

## Welcome to the 2009-2010 School Year

Dear Students and Parents,

It is a pleasure to welcome you to Roncalli Catholic High School for the 2009-2010 school year. I am excited about our opportunities to make this an outstanding school year for the Pride of Omaha—Roncalli Catholic High School.

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

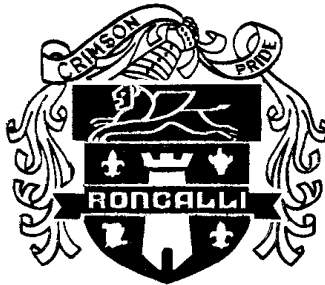
**FAITH**—modeling and teaching the Catholic faith to you, our students and parents.

**ACADEMICS**—having high academic expectations for you and helping you to achieve those goals that you have set for yourself.

**PRACTICE**—putting your knowledge and skills into practice in order to truly live out the spirit of Roncalli Catholic High School.

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

Sincerely,  
Fr. Loyd Gnirk  
President



## **HISTORY OF RONCALLI CATHOLIC**

Roncalli Catholic High School is a comprehensive college preparatory co-ed education as an Omaha Archdiocesan High School. A safe and faith-centered school environment based on the tradition of the De LaSalle Christian Brothers & Notre Dame Sisters. An educational opportunity financially accessible to all.

**1926** – Notre Dame Academy opens as an all girls’ school owned and operated by the Notre Dame Sisters.

**1964** – Archbishop Rummel High opens as an all boys’ school operated by the De LaSalle Christian Brothers.

**1974** – Notre Dame and Rummel merge to form an Archdiocesan, coed high school – Roncalli High School, named after Pope John XXIII (Angelo Giuseppe Roncalli).

**1993** – Roncalli changes its name to Roncalli Catholic High School.

**2003** – On July 3, 2003, Roncalli Catholic High School was brought into formal association with Lasallian ministries of the Midwest District of the De LaSalle Christian Brothers. This association provides opportunities for faculty, staff and students to be enriched by workshops, formation opportunities and youth activities sponsored by the District.

## **SECTION I**

### **GENERAL INFORMATION**

#### **I. PURPOSE OF THIS HANDBOOK**

This Parent/Student Handbook is provided for informational purposes only and does not constitute a contractual agreement between Roncalli Catholic High School and any student or any parent of any student. Regulations found within this handbook are subject to interpretation by the administration to better meet the mission, beliefs, and goals of the school. All students and parents are responsible for all regulations contained herein during the school year. The school reserves the right to add to, modify or abolish any portion of the handbook without notice. Non-enforcement of any of the rules or regulations does not serve as a waiver of their future enforcement. This handbook is not intended to create any restrictions upon scholarship. In addition, the Roncalli Catholic High School Board of Education policies apply.

## **II. MISSION STATEMENT**

Inspired by the Holy Spirit and guided by Catholic tradition, we educate our students to develop their potential, thus preparing them to meet the challenges and opportunities of life with wisdom, courage and faith.

## **III. EDUCATIONAL PHILOSOPHY**

We at Roncalli Catholic believe that when we strive to follow the life of Jesus Christ, we become more deeply aware of God, self, and others; therefore, we become more fully human. Roncalli Catholic is an Archdiocesan Co-ed Catholic High School in the Traditions of the Notre Dame Sisters and the Christian Brothers.

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

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

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

**IV. EDUCATIONAL OBJECTIVES**

- A. To build a Christian community within the school so each student may experience prayer, faith, and an awareness of God at work.
- B. To create a safe atmosphere within the school that encourages acceptance of each person's uniqueness.
- C. To invite the student to a deeper identification with the basic faith vision of the Roman Catholic Church.
- D. To provide students with service opportunities in areas of church, community, and civic affairs.
- E. To prepare students to live in a global society by expanding their understanding of themselves, other people and cultures.
- F. To challenge students to continuous intellectual, moral and spiritual growth.
- G. To develop a personal responsibility to maintain physical and mental health.
- H. To prepare students to use their time more constructively.
- I. To provide individual academic counseling so that each student may grow in a secure, challenging, learning environment.
- J. To develop a sense of stewardship for the earth's environment.
- K. To develop a well-balanced person by requiring enrichment experiences in all disciplines.
- L. To develop the skills of self-discipline.
- M. To provide opportunities to succeed in learning, to receive recognition and to share talents.

**V. ACCREDITATION**

Roncalli Catholic High School is accredited by the Nebraska Department of Education and the North Central Association and Advanced Ed.

**VI. EDUCATION COSTS**

- A. TUITION AND FEES:**
  - Cost of education per student ..... \$9,800
  - Assistance for each student  
(Annual Appeal and Fund Raising.....\$(2,850))
  - Tuition..... \$6,950
  - Instructional Fee\* ..... \$450
  - Catholic Parish Investment\*\* ..... \$400
  - Graduation Fee (Seniors Only)..... \$100
  - \* Includes textbooks, class retreat, planner and activity card.
  - \*\* Pastors of the Catholic parishes pay this amount, if approved, according to parish guideline. If not approved, this amount becomes the family's responsibility.

**B. 2009-10 PAYMENT OPTIONS:**

1. Annual: Due on or before June 1, 2009 to Roncalli. Discount of \$100, if paid by June 1<sup>st</sup>. VISA, Master Card, Discover and American Express are accepted.
2. Semi-Annual: Due on or before June 1 & December 1, 2009. Discount of \$50, if paid when due. VISA, Master Card, Discover and American Express are accepted.
3. Quarterly: Due on or before August 10, October 10, 2009, January 10, March 10, 2010. VISA, Master Card, Discover and American Express are accepted.
4. Monthly: Due over twelve months, June 2009 through May, 2010. All monthly payments are automatic withdrawal from your bank account on the 5<sup>th</sup> and/or 20<sup>th</sup>.

**C. REDUCTIONS FROM BASE TUITION**

**Internal Reductions from Base Tuition:** The following will reduce your base tuition and fees before payments are calculated on your plan option:

- \*Academic and Pride Scholarships
- \*Alumni Scholarships
- \*Other Roncalli Scholarships
- \*Creighton reciprocal tuition
- \*Annual payment discount \$100 (see payment options above)
- \*Semi-Annual payment discount \$50 (see payment options above)
- \*Second student discount \$150
- \*Third student discount \$300

**NEGOTIATED TUITION:** If families have applied for tuition assistance with a Dollars and Sense application, base tuition and fees will be adjusted by Tuition Assistance awarded through this program.

**External Reductions from Base Tuition:** The following are examples of scholarships and grants from external organizations, which will reduce your base tuition and fees before payments are calculated on your plan option:

- \*Archdiocese of Omaha High School Scholarship
- \*Black Student Catholic Scholarship
- \*Parish/School Scholarships and Grants
- \*Other External Scholarships and Grants

**D. TUITION PAYMENT POLICIES:**

- a. Families who enroll a student during the quarter will be billed for any and all tuition and fees for the full quarter. Students who withdraw during the quarter will be billed tuition and fees for the entire quarter in which he or she began enrollment.
- b. All financial obligations must remain current according to the mutually agreed upon financial payment plan in order to be eligible for semester exams. Only students who are in good financial standing may qualify for the junior and senior final exam exemption. Opportunities to make up the final semester exams due to lack of good financial standing will not be provided.
- c. All families must be current on the mutually agreed upon financial payment plan for tuition in order to begin a new school year.
- d. Seniors will not be allowed to participate in the graduation ceremony unless all agreed upon financial obligations, academic requirements and disciplinary sanctions are met prior to graduation. A cap and gown will not be issued until all responsibilities are met.
- e. Late fees may be applied to delinquent accounts.
- f. Delinquent accounts may be turned over to a collection agency.

**E. CATHOLIC PARISH INVESTMENT:**

The school will apply for parish investment payments from your parish after the first quarter of school is completed. The \$400.00 payment your parish is investing in your student will be applied toward your balance when we receive approval from your parish pastor. If you do not receive the parish investment, the \$400.00 becomes the responsibility of the parent.

In return, the student's pastor and parish deserve some concrete expression of the student's gratitude and appreciation for this assistance. Involvement in parish activities and projects, donations of time and money to the parish, volunteering, or clerical work are just some of the many ways a student and/or parents are able to express appreciation for this opportunity to receive a Catholic high school education.

## **F. DEVELOPMENT/FUND RAISING:**

Tuition and fees generates only 67% of the cost of education. The remaining 33% is generated through development and fund raising activities. Development activities include the Roncalli “Swing with Pride” Golf Open, Parent Annual Appeal, Alumni Appeal, Festa del Leone, and other fund raising activities to be announced. Student participation in these activities is expected as a way of supporting the educational mission of Roncalli Catholic High School.

## **G. Scholarship and Tuition Assistance Programs:**

**Tuition Assistance** – The following outlines the process for filing for tuition assistance at Roncalli Catholic High School.

- **“Dollars and Sense”**- Complete Steps 1 through 4 of Roncalli Catholic’s “Dollars and Sense” booklet, and attach: 1) a copy of your most recently filed Federal Form 1040, and 2) a copy of your most recent pay stub.
- **Appointments** – The Roncalli Catholic Business Office encourages you to set up a personal appointment to go over your application and ask questions.
- **Tuition Assistance Grants** – Turn in your completed “Dollars and Sense” booklet as soon as possible. Tuition assistance grants are awarded soon after applications are received as funds may be limited.
- **Summer Work Program** – If your freshman or sophomore student is interested in providing service back to the school in return for a portion of the tuition assistance grant, please contact the Business Office regarding the Summer Work Program.

**Archdiocese of Omaha High School Scholarship** – These scholarships are available to students in need of tuition assistance. Applications are available from Roncalli and the Catholic Education Office. Contact the Business Office for more information.

**Alumni Scholarships** – These scholarships are available for children of Rummel, Notre Dame Academy and Roncalli Catholic High School alumni. Alumni grant applications are available from the Roncalli Catholic Business Office.

**Named Scholarships** – Several named memorial scholarships and scholarships from various organizations are available to Roncalli Catholic students. Contact the Business Office for more information regarding criteria.

**Black Student Catholic Scholarship** – Applications for the Black Student Catholic Scholarship are available from the Catholic Education Office or Roncalli Catholic. Late applications are not accepted. For information on criteria and deadline, call the Catholic Education Office at 554-8493.

## VII. PERSONNEL

### A. ADMINISTRATION:

Fr. Loyd Gnirk..... President  
Mr. Chad Holtz.....Principal  
Mr. Jim Meister ..... Activities Director  
Fr. Bernard Starman.....Chaplain  
Mrs. Noelle Kunkel.....Counselor

### B. SUPPORT STAFF:

Mrs. Regina Cronkhite .....Reception/Attendance  
Mrs. Sue McGonigal .....Registrar/Administrative Assistant  
Mrs. Barb Norris.....Business Office Manager  
Mrs. Darlene Perrotto ..... Administrative Secretary  
Mr. .... Building Engineer  
Ms. Lenelle Cobbs.....Development  
Ms. Paulette Theisen.....Director of Admission  
Sr. Margaret Hickey.....Development Director  
Greg Wilken.....Custodian  
Dave Malmstrom.....Custodian

### C. FACULTY ASSIGNMENTS:

Mrs. Ronda Aken.....Business-Technology  
Mrs. Carol Bauer .....Social Studies  
Mr. Mike Berens.....Mathematics  
Mr. Jim Daro.....Social Studies  
Mrs. Cecilia Finley.....Physical Education  
Ms. Ryan Fuerhoff.....Mathematics  
Ms. Erin Johnston.....World Language, French  
Mrs. Margie Hladik ..... Library/Media  
Ms. Toni Hoffmeier-Mangus.....Yearbook/English  
Mr. Don Jensen..... Science  
Ms. Melissa Lackore..... Music

Mrs. Cathy Leak ..... Theology/Family & Consumer Science  
 Mrs. Laura McElmuray ..... Mathematics  
 Mrs. Kim Morgan ..... English  
 Mr. Tim Mueting ..... Religion/Campus Ministry  
 Mr. John Poltack ..... Science  
 Mr. Bill Schlueter ..... English  
 Mrs. Kathy Slaight ..... World Language, Spanish  
 Mr. Adam Snoza ..... English  
 Mrs. Renee Sorrell ..... Science  
 Mr. Eric Westra ..... Religion/Social Studies

**D. ACTIVITIES/CLUBS:**

Art Club ..... Ms. Dawn Burton  
 Basketball, Boys ..... Mr. Jim Meister  
 Basketball, Assistant ..... Mr. Mike Berens  
 Basketball, Girls ..... Mr. Don Jensen  
 Baseball Varsity ..... Mr. Tom Kupfer  
 Baseball, JV .....  
 Campus Ministry Core Group ..... Ms. Coco Osborne  
 Chess .....  
 Cross Country ..... Mr. Jim McClurkin  
 Fall Play ..... Mrs. Kim Morgan  
 FBLA ..... Mrs. Ronda Aken  
 Football, Frosh ..... Mr. Don Jensen, Mr. Chad Holtz  
 Football, Varsity ..... Mr. Mike Berens  
 Future Educators ..... Mrs. Margie Hladik  
 Golf, Boys ..... Mr. Jim Meister  
 Golf, Girls ..... Mr. Ryan Fuerhoff  
 Mock Trial ..... Mrs. Carol Bauer  
 Musical Production ..... Mrs. Noelle Kunkel  
 National Honor Society ..... Mrs. Kathy Slaight  
 Peer Helpers ..... Ms. Joan Englander  
 Soccer, Boys ..... Mr. Mike Heller  
 Soccer, Girls ..... Ms. Amanda Stoffel  
 Softball, Girls .....  
 Student Ambassadors ..... Ms. Paulette Theisen  
 Student Government ..... Mr. Eric Westra  
 Swim Team .....  
 Tennis, Boys ..... Mr. Dave Lippold  
 Tennis, Girls ..... Mr. Dave Lippold  
 Track, Boys and Girls ..... Mrs. Cecilia Finley

Track, Assistant ..... Mr. Roger Higgins, Jim Daro  
Volleyball..... Ms. Paulette Theisen  
Volleyball, Assistants.....Mrs. Laura McElmuray  
WITS Clash .....Mrs. Kathy Slaight  
Wrestling.....Mr. Greg Petersen

**Personnel and assignments are up-to-date as of this printing.**

**E. Board of Education:**

The Roncalli Catholic High School Board of Education meets regularly.

**F. 500 Club:**

The purpose of this group is to assist in the financial support of the activities of Roncalli Catholic. Membership is open to all.

**G. Roncalli Catholic High School Athletic Booster Club:**

The purpose of this group is to assist in the financial support of athletics at Roncalli Catholic. Membership is open to all.

**VIII. ACADEMIC MATTERS**

**A. GRADUATION:**

Graduation requirements for Roncalli Catholic High School provide our students with a strong background in the core curriculum areas, along with broad study and experience in theology. The requirements are consistent with our mission statement.

In order to graduate from Roncalli Catholic High School, a student must fulfill the following requirements:

MINIMUM GRADUATION REQUIREMENTS

Credits Required to Graduate

<u>Subject Area</u>	<u>Credits</u>
Religion.....	16
English .....	16
Social Studies.....	12
Mathematics.....	12
Science .....	12
A or B*.....	8
Health.....	2
Physical Education.....	2
Speech.....	2
Fine Arts.....	2
Keyboarding.....	2
<u>Electives.....</u>	<u>10</u>
Total credits required for graduation	96

\*World Language-Students who are unable to fulfill this requirement may substitute credits in Art, Music, Business, Family & Consumer Science or Computer Technology.

Juniors and Seniors: Ten hours of Christian Service per semester are REQUIRED in addition to the above. Christian Service reports will be required for the Religion class for a grade. Freshmen and Sophomores are required to perform five hours of Christian Service per semester. Christian Service reports will be REQUIRED for the Religion class for a grade.

Roncalli Catholic High School accepts credits earned by a student from a high school approved or accredited by the Nebraska Department of Education or similar department in another state. While enrolled at Roncalli Catholic High School, a student may earn credits in no more than (2) classes per academic year through summer school, night school and correspondence courses. In order to participate in the graduation ceremony, a student must have at least 90 credits and show evidence of enrollment in approved make-up courses.

Seniors are not allowed to participate in the graduation ceremony until all financial obligations, academic requirements and disciplinary sanctions are met.

Diplomas will be held until all financial obligations, academic requirements and disciplinary sanctions are met.

The Christian Service obligation is a graduation requirement for students.

**B. GRADING:**

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

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

**C. ACADEMIC WATCH/PROBATION/CONTRACT:**

A student receiving at least one “F” or at least two “D’s” on the midterm report will be placed on Academic Watch. Students receiving a minimum of two “F’s” on their report card will be placed on Academic Probation. A student receiving a minimum of two “F’s” on their semester report card will be placed on an Academic Contract. Special monitoring guidelines may be implemented per watch/probation/contract.

**D. PROPER NOTIFICATION OF FAILURE:**

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

**E. INCOMPLETES:**

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

**F. TRANSCRIPT OF CREDITS AND PERMANENT RECORDS:**

Transcripts of credits are sent directly to the school requested. A n official transcript is never given to a student or family member. Transcripts are issued only when the student is current on all tuition and fees. The student is allowed two transcripts at no charge. Subsequent transcripts are issued for a fee of \$5.00 each, payable BEFORE the extra transcript is sent. Please allow one week to process transcripts.

Transcripts for colleges must be requested through [www.docufide.com](http://www.docufide.com). There is no charge for a college transcript order through Docufide. If ordering the transcript and docufide requests a fee, please call the registrar at the school office 571-7670.

**G. ADVANCED PLACEMENT/HONORS COURSES:**

Roncalli Catholic High School offers Advanced Placement and Honors courses. Admission to these courses is based on faculty recommendation and the approval of the Counselor and/or Academic Dean.

Students enrolled in World Literature, Government and Calculus Advanced Placement (AP) classes are encouraged to take the AP exam.

An additional fee may be assessed for textbooks, exams and supplies for the Honors and Advanced Placement courses.

Students who do not maintain at least a "C" in an Honors or Advanced Placement course will not be permitted to enroll in those courses the following semester.

Students who receive a "C+" or below in an Honors or Advanced Placement course will not receive Honors or Advanced Placement credit for that course.

#### **H. WEIGHTED COURSES POLICY:**

Honors and Advanced Placement courses are weighted using the following system: All honors course grades are added by an index of .2 and all AP course grades are added by an index of .5 in calculating the student's grade point average. Students not taking the AP exam will receive an honors index. All grades, regardless of the number of courses taken, are included in the average.

#### **I. DROP/ADD POLICY:**

Within the first three days of each semester, adjustments may be made to a student's schedule. After that time, students will only be removed from a class at the teacher's recommendation, and the transcript will indicate a failing grade unless otherwise specified by the teacher.

On the fourth day of the semester, in order to receive a drop/add slip from the counselor, a student must submit written permission from the parent or guardian. The student must also secure a signature from the teacher of the dropped course as well as the added course. Drop/add slips are then returned to the counselor. The Assistant Principal/Dean of Students grants final approval for drop/add requests.

Students are not allowed to drop/add a yearlong course without teacher recommendation.

Students who are allowed to drop a class after the sixth week of the semester because of failing grades will have a WF (Withdrawn Failing) placed on their transcript.

Students who are allowed to drop a class at or after nine weeks because they are failing will receive an "F" for the course on their transcript.

The second semester of a yearlong course may only be dropped for one of the following reasons:

- a. Teacher/Counselor recommendation.
- b. Student failed the first semester.
- c. Arrangements were made at registration that the student would only take one semester of the class. If the student decided at the end of the first semester that he/she wanted to remain in the class for the second semester, he/she would be allowed to do so provided there is space to add the student.

Other situations may include:

- a. Changes in schedules that are recommended by teacher, administrator or counselor.

- b. The student's decision to drop a class to add a study hall. (Students may be enrolled in only one study hall unless approved by the administration on a semester basis.)
- c. A computer error on the student's printed schedule.
- d. Having to drop an Honors level class because of a C grade or lower.

## **J. Auditing**

Auditing is defined by RCHS as an opportunity for a student to take a challenging class in order to be exposed to the material but the student would not receive credit for the class, nor be required to take the final exam. The student would be expected to keep up with the work and tests during the semester as pre-determined by the instructor.

These conditions need to be met:

- 1) The student will discuss this proposal with teacher of the “audited” class at LEAST two weeks prior to the start of a new semester and parent signature must be obtained.
- 2) The student will state in writing why he/she feels auditing will be a helpful learning experience and his/her intentions for taking a class under this condition.
- 3) The student understands that there are expectations that they must meet to audit a class, primarily:
  - a. They understand what work they will be expected to complete.
  - b. They understand the rules for taking tests.
  - c. They demonstrate the maturity, responsibility and good behavior and attitude necessary for being in the class.
  - d. That “auditing” is not synonymous with “trying” a class...there must be a commitment.

## **K. OFF-CAMPUS COURSES:**

Making up credit for core classes failed-students may make up credits for any required core classes they failed during the regular school year at an approved summer school or night school program at another area high school or at Metro Community College. Credit will be accepted and noted on the student’s official transcript, but the weight of the grade received will NOT be added into the student’s cumulative grade point average, and the ‘F’ received in the Roncalli class will not be removed from the student’s transcript. Students must make arrangements with the counselor beforehand.

Working ahead-Honors-level students may take summer classes at another high school or Metro Community College in math only in order to achieve college goals. The credits will be noted on the student’s

official transcript, and an unweighted grade point WILL be added into the student's cumulative grade point average. Students must make arrangements with the counselor beforehand.

Personal enrichment classes-Students may take classes at any area high school or college to develop special interests. The credits will not be accepted or noted on the student's official transcript, nor will the grade be added into the student's cumulative grade point average.

**L. PARENT-TEACHER CONFERENCES:**

Parent-Teacher Conferences are held at the end of the first and third quarters so student progress may be discussed. Parents are encouraged to keep in contact with their child's teachers.

**M. HONOR ROLL:**

The President and the Principal Honor Lists will be posted at the end of each quarter. The President Honor List requires straight A's. The Principal Honor Roll requires a combination of A's and B's.

The High Honors and the Honors Lists will be posted at the end of each semester. Honorable Recognition requires a 3.0 grade point or greater for the semester. Honor Roll requires a 3.5 grade point average or above. High Honor Roll requires a grade point of 3.75 or above. On a roll requires an increase in his/her GPA by .5.

**N. NATIONAL HONOR SOCIETY:**

The purpose of the National Honor Society (NHS) is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership and to develop character. A GPA of 3.2 is required for this chapter. Eligibility for candidacy is determined after a student has completed five semesters (after they have completed the 1<sup>st</sup> semester of their Junior year). The student must participate in two Roncalli Catholic High School activities per year. Service to the school and community are a requirement that is also a part of being in the National Honor Society.

**O. EXCHANGE STUDENTS:**

Senior exchange students participate in graduation exercises and receive an honorary diploma. The exchange students' schools of origination may choose to accept Roncalli Catholic credits.

Exchange students are required to be in compliance with Nebraska immunization laws (including Hepatitis B vaccine).

**P. CHRISTIAN SERVICE ASSESSMENT**

Roncalli Catholic High School students are required to complete a Christian Service Assessment each year. The purpose of this is to help students develop the habit of serving those in need, in imitation of Christ. Students will:

1. Identify service activities that meet Roncalli requirements (see below).
2. Perform a minimum of 5 hours of service each semester during Freshman and Sophomore years, and a minimum of 10 hours of service each semester during Junior and Senior years.
3. Completion of required hours will be verified with a recorded grade in the Religion class the student is taking each semester.
4. Complete a Christian Service Report form for each unique service activity, including written responses designed to encourage student reflection.
5. Hours from a previous year may not be turned in once the school year is over.
6. Service not completed as required for each semester will then be accumulated with and required for the following semester's hours.

Christian Service activities must be done for non-profit human service agencies and/or needy individuals outside the family.

Students may not count hours performed to meet other requirements (e.g., NHS, confirmation, court orders, etc.)

Examples of acceptable activities: visiting the elderly, assisting with food drives, working in soup kitchens, mentoring underprivileged youth, assisting with Sunday School or confirmation retreats, church or parish events, school development events (e.g., Festa, High Tea, etc.) pro-life activities, Habitat for Humanity, coaching for non-profit junior high athletic teams or camps, assisting elderly or handicapped neighbors, etc.

Examples of unacceptable activities: babysitting for friends/relatives, unpaid labor at any for-profit business, campaigning for political candidates, chores or work for family members, etc.

Hours accumulated will be recorded on official transcripts for colleges to see. Recognition and awards will be given on the

following basis: Gold Pride Club – For hours accumulated more than 50 hours above the required yearly minimum.

Crimson Pride Club – For hours accumulated more than 100 hours above the required yearly minimum.

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

9<sup>th</sup> Grade: MOTHER QUALBERTA AWARD

10<sup>th</sup> Grade: ST. JOHN BAPTIST DE LASALLE AWARD

11<sup>th</sup> Grade: BLESSED ALEX LECLERQ AWARD

12<sup>th</sup> Grade: ST. PETER FOURIER AWARD

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

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

#### **Q. WITHDRAWAL PROCEDURES**

Any student who withdraws from Roncalli Catholic High School must follow the defined exit procedure:

1. Notify the Administration.
2. Meet with the Admission Director for an exit interview.
3. Turn in all textbooks, materials and Roncalli Catholic High School Identification card.
4. Pay all tuition and fees before a transcript will be sent.
5. Obtain a records release form from the receiving school.

#### **EARLY OUT:**

Guidelines for Early Out:

1. Senior Students only.
2. Student must have a 3.5 grade point average.
3. Students must not have a discipline record determined by Mr. Holtz, Principal.
4. Cannot appear on quarter/mid-quarter ineligibility list.
5. Must have an exemplary attendance record.
6. Student will be dismissed after 7<sup>th</sup> period.
7. Students eligible will need to either...
  - a. Get involved in an internship.
  - b. Take a college credit course.
  - c. Have an established/identified job.
  - d. Continue to be a student at RCHS.
  - e. Volunteer with an approved organization.

8. Students will attend a minimum of 3 times during the week in whatever avenue they choose. If a student does not attend a minimum of 3 times a week, they will be ineligible and will lose their early out privilege.
9. If students abuse this privilege at any time during the semester, they will lose that privilege and will have to stay for the entire school day.

## **IX. MISCELLANEOUS**

### **A. HEALTH RECORDS:**

In compliance with State law, parents are required to provide specified health and immunization records. Non-compliance may result in separation from the school.

### **B. WEATHER PROCEDURES:**

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

#### **INCLEMENT OR SEVERE WEATHER:**

1. Anytime inclement or severe weather results in closing or early dismissal of Roncalli Catholic High School, by the Omaha Archdiocese or by Roncalli Catholic, the information will be aired by radio station KFAB (1110 AM) or other radio stations or television stations. When school is dismissed early because of inclement winter weather, students are responsible for their own transportation arrangements. Activities and practices are canceled on days of a weather-related closing or early dismissal.
2. Should conditions improve sufficiently to hold an activity/practice, the decision to proceed will be made by the Administration.
3. Parents may choose to pick up their children during inclement winter weather or authorize their release prior to the official school closing time.
4. Students who ride in carpools must have parental permission (phone call to the office) to be released prior to the official school closing time.

#### **FIRE AND TORNADO:**

1. In situations where the building must be evacuated, the school will use the fire alarm signal. The procedures for evacuation are posted in each room.

2. When the potential for a tornado exists, students and staff are directed to move in silence to the interior hallways, interior classrooms and interior offices. Classroom doors are to be closed. Students and staff are to be seated on the floor against the wall, with knees drawn up, head on knees and hands covering the head. Students are not to assemble in the gym, Student Center or in hallways exposed to glass or exterior doors. Students will not be dismissed during a tornado warning.

**C. CRISIS PLAN:**

In the event of a school crisis (death of a student, faculty or staff member or other emergency), Roncalli Catholic High School has implemented a Crisis Plan. This plan contains emergency response procedures, crisis team responsibilities, calling lists, examples of communication to the parents, the community, the media, etc.

Under crisis circumstances, it is important to maintain a normal school operation. The students need a place to be.

Roncalli Catholic and community counselors will be available during any crisis. Support will also be provided by the clergy.

The following are things you, as parents, can do for your child:

SUGGESTIONS FOR PARENTS  
WHEN RESPONDING TO A CRISIS

If your child is involved in or affected by a tragedy or crisis, these are some general guidelines that may help you better understand and respond to the situation.

A crisis is generally viewed as a temporary state of emotional upset or disorganization. It is characterized by a person's inability to cope with a particular event/situation using his/her customary (and previously adequate) coping strategies and problem solving skills. The impact on an individual depends on the event/situation and on how that person perceives it in relation to his/her life.

- Make yourself available and accessible to your child if and when he/she wants to talk. Be flexible and responsive to his/her needs.
- Try to maintain as much of a routine and sense of "normalcy" as you can, but be tolerant of temporary changes, upset, and needs. Do not be too demanding or structured.

- Communicate/demonstrate your concern, care, support, understanding, and acceptance. Do not be judgmental or use words like "should" or "must" with respect to their feelings and behaviors.
- By expressing yourself openly and honestly and displaying your confidence (i.e., that things will improve and that life will go on) and coping ability, you can serve as an important role model for your child and increase the likelihood that he/she will adopt similar behaviors and attitudes.
- Listen to your child when he/she wants to talk and try to communicate that you understand and accept what he/she has to say. If he/she does not want to talk, do not force discussion, but let him/her know that you are willing to listen whenever the need or desire does arise. Do not assume that your child is not reacting or will not react simply because you do not observe an initial reaction.
- Do not try to "rescue" your child or force him/her to feel better. Be patient and allow him/her to recover at his/her own pace and in his/her own way.
- Do not try to protect or isolate your child from "threatening" topics or issues, especially those that he/she is trying or needing to deal with in order to work through and learn from the crisis.

- Adapted Diocesan Crisis Document

**D. USE OF COMPUTERS:**

Each student has access to a variety of computers at Roncalli Catholic. These are for educational purposes only. Any student who abuses computer privileges will be denied computer access. (See Signature Page following Section VII for computer-use policy and permission form.)

**E. AWARDS AND SCHOLARSHIPS:**

The Counselor is responsible for providing up-to-date information on awards and scholarships for students. Seniors are asked to report all awards and scholarships to the Counselor at least two weeks prior to the May awards program.

The selection of award winners for Roncalli Catholic High School is usually based on information from the faculty. The administration has the right to make final selections.

**F. FLOWERS, BALLOONS, BIRTHDAY CAKES, ETC.:**

Giving cakes, gifts and flowers is an appropriate way of showing affection. We encourage parents to exchange gifts with their children at home. We strongly discourage the delivery of cakes, flowers and gifts to the school office.

**G. CONFIDENTIALITY:**

Student records are released only with the written permission of the parents/guardians or students who have reached the age of 18. Student records and transcripts are sent to the school or institution as requested.

**H. COLLEGE VISITS:**

Students are allowed two excused absences for college visits during their junior year and two excused absences for college visits during their senior year. These absences do not count in the total of ten absences during a semester. (See Section III.)

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

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

**I. GYM BAGS/BOOK BAGS:**

Book bags must be stored in lockers during the school day.

**J. DRESS CODE VIOLATION:**

Major dress code violations will be handled in one of three ways:

1. The student will be "loaned" an appropriate uniform to wear.

**OR**

2. The student will call a parent to bring an appropriate uniform to school. The student will wait in the office until the uniform arrives. (The student will make up missed class time after school or during detention)

**OR**

3. The student will receive demerits and/or detentions.

**SECTION II**

**STUDENT CONDUCT**

**GENERAL CONDUCT**

**I. EXPULSION APPEAL PROCESS**

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

The expulsion appeal process is available in the Principal's office.

## II. DRUG AND ALCOHOL USE AND/OR POSSESSION

A student shall not use or possess (regardless of the quantity):

1. beverages containing alcohol,
2. any controlled substance defined by law as a drug,
3. any type of drug paraphernalia.

It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor, provided it is approved by the school office. (See School Health Policy in Section V.)

Penalties shall be accumulative beginning with the first date of the student's enrollment at Roncalli Catholic High School. Students who voluntarily seek assessment and/or treatment may not be subject to all of the stated penalties. Any subsequent violations, however, will result in penalties being applied. Drug and Alcohol use and/or possession is a major violation.

**First Offense** – Once the school becomes aware that a **first offense** has occurred, students will lose Athletic competition and /or Co-Curricular participation for a minimum of 2 weeks. The student may participate in all practices and/or activity preparation, including post-season activities such as end of the season banquets, at the discretion of the coach/advisor. The student is unable to participate or attend team or activity competition, events, or publicly represent RCHS as a team/activity member during the loss of eligibility.

**Second Offense** – Once the school becomes aware that a **second offense** has occurred, the student is subject to one of the below listed consequences:

- If the second offense occurs within the 12 months (one calendar year) of the first violation the student will lose Athletic competition and/or Co-Curricular participation for an entire season for the sport or activity that they are involved in. The loss of eligibility will begin at the date of notification of the second offense. The student may participate in all practices and/or activity preparation, including post-season activities such as end of the season banquets, at the discretion of the coach/advisor. The student is unable to participate or attend team or activity competition or events during the loss of eligibility or publicly represent RCHS as a team/activity member during this loss of eligibility.

- If the second offense occurs after 12 months (one calendar year) of the first violation the student will lose Athletic competition and/or Co-Curricular participation for 3 weeks.

**Third Offense** – A third offense of this policy while enrolled at Roncalli Catholic High School may result in immediate dismissal.

- The student must complete the full season in which he/she is serving the eligibility consequences in order to be eligible for the next season of competition.
- Students must serve a consequence in each activity in which they participate – Athletics, Fine Arts, and Co-Curricular Activities. Consequences may be served concurrently.
- If the loss of eligibility is not completed by the end of the Athletic/Co-Curricular season, the remaining portion of the loss of eligibility will be carried over into post-season Athletic/Co-Curricular competition. In the event that following post-season competition for that season, the loss of eligibility is still not completed, it will carry over into the next Athletic/Co-Curricular opportunity.
- Depending on the circumstances of use, additional school related consequences may apply.

### **III. HARASSMENT**

Roncalli Catholic High School strives to maintain a learning environment that is free from harassment of any type. No employee or student associated with Roncalli Catholic High School shall be subjected to harassment of any kind. Everyone must respect each other's emotional and physical well being in and out of class and at school events.

Anyone who feels that harassment has taken place should report it immediately to a teacher or administrator so that the proper procedures can be followed.

When a complaint is made, Archdiocesan Policy will be followed.

### **IV. STUDENT PREGNANCY POLICY: (ARCHDIOCESAN POLICY)**

Each educational unit provides regulations regarding student pregnancy. These regulations shall include provisions for any student completing a full junior and/or senior high education, including graduation arrangements. The student must engage in an approved counseling

program. Specific information regarding this policy is available by contacting the President or the Principal.

#### V. SENIOR LOUNGE

- Grade requirement is all A's & B's and one C on report card. This is the minimum requirement.
- New senior lounge list will come out every time there is a grade report sent home.
- Must report to study hall first then go immediately to the student center.
- Must stay in the student center. If seniors need to go somewhere in the building must get a pass from the office.
- If students who are in senior lounge abuse the senior lounge privileges they will be sent back to study hall.

### SECTION III

#### I. STUDENT ACCOUNTABILITY AND ATTENDANCE

##### A. STUDENT BEHAVIOR

Students at Roncalli Catholic are expected to display good Christian values and behavior. Roncalli Catholic and members of its community will be treated with respect and dignity as Jesus Christ has taught us. The rules and policies set forth have been developed to provide a safe and orderly environment during school and school-sponsored activities. Exemplary Christian behavior will lead to an environment in which learning and development of good work habits can occur.

##### **Parental Contact and/or Conference**

Faculty or administrator may contact, by telephone, email or letter, the parent(s) or guardian of a student. The concern may be an academic matter or may be related to a student's behavior. The parent or guardian may be requested to make a personal visit to further discuss the situation.

##### Demerit/Merit System

1. All students are required to carry a demerit card and present it to a staff member upon request. **Failure to present a demerit card the first time will result in 2 detentions, second time 4 detentions and a third time will result in Saturday School.**
2. Lost demerit cards will result in a five dollar fine. A damaged demerit card must be turned in to the Principal's office for arbitration.

3. Students may be eligible for merit points, as determined by the Principal, for positive student behaviors.
4. Accumulation of demerits will result in the following:
  - 5 demerits = 1 detention
  - 10 demerits = 2 consecutive detentions, referral slip
  - 15 demerits = 3 consecutive detentions, referral slip
  - 20 demerits = 4 consecutive detentions, referral slip, parent phone call and Saturday School
  - 25 demerits = 1-3 days Out of School Suspension (OSS) or 1-3 days In-School Suspension (ISS) and referral slip, parent conference and Saturday School. Major violation assessed.
  - 30 demerits = 1-5 days OSS or ISS, Saturday School, referral slip, parent conference to discuss future attendance at RCHS.

The disciplinary system has two categories, MINOR VIOLATIONS and MAJOR VIOLATIONS.

**Minor Violations**

Minor violations will be administered by school staff (consequences/demerits) approved by administration. Minor violations include, but are not limited to:

**Actions**

- Tardy
- Dress Code
- Food/Drink
- Littering
- Noise in halls
- Disruptive and/or vulgar language
- Misconduct at activities
- Failure to serve teacher detention
- Public display of affection
- Inappropriate behavior
- Disruptive class behavior
- Being out of class without planner
- Book Not Covered

One to five demerits may be assessed for minor violations.

**Major Violations**

Major violations will be administered by school staff (consequences and/or demerits) approved by administration. Major violations include, but are not limited to:

**Actions**

- Alcohol/drug, tobacco use/possession/or paraphernalia
- Vandalism
- Theft

- Truancy
- Threatening behavior to staff/students
- Use/possession of fireworks, or other materials that may be harmful or disruptive
- Fighting
- Cheating/ Plagiarism
- Accumulation of demerits
- Removed from class due to behavior problem
- Gang affiliation/gang-related actions
- Bomb threats
- Use or possession of weapons or facsimiles
- Tampering with demerit system
- Sexual harassment
- Tampering with computer equipment
- Misuse of the Internet
- Violation of NSAA sportsmanship rules during school activities

The following may be assessed for major violations:

- Ten Demerits
- One to five days Out of School Suspension (OSS) or one to five days In-School Suspension (ISS)
- Two weeks suspension from extra-curricular activities.
- Behavioral contract
- Parent Meeting
- Service Hours
- Long-Term Suspension (5 days and over)
- Expulsion

This is not an all-inclusive list. Actions not listed above will be handled by the Administration as deemed necessary.

- **Removed from class for behavior problems**

Any student that is removed from class by the teacher for behavior issues will immediately report to the office. The teacher will inform the parent/guardian of the dismissal from class. The first time a student is removed from class the student will serve 4 detentions and will need to write an apology letter. The student will not be allowed back into the classroom until the apology letter is received by the teacher. The second time a student is removed from a class the student will serve a one day in-school suspension. If a third time occurs the student will be removed from the class and receive an F on their report card.

- **Weapons:**

Any student who brings onto school grounds any object to be determined as a weapon will be immediately suspended from Roncalli Catholic pending a complete investigation. It will be considered a

major violation and expulsion may result as determined by Administration.

- **Stealing:**

Stealing or damaging another person's property is a major violation and will not be tolerated. Students are provided with a locker with a combination lock(s). They are expected to keep them locked at all times. Cases involving stealing will be dealt with on an individual basis. Penalties, including reparation, will be decided by administration. The school is not responsible for stolen articles.

- **Gambling:**

Students may not gamble on school property or at school functions. It will be considered a major violation. Gambling paraphernalia is not allowed at school (i.e. dice, "pool sheets", etc.).

- **Care of School Property:**

The care of school property is the responsibility of all members of the Roncalli Catholic School community. Students are expected to treat all property with proper care and to report any damaged or broken materials to a staff member. Deliberate damage of property will be considered a major violation and reparation will be determined by the Administration.

- **Plagiarism:**

Students that commit "plagiarism" related to prepared work as assigned by instructors will receive an automatic failing grade as it relates to the presented work/assignment. Determination of available make-up work, adjusted possible score, and/or of overall course failure will be determined by the Instructor/Department Head, reviewed by the Academic Council. Recommendations/application may then be forwarded to Administration for final determination.

## **B. DETENTION**

1. **Administrative Detention.**

Students are required to report to detention when assigned. Detention will be held in the morning from 7:00 to 7:40 am. Detention has priority over any school activity, job or appointment. During detention, students will be assigned specific tasks, and must be on time in dress code. Absence from or being late to detention will lead to multiple detentions and/or suspension with a major violation assessed. Detentions start promptly at 7:00 a.m. Students will not be accepted past 7:05 a.m.

2. **Teacher Detention.**

Teacher detention will be held by individual instructors for their students. This detention will be at the convenience of

the instructor and will take precedence over all athletics and activities. Students who fail to serve an instructor's detention will serve additional detentions or be referred to the Administration.

3. **Saturday School Detention.**

Saturday School Detention is four (4) hours in length (8:00 A.M. – 12:00 P.M.). The student must be in regular school dress. The student must come to do silent schoolwork or reading. It is the student's and parent's responsibility to arrange transportation to and from Saturday School Detention. Absences from Saturday School Detention will be permitted only in Emergency situations and with prior approval of the administration. Lack of transportation, job responsibilities, and extra-curricular activities are not satisfactory excuses for absences. Students who are tardy will be sent home. Students who miss will receive an additional Saturday School Detention and possible other disciplinary actions. Students may receive Saturday School Detention for the following: Attendance Issues, Discipline Issues, Excessive Absences, and failure to fulfill Academic Responsibilities.

**C. STUDENT CONTRACTS**

Students with discipline and/or attendance problems may be put on contract. During a conference with a student and his/her parent, the administration will state in a written contract the guidelines to be followed.

**D. OUT OF SCHOOL SUSPENSION**

The student is dismissed from school/class for a specified period of time. This time period is usually from one to five days, but may be longer or for an indefinite time span. A SUSPENDED STUDENT WILL NOT BE ON SCHOOL PROPERTY AT ANY TIME AND WILL NOT ATTEND ANY ACTIVITY, ATHLETIC EVENT, PRACTICE OR PERFORMANCE, AS PARTICIPANT OR SPECTATOR. In order to receive academic credit during an out-of-school suspension, the student must do community service hours. Eight hours of work will be required for each day of suspension. Verification of satisfactory service hours must be turned in to the Assistant Principal's office before admittance to school will be granted, or the student will receive zero credit. It will be done cooperatively with the Assistant Principal, the student, and the student's parents. Students can make up work for credit if the teacher allows them to. Each teacher is given the option of giving the student a zero or allowing the work for the day or days that they were suspended to count toward their grade. Students' work or tests must be turned in the next day to even be considered for credit.

**E. IN-SCHOOL SUSPENSION**

In-School Suspension may be served in school up to 5 days depending upon individual circumstances. In the event that a student is to serve an in-school suspension, he/she must visit all of his teachers prior to 7:45 A.M. to get assignments for that day. He/She should report to the Assistant Principal's office by 7:50 A.M. and will remain at school until 3:08 P.M. The student will work on daily lessons and will be isolated from the rest of the student body population for the school day. Students can make up work for credit if the teacher allows them to. Each teacher is given the option of giving the student a zero or allowing the work for the day or days that they were suspended to count towards their grade. Students' work or tests must be turned in the next day to even be considered for credit.

**F. EXPULSION**

Expulsion is dismissal from school without the privilege of re-admittance. Students are not allowed to be on school campus or attend school activities.

**G. ATTENDANCE**

Education is primarily the responsibility of parents. However, since parents send their children to school to help them meet this responsibility, the school enforces regulations governing the regular attendance of students. There is a direct relationship between the quality of student work and regular attendance. Roncalli Catholic pledges to work closely with parents when there is a reasonable excuse for allowing a student to miss school or class. However, the Administration reserves the right to give final approval for all absences from school.

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

### **EXCESSIVE ABSENCES:**

When a student accumulates six (6) absences, a note will be sent home informing the parents of this issue. At eight (8) absences, a phone call from the Principal will be made to the parents notifying them of the potential absence problem. Any absence over ten (10) will result in the student and parent going in front of a review committee to explain the absences. Students can be dropped from class receiving a failing grade following this review due to excessive absences, regardless of academic standing.

#### **Reporting an Absence**

If a student is going to be absent on any given day, parents are to call the main office before 8:40 a.m. (571-7670), each day of the absence.

1. Notes requesting or explaining a student's absence must have the student's name, the date, and specific reason for the absence in addition to the doctor's/parent's signature.
  2. If a parent wishes to get the student's assignments, they will have to log on to Sycamore. If a parent requests books, this should be made when calling to report the child's absence prior to 8:40 a.m.
  3. It is the student's responsibility upon returning to school to secure assignments from his/her respective teachers and also to turn in the assignments completed during an absence.
  4. Notification for a Foreseen Absence should be stated in a note to the office before the absence.
- c. **Truant** - Being absent from all or part of a class or classes for any reason without parent/ guardian knowledge or approval is truancy.

#### **Regulations concerning truancy:**

1. A student who is deemed truant will be readmitted only after the parents have a conference with the Assistant Principal or an Administrator. If the student is truant for the entire day, they will either be suspended for 1 day or receive 8 detentions. The student may receive zeros for the day. Each teacher is given the option to either give them credit for the day they were truant or give them zeros.
2. An entry of "truancy" is made in the cumulative record of the student. Each student and parent should be aware of the importance of this record in determining later recommendations from the

school to college, industry, armed services, etc.

**H. MAKE-UP WORK:**

1. Students who miss classes due to an absence or class activity are responsible for all assignments missed. Absences due to school activities are not recorded in the attendance register.
2. Parents are asked to call the school by 8:40 a.m. each day to request an absent student's books be brought to the office for pick-up.
3. Students who are absent one day must make-up all work by the end of the second school day after their absence. For each additional day of absence, a student will have another day to complete the make-up work.

**I. TARDIES**

Students who are late to school must go to the office and receive an admit slip. A student is marked tardy on their official attendance record until 8:00 a.m. If a student is tardy due to a medical appointment, a verification slip from the medical office must be presented to the front office the same day the student returns to school. After 8:00 a.m., the student is marked as absent from first period. Students are considered tardy to their classes if they are not in the classroom and in place according to the teacher's guidelines when the final bell sounds. If a student is tardy by more than ten minutes to a class, he/she may be considered absent/truant.

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

The consequences for being tardy for class are:

1. All students tardy for the first hour of the day must report to the front office. The student will be issued one demerit automatically. Five tardies will result in one detention. Eight tardies will result in one Saturday School. Any tardies past eight could result in numerous Saturday Schools, suspension or removal from the class with a grade of F.
2. All other tardies will result in one demerit administered by the teacher.
3. If tardies become a problem in individual classes, the student could be dropped from the class receiving an F for the semester.

**J. EARLY DISMISSAL**

If an Early Dismissal is anticipated, the parent must call the school by 8:40 a.m. Early dismissal students must report to the office before school begins and will be issued an Early Dismissal Pass, which the student will present to the teacher of the class from which he/she will leave. A student who must leave school due to illness or other emergency MUST check out through the office. The office will make a phone call to the parent/guardian who will then give permission for the student to leave school. A student who leaves school without going through the above procedure will be considered truant.

**II. FINAL EXAMS**

- A. All Freshmen and Sophomores will take final exams.
- B. Juniors and Seniors may qualify for exemption under the following guidelines
  - 1. Semester grade is an “A” on date determined by Administration.
  - 2. Attendance/Behavior record is satisfactory.
  - 3. All related assignment material is/has been completed.
  - 4. Exemption does not apply to the Official College Board’s AP Exam.
- C. Attendance during exams.
  - 1. No exams during test day – student may be eligible for exemption from regular school day. (Parent permission slip must be turned in).
  - 2. If student has an exam – he/she must be present only for the exam.
  - 3. Early dismissal.
    - a. Juniors and Seniors may leave if they have completed final exams for the day. (Parent permission slip must be turned in).
    - b. Freshmen and Sophomores may leave if student has a last period study hall. (Parent permission slip must be turned in).

**The Principal must approve any deviation from this policy.**

### **III. EXTRA-CURRICULAR PARTICIPATION**

Students will not be allowed to participate in an extra-curricular event if they have not been in attendance at school the day of the event. Students who arrive after 8:30 a.m. or go home ill during the day will not be allowed to participate in extra-curricular activities, including practices, rehearsals or any club meetings held after school. All Freshmen are required to participate in a fall activity.

#### **STUDENT ACTIVITY PARTICIPATION DURING THE SCHOOL DAY**

Students who miss classes during the school day to participate in athletic or activity events must obtain a scheduled-absence form from the coach/sponsor prior to the athletic/activity event. The scheduled absence form is a record of assignments and information covered during the student's absence. All the student's teachers must sign the form.

#### **ATTENDANCE AT STATE TOURNAMENT EVENTS**

When state tournament competition occurs during the school day, and if Roncalli Catholic High School students are participating in that state event, students will be allowed to attend under the direct supervision of their parent or guardian. Parents must notify the Principal/Attendance Secretary in writing prior to the event. Students are responsible for making up work missed.

### **SECTION IV**

#### **DRESS CODE**

##### **I. UNIFORM/GROOMING CODE**

Students in Catholic schools wear uniforms for economy and as a component of self-discipline for which students and parents choose Catholic schools. The uniform is a symbol of the community that all students in the Catholic school share. Wearing a uniform allows students to demonstrate their individuality at the most meaningful levels:

personality, academic effort, spirituality and service to others.

The following uniform is in effect for all students:

**SHIRT** (Must be from Dennis Uniform)

- Banded Bottom Polo Shirt\*
- Straight-edge Polo Shirt\*
- Sweatshirt\*
- Long-Sleeve Polo\*
- T-shirts must not be visible at the waist or arms.
- Only white T-shirts are allowed under uniform shirts
- Uniform shirt must be tucked in (except for Banded Bottom Shirt)

**PANTS**

- Navy or Tan Dennis Uniform\* pants, with belt worn around the waist.
- Pants or shorts need to be buttoned at all times.

**WALKING SHORTS**

- Navy or Tan Dennis Uniform\* shorts, with belt around the waist.
- Girls with uniform shorts that do not have belt loops are not required to wear a belt.
- Skorts (Girls Only)
- Plaid Skirts (Girls Only)

**SHOES**

- Appropriate for school wear (tennis shoes or dress shoes)
- No Athletic Sandals, Flip Flops, sandals or open toed shoes

**SOCKS**

- Socks must be white, gray or black and be visible.

**PURSES**

- Purses of reasonable size are okay for girls only. Boys may not carry purses.

\*Walking shorts, skirts, skorts, pants and shirts must be purchased from Dennis Uniform Company located at 748 N. 109 Court (Old Mill). Their phone number is 496-9911.

Uniform clothing must be clean and in good repair. Students are not to wear ripped, tattered, torn, cut or dirty uniform items. Students are to wear uniforms in a proper manner, according to the common custom of a Catholic school. Students are to wear pants with the waist of the pants

around the waist of the student.

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

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

### **GROOMING AND ACCESSORIES**

All students should practice good personal hygiene. Students should be neatly groomed. Boys' hair must be no longer than the top of the collar of the shirt. Appropriateness of extreme hairstyle or coloring will be determined by the Administration. Boys must be clean-shaven daily. Sideburns may be no longer than the ear lobe. Head coverings of any type are not allowed. Writing on any body part is not allowed. Visible body piercing is not allowed. The only body piercing allowed is pierced ear lobes. Boys may not wear their hair in a ponytail.

Students who are in violation of the dress code will receive demerits or detentions and/or be sent to the Assistant Principal's office until arrangements can be made for the student to comply.

### **II. DRESS-UP DAYS**

All dress for liturgy or special activity events must be modest and in good taste. Denim pants are not allowed.

- **Boys**

Boys may wear dress pants with belt, with a collared shirt or a crew neck sweater with collared shirt. Shirts must be tucked in. Dress shoes with socks must be worn (no tennis shoes).

- **Girls**

Girls may wear dresses, skirts or dress slacks and blouses or sweaters. The length of the dress or skirt must be of modest length. Dress shoes with hosiery must be worn. No halter tops, spaghetti straps or strapless apparel.

The school uniform is acceptable dress for liturgies and special occasions.

### **III. JEANS DAYS**

Periodically during the school year, "jeans days" will be held. Students are allowed to wear denim jeans instead of uniform pants or shorts. Students are not allowed to wear other non-uniform clothing such as T-shirts, hats, boxer shorts, coats, sweat pants, jean shorts, etc. Students who are wearing items other than the spirit day attire will be sent to the Assistant Principal's office. Jeans need to be in good condition.

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

## **SECTION V**

### **BUILDING POLICIES**

#### **I. AFTER SCHOOL SUPERVISION**

Parents are expected to have students (who are not involved in activities) picked up no later than 4:00 p.m. each day. Roncalli Catholic is not responsible for students past 4:00 p.m. Designated areas will be available for students to wait for rides during inclement weather. Students will be expected to wait outside on nice days.

#### **II. ASBESTOS**

Asbestos is present in Roncalli Catholic High School. Specifically, asbestos materials can be found in these primary areas:

- A. The insulation of elbow joints in the air handling and heat conveying duct work/piping;
- B. Some of the plaster materials used to cover the ceiling of the auditorium;
- C. The tile floors in several hallways and classrooms.

A management plan is currently in place to maintain and stabilize asbestos-containing materials. The Management Plan is available upon request.

#### **III. CHILD ABUSE AND NEGLECT**

All suspected cases of child abuse or neglect will be reported to an Administrator. Proper authorities will be notified as soon as there is reasonable cause to suspect abuse or neglect.

#### **IV. CONDUCT OUTSIDE SCHOOL**

Roncalli Catholic High School students represent the school in all their activities and conduct. As such, they are expected to display the teachings and values of Roncalli Catholic High School at all times and follow the guidelines of the Student Handbook.

## **V. ELECTRONIC EQUIPMENT**

Students are not to carry or use personal radios, tape/CD players, headphones, pagers, cell phones, car alarms, etc., during the school day because these items are disruptive in the classroom. They must be kept in their lockers and locker should be locked at all times. Students will be sent to the Assistant Principal and the items will be held until the end of the day.

For first offense, the student will be fined \$10 dollars. On second offense, the student will be fined a total of \$15 dollars. On a third offense the electronic device will be kept to the end of the semester.

## **VI. FIRE DRILLS AND DISASTER DRILLS**

Fire drills/disaster drills are held regularly during the school year. Students should move silently to designated areas as posted in each room.

## **VII. FOOD IN LUNCHROOM AND CLASSROOMS**

Students are expected to clean their places at the table and to dispose of their trash in the proper containers. Two classes will be assigned each week to take care of the final cleanup. Food/drink are not allowed in classrooms or hallways. Students may have pop bottles in their lockers. No outside food for lunches may be brought into the building, lockers or the classroom without permission from the Assistant Principal.

## **VIII. IDENTIFICATION CARDS**

Students should carry their picture ID card at all times. It must be presented to authorized personnel upon request. The ID card must be presented at all sporting events and other student activities requiring identification. If lost, the ID may be replaced for a \$5.00 fee.

## **IX. IMMUNIZATIONS**

Effective July 1, 1994, the Nebraska School Immunization Law requires that all students be immunized and PROVIDE PROOF OF IMMUNIZATION against the diseases of Diphtheria, Whooping Cough, Tetanus (DPT-minimum 3 immunizations); Polio (minimum 3 immunizations); Measles, Rubella (German Measles), and Mumps before entering high school. The school **MUST** have a current record for these immunizations BEFORE A STUDENT MAY BE ADMITTED INTO CLASSES. Parents no longer have the option to waive immunizations unless a medical reason is documented by a physician or for valid religious objections.

**If a student immunization record cannot be found, the student must be re-immunized.**

## **X. LOCKERS AND LOCKS**

Hallway lockers assigned for student use are school property and should be treated as such. Any student who defaces lockers in any manner (markers, stickers, scratches, etc.) may be fined and will be responsible for cleaning and repairing the locker.

The school reserves the right to open lockers as deemed necessary.

Each student will be issued one or two padlocks. The two locks will have the same combination. If a lock is lost or damaged, the student is responsible for the lock. The student will then be charged a replacement fee of \$10 the lock. Only SCHOOL issued locks are allowed on school lockers.

## **XI. MONEY BROUGHT TO SCHOOL**

Students should not bring a large amount of money to school. Roncalli Catholic High School is not responsible for money left in lockers or elsewhere. Students may leave money in the office if necessary.

## **XII. MULTI-CULTURAL/GENDER EDUCATION**

Roncalli Catholic High School utilizes the resources of curriculum, instruction, in-service, counseling, and guidance to reflect the racial, ethnic, language, gender and cultural heritage of both historical and modern-day United States of America by observing the following objectives:

- A. To select materials and methods that will eliminate bias and stereotypes at Roncalli Catholic High School.
- B. To conduct in-service programs for the staff that will assist them to understand a multi-cultural/gender approach in their teaching and administrative duties.
- C. To encourage all students to grow in self-esteem and to understand and develop their academic and human potential.
- D. To guard against the grouping of students that reflect racial, ethnic, gender or cultural bias.

### **XIII. NON-DISCRIMINATION POLICY FOR ADMISSION**

The Catholic schools of the Archdiocese of Omaha will not discriminate:

- on the basis of race, color, national or ethnic origin in administration of their educational policies, admission policies, scholarship and loan programs, athletic and other school-administered programs
- or disability if with reasonable accommodations, the applicant can meet the program requirements.

### **XIV. NEWSLETTER**

Roncalli Catholic High School publishes a monthly newsletter for the Roncall Catholic parents and community.

### **XV. PARKING**

All students should park in the large school lot in the section designated for students. This section is located in front of the school **starting with the senior parking**. The first row is reserved for faculty and staff. Seniors park in the next two rows. All underclassmen park behind the seniors.

Students should NEVER park in the west faculty parking lot, the first row of the large lot, or the fire lanes. **CARS NOT PARKED IN THE PROPER PLACE WILL BE TOWED AWAY AT THE OWNER'S EXPENSE.**

Students are required to register their vehicles with the Dean of Students' office. The registration form is on the Signature Page following Section VII. Reckless driving in the parking lot could be cause for demerits or suspension.

Reasonable efforts will be made to monitor the parking lot but Roncalli

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

#### **XVI. POWER EQUIPMENT**

Students are NEVER allowed to use any power equipment in the shop area unless they are under the direct supervision of the Industrial Arts teacher.

#### **XVII. ADMISSION OF STUDENTS WITH I-20 STATUS**

Before a foreign student may be admitted to the Catholic schools in the Archdiocese of Omaha, the Superintendent must be contacted.

Foreign students may be admitted in accordance with the existing requirements and regulations of the United States Department of Justice.

If the student's family is in the United States with refugee status, parents must submit a copy of their documentation from the U.S. Immigration Department.

#### **Procedure for Admittance:**

- a. The parent/guardian/sponsor requests the appropriate information to file an I-20 form and then submits completed information to the superintendent.
- b. The superintendent is responsible for filing the I-20 electronically.
- c. The superintendent signs the form and submits the original I-20 form to the guardian/sponsor.
- d. The student submits the I-20 form to the Foreign Embassy for permission to leave his/her country.
- e. The student seeking admission into the Catholic schools under I-20 status must present the I-20 form. The school will keep a copy in the student's file.
- f. The school administrator must contact the superintendent annually to update the status of the student.

If a student graduates from a Catholic high school in the Archdiocese and goes on to college, the superintendent upon the request from the university or college transfers, the I-20 to the university or college that the student will be attending.

## **XVIII. PUBLIC ADDRESS SYSTEM AND ANNOUNCEMENTS**

The P.A. system is used for morning prayer, afternoon announcements, and emergencies only. All other announcements are put in the daily bulletin for teachers and students. The daily bulletin is also posted on the school web site @ [www.roncallicatholic.org](http://www.roncallicatholic.org).

## **XIX. PUBLIC DISPLAY OF AFFECTION**

The established purpose of a school is the academic advancement of the students. Public displays of affection (hand holding, hugging, walking arm in arm, etc.) are not proper and will not be allowed. Violations of this policy will result in demerits or detention(s).

## **XX. RELIGIOUS FORMATION**

Roncalli Catholic's goal is the development of students according to the teachings of the Catholic Church. Students attend the all-school liturgies, reconciliation services and class retreats. Students are required to take four years of Religion and to attend the class retreat and all school retreat each year. If a student fails to follow the religious requirement, the student may not graduate from Roncalli Catholic.

## **XXI. SCHOOL HEALTH POLICY**

Roncalli Catholic will not dispense medication of any type to students. If necessary for the school to supervise medication, a written doctor's order must be on file at the school. Parental permission is required for all prescription medications kept in the office or carried by the student.

A prescription medication permission form may be obtained from the school office or may be handwritten by the parent, clearly stating the student's name, the name of the medication, the dates and the times the student will be taking the medication, and signed by the parent. All medication, either prescription or non-prescription, must be in a labeled original container.

A health record is kept on all students. Cases of allergies, asthma and all medical problems should be reported to the school office.

## **XXII. TELEPHONES**

The phones in the offices are NOT to be used by the students except in cases of emergency. Cell phones are to be kept in lockers during the school day.

## **XXIII. TEXTBOOKS**

Textbooks are the property of Roncalli Catholic High School. Students are required to keep the textbooks covered at all times, provide proper care, and return the textbook at the end of the course in good condition. Students who damage, deface, or lose textbooks are required to pay the replacement cost of the textbooks. Failure to cover the textbooks will result in demerits or possible detentions.

## **XXIX. VISITORS**

Roncalli Catholic students who wish to bring a guest to school must get permission from the Director of Admissions or Dean of Students at least one week before the visit. Only visitors who have a serious interest in attending Roncalli Catholic High School in the near future will be admitted (with the exception of out-of-town visiting guests). Visitors must abide by all rules of conduct detailed in the Roncalli Catholic High School Parent/Student Handbook. Visitors are not allowed on some specific days, especially testing days.

A visitor form must be completed and signed by the student, visitor, and their parent(s) and be on file in the Director of Admission's office or the Dean of Students' office at least one day prior to the scheduled visiting day. Visitors must wear dress pants and a collared appropriate shirt. **VISITORS WILL NOT BE ALLOWED TO WEAR JEANS, T-SHIRTS, OR ANY QUESTIONABLE CLOTHING.** The Director of Admissions or the Dean of Students has the right to deny admittance to any visitor if any of these guidelines are not followed.

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

### XXX. CLAUSE TO AMEND

This handbook may be amended by the administration of Roncalli Catholic High School without prior notice to the students and parents.

### SECTION VI

### SCHEDULES

#### Regular

Per. 1	7:50 – 8:36
Ch. One	8:40 – 8:55
Per. 2	8:55 - 9:41
Per. 3	9:45 - 10:31
Per. 4	10:35 - 11:21
Per. 5	11:25 - 12:38
A Lun.	11:25 - 11:50
B Lun.	12:11 - 12:38
Per. 6	12:42 - 1:28
Per. 7	1:32 - 2:18
Per. 8	2:22 - 3:08

#### Activity Period

Per. 1	7:50 – 8:32
Ch. One	8:36 – 8:51
Per. 2	8:51 - 9:33
Per. 3	9:37 - 10:19
Per. 4	10:23 - 11:05
Act Pd	11:09 - 11:34
Per. 5	11:38 - 12:48
A Lun.	11:38 - 12:03
B Lun.	12:21 - 12:48
Per. 6	12:52 - 1:34
Per. 7	1:38 - 2:20
Per. 8	2:24 - 3:08

#### Late Start Schedule

Per. 1	9:50 - 10:23
Per. 2	10:27 - 11:00
Per. 3	11:04 - 11:37
Per. 4	11:41 - 12:14
Per. 5	12:18 - 1:16
A Lun.	12:18 - 12:43
B Lun.	12:51 - 1:16
Per. 6	1:20 - 1:53
Per. 7	1:57 - 2:30
Per. 8	2:34 - 3:08

#### Liturgy Schedule

Per. 1	7:50 - 8:31
Per. 2	8:35 - 9:13
Per. 3	9:17 - 9:55
Per. 4	9:59 - 10:37
Liturgy	10:41 - 11:55
Per. 5	11:59 - 12:59
A Lun.	11:59 - 12:24
B Lun.	12:34 - 12:59
Per. 6	1:03 - 1:41
Per. 7	1:45 - 2:23
Per. 8	2:27 - 3:08

**Early Dismissal**

Per. 1	7:50 - 8:26
Per. 2	8:30 - 9:05
Per. 3	9:09 - 9:44
Per. 4	9:48 - 10:23
Per. 5	10:27 - 11:02
Per. 6	11:06 - 11:41
Per. 7	11:45 - 12:20
Per. 8	12:24 - 1:00

**Pep Rally Schedule**

Per. 1	7:50 - 8:32
Ch. 1	8:36 - 8:51
Per. 2	8:51 - 9:33
Per. 3	9:37 - 10:19
Per. 4	10:23 - 11:05
Per. 6	11:09 - 11:51
Per. 5	11:55 - 1:05
A Lun.	11:55 - 12:20
B Lun.	12:40 - 1:05
Per. 7	1:09 - 1:51
Per. 8	1:55 - 2:37
P.Rally	2:41 - 3:08

**National Honor Society (NHS)**

Per. 1	7:50 - 8:28
Lit.	8:32 - 9:46
Per. 2	9:50 - 10:28
Per. 3	10:32 - 11:10
Per. 4	11:14 - 11:52
Per. 5	11:56 - 12:59
A Lunch	12:00 - 12:25
B Lunch	12:34 - 12:59
Per. 6	1:03 - 1:43
Per. 7	1:47 - 2:25
Per. 8	2:29 - 3:08

**Special Assembly**

Period 1	7:50 - 8:25
Channel 1	8:29 - 8:44
Period 2	8:44 - 9:19
Period 3	9:23 - 9:58
Period 4	10:02 - 10:37
Period 6	10:41 - 11:16
Period 5	11:20 - 12:22
A Lunch	11:20 - 11:45
B Lunch	11:55 - 12:22
Period 7	12:26 - 1:01
Period 8	1:05 - 1:40
ASSEMBLY	1:44 - 3:08

**Finals Schedule**

**First semester – day one (Periods 1-3) – day two (Periods 4–6) – day three (Periods 7 & 8).**

Prayer/Pledge/Announcements Period 1,4, 7:.....7:50 – 9:00 a.m.

Period 2, 5, 8:.....9:05 – 10:05 a.m.

Period 3 & 6:.....10:10 – 11:10 a.m.

**Day 3** – 10:05 a.m. Dismissal

**Second semester – day one (Periods 1-3) – day two (Periods 4-6) day three (Periods 7 & 8).**

**Day 1**

Homeroom/Locker Cleanout: - 7:50 – 8:30 a.m.

Period 1: - 8:35 – 9:35 a.m.

Period 2: - 9:40 – 10:40 a.m.

Period 3 - 10:45 – 11:45 a.m.

**Day 3** – 9:55 a.m. Dismissal

**Day 2 & 3**

Period 4 & 7 - 7:50 – 8:50 a.m.

Period 5 & 8 – 8:55 – 9:55 a.m.

Period 6 – 10:00 – 11:00 a.m.

## SECTION VII

### STUDENT ACTIVITIES

#### I. PHILOSOPHY OF ACTIVITIES

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

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

#### II. ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The Activity Director and Guidance Counselor will determine eligibility for the semester. Coaches and activity sponsors will work with the Activity Director to check on eligibility of participating students.

- A. In addition, the coaches and the Nebraska School Activities Association (NSAA) have other policies parents and students need to be aware of:
  1. A student must be an undergraduate.
  2. A student must be enrolled in at least twenty hours per week and regular in attendance, in accordance with the school's attendance policy.
  3. A student must be enrolled on or before the eleventh school day of the current year.
  4. A student is ineligible if nineteen years of age before August 1 of current school year. Student may participate on a high school team if he/she was 15 years of age prior to August 1 of current school year.
  5. After a student's initial enrollment in grade nine, he/she shall be ineligible after eight semesters of school membership.
  6. A student must have been enrolled in school the immediate preceding semester.
  7. A student must have received twenty semester hours of credit the immediate preceding semester.

8. Once the season of a sport begins, a student shall compete only in athletic contests/meets in that sport, which are scheduled by the school. Any other competition will render the student ineligible for a portion of, or all of, the season in that sport. The season of a sport begins with the first date of practice as permitted by NSAA rules.

A student shall not participate in sports camps or clinics during the season of a sport in which he/she is involved, either as an individual or as a member of a team. A student shall not participate on an all-star team while a high school undergraduate. A student entering grade nine for the first time after being promoted from grade eight of a two-year junior high, or a three-year middle school, or entering a high school for the first time after being promoted to grade ten from a three-year junior high is eligible. After making a choice of high schools, any subsequent transfer will cause the student to be ineligible for ninety school days.

If a student has participated on a high school team at any level as a seventh, eighth, or ninth grade student, he/she has established his/her eligibility at the high school where he/she participated. If the student elects to attend another high school upon entering ninth or tenth grade, he/she shall be ineligible for ninety school days.

When the parents of a student change their domicile from one school district, which has a high school to another school district, which has a high school, the student is ineligible for ninety school days. **See the Activities Director for exceptions.**

Guardianship does not fulfill the definition of a parent. If a guardian has been appointed for a student, the student is eligible in the school district where his/her natural parent(s) have their domicile. Individual situations involving guardianship may be submitted to the Executive Director for his review and a ruling. A student shall not participate in a contest under an assumed name.

A student must maintain his/her amateur status.

- B. Extra-curricular activities shall be defined as any school sponsored activity that involves outside of class participation, i.e. athletics, music performances, drama contest, cheerleaders, drill team, all plays and musicals, etc. During the student's period of ineligibility, the student may not participate in any such activity other than practice.

Students who have accumulative grade of "F" in two courses in two consecutive weeks will not be able to participate in extracurricular activities according to the following requirements and procedures:

- a. On the days indicated, teachers will determine which students are not passing their courses.
  - i. The student will be ineligible if his/her name appears for two consecutive classes on two successive ineligibility lists.
  - ii. Teacher required work must be handed in by class time on the last day grades are taken during the week according to Eligibility Calendar.
  - iii. The teacher will hand in a list of those students who are failing in their class, by 4:00 p.m. on Thursday or as indicated on the Eligibility Calendar.
  - iv. The students on the list will not be eligible for public participation in extracurricular activities from Monday through Sunday of the following week.
- b. The teacher must have at least an average of two grades per week to make eligibility judgments. A student cannot be held out in successive weeks if he/she has not had an opportunity to raise his/her grades because no grades were given.
- c. Public performances are not allowed during the week of ineligibility. Effective time for ineligibility is to be Monday through Sunday. However, the student may be required to be in uniform under the supervision of the coach or sponsor. Practices, rehearsals, etc. are mandatory.
- d. This eligibility list will start at the 1<sup>st</sup> quarter mid-term and continue to the end of the first semester. It will resume at the 3<sup>rd</sup> quarter mid-term and continue to the end of the semester.

### **III. SPORTSMANSHIP**

Athletes:

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

### **IV. CHEERLEADERS AND DANCE TEAM**

Two very important groups in the activities program are the cheerleaders and dance team. As leaders, they will follow all the same policies that other students in activities follow, especially regarding sportsmanship.

### **V. COURTESY**

Roncalli Catholic students remember:

- to be a good host when visiting teams arrive here.
- to be a good guest when you are the visitor.
- that what you do at contests will be the criteria upon which people judge you and Roncalli Catholic High School.

## **VI. MULTIPLE PARTICIPATION**

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

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

## **VII. SUNDAY PRACTICES**

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

## **VIII. GRIEVANCE POLICY**

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

If parents are seriously dissatisfied with an aspect of the school's program or activities which the school administration has deemed as integral to or in the best interest of the school's goals, the parents may wish to exercise their option of choosing another school for their child or children.

If serious dissatisfaction results in continued agitation on the part of parents, the school administration will assess the impact of such

agitation, and after discussion of the matter with the parents, may exercise the school's prerogative to withdraw permission for enrollment of their child.

#### **IX. TRANSPORTATION EXTRA-CURRICULAR ACTIVITIES**

Roncalli Catholic High School will provide transportation to after school, off-campus game sites and practices based on availability of vehicles, drivers and location of game or practice. Roncalli Catholic assumes no responsibility for students who use their personal vehicles to arrive at games or practices.

The sponsor of the activity will provide for and approve the method of travel of each and every member student to and from the event. Students must travel with the team to and from all events unless the parent personally takes the student from the event and written notice is given to the coach. All drivers must be employees of the school, who meet all state guidelines for drivers, as well as the qualifications established by the insurance carrier for Roncalli Catholic High School. School-owned/provided vehicles will be used to transport students.

## SIGNATURE PAGE

### **Computer Code of Ethics**

- As a user of the Roncalli Catholic High School Computer Network, I hereby agree to comply with the high standard of excellence that is expected as a self-disciplined person and I will take responsibility for my behavior.
- I agree to use the Internet in an ethical and moral way. I also agree that, if for any reason, I access any objectionable, profane, or obscene material, the teacher/school administration has the right and responsibility to rule on and discipline my transgression in a way they deem appropriate. I also have the responsibility to move from the site immediately and inform the teacher. Furthermore, I release the teacher, school administration, and archdiocese from any and all liability, if I access objectionable items on the Internet.
  - I agree to abide by the following guidelines:
    1. Students will not be able to access chat rooms.
    2. Students will not be able to check e-mail during school hours.
    3. Students will browse the Internet for school purpose only.
    4. Students may not add any videos to You Tube or other related sites using Roncalli Catholics logo or name without written permission.

As the parent/guardian of (name of student), I agree to the above and grant my son/daughter permission to use the Internet, realizing that strict enforcement of the rules stated above will take place should there be any violations. I also assume responsibility for my son's/daughter's actions.

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**Student's Signature**

**Date**

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**Parent's Signature**

**Date**

**RONCALLI STUDENT PARKING**

Homeroom Teacher \_\_\_\_\_

Year/Make/Model/Color of Car #1 \_\_\_\_\_

License Number of Car #1 \_\_\_\_\_

Year/Make/Model/Color of Car #2 \_\_\_\_\_

License Number of Car #2 \_\_\_\_\_

**2009/2010 School Year**

To ensure that each student and parent has read and understands the policies and regulations of Roncalli Catholic High School, parents and students are asked to sign this form and **return it to the student's homeroom teacher.**

\_\_\_\_\_  
STUDENT SIGNATURE                      DATE

\_\_\_\_\_  
FATHER/GUARDIAN SIGNATURE      DATE

\_\_\_\_\_  
MOTHER/GUARDIAN SIGNATURE      DATE

**2009-2010 Public Information Consent for News Media Release**

*(Please respond to each of the following.)*

1.  Yes  No I give permission for Roncalli Catholic High School to include my child in photographs, videotapes, printed materials and/or local media stories about Roncalli Catholic High School. I understand that Roncalli Catholic High School will use the materials for informational and promotional purposes only.
  
2.  Yes  No I give permission for Roncalli Catholic High School to include my child's photograph without the name on the District's web page.
  
3.  Yes  No I give permission for the Roncalli Catholic High School to use my child's name with no photograph on the District's web pages.

**Student Signature:** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

STYLEBOOK  
RONCALLI CATHOLIC HIGH SCHOOL

**MANUSCRIPT REQUIREMENTS:**

- MS 1 All papers are to be typed, double spaced on one side of a page; or written in ink one side of looseleaf paper. Spiral paper is not acceptable for formal papers.
- MS 2 Use the following headings for all written work.  
Name of Course: \_\_\_\_\_ Name \_\_\_\_\_  
Period \_\_\_\_\_ Date \_\_\_\_\_
- MS3a For formal compositions, use the following information for the title page:  
Name of Course: \_\_\_\_\_ Name: \_\_\_\_\_  
Period \_\_\_\_\_ Date: \_\_\_\_\_  
Title  
(center in middle of page)
- MS3b First page of body of paper has no marking at top and is started 1 and 1/2 inches below top of page.
- MS3c Second page heading:  
Title (or your name) \_\_\_\_\_ Page 2
- MS4 All four margins are one inch on typed papers.  
Do not justify the right margin.
- MS5 Select a short, interesting title for your composition.
- MS6 Only neat and legible papers are acceptable.
- MS7 Each paper should include a thesis statement which states the central idea of the paper. A thesis statement is NOT: "This paper is about...", or "I am going to discuss..." The thesis is a part of the introduction to the paper which is then fully developed and supported in the body of the essay and is again reflected upon in the conclusion.
- MS8 Do not use abbreviations in formal writing.
- MS9 Write numbers from one to nine and use numerals for all numbers 10 and over. Never begin a sentence with a numeral.  
Always use numerals with abbreviations or symbols (6 lbs., 4 p.m.) and in addresses, dates, decimal fractions and page references.  
For very large numbers you may use a combination of numerals and words (4.5 million).  
Express related numbers in the same style (5 out of 127 British troops, 3 automobiles, and 12 trucks, from 1 billion to 1.2 billion.)  
MLA
- MS10 When a word must be divided at the end of a line, indicate the division with a hyphen at the righthand margin, not the left. Divide words between syllables and never set off a single letter. Check a dictionary if you are not sure.

- MS11 Underline names of books, magazines, newspapers, works of art, ships, aircraft, trains, foreign words and phrases.
- MS12 Use quotation marks for articles, essays, short stories, poems, chapters of books, radio and t.v. programs, songs, lectures, speeches, movies, booklets, and chapter headings.
- MS13 Idea is not clearly stated or documented accurately.
- MS14 Fact is clouded by personal opinion.
- MS15 Language is inappropriate for intended audience.

**PROOFREADING SYMBOLS:**

- PR1 \_\_\_ Indicates a new paragraph should begin here. Indent paragraphs.
- PR2 \_\_\_ Indicates additional space is needed at the point where it is inserted.
- PR3 \_\_\_ Close up space.
- PR4 \_\_\_ Insertion should be made here.
- PR5 \_\_\_ This information is in doubt.
- PR6 \_\_\_ Word or letter should be capitalized.
- PR7 \_\_\_ Word or letter should be in lower case.
- PR8 \_\_\_ Indicates this letter or word should be removed.
- PR9 \_\_\_ Insert punctuation.
- PR10 \_\_\_ Word is misspelled.
- PR11 \_\_\_ No paragraph; run in with last paragraph.
- PR12 \_\_\_ Transpose letter or word.

**REVISION OF PAPERS:**

Any paper written outside of class or written in class with access to resource materials (dictionaries, thesaurus, usage handbook) is subject to revision. The teacher will inform the student of this when the paper is assigned. **NO CREDIT WILL BE GIVEN UNTIL THE REVISED PAPER IS COMPLETED CORRECTLY.** The revision must be submitted within two days of the return of the paper to the student.

## SENTENCE STRUCTURE:

- S1 --- OMITTED WORD. Insert the word left out.
- S2 --- RUN-ON SENTENCE. Avoid joining independent clauses without sufficient reason or without proper punctuation.
- S3 --- LACK OF UNITY. Combine related ideas into one sentence/one paragraph. Select conjunctions, prepositions, and transitional phrases that show the correct relationship between the sentence parts or paragraphs.
- S4 --- AGREEMENT.  
\*\*A verb should agree with its subject in person and number.  
\*\*A pronoun should agree with its antecedent in number and gender.  
\*\*Demonstrative pronouns (this, that, these, those) should agree in number with the words they modify.
- S5 --- INDEFINITE REFERENCE. Avoid using pronouns that have no clear reference to antecedent nouns or pronouns.
- S6 --- MISPLACED MODIFIERS. Place modifying words, phrases and clauses near the word modified.
- S7 --- DANGLING VERBALS. Participles and infinitives must be related unmistakably to the words they modified.
- S8 --- SHIFT IN TENSE. Do not change needlessly from one tense to another.
- S9 --- SHIFT IN PERSON. Avoid unnecessary shifting of person within one sentence/one paper.
- S10 --- SHIFT IN PARALLELISM. Parallel ideas should be expressed in parallel construction.
- S11 --- AWKWARD CONSTRUCTION. Express the sentence clearly and sensibly.
- S12 --- POINT OF VIEW. In formal papers third person is preferred.
- S13 --- ABBREVIATIONS/CONTRACTIONS. Avoid use of abbreviations and contractions in formal papers.
- S14 --- SENTENCE FRAGMENT. Do not use fragments as complete sentences.
- S15 --- VOICE. Use active voice in your papers and not passive voice.  
EXAMPLE:  
Active: Don baked the cake for the party.  
Passive: The cake was baked by Don for the party.

### **DICTION ERRORS:**

- D1 --- **WRONG WORD.** Check meaning of word in dictionary.
- D2 --- **CHOICE OF WORDS.** Select a more appropriate word or expression. Avoid slang, cliches, or colloquialisms.
- D3 --- **WORDINESS.** Avoid repetition, wordiness, and redundancy of ideas.
- D4 --- **CONFUSING PARTS OF SPEECH.** Do not use adjectives for adverbs; do not use prepositions for conjunctions.

### **PUNCTUATION ERRORS:**

- P1 --- **UNNECESSARY PUNCTUATION.** Do not use punctuation marks without a logical reason.
- P2 --- **END PUNCTUATION.** Use proper end punctuation after statements, questions and exclamations. Use a period after initials and abbreviations.
- P3 --- **COMMA.**
  - a. Use commas to separate words, phrases, or clauses in a series.
  - b. Use a comma before the conjunction connecting main clauses in a compound sentence.
  - c. Use a comma to set off introductory words and phrases that need to be set off for clarity.
  - d. Use a comma to set off nonrestrictive phrases and clauses.
  - e. Use a comma to set off appositive words and phrases.
  - f. Use a comma to set off explanatory expressions including those for direct quotations.
  - g. Use a comma to set off successive parts of addresses and dates.
  - h. Use a comma to set off words used in direct address and as mild interjections.
- P4 --- **SEMICOLON**
  - a. Use a semicolon to separate independent clauses in a compound sentence when the coordinate conjunction is not used.
  - b. Use a semicolon to separate parallel phrases or clauses in a series if they are subdivided by commas.
  - c. Use a semicolon before expressions such as: namely, for example, that is, for instance, in fact, **OR** however, when they appear without a coordinate conjunction between the main clauses.

- P5 --- COLON
- a. Use a colon after the salutation in a business letter.
  - b. Use a colon before a list of appositives or items formally introduced by expressions such as the following or as follows.
  - c. Use a colon to introduce a long or formal direct quotation.
- P6 --- QUOTATION MARKS
- a. Use double quotation marks to enclose direct quotations, titles of short stories, essays, booklets, poems, songs, chapter headings, individual TV programs and movies.
  - b. Use single quotation marks to enclose a quotation within the first quotation.
  - c. Follow the rules for using punctuation marks with quotation marks.
    - 1) Place periods and commas inside closing quotation marks.
    - 2) Place semicolons and colons outside closing quotation marks.
    - 3) Question marks and exclamation points are placed inside closing quotation marks if quotation is a question or an exclamation; otherwise they are outside.
- P7 --- APOSTROPHE
- a. Use an apostrophe with nouns showing possession.
  - b. Use an apostrophe to indicate a contraction of two words.
  - c. Use an apostrophe to indicate the plural of letters, numbers, symbols, or words referred to as such. (two r's, two 3's)
  - d. Put the apostrophe in the correct position.
- P8 --- HYPHEN
- a. Use a hyphen between compound numbers from twenty-one to ninety-nine.
  - b. Use a hyphen between two or more words which serve as a single adjective: a well-kept lawn, a twelve-yard gain, a well-to-do man.
  - c. Use a hyphen between certain words that may be used to form a single noun or other part of speech: mother-in-law, self-confidence, man-of-war.
- P9 --- MISCELLANEOUS MARKS
- a. The Parenthesis. Use parentheses for business confirmations or for adding useful information within a sentence. Do not use parentheses to indicate words to be omitted.
  - b. The Bracket. Use brackets to insert explanations, corrections, or omitted matter in the body of a quotation. This is an editorial device.
  - c. The Ellipsis. Use ellipsis (...) to show the omission of material in direct quotations.

- d. The Dash. Use dashes to set off parenthetical or explanatory expressions subdivided by commas, or to set off an important break in the thought.

#### **CAPITALIZATION:**

- C1 --- Do not use unnecessary capitalization.
- C2 --- Capitalize the first word of a sentence or a direct quotation.
- C3 --- Capitalize the first word and all important words of a title.
- C4 --- Capitalize all proper nouns and adjectives.
- C5 --- Capitalize honorary titles, or their abbreviations, when they precede personal names or when they refer to highest ranking officials.
  
- C6 --- Capitalize words of family relationship when used with a person's name or as a substitute for it. Omit capitals when the noun is modified by a possessive as in "my father" or "his cousin."

#### **SPELLING:**

Spelling must be correct in all instances. Consult a dictionary or the computer spellcheck.

- SP1 --- Words ending in silent "e" usually drop the "e" before a suffix beginning with a vowel.  
Words ending in silent "e" usually retain the "e" before a suffix beginning with a consonant.  
Words ending in "ce" or "ge" usually retain the "e" before a suffix beginning with "a" or "o."
- SP2 --- If one-syllable words and words accented on the last syllable end in a single vowel-consonant, and if the accent does not shift, double the consonant before adding a suffix beginning with a vowel.
- SP3 --- When forming the plural or adding a suffix to words ending in "y" preceded by a consonant, change the "y" to "i," unless the suffix begins with "i."
- SP4 --- Use "i" before "e" when sounded as "e," except after "c," or when sounded as "a."
- SP5 --- Add "s" to form most plurals. Add "es" to form the plurals of nouns ending in "s," "sh," "ch," "x" or "z."
- SP6 --- Consult a dictionary or the computer spellcheck before turning in a paper.

## **RESEARCH PAPERS:**

When producing research papers, be sure to check with your instructor about form for end notes and work cited pages. Most teachers have a form to distribute.

Please note the following general guidelines regarding plagiarism and documentation:

- failing to document sources is plagiarism (kidnapping!)
- when you summarize, paraphrase or quote, you must acknowledge words and ideas that are not your own.
- as you prepare your note cards be careful to record the source of your information and the page numbers.
- "When in doubt, document."
- plagiarism can result in an "F" for the paper and in some cases, an "F" for the course.

**The standard format for research documentation at Roncalli Catholic is that of the Modern Language Association (MLA). A link to a website providing this format can found on the Roncalli Catholic home page. ([www.roncallicatholic.org](http://www.roncallicatholic.org))**

## **Six Traits of Writing**

### **Ideas**

- Makes Sense
- Narrow, manageable topic
- Sounds like writer knows the topic well
- Fresh spin
- Important details

### **Word Choice**

- Memorable moments
- Strong verbs
- Vivid images
- "Just right" words and phrases
- Simple language used well
- Minimal redundancy
- Minimal slang, jargon, inflated language
- Not just correct – precise

## **Organization**

- Inviting lead
- Purposeful sequencing
- Elaboration remains “centered”
- Fun to predict, but... some surprises too!
- Doesn't just STOP
- No “dream” endings
- No redundant summaries

## **Sentence Fluency**

- Easy to read aloud
- Varied sentence length
- Varied, purposeful sentence beginnings: Now, After a while, Because of this, Nevertheless, As a result, Consequently, However, Therefore
- Rhythm, cadence

## **Voice**

- Sounds like a person wrote it
- Sounds like this writer – no one else
- Brings topic to life
- Punch, flair, style, courage
- Makes you feel something
- Sense of involvement

## **Conventions**

- Looks clean, edited and polished
- Most things done correctly
- Easy to decode, decipher, comprehend, and follow
- No BIG, GLARING errors
- Easy to follow on ideas, voice, organization

## **RECOMMENDATIONS FOR ASSISTANCE IN THE COMMUNITY**

### **Counseling**

\* Catholic Charities  
3300 N. 60<sup>th</sup> St.  
Phone: 554-0520

\* Omaha Psychiatric Associates  
2132 S. 42<sup>nd</sup> St.  
Phone: 558-1858

\* Immanuel Medical Center  
Center for Mental Health  
Phone 717-4673

\* Joseph Rizzo & Associates  
7836 Wakely Plaza  
Phone: 397-0330

\* Inroads Counseling  
8031 W. Center Rd  
Phone: 932-2248

\* UNO Community Counseling  
421 Kayser Hall  
Phone: 554-2727

\* Woodhaven Counseling Associates  
11319 P Street  
Phone: 592-0328

\* Methodist Hospital  
Addiction Services  
9239 W. Center Rd.  
Phone: 354-8075

\* Family Strategies & Educational  
Services  
11414 W. Center Rd.  
Phone: 330-4014

Methodist Hospital  
Behavioral Health  
Phone: 354-1354

**Or check Yellow Pages  
under Counselors**

### **EDUCATIONAL SERVICES:**

KAPLAN Test Prep (for ACT, SAT, PSAT prep): Phone 393-8570  
Sylvan Learning Center (for testing and tutoring): Phone 334-9449  
Dr. Bev Doyle (to assess learning disabilities): Phone 697-9945  
Joyce Swanson, Learning Consultant: Phone 345-4908

### **TUTORING:**

To advertise for a tutor, contact the Education Dept. at Creighton University, College of St. Mary or UNO.

Roncalli Catholic HS National Honor Society Members are available for tutoring during the school day. To request an NHS tutor, contact Jim Meister at 571-7670.

Marge Shoemaker, Reading Plus Tutoring Services: Phone 561-8683.

### **HOTLINES:**

Boystown National Hotline: Phone 1-800-448-3000  
Child Protective Services: Phone 595-3330 or 444-7000  
Emergency Pregnancy Services: Phone 554-0121  
YWCA Rape/Sexual Abuse Hotline: Phone 345-7273

