

2016-2017  
**REBEL**  
HANDBOOK



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# 1.0 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.

# 2.0 Goals

Students at Roncalli will be challenged in the following ways:

## **SPIRITUALLY**

- to develop an on-going love and reverence for God.
- to know, understand and deepen their relationship with Jesus Christ.
- to build up God's Kingdom by sharing their spiritual gifts.
- to understand and develop a Catholic view of life.
- to demonstrate respect for the dignity and worth of others as well as for oneself.
- to read and reflect on the Word of God as found in the Bible.

## **ACADEMICALLY**

- to pursue a challenging core academic program complemented by the opportunity for exploration of other areas of interest.
- to integrate faith and values into all curricular areas.
- to develop critical thinking, problem solving and technological skills.
- to develop a passion for lifelong learning.
- to prepare for a successful transition to college, vocational or work experiences.

## **PERSONALLY**

- to be responsible for one's actions.
- to better serve others.
- to discover and develop their talents through participation in school activities.
- to acquire knowledge, confidence, courage and hope in order to make healthy life decisions.
- to be able to resolve conflict in a peaceful, respectful manner.
- to instill honor, respect and value for diversity.
- to promote the value of community by keeping informed and involved as citizens of a democratic society.

## 3.0 Admission

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 sixth, seventh, and eighth grade 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".

A maximum of 175 students will be admitted as part of the STARS program which serves students with learning disabilities. A maximum of 10 students will be admitted to the Life Academy program which services students with cognitive disabilities.

Students in categories 5 through 9 listed below will be required to participate in a personal interview to assist in the determination of admission of the student. 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 sixth, seventh, and eighth grade year.

Student applicants in categories 5 through 9 will be evaluated based upon both the completion of the application form, their transcripts, and the results of the individual student interview. Final admission decisions for students in categories 5 through 9 will be made after student interviews. A weighted priority will be given to students who have siblings who are current students at Roncalli or who are graduates of Roncalli.

### 3.1 ADMISSION CRITERIA

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.

### 3.2 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 sixth, seventh, and eighth grade 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 sixth, seventh, and eighth grade 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.

### **3.3 ADMISSION CRITERIA FOR STARS PROGRAM**

Admission criteria for STARS Program - The following criteria will be used for any Catholic student who has provided to the director of the STARS Program 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 who successfully completed the sixth, seventh, and eighth grade at a South Deanery grade school.
2. A student who is a child of a Roncalli faculty or staff member.
3. 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.
4. 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 programing at the grade school level.
5. 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 sixth, seventh, and eighth grade in a Catholic grade school.
6. A Catholic student who successfully completed the sixth, seventh, and eighth grade 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.
7. A non-Catholic student who successfully completed the sixth, seventh, and eighth grade at a South Deanery grade school.



8. 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.
9. All other Catholic students whose families are participating members of a Catholic parish.
10. A non-Catholic student who successfully completed the eighth grade at a Catholic grade school outside the South Deanery.
11. A non-Catholic student who successfully completed the eighth grade at a school other than a Catholic grade school.

### 3.4 RONCALLI HIGH SCHOOL ADMISSION REQUIREMENTS FOR LIFE ACADEMY

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 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.

### 3.5 NON-CATHOLIC FAMILIES/STUDENTS

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).

## 4.0 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.

## 5.0 Student ID 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.

## 6.0 Financial Information

### 6.1 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.

### 6.2 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.

## 6.3 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 Activities for a complete listing of scholarships and specific criteria.

## 7.0 Spiritual Formation Program

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 is comprised 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 Roncalli Campus Ministry Office.

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

# 8.0 Academic Formation

## 8.1 ACADEMIC HONORS DIPLOMA GRADUATION REQUIREMENTS FOR CLASSES OF 2017, 2018, 2019 & 2020

	Core 40 Diploma	Core 40 Diploma with Academic Honors	Core 40 Diploma with Technical Honors
Religious Studies	8 credits	8 credits	8 credits
English	8 credits	8 credits	8 credits
Mathematics	6 credits: Algebra 1 & 2/Geometry	8 credits: Beginning with Algebra 1	6 credits: Algebra 1 & 2/Geometry
Science	6 credits: 2 credits Biology 2 cr Chemistry or Physics 2 credits any science	6 credits: 2 credits Biology 2 cr Chemistry or Physics 2 credits any science	6 credits: 2 credits Biology 2 cr Chemistry or Physics 2 credits any science
Social Studies	6 credits: 2 credits U.S. History 1 credit Government 1 credit Economics 2 cr Geography or WCiv	6 credits: 2 credits U.S. History 1 credit Government 1 credit Economics 2 cr Geography or WCiv	6 credits: 2 credits U.S. History 1 credit Government 1 credit Economics 2 cr Geography or WCiv
Physical Education	2 credits	2 credits	2 credits
Health	1 credit	1 credit	1 credit
Directed Electives:	5 credits:	9 credits:	5 credits:
World Languages		6-8 credits	
Fine Arts		2 credits	
College & Career Prep	1 credit	1 credit	1 credit
Career/Technical			
Additional Elective Credits	6 credits	6 credits	8 - 10 credits in a Career-Technical Program (e.g. Central Nine Career Center)
Total Credits for Diploma	49 credits	56 credits	52 credits
Grade Point Average	2.0 or better	3.0 or better	3.0 or better
Graduation Qualifying Exam	Passing score on End-of-Course Assessments in Algebra 1 and English 10		
Other Requisites	State Requirement for Graduation is Core 40 Diploma	No semester grade below C-  Complete one of the following:  Two AP courses & exams 6 hours of dual college credit 1 AP class and exam & 3 hours dual college credits 1200 on SAT 26 on ACT composite	No sem. grade below C-Complete dual credit courses in a Career-Technical area, resulting in 6 college credits Earn a state-approved, industry-recognized certification

## 8.2 ACADEMIC HONORS DIPLOMA WITH DISTINCTION

In an effort to continue to set the pace academically in the state of Indiana and to push our students to pursue the most rigorous course of study fitting for them, Roncalli High School offers the Academic Honors Diploma with Distinction. This prestigious diploma is not tied into the state's financial assistance program in any way.

The criteria for earning an Academic Honors Diploma with Distinction includes the following:

- Same credit requirements as the AHD
- Must take 24 semesters of level III or level IV coursework
- Must have a cumulative 4.0 GPA after seven semesters of high school

This diploma will become the most distinguished diploma available to a Roncalli student and will be a great complement to the state sponsored Academic Honors Diploma.

## 9.0 Grading System

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

WP - Withdraw Passing    WF - Withdraw Failing

### 9.1 HONOR ROLL

1st Honors = 4.000 and Above  
 2nd Honors = 3.500-3.999  
 (No Grade Below a C)

### 9.2 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.

## 9.3 COURSEWORK OUTSIDE RONCALLI

A student who wants to attend an accredited summer school and/or night school, or to take an online course outside Roncalli must first receive permission from the Guidance 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.

**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.

## 9.4 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.

## 9.5 PROGRESS REPORTS

Roncalli High School offers its students and parents full access to viewing the student's grades through an on-line 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 on-line viewing system is the inclusion of each teacher's e-mail address in hopes of making communication as simple and timely as possible.

Grades are available in 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 mid point 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, e-mail, letter, progress report, etc.) with the student's parents.

## 9.6 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 extra-curricular 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.

## 9.7 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.

## 9.8 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.

## 9.9 WITHDRAWAL PROCEDURE

A student wishing to withdraw from Roncalli must meet with his/her parents and the Assistant Principal for Assessments & Data 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.

## 9.10 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 Parents Association, 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.

### 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.

Points can be achieved in the following ways:

- I. Semester GPA (end of each semester, automatically granted no filing required):
  - A. All A's and A+'s = 25 points
  - B. First Honors = 20 points
  - C. Second Honors = 15 points
- II. 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. Some examples are the Brain Game Competition, Prelude Awards and eXcel Awards. 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. Student 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 out-side of class time will earn five points per year of membership upon verification of such membership by the club moderator.

### III. 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.
- 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.

# 10.0 Student Organizations

## 10.1 ATHLETIC OPPORTUNITIES

**Females:** Basketball, volleyball, softball, swimming, track, cross country, cheerleading, golf, gymnastics, Rebelettes, soccer, bowling and tennis

**Males:** Basketball, baseball, cross country, football, golf, soccer, swimming, track, tennis, bowling, wrestling, hockey, volleyball, and lacrosse

## 10.2 FINE ARTS OPPORTUNITIES

Choral Activities, Theater Productions, Band, Jazz Band, Orchestra and Visual Arts

## 10.3 ACADEMIC COMPETITIONS

Brain Game Team, Mock Trial Competition, Spell Bowl and Speech Team

## 10.4 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 Activities. 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 Activities.

## 10.5 STUDENT COUNCIL

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

- To provide for open and on-going discussion between the students and the administration.
- 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 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 so doing, 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.

## 10.6 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.

### 10.6.1 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.

## 10.7 NATIONAL HONOR SOCIETY

The Roncalli chapter of the National Honor Society was chartered in 1984. Members are selected on the basis of scholarship, superior character, service and leadership. Junior and senior students who maintain a 3.6 accumulated grade point average and have completed five semesters of III/IV course work are academically eligible for membership. These students must also give verifiable evidence of service, leadership

and outstanding moral character. Membership is not only an honor, but brings with it responsibility to maintain high standards.

Because membership in the National Honor Society presumes character and integrity, incidents that compromise those qualities can prevent one from being inducted into the organization. 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.

# 11.0 School Services

## 11.1 CATHOLIC SOCIAL SERVICES COUNSELOR

Roncalli High School contracts with the Catholic Charities through the Archdiocese of Indianapolis for the purpose of having a school social worker available at the school five days a week. Students may be referred to the social worker through self referral, parent referral or school employee referral.

## 11.2 MEDIA CENTER

The Media Center functions as a complementary component of Roncalli's educational program. Its primary purpose is to further the achievement and advancement of knowledge through the availability of vast resources of books and related materials.

Specifics on borrowing materials include the following:

- Materials are circulated through the Media Center only.
- Students may borrow materials for a two-week period. At the end of that time, all materials should be returned to the Media Center.
- Detentions will be issued for overdue books.
- Reference books are not to be removed from the Media Center.
- Current periodicals are to be read in the Media Center and are not available for loan.

## 11.3 STUDENT 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 officials 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 or inside of the locker and no stickers attached to the locker. Large books and heavy coats should be placed in the locker in such a way as to allow the door to shut without forcing. Gym lockers and locks are

assigned by the instructor or coach. Only a combination lock provided by the school is permitted.

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.

## 11.4 LOST & 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.

## 11.5 CAFETERIA INFORMATION

The snack bar is open every day before school at 6:50. There are healthy choices for breakfast. 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.

The students and staff at Roncalli have many ways to create a school lunch every day. There are four serving lines that offer school lunch. The cost for a Rebel Lunch is \$2.85. There is no "entrée only" price. 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.

Because we participate in the National School Lunch Program we are able to provide free and reduced price (.40) 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.

The Ala Carte Room daily favorites include Bosco Sticks, "real milk" milkshakes, fruit Slushies and many other student favorites. The snack bar features hot pretzels with cheese, PB&J Uncrustables, baked chips, ice cream novelties, 14 oz. milk jugs, canned juices and Snapple diet teas.

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.

## HEALTH & EMERGENCY

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 a 4.9% 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 on-line 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 Lani Cummings at 788-4099 before 10:00am or after 2:00pm to discuss your options.

**CHARGING POLICY** - Because of serious abuse of our past charging policy we have had to establish a "No Exception - \$20.00 limit" on student's lunch accounts. If your student's account is more than \$20.00 in the negative they will be asked to leave their lunches at the cashier stands and come to the cafeteria office to call a parent. It is easy to set up a notification with Mealtime to receive an e-mail when the accounts are low. We will also be sending negative lunch balance notifications out every day by e-mail.

If you have any questions or concerns, please feel to call the school or our direct line 317-788-4099. Our e-mail is [Lcumings@Roncalli.org](mailto:Lcumings@Roncalli.org) 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.

## 11.6 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. If you have made an attempt to contact a staff member without follow up within a 24-hour period, please contact the Principal. The Main Office is open from 7 AM to 4 PM The phone number is 317/787-8277.

# 12.0 Health & Emergency

## 12.1 ACCIDENTS

Any accident that occurs within school grounds must be reported immediately to the individual in charge of the class or event as well as the school Main Office. An accident report form, available in the office, must be completed by the teacher in charge. This form must be submitted to the principal.

## 12.2 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 including instructions as necessary from their physician or other medical practitioner regarding the need for prescription medication or specific medical care.

Parents (guardians) shall also 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.

## 12.3 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.

## CODE OF CONDUCT

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.

### 12.4 WINTER STORM 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.

## 13.0 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 learn from mistakes and thus becomes an individual who makes an even better contribution to the total school community.



## 13.1 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.

## 13.2 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.

## 13.3 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.

A student who has been absent from school legitimately is entitled to make up work missed at full credit if the student brings a signed note from a parent/guardian or doctor. 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 receives no credit for work missed due to an unexcused absence.

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.

A student is considered absent from the class if they miss more than half of that class period.

## 13.4 ABSENCE

A parent or guardian must report their child's absence to the Attendance Office before 9 a.m. 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, 2017.

Bob had the stomach flu.

- Mrs. Robert Smith, Mother

## 13.5 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.

## 13.6 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:

1. The student must be a sophomore, junior or senior.
2. 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.
3. 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.

4. 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.
5. 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.
6. College/job shadow days may not be taken during the month of May, on Walk-athon day or the Monday following Prom weekend.
7. Excused college/job shadow days do not count toward total absences.
8. 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.
9. A student may petition the principal for approval for an additional college/shadow day.

### 13.7 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).

### 13.8 LEAVING THE BUILDING

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.

### 13.9 PARTICIPATION/SPECTATOR 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 school function,

activity or sport. Any student who leaves school prior to dismissal because of an illness is not eligible for participation in any after school or evening function, activity or sporting event. 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.

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.

### **13.10 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 absent for travel reasons will be unexcused from classes. 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.

### **13.11 TARDINESS**

Tardiness to school or class sets a poor academic standard and cannot be tolerated. A student will receive a referral to the Dean of Students upon his/her third tardy to school and upon every third tardy to school thereafter. 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 for probable expulsion

### **13.12 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.

## 14.0 Appropriate School Behavior

### 14.1 ASSEMBLIES

Students are to take their positions in the gym before each assembly according to the prescribed seating arrangement. Courteous attention, respect, and/or participation are expected.

### 14.2 HALL PASSES

Students must have a hall pass when outside the classroom or cafeteria during a class period.

### 14.3 CAFETERIA CONDUCT

Food and drinks are not permitted outside of the cafeteria during school hours. Bottled water in clear, see-through containers is permitted in the academic wing at all times. 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 is strictly prohibited.
- Defacement of cafeteria tables will result in a referral to the Dean of Students for disciplinary action.

### 14.4 CHEATING POLICY

Dishonesty in any form will not be tolerated. Cheating is defined as any intentional deception by which students pass off someone else's academic work as their own. A student giving or receiving any academic information will automatically receive a zero for that material. The classroom teacher in whose class the infraction occurs will call the student's parents and inform them of this academic violation.

## APPROPRIATE SCHOOL BEHAVIOR

The following represent some, but certainly not all, specific examples of cheating: copying another student's homework, plagiarizing and copying during a quiz or test. At the beginning of each semester, individual classroom teachers also will specify any other instances of behavior (cheating) which they will not allow in their classroom.

Plagiarism is defined as "appropriating as one's own the writings, ideas or thoughts of another without proper documentation." This includes the use of internet translators in language classes. It is essential that students know that use of all or part of any document or source material without identifying it as such, whether intentionally or accidentally, will be considered plagiarism and the student will be subjected to the following cheating penalties:

### FIRST OFFENSE

- Teacher documents the cheating episode and speaks with the student.
- Student receives a zero for the work.
- Dean of Students is informed of cheating incident.
- Dean of Students confers with the student and keeps record of cheating.
- Classroom teacher calls the student's parents and explains the cheating episode and reviews with the parents Roncalli's cheating policy.

### SECOND OFFENSE (see first offense above)

- Parent is 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 and a meeting with parents for possible expulsion.

## 14.5 DRESS CODE

Students are to wear navy blue or tan slacks which are neat and unmarked (no stripes, designs, etc.). The slacks must be dress slacks made of cotton-twill material similar to a pair of "Dockers" cotton-twill pants. Slacks made of denim, fleece, velour or athletic warm up style material are not allowed nor are capri pants, "skinny" pants or yoga pants. "Pegging" or "rolling" of pants is not allowed. Slacks must be minimum of "boot cut" in diameter around the lower leg. Students must complete their wardrobe by wearing either a uniform shirt, a uniform sweatshirt or a uniform pullover that must be purchased through the RHS spiritwear store. If a long sleeve shirt is worn under the uniform shirt it must be of the same color of the uniform shirt. All shirts must be tucked in at all times. If the uniform pullover is worn the student must wear a shirt underneath it. Hosiery that covers the ankles must be worn at all times along with shoes. Hair is to be neat, clean, groomed and of moderate length (for males). No unusual haircuts, for example "a mohawk" haircut, are allowed. The young men are to be clean-shaven.

## 14.5.1 DRESS CODE FOR SPECIAL OCCASION DRESS-UP DAYS

(senior mass, formal class presentations, etc.)

### MALES

- dress shirt, nice dress pants, tie

### FEMALES

- Pants, a skirt, or a dress should be worn; shorts are not allowed

### SKIRTS

- Should not be shorter than 4" measurable from the ground when kneeling. Wearing tights, legins, jegins, etc. does not negate the 4" measurable length rule of the skirt or dress.
- Should not be too tight: the bottom hem of the skirt should not lay flat against the leg when standing
- Should not be made of Spandex or a Spandex-like material

### SHIRTS/BLOUSES

- The neckline should not be lower than four fingers below the collarbone.
- Bra straps should not show
- If tank tops/spaghetti straps are worn, a shirt, jacket or sweater should be worn over them.

All dress should be modest.

Punishment for any student not complying with this "dress up" dress code will be that they are sent down to the main office to put on uniform pants and shirt.

## 14.6 ADDITIONAL GUIDELINES

- 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.
- No offensive jewelry may be worn.
- No "roller" shoes are allowed.
- Additional guidelines for "out of dress code" days will be communicated by the administration.
- Any unnatural hair coloring is prohibited. Students will be sent home and excluded from school until hair has returned to a natural shade.

## 14.7 UNIFORM VIOLATIONS

Uniform violations will be dealt with in one of the following manners:

- 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.

## 14.8 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.
- Food and drinks are not permitted in the corridors and classrooms during the school day. Bottled water is permitted - only in clear, see-through containers.
- Do not litter.
- Make certain you have a corridor pass during class time.

## 14.9 PAGERS, CELL PHONES & ELECTRONIC DEVICES

Because cell phones, pagers, ipods and other electronic devices now have a myriad of capabilities, their ability to create classroom disruptions and problematic situations has increased significantly. Thus, Roncalli High School takes an aggressive stance in regards to these devices. These 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 three day in school suspension (six 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.)



## 14.10 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.
- 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.

## 14.11 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.

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

- Verbal Harassment/bullying (including harassment expressed through the use of technology, i.e. e-mails, blogs, web sites, text messages, social media, etc.)
- Physical Harassment/bullying
- Visual Harassment/bullying
- Sexual Harassment/bullying

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

All reports about harassment/bullying 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.

## **14.12 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.

## **14.13 ANTI-HAZING POLICY**

In accordance with recommendations of the National Federation of High Schools (NFHS) and the Indiana High School Athletic Association (IHSAA), Roncalli High School has in place the following anti-hazing policy.

### **Purpose**

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.

### **General Statement of Policy**

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.

### **Definition**

“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.

### **Reporting Procedures**

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 the Dean of Students immediately.

**Reprisal** – 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.

## 14.14 STEALING & VANDALISM

Stealing or willful destruction of school property or the property of other students is a most 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 occurs to school property.

## 14.15 GAMBLING

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

## 14.16 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 be referred to the Dean of Students for disciplinary action which will result in suspension and/or expulsion.

## 14.17 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.

## 14.18 FIGHTING & 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.

## 14.19 CIVIL LAW

Civil laws are strictly enforced by the school authorities. Any infraction of these laws by students while on school premises or during school activities will merit appropriate action by the school.

# 15.0 Alcohol & Drug 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 teen-age alcohol and drug 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 school is bound by law, as are individuals and families, and it will act in compli-

ance with the law. In some circumstances even the association with those who use, possess or traffic in drugs exposes one to civil prosecution.

The administration has the right (in the presence of an adult witness) to conduct a responsible search of a student's person and/or the student's property including book bags, lockers, purses, wallets, cars, etc. if the need for such search is reasonably indicated.

Roncalli High School will work in conjunction with local law enforcement agencies in providing for random searches of the building and grounds, including bookbags, lockers and cars in the parking lot by specially trained canine units.

Drug and alcohol 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 alcohol or drug symbols. No tobacco products and/or igniting devices of any type are to be brought to school or any school sponsored function.

**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 implies guilt, and the student will be considered in violation of the school's drug and alcohol policy.**

## 15.1 POSSIBLE VIOLATION SCENARIOS

**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 is required to attend a Drug and Alcohol Awareness Workshop provided by Roncalli High School. Times for these workshops will vary depending on need.
- 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.

## **ALCOHOL & DRUG POLICY**

**If knowledge of a student's usage of alcohol, tobacco 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 for extracurricular/co-curricular or non-extra curricular participation.
- Student must attend a Drug and Alcohol Awareness Workshop provided by Roncalli High School. Times for these workshops will vary depending on need.
- Student may be required to complete a professional drug/alcohol assessment and complete all followup recommendations.
- Student will be included in the pool of students who will be randomly drug tested at the family's expense.

**If a student hosts or sponsors a party or gathering where drugs or alcohol are present, or provides the alcohol and/or drugs...**

- 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 must attend a Drug and Alcohol Awareness Workshop provided by Roncalli High School. Times for these workshops will vary depending on need.
- Student may be required to complete a professional drug/alcohol assessment and complete all followup recommendations.
- Student will be included in the pool of students who will be randomly drug tested at the family's expense.

**If a student is found in possession of a tobacco product (on person, in locker, in vehicle)...**

- The tobacco product will be removed from his/her possession.
- Student will receive a three day suspension.
- Student and his/her parents will appear before the disciplinary board.
- Student will be required to take a drug test in a timely manner at the family's expense.

**If a student is found in possession of electronic cigarettes (on person, in car or locker etc....)**

- the device will be removed from his/her possession

- the student will receive a 3 day suspension
- student and parents will appear before disciplinary board
- student will be required to take a drug screen at parent's expense

**Note: Since electronic cigarettes can be used in connection with drugs as well as nicotine (oils and resins can be purchased for both uses), greater care and concern will be given to this particular type of infraction. Student could undergo the same circumstances as someone who has used drugs at school (see 15.1) or brought paraphernalia onto the school premises.**

## 15.2 DRUG/ALCOHOL POLICY AND EXTRACURRICULAR PARTICIPATION

The extra-curricular programs 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 extra-curricular programs 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 tobacco.

**If a student is found in violation of the school's drug and alcohol 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 the school year
- Forfeiture of participation in 25% of the scheduled academic competitions
- 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.
- Required attendance at a Drug and Alcohol Awareness Workshop provided by Roncalli High School. Times for these workshops will vary depending on need.
- Student may be required to complete a professional Drug/Alcohol assessment and complete all followup 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 policy:**

- Student is not allowed to hold any elected position at Roncalli nor any liturgical ministry position for 365 days from the date of the offense.

## ALCOHOL & DRUG POLICY

- Forfeiture of participation in any extracurricular activity for 365 days from date of the offense
- Student will be required to complete a professional Drug/Alcohol assessment and complete all followup 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 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 extracurricular activity for 365 days from date of the offense
- Student is suspended from school 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.

## **DRUG/ALCOHOL POLICY AND CO-CURRICULAR PARTICIPATION**

Because participation in band, choral and theater concerts, festivals, competitions and performances are a part of academic courses within the school's curriculum, these activities are considered co-curricular and not extra-curricular.

### **A student enrolled in these courses who violates the school's drug/alcohol policy will incur the following penalty...**

- Student will meet with the Dean of Students, and be placed on probation.
- Forfeits participation as a lead role in the school's next auditioned theatrical production
- Student is required to attend a Drug and Alcohol Awareness Workshop provided by Roncalli High School. Times for these workshops will vary depending on need.



- Student may be required to complete a professional Drug/Alcohol assessment and complete all followup recommendations.
- Student will incur up to ten detentions and be required to attend two Saturday schools
- 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 policy:**

- Meet with the Dean of Students
- Forfeits participation beginning immediately in 25% of the scheduled band performances
- Forfeits participation beginning immediately in 25% of the scheduled choral performances
- Forfeits participation in the school's next auditioned theatrical performance
- Student will be required to complete a professional Drug/Alcohol assessment and complete all followup recommendations
- Student will incur up to ten detentions and be required to attend two Saturday schools
- 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 policy:**

- Student is suspended from school with possible expulsion
- Student is withdrawn from the band/choral/theater class, and suspended from Roncalli High School performing arts 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).

**Drug/Alcohol Policy for a student who violates the drug/alcohol policy and is not involved in an extracurricular or co-curricular activity...**

- Student will incur up to ten detentions and be required to attend two Saturday schools
- Student is required to attend a Drug and Alcohol Awareness Workshop provided by Roncalli High School. Times for these workshops will vary depending on need.
- Student may be required to complete a professional Drug/Alcohol assessment and complete all followup 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 policy:**

- Student will incur up to ten detentions and be required to attend two Saturday schools
- Student will be required to complete a professional Drug/Alcohol assessment and complete all followup 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 policy:**

- Student is suspended from school 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).

## 15.3 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 policy on tobacco, alcohol or any other unauthorized or illegal substance
- 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 for extracurricular participation and is subject to the penalties of this policy accordingly.
- Required attendance at a Drug and Alcohol Awareness Workshop provided by Roncalli High School. Times for these workshops will vary depending on need.
- Student may be required to complete a professional Drug/Alcohol assessment and complete all followup recommendations.
- Possible suspension
- 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 policy:**

- Student is 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 will be required to complete a professional Drug/Alcohol assessment and complete all followup recommendations
- 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.

**Second positive retest or third violation of the drug/alcohol policy:**

- Student is suspended from school with probable expulsion.
- Ongoing professional counseling is mandated
- 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 will be included in the pool of students who will be randomly drug tested at the family's expense.

**Note:** 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. All suspensions from school and/or forfeiture from extracurricular activities 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 for extracurricular participation and is subject to the penalties of this policy accordingly.
- Student will be required to complete a professional Drug/Alcohol assessment and complete all followup recommendations.
- 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).

## ALCOHOL & DRUG POLICY

- Student will be included in the pool of students to be considered for random drug testing at the family's expense.

**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.

## 15.4 STUDENT ASSISTANCE PROGRAM

The Student Assistance Team is comprised of the Assistant Principal for Student Affairs, the Dean of Students, Guidance Counselors, the School Social Worker and teachers. The team seeks to identify 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 are struggling with drug, alcohol or tobacco usage 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 coordinating team acts upon referrals from faculty, staff, parents, and students. Overall, the SAP team seeks to identify students experiencing physical, emotional, social or spiritual difficulties.

## 15.5 STUDENT ASSISTANCE PROGRAM PROCEDURES

- Educate our school community regarding the purpose and procedures of the SAP team by offering presentations at the outset of each school year to students, parents and faculty.
- 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 team approach.
- Evaluate the interventions of identified individual students.
- Follow up for results of recommended treatment plans and intervention.

**If a student honestly admits to drug use (first positive test)...**

- Student will be required to complete a professional drug/alcohol assessment and complete all follow-up recommendations.
- Student incurs no suspension, no extracurricular penalty, no detentions.
- Student participates in a Roncalli High School Provided drug/alcohol program.
- Student will be included in the pool of students to be considered for periodic drug testing.
- Failure to comply with the professional drug/alcohol assessment or failure to participate in the drug/alcohol program will result in up to a three day suspension from school.

**Second violation of the drug/alcohol policy becomes a disciplinary matter:**

- Student is 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 will be required to complete a professional Drug/Alcohol re-assessment and complete all followup recommendations
- Student is required to attend a Drug and Alcohol Awareness Workshop provided by Roncalli High School. Times for these workshops will vary depending on need.
- 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 to be considered for random drug testing at the family's expense.
- Failure to comply with the professional Drug/Alcohol assessment or failure to attend the Drug and Alcohol Awareness Workshop will result in up to three day suspension from school.

**Third violation of the drug/alcohol policy:**

- Student is suspended from school with probable 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.
- Ongoing professional counseling is mandated.
- 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 to be considered for random drug testing at the family's expense.

## DISCIPLINARY ACTION

### If a student denies drug use, agrees to a drug test, and results are negative...

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

**Note:** Previous or concurrent disciplinary infractions will elevate/increase the punitive actions outlined in this policy (e.g. multiple disciplinary referrals, lie/adulterate a drug test, party takes place at the student's home)

# 16.0 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.

## 16.1 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.

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

## 16.2 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. One day's notice of detention will be given in order for students to make arrangements for transportation.

## 16.3 SUSPENSION

Suspension is the exclusion from school or classes for a designated length of time. Suspension is served at home. Students who are suspended also are excluded from all extracurricular activities and events during the course of the suspension. Suspension includes any holiday, weekend and/or vacation activity/event if imposed during such

time. All work missed during suspension must be made up within the number of days the student was suspended. The student receives full credit for this work. Students lose two percentage points off their grade point average for the quarter for each day of suspension. 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.

## 16.4 PROBATION

All students who transfer in to 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.

## 16.5 EXCLUSION

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.

## 16.6 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

## DISCIPLINARY ACTION

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 knife or other weapon.
- possession, use, dispersment or influence of any non-prescription 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.

### 16.7 PROCEDURAL FAIR PROCESS

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

The procedural fair process will include but not be limited to the following:

- Investigation of the student's misconduct or condition.
- 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 hearing on the issues within a reasonable time.

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 hearing.
- written notification to the student and parents detailing the findings of the hearing and the final determination.
- an appeal by a family to a decision made by the Roncalli Disciplinary Board must be received by the principal within three school days of when the first communication of the decision to the parents was made. A family's decision to appeal must be emailed or communicated via phone to the principal.



## 16.8 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 conduct prejudicial to the reputation of the school is liable to disciplinary action by the school administration.

## 16.9 TECHNOLOGY/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.
- 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 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.

# 17.0 Extracurricular Events

## 17.1 DANCE POLICY

- 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.
- Guest passes for non-Roncalli students are to be obtained from the Dean of Students.
- Guest passes are limited to students of high school age. Exceptions will be made at the Dean's discretion.
- Roncalli students are responsible for the actions of their guests and are subject to suspension and possible expulsion based on the actions of their guest.
- In addition to buying a ticket for admission to the dance, Roncalli students must present their Roncalli student ID card for admission. Guests must also present their Dean-issued guest pass.
- Students may arrive no later than one hour after the announced start time of the dance.
- Students may leave a dance no earlier than one hour prior to the announced ending time of the dance, with exceptions only with parent consent.
- All dancing must be in good taste and in according 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.
- All policies of the school will be strictly enforced.

## 17.2 DRESS CODE FOR DANCES

Dress Code for Dances Will be As Follows:

- Any person whose wearing apparel would prove embarrassing to other students, the sponsors or chaperones will not be admitted.
- Dress that reveals bare midriffs, bare backs or are sheer or see through are not permitted.
- Dress may not advertise alcohol, tobacco products or drugs.
- Dress of any offensive nature will not be permitted.
- Shoes must be worn.
- Shirts must be buttoned.

## 17.3 FIELD TRIP POLICIES & 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.

## 17.4 GUESTS AT RONCALLI

In special cases, guests are permitted with permission. Guests will have a pass with them at all times. Guests are limited to parents, siblings, or Roncalli graduates.

Anyone bringing a guest in the building without prior written permission will sustain a suspension from school. This policy includes visitors in the cafeteria during lunch.

### **Eighth Grade Shadow Visitors**

- Student must receive written permission from his/her grade school Principal.
- The student's parent/guardian should contact the Advancement Office.
- Student or student's parents can request a specific student to shadow, however all final decisions are made by school officials.

- Request for a shadow should be made at least one week in advance.
- On the morning of the shadowing visit, the students will obtain a pass from the Advancement Office prior to the start of school.
- Shadowing visits are not allowed during the month of May.

# 18.0 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.

# 19.0 Profile of Roncalli 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.

Young men are offered a ten-sport IHSAA sanctioned program including cross country, football, soccer and tennis in the fall; basketball, swimming and wrestling in the winter; and baseball, golf and track in the spring. Young women are offered a ten-sport IHSAA sanctioned program including cross-country, golf, soccer and volleyball in the fall; basketball, gymnastics and swimming in the winter; softball, tennis and track in the spring. Recognized club sports such as bowling, hockey, men's volleyball and lacrosse are also currently offered. Cheerleading, which competes in both the fall and winter, is also part of the athletic department.

## 19.1 ATHLETIC STATEMENT

This athletic handbook is designed to provide information to both athletes and their parents (or guardians) of the program elements, including specific rules and regulations, that have helped develop the rich tradition of athletic competition at Roncalli High School.

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.

## **19.2 ATHLETIC PHILOSOPHY**

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.

## **19.3 ATHLETE DEFINED**

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 and cheerleaders.

## **19.4 ELIGIBILITY - INDIANA HIGH SCHOOL ATHLETIC ASSOCIATION**

### **19.4.1 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 in a sport shall be ineligible for interscholastic athletic competition in that sport.

### **19.4.2 AMATEURISM**

You are ineligible if you: 1) play under an assumed name; 2) accept money or merchandise in any way for athletic participation; 3) participate in any camp that is not IHSAA approved; 4) sign a professional contract

### **19.4.3 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).

### **19.4.4 GRADES**

To maintain your eligibility, you must pass a minimum of five (5) full credit subjects in your previous grading period or at semester end. You must also be currently carrying a minimum of five (5) full credit subjects.

### **19.4.5 ILLNESS OR INJURY**

If you are absent five or more consecutive school days or you fail to participate in five (5) days of practice you must practice four (4) days prior to participation in a contest. If you miss more than ten (10) consecutive days of practice, you must practice six (6) days prior to participation in a contest.

### **19.4.6 PHYSICAL EVALUATION**

You must have a current IHSAA approved athletic physical form on file with the Principal or Athletic Director before you are permitted to practice.

### **19.4.7 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.

### **19.5 WEIGHT ROOM**

The weight room is available for use by teams after school with the permission of the Athletic Director (or designee). No student shall use the weight room facilities without adult supervision. Weight room guidelines must be followed or use of privileges may be suspended.

### **19.6 ATTENDANCE PROCEDURE**

Students are expected to attend school daily and must be in attendance during the final four periods of the day at a minimum in order to qualify for participation in any extracurricular activity, including athletics, after that school day is complete. 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).

### **19.7 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 some day 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).

## 19.8 CODE OF CONDUCT STATEMENT

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.”
- also -
- “Any contestant or coach 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.”

## 19.9 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.

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

## 19.10 EXPECTED STANDARDS 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. 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.

All athletes will obey the specific training and practice rules of their team as given to them by the coaching staff of that team.

Athletes should not engage in conduct in violation of this athletic policy. Drinking alcohol, taking controlled drug substances, using tobacco products, using profanity

## PROFILE OF RONCALLI ATHLETIC PROGRAM

and being disobedient are harmful to athletes and their team. Maximum effort and performance cannot be attained doing these things.

Be a positive influence in all you do. Work for the betterment of Roncalli High School and set a good example by always doing what is right and good.

Game/Match Officials deserve courteous respect. Realize that officials do not lose a game or contest. They are there for the purpose of insuring both teams a fair contest.

All Roncalli athletes are expected to comply with the standards of our athletic code of conduct and school rules.

In essence, 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 make them more competent individuals and team members.

### 19.11 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.

### 19.12 OUT OF SEASON VIOLATIONS

Athletic rules and consequences are cumulative and in effect year-round.

For example: an athlete is caught consuming alcoholic beverages during the summer, which would be his/her first offense. Since the offense occurred out-of-season and is the first offense, the athlete would be suspended for 25% of the future season contests according to the Carry Over Rule. If the same athlete violates the drug/alcohol policy for a second time, it will result in an athletic suspension for one calendar year.

#### **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.

**RULE #1**

Athletes shall not knowingly possess, use, transmit or be under the influence of alcohol, tobacco or any illegal drug at any time.

**CONSEQUENCE:**

- **FIRST OFFENSE:** Athlete will be suspended from the current/future athletic team for 25% of the season contests. (Carry Over Rule).
- **SECOND OFFENSE:** Athlete will be suspended from athletics for one calendar year from the date of the infraction.
- **THIRD OFFENSE:** Athlete will be suspended from athletics for one calendar year from the date of the infraction.

**RULE #2**

Athletes shall conduct themselves as good citizens within the community.

**CONSEQUENCE:**

- **FELONY:** Any athlete charged with a felony offense will be suspended immediately from all athletic participation pending further investigation by school officials.
- **MISDEMEANOR:** 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.

**RULE #3**

Athletes shall not commit acts of disrespect, vandalism and/or theft.

**CONSEQUENCE:**

- **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.

**RULE #4**

Attendance at social events (parties, dances, etc.) is up to the individual athlete and his/her parents. However, all athletes are expected to leave social events immediately where the illegal use of drugs/alcohol is present (within five minutes). Failure to do so implies guilt.

### CONSEQUENCE:

- **FIRST OFFENSE:** Violators will be subject to athletic suspension for 25% of the current/future season contests (Carry Over Rule).
- **SECOND OFFENSE:** Will result in suspension from athletics for one calendar year.
- **THIRD OFFENSE:** Suspension from athletics for one calendar year.

### RULE #5

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.

### RULE #6

Any athlete in violation of established Roncalli High School student rules such as truancy, suspension, classroom disruption, etc. will be disciplined according to those rules. The athlete may also be subject to further disciplinary action as promoted within the current individual team's rules (Rule #5).

## 19.13 AWARDS

- Freshman team members will receive numerals and certificates. Only one set of numerals will be issued.
- 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.

**IMPORTANT....If an athlete at any level does not complete the season in good standing, he/she will forfeit any award(s) earned during that season.**

## 19.14 VARSITY LETTERING REQUIREMENTS

BASEBALL / BASKETBALL / FOOTBALL / SOCCER / SOFTBALL / TENNIS / VOLLEYBALL / 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:**

An athlete earns the varsity award by accomplishing at least 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 (Bowling / Hockey / Lacrosse / Men's Volleyball):**

- 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.

# 20.0 Handbook Read Receipt Form

Roncalli publishes a handbook every year for the purposes of making its discipline policies available for review. Your signature at the bottom of this page indicates that you are aware of our handbook and the policies contained therein.

Any questions concerning these policies should be directed to the Dean of Students.

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Parent Signature

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Date

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Print Student Name

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Student Signature

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Date

