

Catholic schools are distinctive religious education institutions operated as ministries of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), the archdiocese, or a religious community.

Attending a Catholic is a privilege and a choice, not a right. As such, we welcome you as a member of our school family who is committed to the mission of our Catholic school. We are grateful that you, as the first teacher of your child, choose this Catholic school!

While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is a fundamental priority. We strive to integrate our faith into all aspects of our school culture and curriculum.

The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity. Such is reflected in our policies, practices, and protocols.

In all questions involving faith, morals, faith teaching, and Church law, the final determination of admission in our Catholic schools rests with the Archdiocesan bishop.

### **1.3 Mission Statement**

As a Catholic high school, our pledge is to provide, in concert with parents, parish, and community, an educational opportunity which seeks to form Christian leaders in body, mind and spirit.

Guided by prayer and the Gospel values of faith, love, and justice, students are challenged to respond to the call of discipleship and to fulfill their potential as lifelong learners in service to others.

Our end is to make God's love complete among us.

### **1.4 Graduate Profile**

As Christ has called upon each of us to "go make disciples of all nations" and to the extent that our namesake, St. John XXIII (Angelo Cardinal Roncalli) was committed to that task, it is Roncalli High School's intention to create disciples of Jesus in the image of St. John. It is to this purpose that we aspire for all of our graduates to honor and glorify God by:

**FAITH** - *having a personal relationship with Jesus Christ and evangelizing the message of the Gospel through their actions.*

**ACADEMIA** - *reaching their fullest potential through a commitment to lifelong learning.*

**SERVICE** - *serving the needs of others with loving and compassionate hearts.*

**COMMUNITY** - *being devout members of the Church, cultivators of the Roncalli spirit, and responsible citizens.*

**DIGNITY** - *recognizing that every person is created in the image and likeness of God, having the utmost respect for life, and embracing a diverse world.*

### **1.5 School Fight Song**

We'll fight ahead for the blue, white, and red,  
Our fealty we're showing.  
For our team will fight with all of their might.  
We'll charge on to victory!  
Come on team let's vie for our Roncalli High, our Alma Mater.  
So stand up march on everyone, for we'll do or die.  
Fight!

## 2.0 Pre-Enrollment/Enrollment

### 2.1 Admissions

Roncalli High School is an open enrollment high school for Catholic students whose families are participating members of South Deanery Catholic parishes and who have completed the seventh and eighth grades at a South Deanery grade school. Each South Deanery parish assumes the responsibility for determining whether or not a family meets their parish's standard to be classified as "participating".

Roncalli High School respects the personal consciences of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school, Roncalli High School cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. All students will therefore be expected to participate in religious instruction and Catholic Formation, including Christian service, offered at the school except actions that are intended only for Catholics (e.g., reception of the sacraments).

Aspiring students whose current school environments pertain to Section 2.1.1 Items 5 through 9 will be evaluated based upon the completion of the application form, their transcripts, and the results of the individual student interview. The interviews will be used as a part of the evaluation process to determine qualifications of students not enrolled in South Deanery grade schools during their seventh (5-9 only state eighth) and eighth grade years. A weighted priority will be given to students who have siblings who are current students at Roncalli or who are graduates of Roncalli.

The following criteria will be used for all who have submitted a complete application for admission by March 1. Completed applications received after March 1 will be considered and added to the waiting list in the order received.

#### 2.1.1 Admission Criteria for Incoming Freshmen not in the STARS Program (In Priority Order)

1. A Catholic student whose family is a participating member of the parish and who successfully completed the seventh and eighth grades at a South Deanery grade school in good standing will be guaranteed admission. In order to guarantee admission families must meet all application and registrations deadlines.
2. A student who is a child of a Roncalli faculty or staff member.
3. A Catholic student whose family is a participating member in a Catholic parish outside the Indianapolis deaneries (i.e. St. Rose, St. Joseph, etc.) and who successfully completed the seventh and eighth grades in a Catholic grade school.
4. A non-Catholic student who successfully completed the sixth, seventh, and eighth grade at a South Deanery grade school.
5. A Catholic student whose family is a participating member of a South Deanery parish and who successfully completed the eighth grade at a school other than their deanery grade school.
6. A Catholic student whose family is a participating member of a Catholic parish in an Indianapolis deanery other than the South Deanery who successfully completed the eighth grade at a Catholic grade school in one of the other Indianapolis deaneries.
7. All other Catholic students whose families are participating members of a Catholic parish.
8. A non-Catholic student who successfully completed the eighth grade at a Catholic grade school outside of the South Deanery.
9. A non-Catholic student who successfully completed the eighth grade at a school other than a Catholic grade school.

#### 2.1.2 Admission criteria for STARS Program

The STARS program serves students with disabilities. In conjunction with the admissions criteria outlined in section 3.1.1, the following admission criteria will be used for any student who has provided to the Director of Special Services all requested documentation on the disability and who falls within the spectrum of services our STARS Program can provide:

1. A Catholic student whose family is a participating member of a South Deanery parish but who could not attend a Catholic grade school due to a lack of an appropriate program for that student at the grade school level.

2. A Catholic student who has a sibling that is attending or has attended Roncalli but they were unable to attend Catholic grade school due to lack of appropriate programming at the grade school level.
3. A Catholic student who successfully completed the seventh and eighth grades at a Catholic grade school in one of the other Indianapolis deaneries and who is a participating member of their parish and whose deanery high school principal determines the student's learning and/or cognitive disabilities cannot be served effectively through their deanery high school's resource program.

### **2.1.3 Admission Criteria for Life Academy**

A maximum of 10 students will be admitted to the Life Academy program which services students with cognitive disabilities.

1. Students must have written documentation of a disability. This documentation must include the current IEP/ISP and a current battery of testing that includes the student's diagnosis.
2. Students must possess independent mobility - must move from one class to another, including physical education and lunch - must be able to use a combination or key lock on a personal locker.
3. Students must maintain appropriate personal hygiene - must be able to care for personal restroom needs.
4. Student must be able to follow the Roncalli High School discipline code.
5. Students must participate in Catholic religious activities while at school - must attend scheduled school Masses and seasonal liturgical services - must participate in four years of religion classes when deemed appropriate.
6. Roncalli High School reserves the right to decline admittance to any student for whom we feel we cannot adequately provide a program.

### **2.1.4 Transfer Students**

Aspiring transfer students to Roncalli must complete an application online as the first step. After receiving the application, the student's family will be required to complete an admissions interview with members of Roncalli's administration. Final determination on acceptance will be based upon the application, interview, and current school records.

## **2.2 Registration**

Students returning to Roncalli High School will pre-register the previous spring through the Guidance Department. Incoming freshmen will pre-register in February or March after the placement exam results have been mailed home to parents. This registration will be by appointment only through the Guidance Department. Transfer students will register during appointments with their guidance counselor.

## **2.3 Financial Aid**

### **2.3.1 Tuition**

Tuition for students at Roncalli High School is established by the Archdiocese of Indianapolis and the Roncalli Board of Directors. Due to the large contribution of our diocesan parishes, families of Catholic parishes pay the Catholic rate of tuition if the parish confirms them as supporting members of the parish. Families not supporting a diocesan parish pay a tuition at the full cost of education.

Tuition and fees can be paid during a ten-month period of time beginning in July and ending in April, or pay the full amount of tuition in July and receive a discount. Students whose tuition and fees are not paid up to date in December cannot take semester exams. Students whose tuition and fees are not paid up at the end of the school year cannot take semester exams and will not be allowed to return to Roncalli High School. Any time these obligations cannot be met, arrangements can be made only with the approval of the Vice President for Finance & Facilities. Tuition accounts will be charged a \$10 fee for each check returned to the school due to non-sufficient funds. Transcripts are transferred to other schools only when tuition has been paid in full. Roncalli accepts the responsibility of providing the opportunity for an education; parents enrolling students at Roncalli accept responsibility of paying tuition.

In case of a remote learning period related to any public health/safety or severe weather event, the school will provide continuous education services remotely for students. Tuition agreement, policies, and practices will remain in effect and binding.

### **2.3.2 Financial Assistance & Scholarships**

In an attempt to make available a Roncalli High School education to as many students and families as possible, the school offers a significant amount of need-based financial assistance. A family must submit a complete financial aid application to be eligible to receive any need-based financial assistance. Contact the Business Office for a financial assistance packet.

The school does have a limited number of scholarships available to incoming and current students as well as graduating seniors. These scholarships have a wide variance of criteria such as academics, extracurricular participation, leadership, mental attitude, etc. Please contact the Assistant Principal for Student Life for a complete listing of scholarships and specific criteria.

### **2.3.3 Indiana Choice Scholarship Voucher Program**

Roncalli High School supports a family's choice on where they educate their children. In an effort to make our school financially affordable to as many students as possible, Roncalli High School participates in the Indiana Choice Scholarship Voucher Program. Specific criteria and measures of available scholarship can be found through the [admissions link](#) on the Roncalli Website.

### **2.3.4 Future Foundations Endowment Program**

An additional means to offset the costs of Roncalli can be implemented through the Future Foundations Endowment Program. This program is offered to qualifying families and involves families physically working at sponsored jobs with earned income used to supplement Roncalli costs. Please forward any questions regarding the program to the [Director of Campus Ministry](#).

## **2.4 Withdrawal Procedure**

A student wishing to withdraw from Roncalli must meet with his/her parents and the [Assistant Principal for Academic Affairs](#) to complete an exit interview. All student and family obligations to the school must be met prior to the issuance of a withdrawal notice and transcripts being sent to another school.

## **3.0 School Services**

### **3.1 Health and Well-being Services**

#### **3.1.1 School Counselors**

Students will be assigned alphabetically to their school counselor. Their school counselor will be the student's main resource for questions and concerns outside of the academic classroom. School counselors assist their students in the following ways:

- Academic counseling
- Post secondary planning
- Personal counseling
- Career counseling
- Naviance administration
- Standardized test administration
- Scholarship communications

Students are encouraged to seek out the assistance of their school counselor throughout their time at Roncalli. They are an integral part of the spiritual, academic, and social growth of each student.

#### **3.1.2 School Social Worker**

Roncalli High School employs a school social worker to aid in the health and well-being of all members of our student body. Students can ask for a conference with the school social worker directly or they may be referred by friends, family, and/or school employees. The School Social Worker assists the school in meeting the social, emotional and spiritual needs of its students, parents/guardians, and teachers. The goal of all direct and individual services provided by the social worker is to help students develop to their fullest potential, spiritually, socially, emotionally, physically and intellectually. When situations arise where students may require support above and beyond what Roncalli can offer, the school social worker will work with the families on arranging outside services. Conversations with the school social worker are confidential in nature to the extent allowed by law.

#### **3.1.3 College Counselor**

The role of the college counselor is primarily focused upon designing and implementing a freshman through senior college planning program which serves Roncalli High School students and their parents in large-scale, overarching ways. The college counselor may also serve as a resource to students and their parents, upon referral by their school counselor, if needed, to address specific questions or concerns which would warrant an individual appointment with the college counselor.

#### **3.1.4 StandUp**

The StandUP Program is a team composed of the Assistant Principal for Student Life, the Dean of Students, School Social Worker, School Counselors, Director of Campus Ministry and teachers. The StandUP team acts upon referrals from faculty, staff, parents, and students. The team seeks to assist individual students experiencing physical, social, emotional or spiritual difficulties and to remove the attendant barriers which interfere with student learning. The team offers these students affirmation, support, direction, counseling and community referrals. The team also supports students who struggle with drug, alcohol or tobacco usage and/or addictions by providing an avenue to receive assistance without incurring a disciplinary penalty. Our goal is to empower these students to experience the same opportunities for growth and development that God intends for all young people. Additionally, the team offers education and awareness programs regarding Mental Health Awareness, specifically, the components of stress, drug and alcohol use and the signs of depression/anxiety.

The objectives of the StandUP program include the following:

- Educate our school community regarding the purpose and procedures of the StandUP team by offering presentations at the outset of each school year to students, parents and faculty.

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- Receive and research referrals submitted by students, parents, faculty, coaches, or moderators.
- Identify individual students who are experiencing social, emotional, physical or spiritual difficulties.
- Take appropriate steps to intervene focusing on the use of a wrap around services approach.
- Evaluate the interventions of identified individual students.
- Follow up for results of recommended treatment plans and intervention.

On occasion, students referred to the StandUP Program may additionally admit to the use of drugs, alcohol, or nicotine. Students admitting to the usage will undergo drug testing to establish a baseline of usage. The intent of the StandUP program is to use wrap around services to provide to the student tools to help the student overcome any addictions and make decisions to turn away from use. Upon this honest admittance of use:

- Student will be required to complete a professional drug/alcohol assessment at the family's expense and complete all follow-up recommendations. Failure to comply with the recommendations could result in disciplinary consequences, including suspension from school.
- Student incurs no suspension, no extracurricular penalty, no detentions.
- Student may participate in a drug/alcohol education program, provided by Roncalli High School at the family's expense.
- Student will be included in the pool of students to be considered for periodic drug testing at the family's expense. A subsequent positive test will result in the student being subject to the provisions outlined in Section 6.3.8 of this handbook.

In an instance where a member of the StandUP team discusses illegal substance abuse and the student denies use, agrees to a test, and the test results come back negative:

- No written records are kept.
- RHS pays for the drug test (no cost to parents).

**NOTE:** Roncalli High School places the highest priority on the health and well-being of every student. To this end, the school invests a considerable amount of time, energy, compassion and resources in an attempt to ensure to the best of its ability, that every student reaches their God-given potential.

The StandUP Program utilizes a “wrap around services” approach, a concept widely used and respected in the educational and mental health fields. This allows us to truly address the holistic needs of each young person in ways that lead to greater spiritual, academic, social, emotional, and physical development.

The school and StandUP will respect the confidentiality of students unless life, health, and/or safety may be compromised and/or criminal activity is suspected. There are scenarios within the scope of the StandUP Program where issues are required by law to be reported and must be conveyed to those with a right and need to know including, but not limited to: school administrators, law enforcement, and/or the Indiana Department of Child Services. Any confidential information that must be shared will be done in a professional manner and only to authorized persons with an intentional focus on providing help and support to the student.

### 3.1.5 Student Insurance

The Archdiocese of Indianapolis maintains a secondary insurance policy for student and athletic accidents for any student attending Roncalli High School. Please contact the Roncalli [Human Resources Office](#) for further information.

### 3.1.6 Ascension/St. Vincent's Athletic Training

Ascension/St. Vincent provides sport medicine/athletic training services for prescribed athletic programs of Roncalli High School. They work with athletes both in season and out of season to help students meet their athletic goals. The athletic trainers support the athletic program through injury prevention, nutrition education, injury analysis, and injury rehabilitation. The athletic trainers are supported by Ascension/St. Vincent doctors who also are available periodically on campus. Students needing the services of the athletic trainers are able to work with them after school. The athletic trainers additionally can be emailed to set up a consultation time. The athletic trainers may also be consulted for first aid treatment of injuries, of the general population, sustained during the school day.

### 3.1.7 Weight Room

The weight room is available for use by current students of Roncalli. Most of the time students will use the weight room in conjunction with the athletic programs that they participate in. Students who do not participate in athletics may use the weight room with the permission of the Athletic Director and/or the Strength and Conditioning Coach. No student shall use the weight room facilities without adult supervision. Weight room guidelines must be followed or use of privileges may be suspended.

## 3.2 Student Special Education Services

All students can succeed when provided with the right atmosphere to meet their needs. It is our job as teachers and parents to provide an atmosphere that will assist students to reach their potential and realize their God given talents.

### 3.2.1 STARS

Roncalli works in conjunction with Perry Township Schools to implement Service Plans (SP) for qualifying students. Additionally, our resource and guidance departments work together to provide school based plans for students in need. These plans are designed to help teachers and students work together to foster an environment for individual student success while working to attain their high school diploma. Services may include:

- Identify and meet the needs of individual students
- Assist teachers to develop and monitor specific behavioral intervention plans
- Foster an understanding and acceptance of learning differences throughout the staff, faculty and student body
- Provide in-service opportunities for teachers regarding best practices, differentiation strategies and disability awareness
- Assist in development of lesson plans to accommodate diverse learners
- Provide STARS students with necessary skills to live an independent and productive life after high school
- Notify teachers of student's accommodations
- Assist in the development of student schedules
- Provide accommodations on classroom and standardized tests
- Support students in general education classes through daily resource class
- Provide appropriate accommodations on daily classroom materials

### 3.2.2 Life Academy

The Life Academy is a blended educational program designed to provide needed supports and academically challenge students with intellectual disabilities. Students will earn a certificate upon completion of the program. While each student who qualifies for the Life Academy program has a unique set of gifts from God, generally each student will have the opportunity to grow via the following:

- Support in inclusive general education classes with a modified curriculum
- Life Skills curriculum in Language Arts and Math
- Inclusion in extracurricular activities/campus life
- Social Skills support/Behavior Plans
- Work study program/adult transition

## 3.3 School Communications

### 3.3.1 Emergency

#### 3.3.1.1 Emergency Preparedness

Roncalli High School works with Archdiocesan officials and local law enforcement officials in developing a comprehensive Emergency Preparedness Plan. While no plan is able to cover every conceivable emergency or crisis, the school's plan is comprehensive in nature.

The school complies fully with state and federal regulations with regard to conducting drills for emergency preparedness.

A copy of the school's Emergency Preparedness Plan is on file in the school's Main Office should a parent or guardian wish to review it.

The school does have the capability of sending out a phone call to all school families on a moment's notice should a situation merit this response. However, the school's position is to utilize this notification system only in times of an absolute emergency so as not to create unwarranted worry or concern for our parents and families.

Additionally, students may be notified via their cell phone if an emergency situation occurs outside of normal school hours when students would be in the parking lot, driving into school, or participating in extracurricular activities.

#### 3.3.1.2 School Delay or Closing Information

If a storm occurs during the school day, the weather will be monitored by the administration. If worsening conditions are forecast, school may be dismissed early. If a storm occurs at a time other than during the school day, announcements of school closing or delay will be made if practical and advisable.

If a decision is made to close or delay the start of school, a voice and/or text message will be sent to all families, an announcement will be made on the local television stations at the earliest possible time, and it also will be posted on the school's web page which is the fastest, most accurate way to know of delays or cancellations. Please do not call the school or the stations for closing information.

#### **Covid-19 Pandemic Related Items:**

The school, depending upon exposure and other Covid-19 matters, may have a disruption to our onsite learning environment. Fortunately, our synchronous learning model will allow classes to remain on pace when the school building is closed. Due to the nature of Covid 19 and the necessity to complete contact tracing, the school may be required to give less than 24 hours notice of any closure.

### **3.3.2 Health**

#### 3.3.2.1 Accidents

Any accident and/or incident that involves injury or damage that occurs within school grounds or at a school sponsored activity must be reported immediately to the individual in charge of the class or event. An incident an Incident Report needs to be completed by that teacher/supervisor and submitted to the Human Resources office/person to be faxed over to our insurance company.

An incident is any accident, occurrence, or situation causing injury which may result in a possible claim against Roncalli High School or the Archdiocese of Indianapolis. The incident report can be found [here](#).

#### 3.3.2.2 Authorized Medications

The Archdiocese of Indianapolis recognizes that parents (guardians) have the primary responsibility for the health of their children. Although it is strongly recommended that medication be given in the home, the health of some children and youth may require that they take medication or receive other medical care while in the care of the Catholic school, parish or archdiocesan program.

Parents (guardians) have a responsibility to confer with their physician or other medical practitioner to arrange medication intervals to avoid administration of medication outside the home whenever possible.

When medication absolutely must be given at other times outside the home, parents (guardians) shall provide explicit written instructions using the [Authorization for Administration of Medicine or Treatment](#)

[Form](#). Please include instructions as necessary from their physician or other medical practitioner regarding the need for prescription medication or specific medical care.

The Authorization for Administration of Medicine or Treatment Form also requires parents (guardians) to provide written permission for non-medically trained school, parish or archdiocesan personnel to oversee the self-administration of medication or necessary routine medical care by the child depending upon the age and capability of the child or youth.

Medical circumstances requiring the direct measuring and/or administration of medications, injections, blood tests, observation of symptoms, specific emergency responses and/or direct administration of medicine by non-medically trained staff personnel shall be handled on a case-by-case basis according to a specific health care plan developed and signed by a physician or other health care professional and kept on file for the child. In some cases, it may be necessary to preclude a child from enrollment in a school or participation in a program if appropriate medical care cannot be provided by non-medical staff.

Archdiocesan personnel are generally protected from liability for administering emergency first aid in good faith by the Indiana Good Samaritan Law (IC 34-30-12).

All parental communications related to medication for their child should be made to the [Attendance Officer](#).

No medication will be administered to a student without [parental consent](#).

### 3.3.2.3 Student Illness

Students are exposed to any range of germs, bacteria, and viruses throughout their normal day. At times such infectious agents will result in students missing school. During times away from school, students will have access to their classroom materials and online course content. To the extent they are able, students are encouraged to maintain their academics.

Student health information is confidential in nature. Roncalli High School will not share individual health issues within the community. However, there are instances outside of Roncalli High School's control where this sensitive information may be shared. Additionally, it should be noted that during health emergencies such as a pandemic, contact tracing may be required with notifications of positive tests being conveyed to exposed persons.

These same parameters for student illness apply to all student organizations (as listed in section 6.1) activities. See section 5.1.4 for additional details on student participation in student organization events outside of school hours.

Roncalli High School does not track nor award students for perfect attendance.

### **Covid-19 Pandemic Related Items:**

Roncalli requires at home daily assessments of all students for the following symptoms prior to coming to school.

- A fever of 100.4° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

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The student may come to school if the self assessment reveals the student is not experiencing any symptoms nor have they been in close contact with a Covid-19 positive individual.

The student may not come to school if the self assessment reveals the student is experiencing a symptom or symptoms or that they have been in close contact with a Covid-19 positive individual. Please call the attendance office and note the symptom and/or exposure.

In instances where students are called in absent to school without additional details, the parent/guardian may be contacted with follow up questions regarding symptoms or exposures related to Covid-19.

If during the course of the school day, an individual experiences one of the self assessment symptoms the student will be isolated from their peers and the parents called.

Students may not return to school during any period where the student is being tested and awaiting Covid-19 test results regardless of the presence of symptoms. Parents are required to provide documentation of test results to the school. Positive tests results will result in the school notifying the Marion County Public Health Department, the student's local health department if the student lives outside of Marion County, and the Office of Catholic Schools. The list of close contact individuals will be created to the best of the administration's ability given the nature of communicable diseases. Families will be contacted in instances where close contact has occurred.

Families are required to participate in the Indiana State Department of Health (ISDH) confidential contact tracing if the student is confirmed with COVID-19. Please answer phone calls from 1-833-670-0067 and participate in ISDH contact tracing as well as their follow up text messages

### **Return to School Protocols:**

Symptomatic (did not pass self assessment) - The student may not come to school and should consult with a medical professional. If the medical professional requires a Covid-19 test, the student cannot attend school or school related activities until the test results define the next steps.

- No-Covid Test:
  - Alternative diagnosis - The student may return to school after 24 hours of resolution of fever and with a health provider's note submitted to the [Dean of Students](#).
  - No alternative diagnosis - The student must remain home for 10 days from the day the first symptoms appeared and must be 24 hours fever-free with fever reducing medicine and with improvement of symptoms prior to returning.
- Covid Test Negative:
  - If no alternative explanation, the student must isolate for at least 10 days from the first day symptoms appeared and must be 24 hours fever-free with fever reducing medicine and with improvement of symptoms prior to returning.
  - The student may return to school with a health provider's note stating that they believe the patient to have an alternative diagnosis and that it is appropriate for the patient to return to school.
- Covid Positive Test or Diagnosis - The student will isolate for 10 days isolation from the date symptoms began and the individual is 24-hours fever free without fever reducing medications and symptoms have improved prior to returning.

Close Contact (currently defined as being within six feet for more than 15 minutes of someone with confirmed COVID-19, repeated physical contact with someone with confirmed COVID-19, or individuals that live under the same roof as someone with confirmed COVID-19) - The individual must quarantine for 14 days after contact with the COVID-19 person even if the individual has an alternative diagnosis for symptoms.

## **Students Synchronously Learning from Home:**

Students synchronously learning from home are considered present at school. They remain eligible to participate in extracurricular and co-curricular activities. When a student is absent from school synchronously, a parent or guardian must call or [email](#) the attendance office. Additionally, if the student has tested positive for Covid-19 or has been placed into a quarantine per the health department's directive, the parent or guardian must notify the [Dean of Students](#). This is to ensure a safe environment for participation in extracurricular and co-curricular activities.

### **3.3.3 Abuse Reporting**

In accordance with the the Safe and Sacred policies of the archdiocese of Indianapolis and Indiana law, any report or suspicion of child abuse and/or neglect will be reported to the appropriate authorities for their investigation.

### **3.3.4 Non-Custodial Parent Communication**

Roncalli High School abides by the provisions of the Buckley amendment. Thus, non custodial parents will be given access to the academic records and to the information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information. The school reserves the right to define what constitutes the student's academic records.

### **3.3.5 General Information**

Roncalli High School has a presence on most Social Media Platforms as well as maintains our own website at [www.roncalli.org](http://www.roncalli.org). Families can stay up-to-date by routinely checking Roncalli social media postings as well as visiting our website. Additionally families are welcome to call the main office at any time.

### **3.3.6 Pesticide Application**

On occasion there will be employees or contractors who are trained and licensed in the State of Indiana to apply pesticides (or who are supervised by trained and licensed professionals) engaged in applying pesticides in and around the school.

Pesticides are not applied when students are in the application area.

The school maintains a Pesticide Notification Registry of parents, guardians and staff members requesting to be notified of pesticide applications. The school notifies all parents, guardians and staff members of the Pesticide Notification Registry at the start of each new school year through the student handbook and weekly e-newsletter.

## **3.4 Parent Communications**

Many problems can be prevented or quickly resolved through the use of proper communication. In keeping with the principle of subsidiary, questions or problems should be addressed at the lowest level whenever possible. Thus, if a question or problem arises with an individual staff member, it is advisable to go directly to that person first. If a satisfactory resolution is not achieved at this level, then that person's supervisor should be contacted and informed of the situation. If you have questions or a need for assistance regarding the proper channel of communications within the school, please call the school's Main Office at 317-787-8277. The Main Office is open from 7:00 AM - 4:00 PM during school days. If you have made an attempt to contact a staff member without follow up within a 24-hour period, please contact the [Principal](#).

### 3.5 Student Communications

All Roncalli students receive a school issued email address. More and more communications within the school setting are occurring through email and/or Canvas (the school's Learning Management System.) Students are encouraged to check their school email and Canvas account on a consistent basis, with a minimum being at least daily.

**Covid-19 Pandemic Related Items** - Students synchronously learning from home or anytime when in-person learning at school is not possible, students are required to check their email more frequently. While teachers will use a number of teaching methods to convey class topics and expectations, email will still be a critical component for student communications.

### 3.6 Food Services

The Archdiocese of Indianapolis Catholic schools are committed to providing school environments that promote and protect children's health, wellbeing, and ability to learn, by supporting healthy eating and physical activity. A copy of the Archdiocesan Wellness Policy may be accessed on the school's website under the Rebel Cafeteria link that is found under the Student Life link.

Because we participate in the National School Lunch Program we are able to provide free and reduced price lunches to students who qualify. Financial guidelines and applications are available throughout the school year on the school's website. Please know that that participation is confidential and students access this benefit by using their Meal Time account just like everyone else. Roncalli High School is an equal opportunity provider.

#### 3.6.1 Meals

##### 3.6.1.1 Breakfast

Roncalli participates in the School Breakfast Program (SBP). Breakfast is served out of the snack bar in the cafeteria from 6:50-7:30 a.m. each weekday. Students receiving reduced lunch are also eligible for a reduced priced breakfast. Students receiving free lunch also are eligible for a free breakfast daily. Free and reduced breakfast students must key in their student ID at the register to receive the correct benefit.

##### 3.6.1.2 Lunch

The students and staff at Roncalli have many ways to create a school lunch every day. There are six serving lines that offer school lunch. Lunch consists of 5 components: meat, bread, vegetable, fruit and milk. Students must choose 3 of the components (one must be a fruit or a vegetable) to have your meal considered a lunch.

The Ala Carte Room daily favorites include Bosco Sticks, "real milk" milkshakes, and Fruit Slushies. There is a daily item such as mini corn dogs and crispitos that can be made into a lunch. The snack bar features hot pretzels PB&J Uncrustables, that can be made into a lunch, baked chips, ice cream novelties, canned juices and Snapple diet teas.

##### 3.6.1.3 After School

The snack bar is also open after school every day except Friday till 3:30. The cafeteria can also provide team meals (for groups of 8 or more) after school.

#### 3.6.2 Monetary Concerns

We do accept cash as payment in the cafeteria, but we encourage everyone to use their Mealtime account. Mealtime is a point of sale system in which your account can be "loaded" with money and used as needed to purchase food in the cafeteria at lunch and before and after school. All students, faculty and staff at Roncalli have a Mealtime school lunch account. For students, this number is their six-digit student ID number. This number is entered on a keypad at the cashier station.

Checks or cash for deposit into your Mealtime account may be dropped off in the two “lunch money” mailboxes located in the main office, or in the cafeteria by the food service office (please be sure to include the student’s name or ID number on the check.) Deposits may also be made with the cashiers at lunchtime.

Please consider setting up an account at [www.mymealtime.com](http://www.mymealtime.com). You will be asked to create a student profile with a username and password. Upon doing so, you will then be able to track purchases and receive low balance warnings. You may also add money to your student’s account. There is user fee to deposit money online but deposits of over \$100 will have the fee credited back to the child’s balance. When you make an online deposit and your student has a negative balance, the deposit needs to bring the account up to \$100.00 for the fee to be credited to the account. If you are concerned by the amount your student is spending, we can put a spending limit on the account. That needs to be done by the cafeteria staff. Please call the Food Services Director at 788-4099 before 10:00 AM or after 2:00 PM to discuss your options.

#### 3.6.2.1 Charging Policy

It is our expectation that students always have a positive balance in their lunch accounts. As a courtesy to our families, Roncalli has established a “ \$20.00 limit” on negative charging . If your student’s account is more than \$20.00 in the negative, they will be asked at the cashier stands to take their lunches and come to the cafeteria office. There the student will meet with a supervisor to discuss the problem and come up with a solution. Seniors may not pick up their cap and gowns until all negative balances are cleared.

It is easy to set up a notification with Mealtime to receive an email when the accounts are low, to avoid the time taken away from their already short lunch periods to deal with inadequate funding. We will also be sending negative lunch balance notifications out every day by e-mail.

#### 3.6.2.2 Spending Limits

Can be set up by the cafeteria staff to limit how much and on what a student may spend. If you have any questions or concerns, please feel free to call the school or our direct line 317-788-4099 or via [email](#). We are happy to answer all inquiries or if you want information about after-school meals or catering for your home or business, we are here every day till 4:00.

### **Covid-19 Pandemic Related Items:**

During the pandemic, students will not be allowed to complete cash transactions at the checkouts during the lunch period. Students will use their student IDs to apply their purchased lunch to the system. Additionally, all parents are highly encouraged to set up and use a mealtime account to manage cafeteria transactions.

### **3.7 Roncalli Issued Items**

#### **3.7.1 Chromebooks**

Roncalli High School has adopted a Technology 1 to 1 program which will provide a Chromebook to each student. The program initiatives seek to provide on-demand Internet access to electronic resources in the classroom, promote appropriate digital citizenship reflecting faith and Christian values, and provide opportunities for more differentiated instruction, learning, and assessments. Finally, the technology program will foster 21st century skills (communication, collaboration, critical thinking, and creativity) and promote college and career-readiness.

Devices will be distributed to newly enrolled students at the beginning of the school year. Students are encouraged to use their Chromebooks at school and home. Returning students will keep their devices between school years.

Roncalli High School owns each school-issued Chromebook until the student graduates; at that time, ownership will transfer to the graduate . Any student who leaves Roncalli prior to graduation will be expected to return their chromebook and their chargers in full working order or pay the school the cost of a new Chromebook. Once ownership is transferred to the graduating student, technical support or warranty issues are no longer the responsibility of Roncalli High School.

### 3.7.1.1 Responsible use Expectations

- Devices are used for educational, learning, and college and career purposes. At no time shall the device be used for inappropriate or unlawful activities.
- Due to limited power availability and safety concerns, devices must be brought to school with a full charge every day. An uncharged or forgotten Chromebook will be addressed by the classroom teacher the same as being unprepared for class unless it is needed for a quiz/test. When needed for a quiz/test, a maintenance spare will be assigned along with a referral to the Dean.
- Students are allowed to only use their assigned device; at no time should a student share password and login information
- Student use of earbuds during class will be in support of teacher approved educational activities only.
- Stickers may be placed on the outside of the Chromebook as long as they do not cover the asset tag. Any adornments to Chromebooks must be of good moral standing and within the framework of Catholic teachings. Protective cases are allowed.
- School administration and faculty have rights to view the contents of the device; in addition, any student's Google account and browsing history can be accessed by administration and faculty.
- It is the parent's responsibility to monitor the student's use while at home.
- In accordance with promoting Christian digital citizenship the school's content filtering will be in effect while the device is off campus. Inappropriate sites will be blocked and all sites visited will be logged.
- Students must take measures to protect the device from damage or theft.
- Damages, lost, stolen and other incidents must be reported to the IT department immediately.
- The Dean of Students will be informed of any incidents.
- Student will be issued a maintenance spare while their device is being repaired.
- Each Chromebook will have an Accidental Damage & Protection warranty. This warranty will cover one incident per year per device. Additional damage or repair will be handled on a case by case basis.
- If a replacement Chromebook is needed, the cost will be less than \$300; depending on the length of warranty required.
- Cases and replacement power supplies are available for purchase from the Roncalli Spirit Store. Power supplies purchased elsewhere may void the warranty.
- Other violations of the policies included in this document will be addressed by the Dean of Students, who will determine the proper course of action.

### **3.7.2 Lockers**

The Attendance Officer provides each student with a locker. Students are not to give locker combinations to other students. They are not allowed to switch locker assignments with another student. Roncalli administrators sometimes receive reports from students and parents of locker break-ins and thefts. The only way anyone can get into a locker is if it is left unlocked or the combination has been given out. Otherwise, the locker door would have to be destroyed to gain entrance. The school will not be responsible for the negligence of a student who does not adequately close and lock their locker.

There is to be no writing on the outside of the locker and no stickers are to be attached to the locker. Only signs that support school sponsored groups/activities, our Catholic principles, and/or signs approved by the Roncalli administration are permitted on the exterior of the lockers. Large books and heavy coats should be placed in the locker in such a way as to allow the door to shut without forcing. Improper use of any locker assigned to a student may result in discipline by the Dean of Students.

Physical education lockers and locks are assigned by the instructor. Only combination locks provided by the school are permitted. No signs, writing, or any other adornments are permitted on PE lockers. Student organizations as outlined in section 10 may also be assigned lockers by the organizations moderator or coach. These lockers are treated in the same manner as PE lockers.

All lockers on the school's premises are the sole property of Roncalli High School and therefore are subject to be searched at any time by a school administrator for any reason.

### **3.7.3 Identification Cards**

Student ID cards are distributed at the beginning of the school year. These ID cards must be in the student's possession anytime he/she is in school or attending school-related functions. This ID card also will serve as the student's pass for regularly scheduled home athletic events and other extracurricular activities. If a student loses or forgets his/her ID, he/she may purchase a new one through the advancement office.

### **Covid-19 Pandemic Related Items:**

Students will purchase their lunches by scanning their student IDs. Students must have their IDs with them at all times during the school day. They will not be permitted to use any picture of their ID on their cell phones.

### **3.8 Work Permits**

Roncalli High School serves as an accredited high school in Indiana and will assist students in obtaining their work permits. This process starts with the employer submitting the Intent to Employ/A1 form. This form will then be verified by the issuing officer (Dean of Students). Qualifications of Roncalli students to receive verification include academic performance and school attendance.

### **3.9 Driver's Education**

Roncalli High School offers a driver education program as accredited by the Indiana Bureau of Motor Vehicles. This program is offered in the spring semester for qualifying students. Both the cost and program occur outside of the Roncalli fee structure and school schedules. More information can be obtained in the school's main office.

### **3.10 Lost and Found**

Students, faculty and staff who find lost articles are asked to turn them over to the main office, where they can be claimed by the owner. The lost and found is cleared out on a monthly basis with any unclaimed items donated to a local charity.

## 4.0 Spiritual Formation

Since “true education is aimed at the formation of the human person in the pursuit of his ultimate end” a spiritual formation program is at the heart of Catholic education. Hence, the most important program at Roncalli is our spiritual formation program. It consists of two components: religious instruction and religious activity. All students receive instruction in the essential teachings of the Catholic faith from certified catechists. Students also have the opportunity to participate in activities designed to help them personally claim their Catholic faith. These activities are supported by the participation of the entire Roncalli staff. Religious activities include: Liturgies, Retreat Experiences, Adoration, Community Service, Service Learning, Days of Reflection and Penance Services. These activities are under the supervision of the Director of Campus Ministry.

Through this holistic program of religious instruction and religious activity, Roncalli seeks to form the Young Church for intelligent leadership and generous service.

### 4.1 Charisms of St. John XXIII

Roncalli High School is proud to be named after Angelo Cardinal Roncalli who later came to be known as the “Good Pope”, Pope John XXIII and is now venerated by the church as St. John XXIII. During his service to the church Roncalli was an influential leader bringing great hope to many people throughout WWII and later in commissioning of the Second Vatican Council. The following charisms defined the manner with which St. John XXIII ministered to all people:

Welcoming  
Simple  
Kind  
Peaceful  
Humble  
Humorous  
Servant  
Holy  
Inspired Change

These charisms are at the core of our mission as a Life Prep School.

### 4.2 Sacramental Opportunities

Under the direction of our Chaplain Coordinator, Roncalli offers various celebrations of the Sacraments including:

- School wide celebration of the Mass once a month
- Daily Mass before school and during Study/Lunch periods multiple times per week
- Adoration and prayer services before school and during Study/ Lunch periods
- Reconciliation during Study/Lunch periods weekly
- Team Masses and prayer services for athletics
- Anointing of the sick for those students/ staff in need
- Penance Service during Advent and Lent
- Good Friday prayer reflection
- All school rosary and Adoration
- Daily all school prayer
- Senior mass with the Archbishop
- Baccalaureate Mass

### 4.3 Retreat Opportunities

Roncalli High School offers retreat opportunities for students at all academic levels. The Director of Campus Ministry oversees the retreat programs. All students are invited to partake in these retreat opportunities. Families in need of financial assistance should work with the [Director of Campus Ministry](#). Finally, the Director of Campus Ministry works closely with the Life Academy Coordinator to ensure appropriate supports are in place to personalize these days of reflection for Life Academy students.

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### 4.3.1 Freshman days of Reflection

Freshman year involves multiple partial days of reflection experiences for our students focused on St. John Paul II's Theology of the Body and on Religious Vocations.

### 4.3.2 Sophomore Retreat - Strength in Numbers: Authentic Friendship

Roncalli is proud to partner with NET ministries for this unique retreat experience. Our Sophomore retreat theme focuses on the student's relationship with their classmates. True friends walk together through their weakness. Many friendships today are characterized by betrayal, gossip, and scandal, but what if our friendships were instead marked by support no matter the circumstances? Roncalli's Sophomore Retreat will explore the role of authentic friendship in our lives and its ability to empower us to greatness!

### 4.3.3 Junior Retreat

Roncalli is proud to partner with NET ministries for this unique retreat experience. Our Juniors will be a combined retreat with separate breakout sessions for males and females mixed with opportunities to come together and understand their role as Christian Men and Women in the world.

#### 4.3.3.1 Boys - True Grit: Authentic Masculinity

What does it mean to be a man? Strength? Fame? Wealth? Masculinity means sacrifice. Fewer and fewer men are willing to respond to this difficult call. Do you have what it takes? This theme explores authentic masculinity in response to Christ's example of laying down His life for others.

#### 4.3.3.2 Girls - Dignified: Authentic Femininity

Say "yes" to God. Say "yes" to love. Mary turned away evil and welcomed Jesus in the world by saying "yes" to God's plan for her life. God has an incredible plan for your life too. Will you say "yes"? This theme explores authentic femininity through imitating Our Blessed Mother, Mary.

### 4.3.4 Senior Retreat- Christian Awakening

Since 1977, Roncalli has offered seniors the chance to participate in the Senior Christian Awakening Retreat. This retreat focuses on the student's relationship with God, others, and his/her self. This is one of the most exciting retreats Roncalli has to offer. Life Academy students should plan to attend the last day of the March retreat.

## **Covid-19 Pandemic Related Items:**

The Director of Campus Ministry will work to provide a safe environment for all retreat offerings. The traditional format of any or all of the retreats may be adjusted to meet current recommendations for social distancing and other pandemic related considerations.

## **4.4 Community Service Opportunities/Service Hours**

It is through serving others that we respond to the Gospel command which directs us to live a life of love for God and neighbor, and it is through living our faith in action that we are the Body of Christ in the world.

As a part of our universal Catholic Church, the Roncalli High School Community Service Program seeks to guide each student in their formation to be disciples of Christ by serving the poor, the vulnerable, and the marginalized in our society. We do this through service to our own Roncalli Community, Parish Communities, the larger Indianapolis Community, and beyond. All service hours must come through Not-For-Profit Agencies, School Service Projects, and/or Projects offered through Churches.

Students are required to use the MobileServe app to log all service hours. Information on the use of the app will be completed in your Theology Courses.

### 4.4.1 Fall semester service requirements

Students must complete 18 total service hours. Eight hours from any of the previous summer's service work may contribute to the 18 total hours for the fall semester. Additionally, eight of the fall semester service hours must be HOPE (Handicap or Poverty/Elderly) hours.

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## **Covid-19 Pandemic Related Items:**

Students must complete 18 total service hours. Eight hours from any of the previous summer's service work may contribute to the 18 total hours for the fall semester. No HOPE hours will be required and the requirements for verification signatures in MobileServe will be waived. Students will learn of this change and any future changes in their Theology Courses and are encouraged to reach out to the [Community Service Director](#) with their questions.

### **4.4.1 Spring semester service requirements**

Students must complete 18 total service hours. Eight hours from the current school year's Christmas Break service work may contribute to the 18 total hours for the fall semester. Additionally, eight of the spring semester service hours must be HOPE (Handicap or Poverty/Elderly) hours.

Students may seek out the assistance of the [Community Service Director](#) for help identifying service hour opportunities.

## 5.0 Academic Formation

### 5.1 School Attendance

Daily attendance of each student is essential to his or her success at Roncalli High School. Each teacher has carefully planned the week's work and has assigned specific material and/or testing for each day. Whenever an absence by a student occurs, he/she misses an important part of the planned curriculum process because he/she misses the teacher's instruction and explanation of material as well as important testing. Roncalli High School does not track nor award students for perfect attendance.

An absence is excused for the following reasons: death in the family, sickness, quarantine, contagious disease, an extreme family emergency, service as a page in the state legislature, service at the polls or special educational programs. A student who has been absent from school for the above reasons shall submit to the attendance office a signed note from a parent/guardian or doctor.

Students are considered absent from the class if they miss more than half of that class period.

Students are required to complete all makeup work within the same numbers of days that the student consecutively misses class. Teachers may enforce academic penalties for students who do not complete makeup work within the allotted time frame. Students should communicate with their teachers should there be extenuating circumstances that may prevent them from the timely completion of their missed work.

Students cannot pass a course if absent from a class more than ten times during a semester. An exception to this rule would be the case of a student with a prolonged illness in which case the student can make up work missed if a doctor's note is supplied to the Attendance Officer upon the student's return to school.

#### **Covid-19 Pandemic Related Items:**

Families will have the option to have their student(s) synchronously learn from home. Families with circumstances surrounding their student or their homes where exposures to Covid-19 would have profound effects on the health and welfare of the student or others living in the home may choose this option. Families wishing to pursue this option must submit their request in writing to the [Assistant Principal for Academic Affairs](#). Synchronous learning students will have their situation re-evaluated on a month to month basis. Once a family opts for the synchronous learning model from home, they may not return to face to face instruction until the start of the following month and with written notice to the [Assistant Principal for Academic Affairs](#). Students are expected to report to all classes on time each day. Parents are expected to notify the school of any absences. All other attendance related policies in this handbook apply to students using the synchronous learning model from home.

#### **5.1.1 Absence**

A parent or guardian must report their child's absence to the Attendance Office before 9:00 AM by calling 317/787-8277 extension 227 and stating the name and year of the student and reason for absence. After an absence, a student must bring a written excuse signed by a parent/guardian to the Attendance Office when first arriving at school. A written excuse is a safeguard for the student in case any questions arise concerning the absence. Teachers check absent students against an absentee list each day. If the teacher finds any discrepancies in the list, the Attendance Officer is notified immediately of the discrepancy. Forged notes are a cause for disciplinary action.

Below is an example of an acceptable note:

Bob Smith was absent from school on March 1, 2018.  
Bob had the stomach flu.

- Mrs. Robert Smith, Mother

**Covid-19 Pandemic Related Items** - As required by the governing health departments, Roncalli High School will follow up on absence phone calls to inquire about Covid-19 related symptoms. If your child's self assessment is the reason for the absence please include this information in any messages left.

### 5.1.2 Partial Absence

Students arriving to school after the bell for the first class period of the day will sign in at the Attendance Office. Students must have a doctor's note if the student visited a medical professional. If the student is late for other excused reasons, the student's parent/guardian must contact the [Attendance Office](#) either via phone or email.

A student leaving the building during the school day must sign out with the Attendance Officer on the sign out board in the Attendance Office. Permission to leave during the school day is obtained from the Attendance Officer. Students are not to leave the building without permission during the day. Students leaving the building without permission will be considered truant.

### 5.1.3 Appointments

Roncalli discourages the scheduling of medical appointments during school hours. If, however, a student must schedule a medical appointment during school hours, he/she must bring to the Attendance Office a note from his/her parent or guardian indicating the time of departure from school for the appointment, the doctor's name and the doctor's address. If a student is driving to an appointment they must sign "out" at the Attendance Office before leaving the building. If a student is being driven to an appointment by a parent/guardian, then the parent/guardian MUST come to the Attendance Office and sign the student out. It will not be necessary to sign the student back "in", if the student has a physician's excuse with them.

**Note:** Absences because of appointments count toward the total number of absences in class for the semester as well as against perfect attendance.

### 5.1.4 After School Hours Participation/Attendance Absence Policy

A student must be present for the entire final four periods of the school day to be eligible to be a participant or spectator in any afternoon or evening student organization event as outlined in [Section 6.1](#). Any student who leaves school prior to dismissal because of an illness is not eligible for participation in any after school or evening student organization event as outlined in [Section 6.1](#). A student that leaves school for a doctor's appointment or funeral and is not present for the entire final four periods of the school day is eligible to participate in afternoon or evening school activities. Additionally, attendance at approved field trips or other approved school related activities meet this requirement. Any exceptions to this procedure must be granted by the Principal (or designee).

A student's eligibility for participation in a school function, activity or sporting event on Saturday after having been absent the previous day (Friday) is at the discretion of the moderator or coach.

**Covid-19 Pandemic Related Items - Students learning synchronously from home are considered at school. The after school hours participation/attendance absence policy will govern a student's eligibility to be a participant or spectator in any afternoon or evening student organization event as outlined in [Section 6.1](#).**

### 5.1.5 College Visitation/Job Shadow

College visitation or job shadow days do not count as days absent from school. For a college visitation/job shadow to be excused, the following must be met:

- The student must be a sophomore, junior or senior.
- The student must secure a college visitation/job shadowing form from the Guidance Office, sign it, have it signed by a parent/guardian and return it to the Attendance Officer for his/her signature before the day of absence from school. The Attendance Officer will return the form to the student to be taken to the college/university/business on the date specified for the visit. At the end of the appointment a representative from the college/university/business must sign the form and give his/her telephone number.
- The student must return the form to the Attendance Officer upon return to school the next day as a verification of his/her appointment at the college/university/business. If the student fails to do this, the day's absence will be considered unexcused.
- Each junior and senior can take two college/job shadow days per year if his or her attendance record is satisfactory. The two days can be taken together if the college is at a distance. A sophomore can take one college/job shadow day if his/her attendance record is satisfactory. It is assumed that every student going on a college visitation/job shadow has a scheduled appointment at the college/university/business. One does not just drop in at a college admissions or business office. In making an appointment for a college

visit/job shadow, the student must allow time to follow the above outlined procedure for taking a college/job shadow day.

- Days for college visitation/job shadow are not allowed immediately before or after a scheduled school vacation. Please consult the school calendar before making appointments.
- College/job shadow days may not be taken during the month of May, on Walkathon day or the Monday following Prom weekend.
- Excused college/job shadow days do not count toward total absences.
- The school reserves the right to limit the number of approved college days given to students for a specific school day. It also reserves the right to deny college forms that have not been properly signed by all parties.
- A student may petition the principal for approval for an additional college/shadow day.

### 5.1.5 Funerals

Roncalli High School will support students and families during those challenging times when there has been a death in the immediate family, the extended family or of a close family friend. Absences for a funeral are considered excused and a student would be able to make up all work at full credit. Absences for funerals, however, are considered by state law as absences from school and as such would appear on the student's transcript as an absence. For perfect attendance purposes Roncalli High School will recognize a senior with four years of perfect attendance if their only absence is for a funeral of an immediate family member (parent, sibling or grandparent).

### 5.1.7 Spring Break Policy

School policy does not provide for any extension of the spring break or early starting dates. No student will be excused from school for travel the week before or the week after spring break. Any student's absence for travel reasons on these days will be considered unexcused. The day(s) preceding and immediately following spring break will be marked double unexcused days. A double unexcused day means that four points will be deducted from the student's cumulative grade in each class at the end of that grading period. Teachers are not required to make special provisions for students who are unexcused. Students absent because of illness on the day(s) preceding and/or immediately following spring break will be required to bring a doctor's excuse to the Attendance Officer upon their return to school. College days are not allowed on the day preceding and immediately following spring break without prior administrative approval.

### 5.1.8 Tardiness

Tardiness to school or class sets a poor academic standard and cannot be tolerated.

#### 5.1.7.1 Tardy to School

A tardy to school infraction has two infraction degrees. The first degree occurs when a student arrives up to 20 minutes after the start of the school day. A student will receive a referral to the Dean of Students upon his/her third accumulated first degree tardy to school and upon every third accumulated first degree tardy to school thereafter. Penalties will be as follows:

- |                |  |
|----------------|--|
| • 1st Referral | Detention After School   |
| • 2nd Referral | Mandatory Saturday School  |
| • 3rd Referral | One-Day suspension & Phone Conference w/Parents                          |
| • 4th Referral | Three-Day Suspension & appearance with parents before Disciplinary Board |

A second degree tardy to school infraction is enforced when a student arrives at school after the first 20 minutes of school day. A referral for a second degree tardy to school will be written each instance that a student arrives after the first 20 minutes of school. Penalties will be as follows:

- |                |  |
|----------------|--|
| • 1st Referral | Detention After School   |
| • 2nd Referral | 3 Detentions After School  |
| • 3rd Referral | Mandatory Saturday School  |
| • 4th Referral | One-Day suspension & Phone Conference w/Parents                          |
| • 5th Referral | Three-Day Suspension & appearance with parents before Disciplinary Board |

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If a student reports tardy to school after the conclusion of the first period of the day, the Dean of Students may levy additional detentions in line with the number of class periods missed.

#### 5.1.7.2 Tardy to Class

A student will also receive a referral to the Dean of Students upon his/her third tardy to a specific class and upon every third tardy to that class thereafter. Penalties will be as follows:

- |                |  |
|----------------|--|
| · 1st Referral | Detention After School   |
| · 2nd Referral | Mandatory Saturday School  |
| · 3rd Referral | One-Day suspension & Phone Conference w/Parents                          |
| · 4th Referral | Three-Day Suspension & appearance with parents before Disciplinary Board |

Any work missed for a tardy situation shall be completed as outlined in Section 5.1.

#### **5.1.9 Truancy**

Any student absent from school or a class period without consent is truant. This is an unexcused absence, and the student must be readmitted by the Dean. Work must be made up, but no credit will be given and two percentage points will be deducted from the student's final quarter average in each class missed. One detention will be assigned for every period missed during a full day or multiple days truancy. A minimum of 3 detentions will be assigned for any partial day.

A student is truant if he/she:

- leaves school at any time without signing out at the Attendance Office.
- is absent from school without prior permission from the parent.
- is absent from class without permission.
- obtains a pass to go to a certain place and does not report there.
- becomes ill and goes home or stays in the restroom instead of reporting to the office.

**Note:** In case of an emergency during the school day related to sickness or circumstances beyond the student's control, he/she must notify an adult in the building in order to report it accordingly and avoid being listed as truant. Repeated truancy is a cause for great concern and will be dealt with harshly. Suspension and expulsion will be considered for repeat offenders.

## 5.2 School Schedules

### 5.2.1 In-School

Regular		Early Dismissal		Two Hour Delay	
Period 1	7:30 - 8:19	Period 1	7:30 - 8:10	Period 1	9:30 - 9:59
Period 2	8:24 - 9:13	Period 2	8:15 - 8:55	Period 2	10:04 - 10:33
Prayer	9:13 - 9:16	Prayer	8:55 - 8:58	Prayer	10:33 - 10:36
Period 3	9:21 - 10:10	Period 3	9:03 - 9:43	Period 3	10:41 - 11:10
Period 4	10:15 - 11:04	Period 4	9:48 - 10:28	Ann/4a	11:10 - 11:30
Ann/4a	11:04 - 11:24	Ann/4a	10:28 - 10:48	Period 5	11:35 - 12:24
Period 5	11:29 - 12:18	Period 5	10:53 - 11:40	5a	11:35 - 11:57
5a	11:29 - 11:51	5a	10:53 - 11:14	5b	12:02 - 12:24
5b	11:56 - 12:18	5b	11:19 - 11:40	Period 6	12:29 - 1:18
Period 6	12:23 - 1:12	Period 6	11:45 - 12:32	6a	12:29 - 12:51
6a	12:23 - 12:45	6a	11:45 - 12:06	6b	12:56 - 1:18
6b	12:50 - 1:12	6b	12:11 - 12:32	Period 4	1:23 - 1:52
Period 7	1:17 - 2:06	Period 7	12:37 - 1:17	Period 7	1:57 - 2:26
Period 8	2:11 - 3:00	Period 8	1:22 - 2:02	Period 8	2:31 - 3:00
Liturgy		House		Short Afternoon	
Period 1	7:30 - 8:05	Period 1	7:30 - 8:13	Period 1	7:30 - 8:14
Period 2	8:10 - 8:45	Period 2	8:18 - 9:01	Period 2	8:19 - 9:03
Prayer	8:45 - 8:48	Prayer	9:01 - 9:04	Prayer	9:03-9:06
Period 3	8:53 - 9:28	Period 3	9:09 - 9:52	Period 3	9:11 - 9:55
Move to Gym	9:28 - 9:35	Period 4	9:57 - 10:40	Period 4	10:00 - 10:44
Liturgy	9:35 - 10:45	Ann/4a	10:40 - 11:00	Ann/4a	10:44 - 11:04
Move to Per 3	10:45 - 10:52	Period 5	11:05 - 11:54	Period 5	11:09 - 11:58
Ann/4a	10:52 - 11:12	5a	11:05 - 11:27	5a	11:09 - 11:31
Period 5	11:17 - 12:06	5b	11:32 - 11:54	5b	11:36 - 11:58
5a	11:17 - 11:39	Period 6	11:59 - 12:48	Period 6	12:03 - 12:52
5b	11:44 - 12:06	6a	11:59 - 12:21	6a	12:03 - 12:25
Period 6	12:11 - 1:00	6b	12:26 - 12:48	6b	12:30 - 12:52
6a	12:11 - 12:33	Houses	12:53 - 1:24	Period 7	12:57 - 1:41
6b	12:38 - 1:00	Period 7	1:29 - 2:12	Period 8	1:46 - 2:30
Period 4	1:05 - 1:40	Period 8	2:17 - 3:00	Assembly	2:30 - 3:00
Period 7	1:45 - 2:20				
Period 8	2:25 - 3:00				

## Covid-19 Pandemic Related Items:

Synchronous learning is a real-time, E-learning experience that allows for students and instructors to be online together at a specific, scheduled class time. Methods of synchronous online learning include video conferencing, discussion boards, live chatting, and live-streaming lectures. All policies and practices of this handbook remain intact and continue during synchronous learning.

Synchronous learning is similar to the traditional classroom because it allows students to:

- interact academically and socially with their instructor and their peers
- collaborate with classmates
- receive immediate feedback from the teacher
- maintain a consistent schedule
- actively participate in their learning
- receive social support

Synchronous learning will be used in at least three different formats:

- (1) For the student whose family chooses for them to stay home during the pandemic and not participate in the face to face teaching in the school building. Any family that wishes for their student to participate in the synchronous learning model must contact the [Assistant Principal for Academic Affairs](#).
- (2) For all students if the school is closed due to the pandemic or for any other emergency situation.
- (3) For students who have been mandated by health department or health care provider to remain in a prescribed number of days isolation or quarantine.

### Synchronous Learning Schedule.

Synchronous Learning	
Office Hours	7:15 - 7:40
Period 1	7:45 - 8:25
Period 2	8:30 - 9:10
Prayer	9:10 - 9:15
Period 3	9:20 - 10:00
Period 4	10:05 - 10:45
Ann/4a	10:45 - 11:05
Period 5	11:11 - 12:01
5a	11:11 - 11:33
5b	11:39 - 12:01
Period 6	12:07 - 12:57
6a	12:07 - 12:29
6b	12:35 - 12:57
Period 7	1:03 - 1:43
Period 8	1:48 - 2:28
Ann	2:28 - 2:30
Office Hours	2:30 - 3:15

### 5.2.2 E-Learning

Roncalli High School has worked diligently in preparation for offering E-learning days should they become necessary at any point during the school year. Our department chairpersons and E-learning committee worked hard to position our school for an effective implementation of possible E-learning days.

Roncalli High School takes great pride in the fact that our students receive strong, rigorous instruction from our teachers on a daily basis. We will not deviate from delivering strong, rigorous instruction at any time, regardless of whether it is a “regular” school day or an E-learning day.

Our plan for utilizing E-learning days at Roncalli High School will unfold as follows. The school calendar traditionally has four days designated as “Snow Make-up Days”: Martin Luther King Day, Presidents Day, Easter Monday and the final Friday of the school year..

Should we cancel school for any reason during the school year, we will use the next “Snow Make-up Day” available on the school calendar as an E-learning day. Students will not report physically to school on an E-learning day. They will be required to log into their Canvas account by 10:00 AM for attendance purposes and to complete assignments given to them by their teachers for this E-learning day.

Roncalli **will not use** an E-learning day on the actual day for which school is canceled. Our research has shown that this format does not allow for the strong, rigorous instruction we are seeking for every instructional day.

Families can now make plans for those four “Snow Make-up Days” without worrying about their child having to report physically to school. The lone expectation will be that the child have access to the internet to sign in for attendance purposes and complete work given to them.

Since we will know ahead of time when Roncalli is using an E-learning day, our students that do not have internet access will have sufficient time to identify a location they can go to for internet access (library, fast food location, etc.). Our school will be open on E-learning days for students that would want/need to access the internet.

All policies and practices of this handbook remain intact and continue during e-learning.

## **5.3 Class Enrollment**

### **5.3.1 Academic Levels**

Roncalli High School serves a diverse student community. Our school offers a wide variety of academic subject areas for students to explore during their high school years. In addition to the varied course offerings, Roncalli offers different academic levels that allow for success for all members of our study body. Students are able to change academic levels as the individual student’s needs develop over the course of their high school years. These academic levels are listed as academic (aca), college preparatory (cp), honors (hon), advanced placement (AP) and accelerated (acc).

### **5.3.2 Schedule Changes**

A student who wishes to request a schedule change may do so within the first 10 days of the semester without incurring an academic penalty. A student requesting to drop a class after this period will be assigned a semester grade as follows: WP (Withdraw Passing) or WF (Withdraw Failing). The WF will count toward the student’s semester grade point average.

### **5.3.3 Application for AP Courses**

The Advanced Placement Program is a cooperative educational endeavor between high schools and colleges/universities, and provides motivated high school students the opportunity to take college-level courses in a high school setting. Roncalli currently offers over 20 AP classes for students to choose from. Students wishing to take an AP Course must submit their application for the following school year no later than January 15th of the current school year.

### **5.3.4 Coursework outside of Roncalli High School**

A student who wants to attend an accredited summer school and/or to take an online course outside Roncalli must first receive permission from their School Counselor. A student who fails any subjects required for graduation must make them up in summer school, online or during the school year if the course can be worked into the daily schedule.

Students may also apply to take classes at Central Nine Career Services. Students are encouraged to work with their school counselor with any questions regarding the career programs offered through our partnership with Central Nine.

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NOTE: All students must take all the required junior and senior level courses at Roncalli. In extreme emergency cases, a student can petition the [Assistant Principal for Academic Affairs](#) for a waiver from this rule.

## 5.4 Grading System

### 5.4.1 Grading Scale

Letter Grade	Points	ACA/CP	HON	ACC/AP
A+	(98-100)	4.2	4.6	5.0
A	(95-97)	4.0	4.4	4.8
A-	(93-94)	3.8	4.2	4.6
B+	(90-92)	3.6	4.0	4.4
B	(87-89)	3.2	3.6	4.0
B-	(85-86)	3.0	3.4	3.8
C+	(82-84)	2.8	3.2	3.6
C	(79-81)	2.4	2.8	3.2
C-	(77-78)	2.2	2.4	2.6
D+	(74-76)	2.0	2.0	2.0
D	(72-73)	1.6	1.6	1.6
D-	(70-71)	1.4	1.4	1.4
F	(0-69)	0.0	0.0	0.0

WP - Withdraw Passing    WF - Withdraw Failing

### 5.4.2 Honor Roll

1st Honors = 4.000 and Above

2nd Honors = 3.500-3.999

(No Grade Below a C)

### 5.4.3 Progress Reports

Roncalli High School offers its students and parents full access to viewing the student's grades through an online grading system. Students are given a personal identification number (PIN) and a password number that allows them to access academic performance to date in each of his/her classes. Also a part of this online viewing system is the inclusion of each teacher's email address in hopes of making communication as simple and timely as possible.

Grades are available on a "real time" basis, meaning they are viewable as soon as the teacher enters them in their gradebook. Teachers will be expected to have updated their grade book at a minimum of once a week. A student or parent that notices a teacher's grades are not being updated in a timely manner is asked to notify the [Assistant Principal for Academic Affairs](#).

With 24-hour access to updated grades for parents and students, we no longer send home a written progress report at the midpoint of each grading period. It is the school's expectation that parents take full advantage of monitoring their child's academic progress and feel comfortable contacting teachers and counselors as needed.

The school has retained the policy that no student may receive a grade of "F" for a grading period without the teacher having made a timely effort at communicating (voicemail, email, letter, progress report, etc.) with the student's parents.

#### **5.4.4 Academic Probation**

A student whose academic work is deficient can be placed on academic probation. The terms of the probation are set by the administration on a case-by-case basis. A student can be asked not to return to Roncalli for the next semester if he/she does not meet the set criteria.

#### **5.4.5 Athletics and Extracurricular Productions Academic Eligibility Requirements**

For students to maintain their eligibility for athletics (6.1.1.1) and extracurricular productions (6.1.1.2), students must pass a minimum of five full credit subjects in their previous grading period or at semester end. Students must also have a schedule that contains the equivalent to five full credit subjects.

#### **5.4.6 Incompletes**

A teacher may issue a grade of incomplete (I) for a student. This should be done in consultation with the administration and the student's family. Every effort must be made by the student to finish the necessary work to remove the incomplete from his/her report card as soon as possible. The school reserves the right to determine at what point the incomplete will be changed to a final letter grade.

#### **5.4.7 Second Semester Exam Waiver**

Qualifications for the waiver of Second Semester Exams are as follows:

1. Applicable only to seniors in year long classes as well as sophomores, juniors and seniors in AP (year long and semester) courses.
2. Student must have a second semester average of "A-" or better in the class through the Wednesday before the start of 2nd semester final exams.
3. Student may not have more than one referral resulting in a single detention for tardiness or a shirttail violation during the second semester. A referral at any time during the second semester for any other type of infraction would exclude the student from receiving the exam waiver.
4. The student is responsible for maintaining his/her own grade sheet and is not allowed to discuss their grade with the teacher on more than one occasion during the semester.
5. A teacher may approach the administration at any time and ask that a waiver not be granted to a student due to excessive contact by the student regarding his/her grade.
6. Questions regarding the exam waiver should be directed to the assistant principal for academic affairs.
7. The principal and assistant principal for academic affairs reserve the right to make a final decision at any time regarding a student's waiver.

### **5.5 Academic Excellence and Achievement**

In 1992, the Roncalli Rebel Renaissance Program (3-R Program) was initiated to recognize our students' academic excellence in the classroom as well as their achievements and efforts in academic pursuits outside the classroom. The program, which is funded generously by the Roncalli Parent Organization, has honored thousands of Rebel students since its inception and has assisted the school in fostering a climate that promotes a high level of academic performance both in and out of the classroom.

In order to earn a Roncalli High School Academic Letter, a student must earn a minimum of 100 points. These points are cumulative during a student's four years at Roncalli.

### 5.5.1 Award Levels

- A. Each student earning 100 points receives an academic letter to place on his/her Roncalli jacket or sweater.
- B. Each student earning 200 points receives an engraved Cross pen.
- C. Each student earning 300 points receives an engraved plaque.
- D. Each student earning 400 points receives an academic letter blanket.

### 5.5.2 Earning Points

Points can be achieved in the following ways:

#### 5.5.2.1 Semester GPA

The following point totals are automatically granted at the end of each semester:

- a. All A's and A+'s = 25 points
- b. First Honors = 20 points
- c. Second Honors = 15 points

#### 5.5.2.2 Participation in Academic Activities and Competitions

These points must be requested through the office of the Academic Awards Coordinator:

- a. Academic Competitions Sponsored by Indiana Academic Competitions for Excellence:
  1. Five points will be earned for participation in IACE sponsored activities. An additional ten points will be earned by team members entered in IACE competitions.
- b. Other Academic Competitions, Workshops, Clubs and Recognition.
  1. Each department or activity sponsor can petition the Academic Awards Committee (AAC) to have various events sponsored by outside organizations included for points. Five points will be earned for participation in approved activities. An additional ten points will be given to students receiving any award level recognition.
  2. Students receiving Student of the Month/Year Awards or one of the school awarded scholarships will earn five points for each award.(no filing required)
  3. Students named as Valedictorian will receive 25 points; Salutatorian will receive 15 points. (no filing required)
  4. Students attaining a perfect score on the SAT or ACT will receive 10 points (application must be filed by the student)
  5. Students earning special academic recognition from outside sources can petition the AAC to receive points for such recognition. Five points will be awarded upon approval of the AAC
  6. Students receiving academic scholarships and/or academic awards from institutions of higher education can petition the AAC to receive points for such recognition. Five points will be awarded upon approval from the AAC.
  7. Students can receive points for special workshops, seminars and summer camps. Five points will be awarded per activity upon approval of the AAC.
  8. Members of academic clubs meeting the equivalent of two times per quarter outside of class time will earn five points per year of membership upon verification of such membership by the club moderator.

#### 5.5.2.3 Special Procedures and Guidelines

- a. Required class participation in events and competitions will not be considered for points toward the academic letter.
- b. Students will take responsibility for initiating and providing the Academic Awards Coordinator information and documentation about their points based on the above criteria. Forms for this purpose are available from the Academic Awards Coordinator.
- c. The Academic Awards Coordinator will verify each student's points.

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- d. Points earned must be applied for in the same school year in which they were earned. Points earned during the summer months must be applied for by the end of first semester of the following school year. Points earned during the school year must be applied for one month prior to the Academic Award Reception, which is held in May.
- e. A student cannot receive more than 50 points for participation in the same event (speech, ISSMA events, etc.)

A complete handout with full details on the 3-R Program is available in the school's main office and guidance office.

## 5.6 Graduation Requirements

### 5.6.1 Diploma Types/Criteria for Classes of 2021, 2022, 2023, and 2024

	5.6.1.1 Core 40 Diploma	5.6.1.2 Core 40 Diploma with Academic Honors	5.6.1.3 Core 40 Diploma with Technical Honors
<b>Theology</b>	8 credits	8 credits	8 credits
<b>English</b>	8 credits	8 credits	8 credits
<b>Mathematics</b>	6 credits: Algebra 1 & 2/Geometry	8 credits: Beginning with Algebra 1	6 credits: Algebra 1 & 2/Geometry
<b>Science</b>	6 credits: 2 credits Biology 2 credits Chemistry or Physics 2 credits any science <sup>1</sup>	6 credits: 2 credits Biology 2 credits Chemistry or Physics 2 credits any science <sup>1</sup>	6 credits: 2 credits Biology 2 credits Chemistry or Physics 2 credits any science <sup>1</sup>
<b>Social Studies</b>	6 credits: 2 credits U.S. History 1 credit Government 1 credit Economics 2 cr Geography <u>or</u> World History	6 credits: 2 credits U.S. History 1 credit Government 1 credit Economics 2 cr Geography <u>or</u> World History	6 credits: 2 credits U.S. History 1 credit Government 1 credit Economics 2 cr Geography <u>or</u> World History
<b>Physical Education</b>	2 credits	2 credits	2 credits
<b>Health</b>	1 credit	1 credit	1 credit
<b>Directed Electives:</b>	5 credits:	9 credits:	5 credits:
World Languages		6-8 credits 6 credits in one language or 4 credits each in two languages.	
Fine Arts		2 credits	
College & Career Prep	1 credit	1 credit	1 credit
Career and Technical Education			8 - 10 credits in a Career-Technical Program (e.g. Central Nine Career Center)
<b>Electives:</b>	6 credits	6 credits	6 credits
<b>Total Credits for Diploma</b>	<b>48 credits</b>	<b>54 credits</b>	<b>52 credits</b>
<b>Grade Point Average</b>	<b>2.0 or higher</b>	<b>3.0 or higher</b>	<b>3.0 or higher</b>
<b>Graduation Qualifying Exam</b>	<b>Graduating Classes 2020-2022 - Passing score on ISTEP/GQE<sup>2</sup></b> <b>Graduating Class 2023 and beyond - See Section 8.3 Graduation Pathway Requirements</b>		
Other Requisites	State Requirement for Graduation is Core 40 Diploma	No semester grade below C- Complete one of the following: Earn 4 credits in two or more AP courses & take AP Exam Earn 6 credit hours of dual credit courses Earn 2 credit hours in an AP course and take AP exam as well as earn 3 credit hours in dual credit courses 1250 on SAT (minimum 560 on math and 590 on reading/writing sections) 26 on ACT composite and complete written section	No semester grade below C- Earn 6 credits in college and career preparation course and one of the following: Pathway designated industry-based certification or credential. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits Complete one of the following: Any of the "Other Requisites" for Core 40 with academic honors. WorkKey minimum scores - level 6 workplace documents, level 6 applied math, and level 5 graphic literacy Accuplacer minimum scores - writing 80, reading 90, and math 75 Compass minimum scores - algebra 66, writing 70, and reading 80

5.6.1.4 Academic Honors Diploma with Distinction

The Academic Honors Diploma with Distinction is unique to Roncalli and establishes Roncalli’s highest standard of academic excellence. The Academic Honors Diploma with Distinction has two criteria:

- The student must complete 24 semesters of HON/ACC/AP coursework over the four years of high school.
- The student must earn a 4.0 or higher accumulated grade point average. The AGPA will be designated at the end of the seventh semester of a student’s high school career.

**5.6.2 Graduation Pathway Requirements (graduating class of 2023 and beyond)**

Students in the graduating class of 2023 and beyond must satisfy all three of the following graduation pathway requirements by completing one of the associated pathway options:

Graduation Requirements	Graduation Pathway Options
<b>1. High School Diploma</b>	Meet the statutorily defined diploma credit and curricular requirements.
<b>2. Learn and Demonstrate Employability Skills</b> (Students must complete <i>at least one</i> of the following)	Learn employability skill standards through locally developed programs. Employability skills are demonstrated by one of the following: <ul style="list-style-type: none"> <li>• Project-Based Learning Experience</li> <li>• Service-Based Learning Experience</li> <li>• Work-Based Learning Experience</li> </ul>
<b>3. Postsecondary-Ready Competencies</b> (Students must complete <i>at least one</i> of the following)	<ul style="list-style-type: none"> <li>• Honors Diploma: Fulfill all requirements of either the Academic or Technical Honors diploma</li> <li>• ACT: College-ready benchmarks</li> <li>• SAT: College-ready benchmarks</li> <li>• ASVAB: Earn at least a minimum AFQT score to qualify for placement into one of the branches of the US military</li> <li>• State and Industry recognized Credential or Certification</li> <li>• Federally recognized Apprenticeship</li> <li>• Career-Technical Education Concentrator - Must earn a C average in at least two non-duplicative advanced courses within a particular program or program of study.</li> <li>• AP/Dual Credit Courses - Must earn a C average or higher in at least three courses</li> <li>• Locally created pathway that meets the framework from and earns the approval of the State Board of Education.</li> </ul>

**5.7 Class Rank**

Roncalli High School does not provide class rank to students, parents, teachers, colleges/universities, or for scholarship applications.

This decision not to release class rank came after extensive research by the Roncalli High School administration and guidance department as well as after a great deal of discussion and dialogue with internal and external constituencies, including a wide range of college admissions offices and scholarship selection committees. The overriding sentiment was that class rank was working against the majority of our students in the college admissions process as well as in the scholarship selection process.

Colleges and universities have adjusted to making admissions decisions without the use of class rank as more and more high schools, particularly private and parochial high schools, do not rank their students. Typically, when class rank is not available, colleges and universities will place more emphasis on the academic rigor found in the courses the student has completed as well as standardized test scores. It is imperative for the student to take the most rigorous course of study they are capable of taking and to prepare for success on the SAT and/or ACT.

Colleges and universities with a very selective admissions process also will want to see evidence of the following: leadership, significant community service and an on-going commitment to extracurricular activities. They would prefer to see a student with three to four years of involvement in the same extracurricular activity as opposed to one year in three or four different activities.

A class rank will exist and will be available for administrators and counselors only. If a student wishes to apply for a scholarship that has class rank requirements, the student will be able to ask the counselor if they qualify. The guidance counselor will respond as to whether or not the student qualifies for the class rank requirement without divulging the actual class rank.

If the scholarship application requires a specific class rank, the student will complete all components of the application with the exception of class rank. They will submit the application to their guidance counselor who will complete the class rank component and then mail the application.

### **5.8 Valedictorian and Salutatorian**

In an effort to ensure the integrity of our academic programs at Roncalli, to be eligible for either Valedictorian or Salutatorian honors, a student must have been enrolled at Roncalli both semesters of their sophomore and junior years as well as the first semester of senior year.

Additionally, the process to identify the honorees for the two positions will be calculated out to the 3rd decimal place.

# 6.0 Social Formation

## 6.1 Student Organizations

Students of Roncalli High School have a wide variety of student organizations that they can join based upon their interest. Each student is encouraged to get involved in one or more organizations. As students' interests change so do the extracurricular offerings of Roncalli. If their interests are not offered below, students are encouraged to reach out to the [Athletic Director](#) or the [Assistant Principal for Student Life](#). The administration of Roncalli will provide clarification if needed on which category below any new organization that begins during the current school year.

### 6.1.1 Athletics and Extracurricular Productions

#### 6.1.1.1 Athletics

Girls:

IHSAA Sports - Basketball, volleyball, softball, swimming, golf, outdoor track and field, cross country, gymnastics, soccer, unified track and field, and tennis

Club Sports - Bowling, cheerleading, indoor track and field, and lacrosse

Boys:

IHSAA Sports - Basketball, baseball, cross country, football, golf, soccer, swimming, outdoor track and field, tennis, unified track and field, and wrestling,

Club Sports - Bowling, hockey, indoor track and field, volleyball, and lacrosse

#### 6.1.1.2 Extracurricular Productions:

Fall musical and spring play: Includes all cast members, stage, sounds, costume, makeup crews, directors, ensemble members, etc... necessary to complete a full production.

Rebel Media Network: Includes announcers, camera, sounds, directors, etc... necessary to complete the production (If not co-curricular)

### 6.1.2 Co-Curricular Performance and Extracurricular Teams

#### 6.1.2.1 Co-Curricular Performance:

Band and choral concerts and competitions, visual arts, show choir, broadcast/streaming, tech theatre, and theatre productions

#### 6.1.2.2 Extracurricular Teams:

Mock trial, spell bowl, speech team, quiz bowl, Spinprov comedy, archery, robotics, unified bowling, and unified bocce

### 6.1.3 Extracurricular Clubs

Roncalli High School offers a wide range of extracurricular clubs for its students. Club activity is overseen by the Assistant Principal for Student Life. While most clubs do exist and remain strong from one school year to the next, that is not always the case. Interest in some clubs wanes and they disband while at the same time interest in new clubs takes hold and they come into existence. Thus, the most accurate, up to date listing of clubs is always available by contacting the [Assistant Principal for Student Life](#).

### 6.1.4 Student Council

The Student Council is an agent for the student body with the following goals:

- To provide for open and ongoing discussion between the students and the administration.

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- Represents different student views to the faculty and/or administration.
- Seeks out student needs in the school.
- Interprets administration needs and positions to the student body.
- Provides appropriate student activities.

The Student Council's primary responsibility is the activities program, and one of its positive products is active experience in leadership and the development of organizational skills. It serves as a catalyst in bringing together teachers, students and administration to form a positive school environment which initiates and nurtures meaningful learning experiences.

The Roncalli High School Student Council is truly a student driven organization open to all students. In addition to the following four positions that are filled through a selection process in the spring (Co-President of Service, Co-President of Spirit, Co-President of Public Relations, Co-President of Web Promotions), every student in the school is welcome and encouraged to participate in meetings, plan for events and assist with the administration of the events. In doing so, the student will earn points for their work. A student may earn the following titles and distinctions for their efforts:

- 15 Points – Student Council Officer
- 25 Points – Student Council Ambassador
- 40 Points – Student Council Executive

It is the council and the school's desire to reach out and involve as many students as possible in the activities of the council and not limit this to just those fortunate enough to win an election.

#### 6.1.4.1 Class Officers

The freshman, sophomore, junior and senior classes each will be represented by the officers of Co-President of Service, Co-President of Spirit, Co-President of Public Relations, Co-President of Web Promotions. The selection for these positions for sophomores, juniors and seniors takes place in the spring while the freshman class officer selections take place in the fall. Class officers shall be responsible to their class moderators who, in turn, shall be responsible to the Assistant Principal for Student Activities.

Qualifications for Co-Presidents:

- Any registered student of Roncalli High School is eligible for selection as class co-president.
- Any registered junior of Roncalli High School is eligible for selection as student council co-president
- Student Council and class co-presidents must maintain a C or better grade point average each quarter.
- Any member of the Student Council may be removed from student council and/or class co-presidency for failure to carry out their office's responsibilities, failure to maintain a C or better grade point average each quarter, or for any other actions detrimental to the school, including, but not limited to, suspension from school and/or violation of the drug/alcohol policy.

#### **6.1.5 National Honor Society**

The Roncalli chapter of the National Honor Society was chartered in 1970. Members are selected on the basis of scholarship, character, service, and leadership. Induction in the Roncalli chapter of the NHS takes place in the first quarter of the student's senior year. Membership is not only an honor, but it brings with it the responsibility to maintain high standards.

The requirements for membership in the National Honor Society are:

- Scholarship - Students must earn at least a 3.6 accumulated GPA while taking at least 6 semesters of Honors/AP coursework by the second semester report card of the student's junior year.
- Character - From the start of the student's junior year through the student's graduation the student may not have any violations of the alcohol, drug and tobacco policy, violations of the academic integrity policy, or any other actions the Dean of Students or an Administrator deems to be in direct conflict with NHS member expectations. Additionally, once a person has been inducted, any occurrence that impugns one's dignity, character or good standing could be cause for probation or dismissal.

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- Service - Students must record 100 hours or more of service hours by the second semester report card of the student's junior year.
- Leadership - Students will submit with their application an explanation of leadership demonstrated during their high school years.

## 6.2 Athletic Program

Roncalli High School has developed a rich tradition over the years in athletic achievement throughout Marion County and the State of Indiana, one of which the entire school and Indianapolis Southside community is extremely proud.

The goal of the Roncalli High School Athletic Department is to provide the best opportunities for its student-athletes to excel in teamwork, sportsmanship, self-discipline and moral character. The purpose is to provide each participant with experiences that will be positive and memorable. This will help him/her to develop the capacity for commitment to a cause, acceptance of responsibility and loyalty towards any chosen endeavor.

Participation in high school athletics is a privilege that carries with it varying degrees of honor, respect, responsibility and sacrifice. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the administration and other specific coaches' rules for their sport. Student-athletes represent their school, family and community. It is the athletes' duty to conduct themselves in a dignified and respectable manner.

The Roncalli athlete is defined as, and includes, all young men and women who represent a Roncalli team that engages in either interscholastic (IHSAA) or club sports competition. This includes all participants, managers, cheerleaders and athletic trainers.

### 6.2.1 Eligibility

#### 6.2.1.1 Age

A student who is or shall be twenty (20) years of age prior to/or on the scheduled date of the IHSAA State Finals or the club state finals in a sport shall be ineligible for interscholastic athletic competition in that sport.

#### 6.2.1.2 Amateurism

You are ineligible if you:

- play under an assumed name
- accept money or merchandise in any way for athletic participation
- participate in any camp that is not IHSAA approved
- sign a professional contract

#### 6.2.1.3 Enrollment

You are ineligible if you did not enroll in school during the first fifteen (15) days of a semester or if you have been enrolled more than eight (8) semesters beginning with grade nine (9).

#### 6.2.1.4 Practice Attendance Required to Participate in a Contest

Should you fail to participate in practicing for 5-10 consecutive days, you must practice four (4) separate days prior to participation in a contest. If you miss more than ten (10) consecutive days of practice, you must practice six (6) separate days prior to participation in a contest.

#### 6.2.1.5 Required Examinations and Other Documents

Prior to participating in practice you must have completed the following items:

- You must have a current IHSAA approved athletic physical form on file with the Athletic Director.
- You and your parents must have completed the RankOne forms on the Athletic Website.
- You must have a current impact test as administered by Ascension/St. Vincent Sports Performance. This testing pertains to specific sports only and will be coordinated through the athletic office or your coach.

#### 6.2.1.6 Transfer

New students who are transferring into Roncalli High School from another high school are ineligible until an athletic transfer form from the previous school is completed and ruled on by the IHSAA. This transfer process must be initiated by the new student through the Athletic Office at Roncalli High School.

#### **6.2.2 Use of Supplements**

The number of types of nutritional supplements that are available over the counter continues to increase. Some of these supplements are known to be potentially dangerous to the long-term physical health of men and women. Others have no known long-term effects, but are still the subject of research that may someday indicate negative effects. Our position as a school is that we do not recommend that student athletes take nutritional supplements without conferring with a licensed doctor. We urge parents to become informed about the issues surrounding supplement use and that parents be proactive in discussing supplement use with their children. A good place to start for those wishing to find out more about the various supplements available and their potential benefits and side effects is [www.fda.gov](http://www.fda.gov), [www.aap.org](http://www.aap.org) and [www.nfhs.org](http://www.nfhs.org).

#### **6.2.3 Athletic Code of Conduct**

The following Roncalli athletic rules are established in conjunction with the Indiana High School Athletic Association Constitution which states:

*Contestants' conduct, in or out of school, shall be such as:*

- 1. not to reflect discredit upon their school or the IHSAA or,*
- 2. not to create a disruptive influence on the discipline, good order, moral or educational environment in a school.*

*It is recognized that Principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school.*

*Additionally, any contestant ejected from a contest for an unsportsmanlike act shall be suspended from the next interscholastic contest at that level of competition and all other interscholastic contests at any level in the interim, in addition to any other penalties assessed.*

Roncalli applies the athletic code of conduct to all athletics as outlined in [Section 6.1.1.1](#).

#### 6.2.3.1 Enforcement of the Code of Conduct

The Principal (or designee) shall enforce all rules and regulations as described in the Code of Conduct for athletes. All rules regarding behavior and/or training as outlined in IHSAA regulations apply. The code will be reinforced by the coach of each sport during the year. Any alleged violation of the Code shall be reported first to the Principal (or designee) and Athletic Director or as indicated in [section 6.2.3.2](#).

Important - The Code of Conduct is in force twelve (12) months of the year for all athletes in grades nine (9) through twelve (12) .

#### 6.2.3.2 Code of Conduct for Athletes

Roncalli High School is not asking its athletes to make sacrifices. Sacrifices imply giving up good things. We are asking our athletes to do the opposite. Live clean, think clean and do those things that allow each student athlete to have a positive influence on not only their own lives but also those of their team members. All Roncalli athletes are expected to comply with the standards of our athletic code of conduct in conjunction with the student expectations found in this Handbook.

The administration in conjunction with the discipline board have the right to levee harsher penalties including expulsion from school for any of the offenses to the Code of Conduct for Athletes.

- The good of the team is first and foremost. In sports where individuals can advance, after team elimination, he/she then becomes most important. No player(s) will ever employ tactics in violation of rules to gain an undeserved advantage.
- All players will devote themselves to being a true student/athlete.

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- All athletes will care for all school equipment, including team uniforms, as though it was their own personal property. If equipment is “worn-out” through practice, it will be replaced by the school. If equipment is lost or stolen, the athlete is responsible for the replacement costs.
- Specific team rules may be set forth by the coach of each sport team. These rules, and the penalties for breaking them, will be made known to the athletes and their parents by the coach at the parent meeting conducted at the beginning of that sport’s season.
- Game/Match Officials deserve courteous respect. Realize that officials do not lose a game or contest. They are there for the purpose of ensuring both teams a fair contest.
- All athletes are prohibited from the consumption of illegal drugs, alcohol, and nicotine containing substances. All instances where a student athlete offends these prohibitions will be found in violation of the school’s drug, alcohol, and nicotine policy found in Section 6.3.8 of this handbook.
- No athlete shall take a picture, video, or any other recording within any locker room, changing room, restroom, training room, etc where there is an inherent and lawful right to privacy.
- Athletes shall conduct themselves as good citizens within the community. The following disciplinary actions may be enforced:
  - Any athlete found by the administration to be involved in any form of disrespect, vandalism or theft are subject to the following:
    - FIRST OFFENSE: Will result in automatic suspension from the athletic team for 25% of the current/future season contests (Carry Over Rule).
    - SECOND OFFENSE: Suspension from athletics for one calendar year.
    - THIRD OFFENSE: Suspension from athletics for one calendar year.
  - Any athlete charged with a misdemeanor offense may be subject to an athletic suspension for 25% of the current/future team season contests (Carry Over Rule). This decision will be made by the administration pending an investigation of the incident. A second or succeeding offense will result in athletic suspension for one calendar year from the date of the infraction.
  - Any athlete charged with a felony offense will be suspended immediately from all athletic participation pending further investigation by school officials.

### 6.2.3.3 Carry Over Rule

If a violation of the following rules occurs, the athlete in violation will be required to serve an appropriate suspension from athletic participation. If an initial violation occurs between seasons, or if less than 25% of current in-season contests remain at the time of the violation and the participating athlete cannot fulfill the terms of the resulting athletic suspension within that sport’s current season, the suspension carries over in equal percentage amounts until complete to the next sport season(s) in which the athlete has previously participated.

### 6.2.4 Awards

Upon the successful completion of an IHSAA sanctioned sport or a club sport each athlete may receive the following:

- Freshman team members will receive one set of numerals and certificates (each sport).
- Junior varsity team members will receive a 6 inch letter for the first award. A pin will be given for their second award.
- First year varsity letter winners will receive a varsity letter and a chevron. Chevrons will be given after the initial letter is issued.
- Four year letter winners (in the same sport) will receive a commemorative plaque.

Athletes at any level that do not complete the season in good standing will forfeit any award(s) earned during that season.

#### 6.2.4.1 Varsity Lettering Requirements

Baseball, Basketball, Football, Gymnastics, Soccer, Softball, Tennis, Volleyball, and Wrestling:

- Must participate in one half of the contests held or have been a member of the varsity team for the entire season.
- The head coach has the discretion to consider an athlete who has an exception to the requirements and determine if he/she has qualified for the letter.

#### Cross Country:

- To earn a varsity award an athlete must accumulate six (6) points.
- In dual meets, a point is earned if our runner beats the opponent's fifth man.

#### Golf:

- An athlete must play in 50% of the total varsity golf matches or receive the head coach's recommendation.

#### Swimming:

- An athlete must accumulate a certain number of points as designated by the head coach as the minimum standard.
- The head coach has the discretion to consider an athlete who has an exception to these requirements and determine if he/she has qualified for the varsity letter.

#### Track & Field:

One of the following:

- Score 10 or more points in varsity competition.
- Establish a new school record.
- Place in the IHSAA State meet.
- Receive the head coach's recommendation

#### Recognized Club Sports (See [Section 6.1.1.1](#) except indoor track and field):

- An athlete must participate in one half (1/2) of contests conducted or have been a member of the varsity team for the entire season.
- The head coach has the discretion to consider an athlete who has an exception to these requirements and determine if he/she has qualified for the varsity letter.

## 6.3 Code of Conduct

Everyone at Roncalli is expected to show respect for themselves and those around them, as well as the material and physical surroundings which are provided. Each member of this school community has the right to grow and mature intellectually, physically, emotionally and spiritually. At the same time, each person has the responsibility to see that others' rights are respected and upheld. Language and behavior should contribute in a positive way to school life.

Rules and regulations represent guidelines for behavior. It is impossible to write rules to cover all situations that may arise but the rules in existence are designed to enable all those at Roncalli to function harmoniously with each other. If everyone abides by the rules, we contribute to an environment in which persons can find experiences that will help them grow in meaningful ways. By breaking rules, a student infringes on another's rights, disrupts the community and often hurts him/herself in the process. If this happens, the offender must accept the consequences for what he/she did. At Roncalli, the consequences will take various forms, according to the degree of violation of the rules and of people's rights. Everyone makes mistakes. No one is perfect. The goal is that everyone learns from mistakes and thus becomes an individual who makes an even better contribution to the total school community.

When a situation arises that requires questioning of students related to potential handbook and/or disciplinary violations, the policy of the school is that the Dean of Students and/or other members of the administration will meet with the student. The school cannot meet the expectation of a family that would request parental or guardian presence during any such questioning. For myriad reasons why this request cannot be accommodated please contact the Principal or the Dean of Students.

### 6.3.1 Expectations

Each student of a Catholic high school is to exemplify the highest behavior, that of being a Christian with all its implications. One of the essential purposes of a Roncalli education is the formation of character. The rules of the school, designed for the purpose and in the interest of good order, are exercised with discretion and justice.

Roncalli does not hold itself responsible for student offenses committed outside its jurisdiction; yet any conduct that is detrimental to the reputation of the school or that binds the advancement and moral good of the students in general is sufficient cause for suspension or expulsion.

Roncalli High School prides itself on being a welcoming, Christian community. As such the behavior of our students should model this welcoming spirit at all times. Language and/or behavior that is racist, sexist,

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homophobic or ethnically degrading is not acceptable and would be grounds for disciplinary action. This would include but not be limited to items such as the confederate flag, swastika, etc.

### 6.3.2 Living Arrangements

Every student at Roncalli is expected to reside with his/her custodial parent(s) or guardian. Any type of different living arrangement must have prior approval of the administration. A student unwilling to comply with this rule will not be able to attend Roncalli.

### 6.3.3 Academic Integrity Policy

In order to properly assess the growth and achievement of a student's academic and critical thinking skills, as well as foster in students a commitment to honest academic work, Roncalli students are expected to complete their work with academic integrity. Students are individually accountable for the originality of their school work and are expected to adhere to all school, class, and assignment guidelines. Any student that misrepresents, gives, or receives unauthorized aid from either an individual or outside source, will be in violation of this policy, and a referral for violation of the school's academic integrity policy will be submitted to the Dean of Students.

Unless explicitly permitted by the teacher, examples of violations may include, but are not limited to:

- Copying another student's work and presenting it as one's own.
- Providing work to another student to present as their own.
- Working on an individual assignment in collaboration with another student.
- Obtaining, sharing, or providing assignments, quizzes, tests, and any other course content from a previous or current year.
- Obtaining, sharing, or providing specific information about all or part of an assignment, quiz, or test with another student in the same or different class period.
- Using all or part of any outside sources when not directed to do so by the teacher.
- Plagiarizing another's writing, ideas, or thoughts by presenting it as one's own without proper documentation, whether purposeful or accidental.
- Submitting substantial portions of the same academic work for more than one course without consent of all teachers involved.
- Creating a study guide of any type from assessment questions where such questions are not released to students beyond classroom specific access.
- Violating any academic integrity guidelines specific to individual courses and/or teachers.

A violation on any portion of academic work whether intentional or accidental results in the same consequences.

#### 6.3.3.1 Academic Integrity Policy Violation Penalties

##### First Offense

- Teacher speaks with the student, documents the violation, and submits a referral to the Dean of Students.
- Student receives a zero for the work.
- Dean of Students confers with the student and keeps record of the violation.
- Teacher contacts the student's parents, explains the violation, and reviews with the parents Roncalli's academic integrity policy.

##### Second Offense

- All consequences from the first offense still apply.
- Parents are notified of the second offense by the Dean of Students.
- Student is suspended from school for one day.

##### Third Offense

- A third offense will result in a three-day suspension. The student and his/her parents will appear before the Disciplinary Board which will decide on expulsion or readmittance to Roncalli High School. If readmittance is granted, it will come with probationary terms, which will be communicated to the student and their parents.

#### Sharing of any Portion of Work from a Completed Class

- If the sharing is a first offense, the student who shares in any format any portion of work from a class the student was previously enrolled in will serve a minimum one day suspension.
- If the sharing is a second or third offense, the student will minimally incur the violation outlined per the second or third offense.
- The Dean of Students reserves the right to administer additional discipline based on the quantity of work shared beyond the minimal suspensions.

#### 6.3.4 Dress Code

The dress code is intended to provide Roncalli students with a safe and secure environment where each student has the equal opportunity to grow into the person that God intends them to be. At no time are students permitted to wear or adorn themselves with any objects that do not support Catholic teachings, support any items of political nature, or any offensive or illegal matters. The administration reserves the right to amend dress code expectations throughout the school year. The final determination in any of these areas will be at the discretion of the Dean of Students.

#### **Covid-19 Pandemic Related Items:**

Due to requirements from governing agencies, all students are required to wear face masks. Face masks must adhere to the expectations of the dress code.

Students who have a medically documented reason for not being able to wear face mask must provide the documentation in writing to the [Dean of Students](#). Some students may have prescribed in their Individual Education Plan (IEP) that they are not to wear a mask. The IEP Process is under the supervision of the Director of Special Services. Students unable to wear face masks are strongly encouraged to consider utilizing the synchronous learning from home option to minimize exposure.

Students synchronously learning from home will not have to wear face masks but must dress appropriately for class using the guidance of both [sections 6.3.4.1](#) and [6.3.4.3](#).

##### 6.3.4.1 Personal Appearance

###### Hair:

- Hair is to be neat, clean, groomed and of moderate length.
- No unusual haircuts, for example “a mohawk” haircut or lines in hair, are allowed.
- Any unnatural hair coloring is prohibited. Students will be given two school days to correct any hair color issues or risk suspension from school.
- Young men are to be clean-shaven.

###### Accessories:

- No coats, jackets or hats are to be worn at any time during the school day
- Body piercing is limited to the ear and no gauging is allowed.
- No visible tattoos at school or during any school sponsored activity are permitted.
- No offensive jewelry may be worn.
- Hair adornments must be modest and only in place for function.
- No other accessories such as scarves, pins, or buttons may be worn at any time.

###### Shoes:

- No “roller” shoes nor shoes that light up are allowed.

##### 6.3.4.2 Uniform School Day Clothing

Students are to wear navy blue or tan slacks which are neat, unmarked (no stripes, designs, etc.), and do not have any holes with skin showing. The slacks must be dress slacks made of cotton-twill material similar to a pair of “Dockers” pants. Slacks must be minimum of "boot cut" and/or straight leg in diameter around the lower leg and may not be worn in a manner that hugs the complete contour of the lower body.

Students may wear either a uniform polo shirt, a uniform sweatshirt or a uniform pullover purchased through the RHS spiritwear store. All shirts must be tucked in at all times. Items worn under the uniform polo shirt, sweatshirt, or pullover may not have hoods. If the uniform pullover is worn the student must wear a shirt underneath it.

#### 6.3.4.3 Out Of Uniform School Day Clothing

The administration sets aside multiple days throughout the school year to allow students a “break” from wearing their uniforms. Students are still expected to model our Catholic values during these dress down days. Additional guidelines for “out of dress code” days will be communicated by the administration. These days are a privilege and not a right. Individual students, classes, or the entire school can lose this privilege at any time and for any length of time at the administration’s discretion.

##### General Out of Uniform Days

Students are permitted to wear jeans, cotton twill pants, or sweatpants which are neat, unmarked (no stripes, designs, etc.), and do not have any holes with skin showing. Slacks/jeans must be minimum of "boot cut" and/or straight leg in diameter around the lower leg and may not be worn in a manner that hugs the complete contour of the lower body

T-shirts, polo shirts, sweatshirts, and pullovers that are from Roncalli sanctioned clubs and organizations may be worn. These items must not be torn, ripped, or have holes in them.

##### Senior Privilege Out of Uniform Days

Students are permitted to wear jeans, cotton twill pants, or sweatpants which are neat, unmarked and do not have any holes with skin showing. Pants must be minimum of "boot cut" and/or straight leg in diameter around the lower leg and may not be worn in a manner that hugs the complete contour of the lower body.

T-shirts or sweatshirts purchased as part of the senior gear are to be worn and must be visible. These items must not be torn, ripped, or have holes in them.

##### Dress Up Out of Uniform Days (Spirit Week, Senior Mass, Senior End of School Year)

General: Same expectations as General Out of Uniform except as noted:

Spirit Week: Students may wear shorts, hats, and additional adornments that support the theme of the day only.

Senior End of School Year:

Students may wear shorts of a modest length as well as sweatpants. No skin should be visible in any body position between the bottom of the shirt/sweatshirt and the waste of the pants/shorts.

Senior Mass: Same requirements as School Dance Dress Code Section 6.4.2.1.

Students not complying with the dress code will be sent to the main office to put on uniform pants and shirts. Additionally one of more of the following disciplinary actions may be enforced:

- Detention
- Exclusion from classes until proper clothing is obtained (permission by parent or guardian necessary if student needs to leave school premises to obtain it).
- Suspension

NOTE: Final determination as to the appropriateness of dress, personal appearance, hair length, hairstyle or hair color will be made by the Dean of Students.

### 6.3.5 Harassment/Bullying

Roncalli stands against harassment/bullying of any sort. For obvious reasons, both biblical and Catholic, harassment/bullying violates our mandate not only to love one another, but in all circumstances to accept one another despite our differences. When these violations are expressed openly in language or behavior, they are reprehensible. Roncalli will not allow behavior that mocks, diminishes or impugns the dignity or integrity of any person or group. No racist, sexist or homophobic expression, language or behavior will be tolerated.

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school with dignity and respect. Students will not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as a serious matter. An offending student may convey his bullying/harassment through a multitude of platforms including but not limited to: physical, verbal, sexual, retaliatory, or electronic means. Examples of electronic means include but are not limited to, email, social media, text messages, blogging, voice mails, images, pictures, videos, hashtags, etc. Any individual found to have made or participated with others in making such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion.

Because of the significance of the issues of bullying/harassment in the lives of our students, Roncalli has in place a wide variety of strategies to address the issues. These strategies will unfold throughout the school year with a heavy focus here at the start of the school year.

It is imperative that anyone who becomes aware of a Roncalli student who is being bullied or harassed, regardless of whether it is happening in or out of school, is asked to contact the [Dean of Students](#). Failure to report incidents of bullying/harassment makes one complicit with the inappropriate behavior.

Harassment/bullying includes but is not limited to the following:

- Verbal Harassment/bullying
- Physical Harassment/bullying
- Visual Harassment/bullying
- Sexual Harassment/bullying
- Electronic Harassment/bullying

Roncalli recognizes that any form of harassment/bullying can take place through digital media including but not limited to e-mails, blogs, web sites, text messages, social media, etc... Any incidents involving technology are subjected to the same punishments as if they had occurred in person.

Any incident of harassment/bullying/intimidation should be communicated to an administrator, counselor or social worker at Roncalli.

All reports about harassment/bullying/intimidation will be taken seriously and investigated thoroughly. Any student found in violation of this policy will face serious disciplinary consequences up to and including expulsion.

Any student filing false or frivolous charges or making frivolous accusations will face similar consequences.

#### 6.3.6.1 Threatening Behavior

At Roncalli, all threats of any kind are taken very seriously. Whether personal threats directed at some particular individual, threats pointed toward some group or faction within the school or certainly a general threat against the whole school (i.e. harm or danger implicit in a bomb scare,) those menacing gestures or statements will be dealt with immediately. Depending on the severity, scope and circumstance of such an event, a student (or students) responsible for any scenario involving these kinds of threatening behaviors will be subject to suspension/expulsion and that student (or students) could face criminal charges.

### 6.3.6.2 Anti-Hazing Policy

The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff members. Hazing activities of any type are inconsistent with the educational goals of Roncalli High School and are prohibited at all times.

This policy applies to hazing behavior that occurs on or off school property during and after school hours.

No student, teacher, administrator, or other school employee, or volunteer shall plan, direct, encourage, aid, engage in, permit, condone or tolerate hazing.

Roncalli High School will investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, or other school employee, or volunteer who is found to have violated this policy. Upon completion of the investigation, Roncalli will take appropriate action. Such action may include, but is not limited to, warning, suspension, remediation, termination or expulsion. Law enforcement may also be involved should the matters warrant.

“Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm, embarrassment or humiliation, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an administrator, counselor or social worker at Roncalli.

Teachers, administrators, other school employees as well as volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform an Administrator or the Dean of Students immediately.

Roncalli will take appropriate action against any student, teacher, administrator or other school employee, or volunteer who retaliates against anyone who makes a good faith report of hazing, or who provides information, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **6.3.6 Retaliation/Victim Shaming**

Retaliation is acts or words taken against an individual because of an individual's perceived or actual involvement in the reporting, investigation, or resolution of any matter involving a student(s) whose behavior does not align with the behaviors outlined in this handbook. Additionally, any defacing or damage to any objects is also deemed retaliation. Retaliation may be found in cases where reports of behavior issues are either substantiated or not substantiated. Any individual that engages in retaliation will be subject to prompt and appropriate disciplinary action.

Victim shaming is a particular classification of retaliation where individuals use words or actions to attempt to alter the perception of the act or cast a negative image upon the victim of the act. Victim shaming results in the victim enduring repeated exposure to the act perpetrated against them and results in a negative consequence to the victim's overall well-being. Victim shaming is an egregious act that will not be tolerated and will be subject to, in the least, suspension with probable expulsion.

### **6.3.7 Technology**

The evolution of technology far outpaces the publication of the Rebel Handbook. Due to this fact, Roncalli administration reserves the right to enforce rules consistent with the mission of our school as new technologies are integrated into student life.

#### 6.3.7.1 Electronic Communication Devices

Because cell phones, smart watches, iPads, kindles and other electronic devices (not including school issued chromebooks) now have a myriad of capabilities, their ability to create classroom disruptions and

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problematic situations has increased significantly. Thus, Roncalli High School takes an aggressive stance in regards to these devices. While smartwatches may be worn during the school day (see below), these other devices are never to be in the student's possession during the school day. They must be kept in the student's locker or car at all times during the school day. Penalties for electronic devices will be as follows:

- A student purposefully using an electronic device during the school day without permission (texting, phoning, surfing the web, etc.) will have the device confiscated and turned in to the Dean of Students and be subject to a two day in school suspension (four points off the student's quarter grade in each of his/her classes.)
- A student whose electronic device inadvertently emits a signal, noise, notification, music, etc. will have the device confiscated and turned in to the Dean of Students and be subject to a one day in school suspension (two points off the student's quarter grade in each of his/her classes.)
- A student who is observed to be in possession of any of these devices will have the device confiscated, turned into the Dean of Students, and given a detention for a first offense. Additional offenses would warrant harsher penalties.

"Smart" watches are deemed electronic devices. These devices or other similar types of devices that both keep time and allow a student access to the internet may not be worn during testing, quizzing, or any other time as determined by a teacher or administrator. In an attempt to best maintain the integrity of the academic environment, students wearing such devices during the time assessments are being administered will be asked to remove the device. Should a student be wearing such an electronic device during an assessment, it may be considered a violation of the academic integrity policy and/or the electronic device policy.

An inherent right of every person is the right to privacy. Some aspects of privacy are covered by the laws that govern us. Restrooms, locker rooms, changing rooms, training rooms, etc are all places where there is an inherent, lawful expectation of privacy. No pictures, videos, or other recordings of any type may be taken in these areas. We understand that cell phones and digital cameras are now extensions of our personalities but there are still places in our community and the greater society where their use is not permitted. The misuse of electronic devices in restrooms, locker rooms, training rooms or any other area where there is an expected level of privacy, will result in the confiscation of the device, suspension of the student from school, and the involvement of law enforcement.

#### 6.3.7.2 Internet Etiquette

On the Roncalli High School network as well as on the Internet, students and staff may participate in activities that support learning and teaching. With global access to other networks and people, users may obtain access to inappropriate information. The school is not responsible for the actions of others when using the Internet, nor is it responsible for the quality and content of the information on the Internet. Roncalli High School has taken measures to prevent access to inappropriate websites and information; however, we cannot block all inappropriate information available. Misuse or misconduct involving technology and/or violation of the following technology rules will result in the loss of computer privileges.

Students must...

- Accept the responsibility for proper use and care of all technology at RHS including supplies as outlined in [section 3.7.1](#).
- Not download, install or copy any software.
- Have all data checked for viruses before opening files on RHS computers.
- Not change or alter any hardware or software configurations.
- Always use their own personal password to gain access to the network or Internet, unless instructed by a Roncalli teacher or staff member.
- Not seek information on, obtain copies of or modify files, other data or passwords belonging to other users, nor should they misrepresent other users on the network.
- Recognize that the privilege to access the Internet is solely for the purpose of accessing and gathering information for educational purposes.
- Realize that they are responsible for determining the accuracy of information obtained through the Internet and therefore consider the source and validity of such information before use.

- Understand that the school’s technology is a privilege that can be revoked by the school Administrators or the system administrators at any time.

Posting information in a social media and/or public forum is the responsibility of the user. If the school becomes aware that a student has posted something that is derogatory to themselves, other students, teachers, the school or others, or indicates that they are engaging in illegal or immoral activities or harassment of others, they will be subject to school discipline which could include suspension and/or expulsion from school.

### 6.3.7.3 Appropriate Social Media Usage

Social Media as defined by Roncalli incorporates a wide variety of communication means. This includes written postings, verbal postings, pictures, videos, conference calls, video conference calls, etc. with the inherent goal of allowing for greater communication across a multitude of technological applications. Roncalli respects the right of each student to use social media as intended but as students of Roncalli High School, students will be held accountable for any actions that are inconsistent with the school mission, philosophy, and graduate profile. Examples of violations that may result in disciplinary consequences may include, but are not limited to:

- Posting any malicious content that does not conform to the policies contained within this Handbook.
- Posting/using the name, image, likeness, voice, or video of an employee of Roncalli High School without their previous written consent.
- Posting/using the name, image, likeness, voice, or video of a student of Roncalli High School without their previous consent.
- Using any social media platform to make cause for a disruption to the mission of Roncalli High School.
- Recording Roncalli events and subsequent use for personal profit.
- Use technology to record any school interactions without the consent of all individuals involved.
- Posting, transmission, sharing of any media that would be deemed illicit in nature by the governing law.
- Any other items deemed by the Roncalli Administration to not align with the mission, philosophy, and graduate profile for students of Roncalli High School.

Additionally, any actions above that are unlawful will result in the involvement of law enforcement.

### **6.3.8 Drug, Alcohol, & Nicotine Policy**

In keeping with the school’s philosophy of helping students “fulfill the purpose of existence in this life,” Roncalli has formulated a policy to deal with the problem of teenage alcohol, drug, tobacco and nicotine usage. The philosophy that Roncalli, as a Catholic school, is committed to providing for the physical, educational and religious well-being of students guides and motivates policies and programs.

In this spirit, Roncalli will provide services to facilitate prevention efforts among students. Continuous educational material will be provided and speakers will be utilized to create an awareness among the student body. The school will take steps to refer students with personal or familial chemical abuse problems to appropriate agencies for assessment, treatment and care.

The purpose of establishing procedures and support systems for those who have been identified as users or sellers of illegal drugs and alcohol is to ensure that a student receives the necessary treatment, tools and motivation to be successful at Roncalli. If a student voluntarily admits himself/herself in a program for substance abuse, the school will not impose sanctions for that use; furthermore, the school personnel will help the program provider with educational and learning support. In this situation, the student’s previous use will not be considered a first offense against the policy of the school.

A student must realize that his/her conduct, no matter where he/she might be reflects upon his/her personal dignity and the dignity of his/her fellow classmates. Consequently, student conduct not in keeping with the guidelines of the educational philosophy and objectives of Roncalli is a discredit to the individual as well as fellow students and is subject to review by the administration for possible disciplinary action.

When observation and/or evidence of prior inappropriate behavior indicates a possible dependency problem or serious health problem, a qualified professional assessment will be required. When such a professional assessment is required, the administration will provide the family with a list of approved adolescent chemical dependency agencies from which to choose. Should a family refuse the recommended professional treatment, which might include outpatient or inpatient care, the school may suspend and/or expel a student.

The administration may search a student's property including book bags, lockers, purses, wallets, cars, etc. if the need for such search is reasonably indicated.

The administration may conduct a responsible search of a student's person (in the presence of an adult witness).

Any student whose car, locker or personal belongings are singled out or identified by a canine unit will be subject to a drug screen at school. The guidelines for this screening will be the same as that used for the SAP program.

Drug, alcohol, and nicotine related designs and symbols on jewelry, clothing, stickers and posters in lockers and on books or personal items are not allowed. In addition, advertising signs and buttons used by students cannot display drug, alcohol, and nicotine symbols. These offenses may warrant disciplinary action.

Students found under the influence of and/or in possession of alcohol products, illegal drugs, and nicotine containing products or any paraphernalia thereof while in school or attending a Roncalli sponsored function will be drug tested and disciplined. Alcohol and drug infractions will minimally result in multi-day suspensions and probable expulsion from school and where warranted turned over to local law enforcement. Nicotine infractions will result in probable suspensions while possession of nicotine containing products will result in a minimum 4 day suspension.

In certain circumstances, the school is bound by law, as are individuals and families, and it will act in compliance with the law. In some circumstances even the association with those who use, possess or traffic in drugs exposes one to civil prosecution.

### **Covid-19 Pandemic Related Items:**

Due to the uncertainty of co-curricular and extracurricular activities following their traditional schedules (i.e. maximum number of concerts, regular season games, etc.) the school reserves the right to amend the duration of any forfeiture of participation. These changes will be vetted by the administration.

#### 6.3.8.1 Possible Violation Scenarios

The following scenarios indicate violations of the Drug, Alcohol, and Nicotine Policy:

Scenario #1 - If a Roncalli High School student is in attendance at a gathering at which drugs or alcohol are present, he/she is to leave immediately (within five minutes). Failure to do so will result in the student being in violation of the school's drug and alcohol policy.

Scenario #2 - If a student is found in possession of, under the influence of, using, selling or facilitating the sale of alcohol or any other unauthorized or illegal substance, or in possession of any type of drug paraphernalia on the way to or from school, at school or before, during or after a school sponsored event...

- The unauthorized substance will be taken from the student
- Student's parents will be contacted
- Student will be drug tested in a timely manner at the parent's expense
- Law enforcement officials may be called
- Student will be suspended from school with possible expulsion
- Student is considered to be in violation of the school's drug and alcohol policy for extracurricular participation and is subject to the penalties of this policy accordingly
- Student may be required to complete an online Drug, Alcohol or Nicotine Awareness Program provided by Roncalli High School at the family's expense.
- Student and his/her parents will appear before the disciplinary board which will decide on expulsion or readmittance to Roncalli High School. If readmittance is granted, it will always come with probationary terms, which will be communicated to the student and their parent(s).

- Student will be included in the pool of students who will be randomly drug tested at the family's expense.

Scenario #3 - If knowledge of a student's usage of alcohol, nicotine containing products or any other illegal substance, away from school at a non-school sponsored event is learned by the school...

- Student will be questioned by a member of the administration, and a member of the school's administration will contact the parents regarding the results of this conference.
- Student will incur the appropriate penalty as outlined in Sections [6.3.8.2](#), [6.3.8.3](#), and/or [6.3.8.4](#).
- Student may be to complete an online Drug, Alcohol or Nicotine Awareness Program provided by Roncalli High School at the family's expense.
- Student may be required to complete a professional drug/alcohol assessment and complete all follow-up recommendations.
- Student will be included in the pool of students who will be randomly drug tested at the family's expense.

Scenario #4 - If a student hosts or sponsors a party or gathering where drugs, alcohol, or nicotine containing products are present, or provides the drugs, alcohol, or nicotine containing products...

- Student will be questioned by a member of the administration, and a member of the administration will contact the parents regarding the results of this conference.
- Student will be suspended for five days with possible expulsion
- Student and his/her parents will appear before the disciplinary board which will decide on expulsion or readmittance to Roncalli High School. If readmittance is granted, it will always come with probationary terms, which will be communicated to the student and their parent(s).
- Student will incur the appropriate penalty for extracurricular /co-curricular or non extracurricular participation.
- Student may be required to complete an online Drug, Alcohol or Nicotine Awareness Program provided by Roncalli High School at the family's expense.
- Student may be required to complete a professional drug/alcohol assessment and complete all follow-up recommendations.
- Student will be included in the pool of students who will be randomly drug tested at the family's expense.

Scenario #5 - If a student is found in possession (on person, in locker, in vehicle) of a nicotine-containing product (chewing tobacco, cigarettes, electronic vaping products such as Juuls) on the way to or from school, at school or before, during or after a school sponsored event...

- The product will be removed from his/her possession.
- Student will receive a minimum four day suspension.
- Student and his/her parents will appear before the disciplinary board which will decide on expulsion or readmittance to Roncalli High School. If readmittance is granted, it will always come with probationary terms, which will be communicated to the student and their parent(s).
- Student will incur the appropriate penalty for extracurricular /co-curricular or non extracurricular participation.
- Student may be required to complete an online Drug, Alcohol or Nicotine Awareness Program provided by Roncalli High School at the family's expense.
- Student will be included in the pool of students who will be randomly drug tested at the family's expense.
- Student will be required to take a drug test in a timely manner at the family's expense.

#### [6.3.8.2 Drug, Alcohol, & Nicotine Policy for Athletics and Extracurricular Productions](#)

The athletics and extra-curricular productions (identified in [section 6.1.1](#)) at Roncalli High School are an integral part of the school system and our community. The recognized value of the extra-curricular participation to a student's personal development has given these activities a high priority in the total school program. Roncalli encourages all students to participate in athletics and extra-curricular productions of the school, but believes the opportunity for such participation is not an absolute right. It is a privilege offered to students who meet both the scholastic and physical conditions of eligibility. One

such condition shall be an agreement by the student to avoid the use of drugs, alcohol and nicotine products.

If a student is found in violation of the school's drug, alcohol and nicotine policy and is readmitted to Roncalli, he/she will serve the following disciplinary penalty:

- Removal from any elected position for the school year
- Removal from any liturgical ministry position for three consecutive all school liturgies.
- Removal from the school's chapter of the National Honor Society
- Forfeiture of participation in 25% of the scheduled athletic team's contests if violation occurs in-season; if the violation occurs out of season, or if less than 25% of current in-season contests remain at the time of the violation and the participating athlete cannot fulfill the terms of the resulting athletic suspension within the sport's current season, the suspension carries over in equal percentage amounts until complete to the next sport season(s) in which the athlete has previously participated, until the penalty is complete.
- Forfeiture of participation in 25% of the scheduled extracurricular productions if violation occurs during the current production; if the violation occurs out of the production season, or if less than 25% of current production remains at the time of the violation and the participating cast member (any student in any role in the production) cannot fulfill the terms of the resulting suspension within the production's current season, the suspension carries over in equal percentage amounts until complete to the next production season(s) in which the cast member has previously participated, until the penalty is complete.
- Student may be required to complete an online Drug, Alcohol or Nicotine Awareness Program provided by Roncalli High School at the family's expense.
- Student may be required to complete a professional Drug/Alcohol assessment and complete all follow-up recommendations.
- Student will be included in the pool of students who will be randomly drug tested at the family's expense.

The 25% forfeiture of scheduled athletic team's contests is calculated on the number of guaranteed regular season contests. (Indoor and outdoor track seasons are counted as a single season) Athletic suspension is incurred during the regular season, Marion County tournament and IHSAA or club sanctioned tournament games. Pre-season events, scrimmages, summer or out of season contests do not count toward an athletic suspension.

Second violation of drug, alcohol and nicotine policy:

- Student is removed from any elected position at Roncalli and not allowed to hold an elected position nor any liturgical ministry position for 365 days from the date of the offense.
- Forfeiture of participation in any athletics and extracurricular productions for 365 days from date of the offense.
- Student may be required to complete an online Drug, Alcohol or Nicotine Awareness Program provided by Roncalli High School at the family's expense.
- Student may be required to complete a professional Drug/Alcohol assessment and complete all follow-up recommendations.
- Student will be included in the pool of students who will be randomly drug tested at the family's expense.

Third violation of drug, alcohol and nicotine policy:

- Student is not allowed to hold any elected position at Roncalli nor any liturgical ministry position for 365 days from date of the offense.
- Forfeiture of participation in any athletics and extracurricular productions for 365 days from date of the offense
- Student is suspended from school for three to five days with possible expulsion.
- Student and his/her parents will appear before the disciplinary board which will decide on expulsion or readmittance to Roncalli High School. If readmittance is granted, it will always come with probationary terms, which will be communicated to the student and their parent(s).

Impact of an injury/health issue on athletic suspension:

- When an athlete suffers an injury or illness that forces them out of athletic competition and then he/she incurs a penalty for having violated the school's drug/alcohol policy, their suspension from games for having violated the drug/alcohol policy will not begin until they are both medically cleared to play and eligible to play.
- In a situation where an athlete is serving or is going to be serving a suspension for having violated the school's drug/alcohol policy and then suffers an injury or illness that forces them out of athletic competition, their suspension from games may continue through their time of injury/illness.

#### 6.3.8.3 Drug, Alcohol, & Nicotine Policy for Co-Curricular Performance and Extracurricular Teams

Co-Curricular Performance and Extracurricular Teams (identified in [section 6.1.2](#)) are an integral part of the school system and our community. Co-Curricular performances are part of the academic offerings within our school's curriculum that mandate student participation above and beyond regular school hours. The recognized value of co-curricular performances and extracurricular teams to a student's personal development has given these activities a high priority in the total school program. While participation may be required for co-curricular performances and the goal for extracurricular teams, the opportunity for a student to showcase their talents is not an absolute right. It is a privilege offered to students who meet both the scholastic and physical conditions of eligibility. One such condition shall be an agreement by the student to avoid the use of drugs, alcohol and nicotine products.

A student who participates as a member of Co-Curricular Performance and Extracurricular Teams who violates the school's drug, alcohol, and nicotine policy will incur the following penalty...

- Removal from any elected position for the school year
- Removal from any liturgical ministry position for three consecutive all school liturgies.
- Removal from the school's chapter of the National Honor Society
- Forfeits any participation as an actor or director in the school's next auditioned theatrical production
- Student will incur up to ten detentions and be required to attend one Saturday school.
- Student may be required to complete an online Drug, Alcohol or Nicotine Awareness Program provided by Roncalli High School at the family's expense.
- Student may be required to complete a professional Drug/Alcohol assessment and complete all follow-up recommendations.
- Student will be included in the pool of students who will be randomly drug tested at the family's expense.

Second violation of drug, alcohol and nicotine policy:

- Student is removed from any elected position at Roncalli and not allowed to hold an elected position for 365 days from the date of the offense.
- Student is not allowed to participate in any liturgical ministry position for 365 days from the date of the offense.
- Forfeiture of participation in 25% of the scheduled performances or team events if violation occurs during the current season; if the violation occurs out of the production season, or if less than 25% of current performance or team events remain at the time of the violation and the participating member cannot fulfill the terms of the resulting suspension within the current season, the suspension carries over in equal percentage amounts until complete to the next season(s) in which the cast member has previously participated, until the penalty is complete.
- Student may be required to complete an online Drug, Alcohol or Nicotine Awareness Program provided by Roncalli High School at the family's expense.
- Student may be required to complete a professional Drug/Alcohol assessment and complete all follow-up recommendations.
- Student will be included in the pool of students who will be randomly drug tested at the family's expense.

Third violation of drug, alcohol and nicotine policy:

- Student is suspended from school for three to five days with possible expulsion
- Student is not allowed to hold any elected position at Roncalli nor any liturgical ministry position for 365 days from date of the offense.
- Student is withdrawn from the co-curricular class and/or suspended from extra-curricular team participation for 365 days from date of the offense.
- Student and his/her parents will appear before the disciplinary board which will decide on expulsion or readmittance to Roncalli High School. If readmittance is granted, it will always come with probationary terms, which will be communicated to the student and their parent(s).

6.3.8.4 Drug, Alcohol, and Nicotine Policy for Students not involved in Athletics, Extracurricular Productions, Co-Curricular Performance or an Extracurricular Team...

If a student is found in violation of the school's drug, alcohol and nicotine policy and is readmitted to Roncalli, he/she will serve the following disciplinary penalty:

- Removal from any elected position for the school year
- Removal from any liturgical ministry position for three consecutive all school liturgies
- Removal from the school's chapter of the National Honor Society
- Student will incur up to ten detentions and be required to attend two Saturday schools.
- Student may be required to complete an online Drug, Alcohol or Nicotine Awareness Program provided by Roncalli High School at the family's expense.
- Student may be required to complete a professional Drug/Alcohol assessment and complete all follow-up recommendations.
- Student will be included in the pool of students who will be randomly drug tested at the family's expense.

Second violation of drug, alcohol and nicotine policy:

- Student is not allowed to hold any elected position at Roncalli nor any liturgical ministry position for 365 days from date of the offense.
- Student will incur up to ten detentions and be required to attend two Saturday schools
- Student may be required to complete an online Drug, Alcohol or Nicotine Awareness Program provided by Roncalli High School at the family's expense.
- Student may be required to complete a professional Drug/Alcohol assessment and complete all follow-up recommendations.
- Student will be included in the pool of students who will be randomly drug tested at the family's expense.

Third violation of drug, alcohol and nicotine policy:

- Student is not allowed to hold any elected position at Roncalli nor any liturgical ministry position for 365 days from date of the offense.
- Student is suspended from school for three to five days with possible expulsion
- Student and his/her parents will appear before the disciplinary board which will decide on expulsion or readmittance to Roncalli High School. If readmittance is granted, it will always come with probationary terms, which will be communicated to the student and their parent(s).

6.3.8.5 Fresh Start Program for Nicotine Infractions

Roncalli offers the opportunity for a student who has violated the nicotine portion of the Drug, Alcohol, and Nicotine Policy to have a "fresh start" with respect to participation in extracurricular and co-curricular activities. The nicotine violation includes under the influence of nicotine and/or in the possession of a nicotine containing product. This opportunity will only be extended to a student one time in the student's first year of high school (defined below). The qualifications for participation in the Fresh Start Program are as follows:

- The student incurs the applicable discipline for a first time nicotine offense of the Drug, Alcohol and Nicotine Policy.

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- During a period of six months from the date of the originating incident, the student may not have any violations of the Drug, Alcohol, and Nicotine Policy.
- Within the first 30 days from the originating incident, the student will be required to complete a Roncalli approved nicotine awareness program at the family's expense. Upon completion of the course the student must submit their completed personalized feedback report from the nicotine awareness program to their assigned administrator for use during the students meeting with the administrator. During this meeting, the student and the administrator will discuss the material covered as well as the student's plan moving forward.
- The student will be randomly tested for illegal substances at the parent's expense. All tests must come back negative.

The successful completion of the Fresh Start Program benefits the student as any future violation of the Drug, Alcohol, and Nicotine Policy will result in the provisions as set forth as a first time offender of the Drug, Alcohol, and Nicotine Policy. Without this Fresh Start Program, the student would be facing the provisions set forth for a second time offender of the Drug, Alcohol, and Nicotine Policy.

#### 6.3.8.6 Drug Testing

Roncalli High School reserves the right to require drug testing in situations the school deems appropriate. This includes but is not limited to the following:

- suspension from school
- violation of the school's drug, alcohol, and nicotine policy
- truancy
- habitual tardiness
- exhibition of behavioral patterns associated with substance use/abuse
- upon administrative discretion

The application of this policy will be broad in scope. Its application may not be limited to the normal school day or the extracurricular activities of school, but extended to include the enrollment period of the student regardless of the geographical location, circumstance or time of the illegal issue.

A student whose drug test results in confirmation of drug usage will be subject to...

- Student is considered to be in violation of the school's drug and alcohol policy and is subject to the penalties of this policy accordingly.
- Possible suspension
- Student may be required to complete an online Drug, Alcohol or Nicotine Awareness Program provided by Roncalli High School at the family's expense.
- Student may be required to complete a professional Drug/Alcohol assessment and complete all follow up recommendations.
- Student will be included in the pool of students who will be randomly drug tested at the family's expense.

First positive retest or second violation of the drug, alcohol, and nicotine policy policy:

- Student is suspended from school for a minimum of one day with possible expulsion.
- Student is considered to be in violation of the school's drug and alcohol policy and is subject to the penalties of this policy accordingly.
- Student may be required to complete an online Drug, Alcohol or Nicotine Awareness Program provided by Roncalli High School at the family's expense.
- Student may be required to complete a professional Drug/Alcohol assessment and complete all follow up recommendations.
- Student will be included in the pool of students who will be randomly drug tested at the family's expense.
- Student and his/her parents will appear before the disciplinary board which will decide on expulsion or readmittance to Roncalli High School. If readmittance is granted, it will always come with probationary terms, which will be communicated to the student and their parent(s).

Second positive retest or third violation of the drug, alcohol, and nicotine policy policy:

- Student is suspended from school for a minimum of three days with probable expulsion.
- Ongoing professional counseling is mandated
- The student will be included in the pool of students who will be randomly drug tested at the family's expense.
- The student and his/her parents will appear before the disciplinary board which will decide on expulsion or readmittance to Roncalli High School. If readmittance is granted, it will always come with probationary terms, which will be communicated to the student and their parent(s).

The student and his/her family may appeal the findings of the drug test. They must notify the Dean of Students of their intent to appeal within three school days from the time of notification of the positive test. The notification of appeal must come via a phone call or email to the [Dean of Students](#). All suspensions from school and/or all other penalties remain in place throughout the appeal process.

Refusal to comply with the school's request for a drug test will result in the student's immediate suspension and probable expulsion from Roncalli High School.

If a student denies drug use and tests positive (lies), or if a student attempts to adulterate a drug test...

- The student will be suspended up to five days with probable expulsion
- Student is considered to be in violation of the school's drug and alcohol policy is subject to the penalties of this policy accordingly.
- Student may be required to complete an online Drug, Alcohol or Nicotine Awareness Program provided by Roncalli High School at the family's expense.
- Student may be required to complete a professional Drug/Alcohol assessment and complete all follow up recommendations.
- Student will be included in the pool of students who will be randomly drug tested at the family's expense.
- Student and his/her parents will appear before the disciplinary board which will decide on expulsion or readmittance to Roncalli High School. If readmittance is granted, it will come with probationary terms, which will be communicated to the student and their parent(s).

If a student refuses to take a drug test, or is found to be under the influence of drugs/alcohol at school during the school day, or is found to be in possession of drugs/alcohol at school during the school day...

- Student will be suspended for five days with probable expulsion

Please contact the [Dean of Students](#) with any questions you have related to the school's drug testing policy and procedures.

### 6.3.9 Stealing and Vandalism

Stealing or willful destruction of school property or the property of other students is a serious offense as it represents a blatant violation of another's personal space and/or property. The offender will be suspended and face probable expulsion. The parent/guardian of each student is responsible for proper remuneration when willful destruction and/or theft occurs to school property.

### 6.3.10 Weapons

Possession of any form of weapon (guns, knives, chains, etc.) is strictly prohibited. Students found in the possession of a weapon may be turned over to law enforcement officials. They also will be subject to the school's disciplinary action of suspension and/or expulsion.

### 6.3.11 Community Citizenship

The formation of Christian leaders extends beyond the formal classroom education. Our students are representatives of our school community during their time at Roncalli. As such when students violate the laws that govern our greater society, students may face additional discipline from Roncalli High School.

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There are times when the school administration will conduct investigations into events that occurred during school, at a school sponsored event, or outside of school. Students are expected to cooperate in these investigations. Additional discipline may be administered should a student either not participate in an investigation or lie during the investigation.

Students may engage in behavior that results in the need for the intervention of law enforcement. To the extent possible, the parents or guardians of any student who law enforcement requests to speak with will be notified prior to an officer speaking with their child. There are instances where the safety of the school community may override this notification. When contacted, parents or guardians will have the following choices:

- Allow law enforcement to proceed with interviewing their child
- Ask for law enforcement to wait until the parent or guardian is able to be present
- Request that their legal counsel be present
- Exchange contact information with law enforcement in exchange for meeting with law enforcement (if allowable) at a different time

Personal items confiscated by the school administration prior to the engagement of law enforcement may result in the items being turned over to the authorities. The parent or guardian will then be responsible to procure those items from law enforcement.

Roncalli will participate fully in law enforcement investigations. During an investigation by law enforcement, the school will pause our internal investigation.

All student discipline matters are confidential in nature. Roncalli High school will not share details of an internal or law enforcement investigation to any party. Roncalli reserves the right to provide pertinent information to our community as deemed necessary. Roncalli cannot control information released by individuals outside of school.

When a Roncalli High School student is a part of any law enforcement investigation, Roncalli High School will evaluate potential violations of our community citizenship guidelines for discipline actions on a case by case basis. Regardless of the nature of the offense, the school reserves the right at any time to change a student's enrollment status or bring about other disciplinary actions.

### **6.3.12 General Conduct Items**

Students are responsible for their good behavior on a daily basis that conforms to the rules provided in this handbook. Final determination as to the appropriateness of any behavior will be made by the Administration and/or the Dean of Students.

#### 6.3.12.1 Corridor Courtesy

Passing through the corridors is pleasant if students are courteous. Please remember the following:

- Keep to the right in the corridors and on the stairways.
- Use the corridor as a passageway, not as a meeting place; keep moving.
- Refrain from running, pushing, rough play, loud talking and shouting.
- Be extremely careful when opening and closing doors.
- Students are permitted to carry with them a drink container with a tight fitting lid during the school day and are encouraged to use the water filling stations throughout the school to fill their drink containers. No open top containers are allowed during the school day. A student with a drink with an illegal substance in it will be suspended and face probable expulsion. Food items are not permitted in the academic wing during the school day.
- Do not litter.
- Make certain you have a corridor pass during class time.

#### 6.3.12.2 Cafeteria Usage

Food and drinks are not permitted outside of the cafeteria during school hours. Lunches are to be consumed in the cafeteria unless otherwise approved by administration. Students are expected to clean up and dispose of any trash in order to leave the tables clean and orderly.

Throwing of objects in the cafeteria or defacement of cafeteria tables or chairs is strictly prohibited.

#### 6.3.12.3 Before and After School

School is open to students starting at 6:45 am. Students are permitted to congregate in specific areas as indicated by the administration. It is imperative that the corridors remain passable throughout the time leading up to the first bell of the day. Additionally students are expected to maintain the cleanliness of the hallways at all times.

Students are permitted to stay after school in designated areas. Students may not continue to congregate in the academic hallways after thirty minutes from the final bell of the day. Students are expected to keep the areas clean that they use. Any misuse of school property may result in disciplinary action. Students are expected to leave once their ride arrives at school.

**Covid-19 Pandemic Related Items** - The doors to school will be open at 7:15 am. Students will be required to maintain social distancing. Students are encouraged to report to their first period class. Both the woodshed (old gym) and the cafeteria will also be available. Students will not be permitted to congregate at their lockers. Masks are to be worn at all times.

After school, students will be encouraged to wait for their ride outside socially distanced. In the event of inclement weather, other arrangements will be made. Students may not wait in the lobbies of the school. Masks must be worn at all times.

#### 6.3.12.4 Parking Lot Conduct

Applies to student driving/parking:

- Parking is strictly limited to the student parking areas only; faculty parking is communicated accordingly to the students.
- All students must be licensed and covered by insurance.
- Loitering in the parking lot is not permitted during school hours without permission.
- Speeding/reckless driving is prohibited on school grounds. The speed limit on campus is 20 mph.
- Student vehicles are subject to search if there is reason to believe that drugs, alcohol, stolen property or other contraband might be present inside the vehicle.
- Loud and/or vulgar music is not permitted on school property at any time.
- Cars not parked properly will be ticketed on a first offense and towed at the owner's expense for a second offense.
- Littering will result in disciplinary action.

#### 6.3.12.5 Fighting and Physical Activity

Students endangering the safety of others by fighting, pushing, shoving, tripping, throwing objects or any other aggressive acts will be referred to the Dean of Students for disciplinary action including suspension and/or expulsion.

#### 6.3.12.6 Responsible Searches

Roncalli is responsible for the safety of all individuals in the building or on campus at all times. Therefore, if a threat of any sort should arise that might jeopardize this safety, Roncalli reserves the right to conduct a responsible search of a student's person and/or the student's property including book bags, gym bags, lockers, purses, wallets, cars, etc.

#### 6.3.12.7 Patriotism

The expectation for Roncalli High School students is to remove their hat and stand respectfully during the playing of the National Anthem. This expectation is in place when the student is at an event representing Roncalli and/or at an event in which a Roncalli team/group is performing.

Should a student feel they have a reason not to comply with this expectation they are asked to meet with the Dean of Students to discuss their thoughts. A student who does not meet with the Dean of Students and does not stand respectfully for the National Anthem could face disciplinary action.

It is important to know that our focus is on the students of Roncalli High School. We will not attempt to regulate the behavior of others in attendance at our events and our expectation is that all of us at Roncalli would respect whatever decision is made by those fans.

#### 6.3.12.8 Fireworks

Possession of fireworks or other explosive material on school property is strictly prohibited. Students found in the possession of fireworks or other explosive material will incur disciplinary measures that could include suspension and/or expulsion.

#### 6.3.12.9 Gambling

Students are not permitted to gamble on school property or at a school sponsored activity. Violations will be met with disciplinary measures.

#### 6.3.12.10 Off Campus Conduct

Although the school cannot assume responsibility for a student's conduct when the student is outside the school's jurisdiction, students should remember that at all times they are responsible for the good name of Roncalli High School. A student involved in off-campus behavior prejudicial to the reputation of the school is liable to disciplinary action by the school administration.

### **6.4 School Sanctioned Events**

#### **6.4.1 Walk-a-thon, Senior Picnic, Retreats, Pep Rallies, Assemblies, etc...**

Throughout the school year there will be opportunities for our student body to gather together during the school day. Students are to take their positions in the school area indicated and are asked to remain in the prescribed seating arrangement until directed otherwise. Courteous attention, respect, and/or participation is expected. Failure to comply with these expectations may result in disciplinary action. As this occurs during the school day, attendance is mandatory.

#### **6.4.2 Home and Away Athletic Competitions, Fine Arts Performances, Academic Competitions, etc...**

Extracurricular and co-curricular activities are extensions of the school day. Students, whether participating in or spectating at such activities, are held to the standards indicated in this Handbook. Students are expected to comply with directions given by the administrator of the event whether they are on Roncalli's campus or at another venue. Failure to comply with these expectations may result in disciplinary action.

#### **6.4.2 Dances**

- General admission to Roncalli dances is for Roncalli students.
- Students who are on suspension or students who have been expelled are prohibited from attending a school-sponsored dance.
- In addition to buying a ticket for admission to the dance, Roncalli students must present their Roncalli student ID card for admission.
- Each dance will have a specific criteria for when students are allowed to come and go from the dance and they must abide by that dance's rules. Any deviations to these rules must be communicated by the parents.

for the Dean of Students or Assistant Principal for Student Life review and approval at least one day prior to the dance.

- All dancing must be in good taste and in accordance with a Catholic school atmosphere. Dancing that is immodest, sexually provocative, or inappropriate will not be tolerated.
- Any dancing that risks injury (body slamming, body surfing, etc.) will not be tolerated.
- Loitering outside the designated areas of the dance is not permitted.
- All individuals, with the exception of the clean-up volunteers, are to be off school property (or the dance venue) within 15 minutes of the end of the dance.
- **Covid-19 Pandemic Related Items** - [Current recommendations from the government and/or health departments on crowd size and social distancing will dictate our ability to host school dances.](#)

#### 6.4.2.1 Dress Code

We aspire to honor God in everything we do, including our modest and dignified dress at all school functions. The following requirements are guidelines established in hopes of ensuring the modest and dignified dress of every student.

Students are encouraged to seek guidance on the appropriateness of their dance attire from the Dean of Students or designee thereof, prior to purchasing their outfit. Students are advised to err on the side of modesty and formality. If you are concerned about a dress, please email [RHSdance@roncalli.org](mailto:RHSdance@roncalli.org) ahead of time to get approval from our committee with a picture of you in the outfit. Any student that is violating the policy will not be permitted to enter the event until his/her attire meets the proper requirements.

#### **Ladies:**

- The dress may not reveal all contours of the body.
- Dresses shall be one piece with straps over the shoulders and shall cover the legs to within at least 6" off the knee. Furthermore, dresses shall cover all parts of the body so that no part of the midriff or cleavage is exposed.
- Any sheer, lace, or see-through material in the dress cannot expose areas such as midriff or cleavage.

\* Remember, because of differing body types, the same dress may meet the criteria for one person, but not for another.

#### **Gentlemen:**

- Shirts must be worn appropriately at all times.

#### 6.4.2.2 Guest Expectations

- Guest passes for non-Roncalli high school age students are to be obtained from the Dean of Students.
- The Dean of Students may make exceptions for guests who have graduated high school.
- Roncalli students are responsible for the actions of their guests and are subject to disciplinary measures including suspension and expulsion based on the actions of their guest.
- Guests must also present their Dean-issued guest pass with their dance ticket for admission into the dance.
- Guests of Roncalli students will be held to the same dress code standards outlined in the dance dress code.

### **6.4.3 Field Trip Policy and Procedures**

A field trip should be an educational experience provided to the student outside of the classroom environment. Such an experience should be one that cannot be offered in the normal classroom environment but is consistent with and promotes the educational philosophy and goals of Roncalli, the Archdiocese of Indianapolis, and the State Board of Education. All field trips must be educational in nature and necessary to achieve the educational goals and objectives of the classroom learning experience. The experience must represent a unique educational opportunity and facilitate the attainment of specific educational objectives. The field trip experience must be

limited in scope to educational purposes and not include any activities not related to stated goals and objectives. All field trip activities must have a faculty sponsor.

The following procedures will be followed by the teacher wishing to take a group of students on a field trip:

- All field trips will follow state guidelines.
- A two week notice will be given to all teachers regarding the scheduling of a field trip.
- Each student must complete a parent permission slip. These can be obtained from his/her teacher.
- On the day of a field trip students must wear the school uniform. Exceptions must be cleared through the Principal's office by the faculty sponsor.
- If any trip is cancelled, the faculty will be notified immediately.
- The student is responsible for making up any work missed because of a field trip. A zero will be given if work is not made up in missed classes. Work must be made up within one full school day.
- Appropriate behavior is expected on field trips; school policies will be in effect.
- Any misbehavior will be dealt with by the Dean of Students.
- A teacher may refuse to permit a student to attend a field trip, but the field trip teacher is to take the responsibility of communicating this to the student.

**Covid-19 Pandemic Related Items** - There will be no off-campus field trips offered during synchronous learning.

## **6.5 Disciplinary Action**

At Roncalli, all regulations are designed to foster orderly operation of the school and mature development of the student. All Roncalli students must realize that their conduct, no matter time or place, reflects both upon their personal dignity and the dignity of their fellow students. Consequently, student conduct at any time not in keeping with the guidelines of the educational philosophy and objectives of Roncalli High School is a discredit to the individual and to other students, faculty and administration.

Any conduct unbecoming a Roncalli student is considered a breach of discipline and exposes the student to the imposition of an appropriate penalty. Hence, it is the responsibility of each student to know and follow the guidelines set down herein. The gravity of penalties will be determined by the seriousness of the offense and its attendant circumstances.

### **6.5.1 Referral**

A disciplinary referral can be made by any faculty or staff member for conduct deemed improper. The referral becomes a matter of record. A student receiving multiple referrals can be suspended from school. The Dean of Students or any other member of the administration can make decisions on disciplinary actions.

Accumulations of Referrals:

- If a student receives five school issued referrals in a school year, he/she will be suspended from school for a minimum one day.
- A student amassing eight referrals in a school year will be suspended for a minimum of three days and will be required along with parents to attend a meeting of the Disciplinary Board.

### **6.5.2 Detention**

A detention consists of the student being detained after school. Detentions will be served after school from 3:10 p.m. to 4:30 p.m or for one and a half hour after dismissal times different from 3:00pm. One day's notice of detention will be given in order for students to make arrangements for transportation.

### **6.5.3 Saturday School**

Students who earn a Saturday school as a result of handbook infractions are expected to communicate with their parent/guardian the nature of the infraction. Dates and times of Saturday Schools are predetermined and not offered on every Saturday. Generally, Saturday school concludes by 12:00 pm. The week of the designated Saturday school, an e-mail notification will be sent to the student and their parent/guardian with the expectations of the Saturday school.

## 6.5.4 Suspension

Suspension can be the exclusion from school or classes for a designated length of time or it may be served in school at the discretion of the Dean of Students. Students lose two percentage points off their grade point average for the current quarter for each day of suspension in each of their classes. Suspensions vary in length. Determination of appropriate suspension length is made by the Dean of Students. Suspension cases of three days or more will result in a readmission hearing before the Disciplinary Board. The suspended student cannot be readmitted or withdrawn until said conference has been held.

### 6.5.4.1 Suspension from School

- Students who are suspended also are excluded from all extracurricular activities and school sponsored events during the course of the suspension. Suspension includes any holiday, weekend and/or vacation activity/event if imposed during such time.
- Students are expected to have ongoing communication with their teachers to stay current with classwork. Every effort shall be made by the suspended student to stay current with the class.
- In the event that work is missed during suspension, it must be made up within the number of corresponding class periods the student was suspended. The student will receive full credit for this work.
- Student must make up all missing assignments for the current quarter regardless of the class policy on make up work.
- **Covid-19 Pandemic Related Items - While the school is in a synchronous learning environment, suspended students are required to synchronously learn from home. Students must turn in all assignments on time. Assessments may be completed at a different time at the discretion of the teacher.**

### 6.5.4.2 In-School Suspension

- Students who are suspended also are excluded from all extracurricular activities and school sponsored events during the course of the suspension. Suspension includes any holiday, weekend and/or vacation activity/event if imposed during such time.
- Students will attend classes as normal.

A family's appeal for a child's suspension must be submitted via e-mail to the [principal](#) within three school days of when the parents are notified of the suspension.

## 6.5.5 Probation

All students who transfer into Roncalli High School are admitted with probationary terms. These terms are set forth in their admittance letter. In addition, current Roncalli students may be placed on probation for a variety of reasons, which again will be set forth in writing.

The responsibility of living up to the probationary terms falls directly on the student. A student who fails to meet the probationary terms or violates any part of their probationary terms may be suspended and may have to appear before the Disciplinary Board for an expulsion/readmittance hearing.

## 6.5.6 Exclusion

An exclusion is described as the removal of a student from all elements of school related functions including classes, extracurriculars, co-curriculars, and athletics. A student can be excluded from Roncalli in the following circumstances subjected to due process:

- Student has a dangerous communicable disease transmissible through normal school contact that poses a substantial threat to health or safety of the school community.
- Student's immediate removal is necessary to restore order or to protect other persons.
- Student sustains or exhibits a physical or mental condition that may require assessment from a physician or mental health care professional.
- Student's appearance is inappropriate.

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- By administrative discretion.

### 6.5.7 Expulsion

This is the final exclusion of a student from Roncalli High School. A student may be expelled in a given case for a single offense depending upon the seriousness of the offense and attendant circumstances. Students can also be expelled or denied readmission for cumulative acts or habitual failure to serve detentions. Should the attitude of a student deteriorate to the point at which other students' opportunities are jeopardized, that student can be denied the privilege of continuing at Roncalli High School. The length of expulsion is at the discretion of the administration.

Some types of conduct recognized as grounds for expulsion are (but not limited to):

- theft
- the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct to interfere with the school's purpose or urging others to such conduct.
- causing or attempting to cause substantial damage to or theft of school or private property or repeatedly damaging or stealing school property.
- harassment and/or bullying.
- causing or attempting to cause physical injury to another person (not in self-defense).
- threatening or intimidating another student to obtain money or other valuables.
- possession of a weapon or any object that being used as a weapon
- possession, use, dispersment or influence of any drug or alcoholic beverage.
- selling a controlled substance or engaging in a criminal law violation that endangers others or interferes with school purpose.
- failure to comply with directions given by teachers or other school personnel in a substantial number of instances.
- engaging in any activity forbidden by Indiana law.
- repeated violation of rules.

### 6.5.8 Procedural Fair Process

The procedural fair process allows for:

- A detailed recitation of the issues and evidence.
- An opportunity for the student and parents to tell their side of the story, present new evidence and to discuss any questions.
- An opportunity for an assessment of the student's total academic, social and disciplinary progress at school.
- A determination of fact and decision on the intended action after the meeting.
- Notice in writing or by phone to the student and parents in order to explain the issues/concerns and the possible penalty (expulsion).
- An offering of the opportunity of a re-admittance hearing to discuss the issues within a reasonable time.

A student who is suspended three or more days from Roncalli High School will have the right to a procedural fair process meeting (readmittance hearing) before the Roncalli Disciplinary Board.

An appeal by a family to a decision made by the Roncalli Disciplinary Board must be received via email by the [principal](#) within three school days of when the first communication of the decision to the parents was made. The final decision of any appeal of the Roncalli Discipline Board decision will be made by the principal in conjunction with the president.

## 6.6 Guests at Roncalli

In special cases, guests are permitted with permission. All guests must enter the building through the main entrance (Door #1), sign in at the main office, and have their assigned pass with them at all times. Guests to Roncalli may be denied access if the administration believes the guest will create a disruption to the learning environment. Disruptions may come in the form of attitude, attire, etc. Guests are not permitted in the academic wing while classes are being conducted unless permission is granted by an administrator or front office personnel.

Anyone bringing a guest in the building without prior written permission from the principal or the dean of students may incur discipline. This policy includes visitors in the cafeteria during lunch.

**Covid-19 Pandemic Related Items** - Per the recommendations from the government and health departments guest access to our school will be limited significantly during the pandemic. All approved/invited guests must wear a mask and complete a self assessment prior to entering the building.

# 7.0 Handbook Read Receipt Form

The 2020-2021 Student Handbook is available to students and parents under the student portal of the Roncalli website ([www.roncalli.org](http://www.roncalli.org)). The goal of the student handbook is to provide a common set of expectations that our families and the administration and faculty of Roncalli can use to help each student come to a greater understanding of God's will in his/her life. The education of students at our school is a partnership between parents and the school. If in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. Your signature on this page indicates that you have read and agree to be governed by the contents of this handbook.

Any questions concerning these policies should be directed to the Dean of Students, Tim Crissman via [tcrissman@roncalli.org](mailto:tcrissman@roncalli.org).

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Printed Student Name Grade Level

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Student Signature

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Date

As a parent/guardian of a child enrolled in a Catholic high school, I pledge support for the Catholic identity and mission of this school and I commit myself to uphold all the principles and policies that govern a Catholic school. In turn, I now understand that we are now part of a Catholic school family that will do all they can to help in the formation and education of my child.

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Parent Signature

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Date

Please submit a separate form per student. Forms will be collected in Theology classes through August 14, 2020; late forms may result in a per day detention.