



Student/Family Handbook 2023-2024

The Roncalli High School logo is a symbol of community. Each “arm” of the cross within the Roncalli logo is a stylized version of the international symbol of a person. Roncalli is a community made up of four major groups: students, parents, faculty and parishes. Each of the arms of the cross represents one of these groups. The arms are joined to indicate Roncalli’s desire to form a strong community bond. This bonding illustrates the interdependence necessary for a personalized education. The cross that these groups form expresses our Catholic/Christian philosophy, beliefs, and heritage.

RONCALLI HIGH SCHOOL

Mission Covenant and Value Statements

Roncalli Catholic Schools **Mission Covenant***

To cultivate the call to holiness, inspire missionary disciples, and champion academic excellence in the Catholic tradition based on the life and teachings of Jesus Christ.

Value Statements

Through the charisms of St. John Baptist de La Salle, St. Francis of Assisi, St. Edith Stein, and St. John XXIII which animate our mission, we commit to these values:

Discipleship

We make visible the Gospel command to love God and neighbor, by making a commitment to act justly toward all peoples and creation for the common good.

Academic Excellence

We strive to develop servant leaders, critical thinkers, and lifelong learners who transform a global community by their witness of respect for all persons created in the image of God.

Spirituality

We commit to witness the gift of faith through the practice of prayer, liturgy, word and servant leadership at Roncalli Catholic Schools, our local churches and the communities in which we live.

Community

We welcome, respect, and affirm the dignity and goodness of each person we encounter, recognizing our kinship as sisters and brothers of Jesus through life-affirming evangelization and service.

***Denotes a binding promise of relationship: Roncalli Catholic Schools and those served become one.**

Adopted and approved by Roncalli Catholic Schools Board of Trustees
January, 2021

Table of Contents

General Information	Page	Student Services (continued)	Page
Handbook Identification Page	cover	Convocation	12
Mission Covenant and Value Statements	1	Fine Arts Center	12
Table of Contents	2	Flexible Tuition Program	12
Roncalli High School Information	3	Health Services	12
Welcome	3	Illness	12
Roncalli High School History	3	Lockers	12
Pope Saint John XXIII	4	Library/Media Center	12
St. Edith Stein	4	On-Campus Driving and Parking	13
St. John Baptist de La Salle	4	Recourse for Students and Parents/Guardians	13
St. Francis of Assisi	4	School Counseling Department	13
School Personnel	5	Scholarships	13
		Student Awards	13
		Textbooks	13
		Tutoring	13
		Wisconsin Parental Choice Programs	13
		Wisconsin Academic Excellence Scholarship	13
		Visitors	14
		Volunteers	14
		Work Program	14
Our Catholic Mission		Student Life	
Mass	6	Building an Atmosphere of Learning and Cooperation	14
Common Prayer and Worship	6	Cell Phone Use	14
Convocation	6	Dress Code	14
Reconciliation Services	6	Fine Arts Association	15
Retreats	6	Field Trips	15
Campus Ministry Department	6	Music Department	15
Chapel Use Guidelines	6	Parents in Action (PIA)	16
		Politeness and Christian Conduct	16
		Roncalli Athletic Association (RAA)	16
		School Dances	16
		Sportsmanship	17
		Student Government	17
Academic Information		Violation of the Roncalli Honor Code	
Discussion of Concerns	6	Academic Integrity	17
Academic Standings and Extracurricular Activities	6	Cheating and Dishonesty	17
Class Rank	7	Plagiarism	18
Conferences	7	Group Work	18
Course Selection	7	Controlled Substance Use	18
Credits	7	Destruction of Property	18
Failure	7	Disciplinary Probation	18
Graduation Requirements	7	Gambling	19
Grading Scale	7	Searches	19
Honor Roll	8	Suspension	19
Incompletes	8	Expulsion	19
Jet Block	8	Recourse for Parents/Guardians	20
Learning Services Program	8	Hearing Procedures	20
National Honor Society	8	Decision Process	20
Spanish National Honor Society	8	Harassment and Bullying Policy	20
Honors Affected	8	Sexual Harassment Policy	20
Non-Roncalli Classes	9	Stealing	20
PowerSchool	9	Weapons	21
Report Cards	9	Failure to Adhere	21
Roncalli Campus	9	Roncalli High School Wellness Policy	21
Schedule Changes	9	Administrative Interpretation of Handbook	23
Service/Leadership	9	Cases Not Covered By Specific Rules	23
		Hotlines	23
Attendance Information			
Philosophy	9		
Absense Policy Definitions	9		
Procedures	10		
Make-up Assignments and Examinations	10		
Student Services			
Admissions, Retention and Marketing	11		
Development	11		
Cafeteria Program	11		
Food and Drink	11		
Computer Information	11		
Bring Your Own Device (BYOD)	11		
Chromebooks	11		
Technology Policy	12		

RONCALLI HIGH SCHOOL INFORMATION

School Office: 920-682-8801

School Fax: 920-662-4429

Website: www.roncallicatholicalschools.org

Accreditation/Membership

Wisconsin Religious and Independent Schools

Accreditation (WRISA)

Wisconsin Interscholastic Athletic Association (WIAA)

Wisconsin School Music Association (WSMA)

National Catholic Education Association (NCEA)

Patron Saints

Pope Saint John XXIII (Angelo Giuseppe Roncalli)

St. Francis

St. John Baptist de la Salle

St. Edith Stein

School Colors

Columbia Blue and Navy Blue

Nickname

Jets



Roncalli School Song

Chorus:

We're the Roncalli Jets

We're the best of all the rest

And we'll show you how

We'll go on to fame

By winning every game

Roncalli Jets is our name!

1. Let's go you Jets, let's go
Let's fight with all our might
We'll lead our school to victory
And we'll win this game tonight.
2. Victory, victory is our cry
V – I – C – T – O – R – Y!
So come on Roncalli Jets
We're the best of all the rest!

Welcome to the 2023-2024 School Year

In our Mission Covenant, we express our goal of cultivating the Christian values of discipleship, academic excellence, spirituality and community to our school. The staff of Roncalli High School is dedicated to the modeling of Christian values, while creating the best possible education for our students.

This handbook seeks to provide you with a framework for those opportunities and responsibilities. Best wishes for a faith- and learning-filled school year!

Roncalli High School History

Roncalli High School, named for Angelo Giuseppe Roncalli (Pope Saint John XXIII), was built by the people of the 10 Catholic parishes in the Manitowoc and Two Rivers area in 1965. A group of Catholic laymen had approached Bishop Bona of the Green Bay Diocese in 1963 for permission to conduct a fundraiser to build a Catholic school in the Manitowoc and Two Rivers area. Because this major population area was the only one within the diocese without a Catholic high school, Bishop Bona gave his permission and a fundraiser began.

Since that time, the parishes in the Lakeshore area have generously supported Roncalli High School as an extension of their parish educational programs.

The De La Salle Christian Brothers

The De La Salle Christian Brothers served Roncalli High School since opening in 1965 until 2012 and brought a 300-year tradition of Christian education to our school. The De La Salle Christian Brothers were founded by St. John Baptist de La Salle in France in 1680. Today, 6,500 Christian Brothers and 65,000 Lasallian Partners serve the educational needs of young people in 87 different countries throughout the world.

Franciscan Sisters of Christian Charity

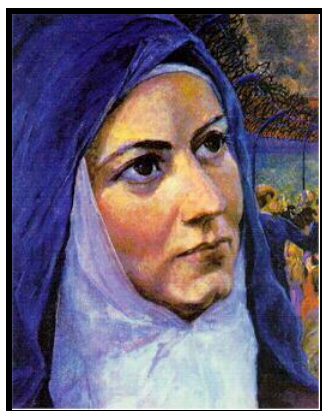
The Community of the Franciscan Sisters of Christian Charity of Manitowoc also served Roncalli High School from its beginning until 2019. In 1981, the 800th anniversary of the birth of St. Francis, the founder of all Franciscans throughout the world, was celebrated. The community which served Roncalli was founded in Clarks Mills, Manitowoc County in 1869 to assist with the educational needs of the children in the area. The sisters now teach and sponsor health care facilities in the United States.

*“Consult not your fears but your hopes and your dreams.
Think not about your frustrations, but about
your unfulfilled potential. Concern yourself not with
what you tried and failed in, but with what it is still
possible for you to do.”*
-Pope Saint John XXIII



Pope Saint John XXIII

St. John XXIII (1881-1963), born Angelo Roncalli, rose through the ranks of the Vatican's diplomatic service before his election to the papacy in 1958. Despite being intimately familiar with the horrors of the 20th century, John XXIII always saw the grace of God at work in the world, and therefore always found justification for hope. His legacy was secured when he called the Second Vatican Council, which he hoped would usher in a new era of engagement between the Church and the world. The world had problems, and he was convinced that the Church had wisdom that could help. Having St. John XXIII as a patron challenges us to recognize that it is in the world, and not separate from the world, that we travel on the way to holiness.



St. Edith Stein

St. Edith Stein (1891-1942) was a prominent Jewish philosopher who converted to Catholicism after a period of agnosticism. A lifelong commitment to truth and a reading of St. Teresa of Avila led her to embrace the Catholic faith and discern a vocation to the Carmelites. St. Edith Stein saw her Jewish identity as strengthening her relationship to Christ: she was connected to Him not only through her baptism, but also by blood. Feeling compelled to remain in Europe so as to share whatever fate awaited her people, St. Edith Stein was arrested during a reprisal against the Dutch Catholic Church by the Nazis and was executed at Auschwitz. Having St. Edith as a patroness challenges us to pursue academic excellence as we seek to discern our own vocations, to continue seeking God even when we face doubts, and to remain confident that the love of God transcends all things, including suffering.

St. John Baptist de La Salle

St. John Baptist de La Salle (1651-1719), the patron saint of all teachers, renounced his comfortable post at the Cathedral of Reims and a considerable inheritance in order to devote himself fully to the teaching of the poor youths of France. La Salle founded the Brothers of the Christian Schools, and developed a spirituality of education that helped his Brothers to see teaching as a calling from God. The patronage of St. John Baptist de La Salle reminds us of our school's long-standing relationship with the Brothers. St. John Baptist de La Salle challenges us to serve the poor, to witness to our faith in Christ in the way we act and to constantly seek to strengthen the bonds of community that make Christian life more vibrant.



St. Francis of Assisi

St. Francis of Assisi (c. 1181-1226), one of Catholicism's most beloved saints, experienced a religious conversion after a bleak period in his youth that saw his hometown of Assisi soundly beaten in battle and Francis taken captive for an entire year. Responding to an encounter with the Lord in which Francis was commanded to rebuild the Church, Francis went on to establish the Franciscan religious order. For the last 800 years, Franciscans have lived the Gospel with profound trust that God will provide, seeking always to be God's instruments in a broken world. The patronage of St. Francis of Assisi reminds us of our school's long-standing relationship with the Franciscan Sisters of Christian Charity. St. Francis challenges all members of our community to serve others and to find God's grace in all things.



School Personnel

Administration

President

Mr. John Stelzer

Principal

Mrs. Fran Peter

Professional Staff

Administrative Secretary/Receptionist

Mrs. Carolyn Anhalt

Athletic & Student Activities Director

Mr. Nathan Kaderabek

Athletic Director Secretary/Bookstore Manager/

Registrar/School Counselor Secretary

Mrs. Paulette Leist

Athletic Trainer

Ms. Erin Butke

Attendance Secretary

Ms. Vida Martin

Campus Minister

Mrs. Callie Hynek

Chaplain

Fr. Matthew Colle

Development Assistant

Mrs. Cassie Kaderabek

Development Specialist

Ms. Sue Krueger

Director of Admissions and International Program Coordinator

Mrs. Shannon Pritzl

Director of Development

Mrs. Candice Geisen

Director of Finance

Mrs. Barbara Strawn

Director of Mission and Discipleship

Fr. Dave Beaudry

Facilities Manager

Mr. Brian Bohman

Facilities Staff

Mr. Jacob Bohman

Mr. Nick Bohman

Mr. Matt Gadzinski

Mr. Paul Johnsrud

Mr. Steve Naidl

Mr. Aaron Noskowiak

Finance Specialist

Mrs. Wendy Nett

Fine Arts Center Coordinator

Mrs. Colleen Piaskowski

Food Service

Ms. Kay Brill

Ms. María Lainez

Ms. Nicole LaPean

Ms. Mary Stuewe

Marketing Coordinator

Ms. Amy Hanson

Media Center Specialist

Ms. Hannah DCamp

School Counselor

Ms. Joan Nickels

Sound/Lights Technology Coordinator

Mr. Mike Zimmer

Student Government

Mr. Patrick Snider

Systems Administrator

Mr. Bryan Taylor

Transportation Coordinator

Mr. Brian Bohman

Yearbook/The Pilot Adviser

Ms. Emily Rudolph

Instructional Staff

Art

Ms. Emily Rudolph

Business Education

Mr. Josh Erickson

Computer Education

Mr. Jason Shimon

Engineering

Ms. Michelle Bishop

Mr. Dave Mueller

English

Mrs. Melissa MacDonald

Dr. Janine McIlheran

Mr. Timothy Olson

Family & Consumer Education

Mr. Dave Mueller

Learning Needs Coordinator

Mrs. Colleen Piaskowski

Mathematics

Mr. Paul Kinsella

Mrs. Sue Schmitt

Mrs. Nancy Tomaszewski*

Modern Languages

Mrs. Susan Miller

Ms. Mary Kate Newberry*

Music

Band: Mr. Corey Van Sickle

Choir: Mrs. Lauren Kristoff

Physical Education

Mr. Josh Erickson

Mr. Jason Shimon

Science

Ms. Michelle Bishop

Mrs. Gina Blaser

Mr. Jacob Durmis

Social Studies

Mr. Anthony Mack*

Mr. Patrick Snider

Theology

Mr. Taylor Geiger

Mrs. Callie Hynek

Mr. Timothy Olson

Dr. Paul Schweigl*

Theatre

Mr. Timothy Olson

*Department Chairperson

OUR CATHOLIC MISSION MASS

As the Eucharist is central to our faith, our student and faculty members participate in all-school Mass approximately once a month. Family members are invited and encouraged to participate in our liturgies. Mass is celebrated at approximately 1:50 p.m., unless otherwise directed, in the Fine Arts Center, Zimmer Auditorium. All students are required to attend all-school Mass. As Mass is the very reason why we are here and the heart of what we are doing at Roncalli High School, please avoid scheduling appointments at this time. Students are expected to be respectful during Mass, no matter what their religious affiliation is. On Mass days, students are expected to dress appropriately. Jeans, shorts and T-shirts are not appropriate.

We also offer 7:17 a.m. Mass on most Thursdays in our chapel. All are welcome to join us.

COMMON PRAYER AND WORSHIP

We often gather to pray and worship as a whole school and community because we are a community of faith. We remind students that the times we pray and worship together are sacred times; we come together to stay in touch with our God. Proper attire and deportment during these times are expected of all students.

CONVOCATION

The entire student body gathers for convocation on a weekly basis in the Zimmer Auditorium. This is a time for prayer, recognition, announcements, and listening to guest speakers on important topics of faith and other matters relevant to our student body.

RECONCILIATION SERVICES

Every Tuesday during Jet Block, the Sacrament of Reconciliation is offered on an individual basis. Annually, during Lent, an all-school Reconciliation Service is offered to everyone. Non-Catholics are invited to receive a blessing or spiritual direction during this time.

RETREATS

Each class has an annual retreat. The retreats are one-day events and all students are required to attend. If a student misses a retreat, make-up activities are required with arrangements made by the Campus Minister.

CAMPUS MINISTRY DEPARTMENT

Campus Ministry, in collaboration with the administration, faculty and staff, offers annual retreat opportunities for each class. Resources for planning prayer services are offered, as well as spiritual direction for individuals. These retreats are mandatory, as stipulated by Roncalli's Mission Team. Campus Ministry also offers regular liturgical experiences, faith formation opportunities, exploration of

vocations and community-building opportunities throughout the year.

CHAPEL USE GUIDELINES

The use of the Roncalli chapel is integral to the Mission Covenant of Roncalli High School. In educating the "whole person," the development of a spiritual life and the experience of varied prayer forms is essential. Every experience of the chapel should flow from and lead to a closer relationship with God, Jesus and the Holy Spirit. The following guidelines have been established to keep a spiritual focus for the chapel.

1. An atmosphere of respect and appropriate quiet is expected because of the Eucharistic presence of Jesus in the tabernacle.
2. The use of the chapel is to be spiritual and prayerful. It is never to be used for storage, for secular music practice, or as a meeting place for conflict resolution, lectures of non-religious type or discussion groups.
3. Appropriate uses would include team prayer, class prayers, small-group liturgies, the Sacrament of Reconciliation, private prayer, talks/lectures of a religious nature and quiet reflection.
4. As far as possible, the chapel should be visible so guests, students and teachers can clearly note that this is a Catholic high school founded on respect for prayer and worship.

ACADEMIC INFORMATION DISCUSSION OF CONCERNS

When a concern arises with a class or grade, the first line of communication must always be *between the student and the teacher*. If the issue remains unresolved after the student discusses the matter with the teacher, the next step should be a conversation *between the parent and the teacher*. Only after the student has attempted to resolve the concern should the parent intervene. Students and parents should bring the matter to administration only when the first two attempts at resolution have proven unsuccessful. Administration includes the school counselor, the athletic director and the principal.

ACADEMIC STANDING AND EXTRACURRICULAR ACTIVITIES

It is to be considered a PRIVILEGE, not a right, to participate in athletics and extracurricular activities at Roncalli High School. Any student receiving more than one failing grade (including incompletes) at the semester grading period shall be suspended from participation in athletics and/or extracurricular activities for 15 school days. The administration reserves the right to reinstate a student if there is evidence of sufficient academic progress. Fall sports and other fall extracurricular eligibility are contingent on second-semester grades.

CLASS RANK

Roncalli High School does not rank students. Due to the high achievement of Roncalli students, such a number may cause outstanding students to be overlooked for scholarships in comparison to students from other schools.

CONFERENCES

Conferences are held between parents/guardians and teachers once each semester. Students are encouraged to attend conferences along with their parents/guardians.

COURSE SELECTION

Course selection for the next year of school begins in February. Students will be presented information on selecting classes and completing their four-year Academic Career Plans. This information will be emailed to parents and posted on our website.

CREDITS

The total number of credits taken each year must be eight classes each semester. Administrative approval and a parent/guardian signature are required for any deviation.

FAILURE

1. A failure in a required subject must be made up in the same subject. It can be taken at Roncalli or another accredited institution.
2. All math and modern language grades are cumulative. That is, first semester failures in these subjects may be made up if at least a "C" average is earned in the second semester.

GRADUATION REQUIREMENTS

Academy: 1 credit

English: 4 credits

English 9 (1 credit)

English 10 (1 credit)

English 11 (1 credit)

English 12 or AP English (1 credit)

Fine Arts: ½ credit

Health: ½ credit (if not taken in 7th or 8th grade for one semester)

Mathematics: 3 credits

Modern Language: Highly Recommended

Personal Finance: ½ credit

Physical Education: 1½ credits

Science: 3 credits

Foundations of Science (1 credit)

Biology (1 credit)

1 elective (1 credit)

Social Studies: 3 credits

World History (1 credit)

American History (1 credit)

Government (½ credit)

Economics (½ credit)

Engineering: ½ credit

Theology: 4 credits

Theology 9 (1 credit)

Theology 10 (1 credit)

Theology 11 (1 credit)

Theology 12 Apologetics (½ credit)

Theology Elective (½ credit)

Electives: 7.5 credits

Total Credits: 29

GRADING SCALE

The grading scale is a letter system. All marks are given in letters – A, B, C, D, with pluses and minuses, and F. All grades are recorded on the permanent transcript, including failures.

Grade point averages of students are calculated each semester. In determining grade point average, all classes are included. Class rank is not issued. The values of letters are: A = 4 points; B = 3 points; C = 2 points; D = 1 point; and F (failure) = 0 points.

Roncalli Grading Scale

A+	99-100%
A	95-98%
A-	93-94%
B+	91-92%
B	87-90%
B-	85-86%
C+	83-84%
C	79-82%
C-	77-78%
D+	75-76%
D	72-74%
D-	70-71%
F	0-69%
WDP	Withdraw/Pass
WDF	Withdraw/Fail
P	Pass
I	Incomplete (only with administrative approval)

HONOR ROLL

An Honor Roll, both “A” and “B,” will be published at the end of each semester. An average of 3.0 for all subjects taken must be obtained to qualify for the “B,” while 3.6 for all subjects must be the average for the “A” honor roll.

INCOMPLETES

A student will receive an incomplete grade at the end of any grading period for extraordinary circumstances. The student will have 10 school days to complete the missing work. An incomplete form will be filled out with a plan delineated and signed by the student, parent/guardian, school counselor and administrator. The incomplete form is available in the counseling office. After 10 school days, the grade will be calculated with the incomplete/missing work having a value of zero.

JET BLOCK

Jet Block is provided several times a week and is an opportunity for students to complete their daily homework, work with partners on group projects, get and receive help from teachers, and make up missing assignments and tests. Students who are requested by a teacher are required to see that teacher during this time. Jet Block also is used for choir and band lessons, as well as the meeting of some clubs. Students who use this time wisely do well in school.

LEARNING SERVICES PROGRAM

Roncalli seeks to help all learners be successful. Students with special learning needs often need additional assistance in developing academic, organizational or basic content area skills. The goal of the Roncalli Learning Services Program is to provide support for students with learning needs and help each to become an independent learner and self-advocate. Those students who have a diagnosed learning disability, an Individualized Education Program (IEP) or need help in specific academic areas can avail themselves of our learning needs program. Accommodations can be made for those students who qualify. Students with service plans should work with the learning needs coordinator to develop interventions or accommodations. The learning needs coordinator, in conjunction with counseling staff, also may recommend a student for testing from outside agencies.

To discuss the options available, parents should contact Mrs. Colleen Piaskowski, learning needs coordinator, or Ms. Joan Nickels, school counselor.

NATIONAL HONOR SOCIETY

Roncalli has a chapter of the National Honor Society (NHS). Any junior or senior who has maintained a cumulative GPA of 3.5, and attended at least one semester at Roncalli High School, is eligible to apply for membership.

The National Honor Society is built on FOUR PILLARS. All NHS members are expected to uphold these qualities:

Character

NHS students uphold principles of morality and ethics, are cooperative, demonstrate high standards of honesty and reliability, show courtesy, concern and respect for others.

Scholarship

NHS students have and will maintain a cumulative grade point average of 3.5 or higher.

Leadership

NHS students are leaders who are resourceful, good problem solvers, promoters of school activities, idea contributors, dependable and persons who exemplify positive attitudes about life.

Service

NHS students voluntarily contribute to his or her school and community, done without compensation, and with a positive, courteous and enthusiastic spirit.

Students who fail to live up to these standards, by evidence of frequent visits to administration, detention or suspension, may be asked to leave the National Honor Society.

SPANISH NATIONAL HONOR SOCIETY

Roncalli High School offers Spanish 1 through Spanish 5 along with Spanish for Heritage Learners. During their Spanish studies, students develop their Spanish skills through writing, reading, speaking, listening and cultural activities. The requirements for the Spanish National Honor Society are as follows:

- Enrolled in either Spanish 4, Spanish 5, or Spanish for Heritage Learners during their senior year
- Taken four consecutive years of Spanish during high school
- Maintained a cumulative grade point average of 3.6 or higher (grades are checked after the first semester of senior year)
- Maintained a cumulative grade point average of 3.6 or higher in Spanish classes for the five semesters that precede the final semester of their senior year

HONORS AFFECTED

It is a privilege and honor to represent Roncalli at community functions. If a student is suspended from involvement in athletics and/or extracurricular activities, he/she will not be eligible to represent Roncalli in connection with (but not limited to) the following if the violation occurred in the same school year as the

nomination or presentation of the honor.

- Badger Boys State
- Badger Girls State
- National Honor Society
- Student Government Awards

NON-RONCALLI CLASSES

A student may choose to take additional coursework at any college or university, including online classes. These classes should be beyond the scope of the Roncalli High School curriculum and taken with the approval of the administration. All fees and tuition for these classes are the responsibility of the student and/or family which may be waived at the discretion of Roncalli High School. The full Roncalli tuition and fees for regular classes is still required. The students may earn dual credit at the discretion of the Curriculum Committee.

If Roncalli High School agrees to pay for a class, the student needs to earn a grade of “C” or higher, or the student and/or family will be required to reimburse Roncalli High School for the total cost of the class and associated materials.

If a student needs to take or retake a class due to failing grades, the student and/or family is responsible for the total cost of the class and associated materials.

POWERSCHOOL

PowerSchool is a free web-based service offered through Roncalli which allows parents and students to monitor academic progress, check for assignments, attendance records and communicate with teachers. Please see Mrs. Carolyn Anhalt for login information.

REPORT CARDS

Report cards are issued once a semester. The semester report card is a comprehensive report of final grades. Semester report cards are entered on permanent records. Parents/guardians and students are encouraged to monitor academic progress through PowerSchool. Report cards are mailed to families via the postal service at each semester marking period.

RONCALLI CAMPUS

Roncalli High School is a closed campus. Students are not to leave the building or campus without administrative permission. The staff parking lot is off limits during the school day to students.

SCHEDULE CHANGES

All schedule changes must be completed before a term begins. Once the term has started, the only change that can be made is for misplacement and that change has to take place before the fifth class of the new term. The last day to

make schedule changes for the first semester will be Wednesday, September 6, 2023 by 3:30 p.m. The last day to make schedule changes for the second semester will be Wednesday, January 17, 2024 by 3:30 p.m.

No requests will be considered after that time has passed since classes move quickly in a block schedule. Please see Ms. Joan Nickels in the counseling office to obtain the add/drop form which must be signed by a student, parent/guardian, teacher, counselor and principal.

SERVICE/LEADERSHIP

Every student of Roncalli is considered a member of Lasallian Youth, our school’s service group. Many service opportunities are offered throughout the year on a voluntary basis, and all students are encouraged to take advantage of the opportunities for service and leadership that are available within the school, our parishes and the community. For those seeking a leadership role, Lasallian Youth Core Team accepts applicants at the beginning of each school year. Lasallian Youth Core Team assists with planning, recruiting and presenting service opportunities for the student body. Please see Mrs. Callie Hynek for more information.

ATTENDANCE INFORMATION PHILOSOPHY

Punctuality is a life skill. Additionally, learning is enhanced by regular attendance and participation in the classroom. Roncalli High School has a responsibility to provide spiritual growth, quality instruction and learning opportunities while teaching the societal values of punctuality and attendance to students. Teachers and students benefit from regular attendance in that the learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others within the class.

Communication between school and home is a vital part of education. Parents may be notified of students’ attendance through telephone/email. While students are always encouraged to make up work missed due to absence, good student attendance promotes successful school performance. A pattern of good attendance established in school will benefit the learner now and will transfer to future schooling and into the workplace.

ABSENCE POLICY DEFINITIONS

1. Excused Absences: Excused absences are granted by the school administration. On the day of the absence, a parent/guardian must call the school office at 920-682-8801 by 7:50 a.m. establishing the fact of the student’s absence. Absences that will be considered as excused are those that are certified by a parent or guardian, and documented by a phone call or written note as being

one of the following:

- a. Illness
- b. Emergency (administrative discretion)
- c. Health care appointments will be accepted as excused absences, but it is preferred that these appointments are made at times other than school hours. Returning with a medical excuse is required.
- d. Anticipated Absences (e.g. family vacation, college visit). The student must complete and submit the Anticipated Absence Form to the Main Office three days prior to absence before this type of absence is deemed excused.

e. All students who leave during the school day must sign out in the Main Office and sign in when they come back to school. Not following this procedure will result in this absence being treated as unexcused.

- Each absence – whether excused or unexcused – shall be recorded on both the student’s permanent record (electronic or paper copy) and on the regularly scheduled report card.
- Any unexcused absence and frequent absences – whether excused or unexcused – shall be examined by school personnel, with possible consultation and/or penalties imposed for unexcused absences.
- Excessive absences (10 days or more per semester), whether they be anticipated, excused or unexcused, may make it necessary to have a conference with the principal.
- If a student will be out longer than 3 weeks with an illness a physician’s order must give a reason why the student will be out, what can be expected of the student during the time out, a projected return date, and the physician’s order must be renewed every 30 days if it is a prolonged issue.
- If a student is out for longer than a month a release to speak with the doctor must be on file.
- Students shall be held responsible for making up all school work missed through absences, in a set amount of time.

2. 2. Unexcused Absences: As defined below:

- a. Truancy: Absence of all or part of one or more days during which school officials have not been notified of a cause of absence by the student’s parent or guardian. State Law defines habitual truancy as being absent or unexcused for all or part of five or more days on which school is held during the school semester. These students may be referred for legal action according to state law (Wisconsin Statutes 118.15 and 118.16 (4)).
- b. Other: Any absence which does not fall into the categories listed in section 1 above and is not approved by the administration shall be considered to be an unexcused absence.

- c. If your student is absent for any part of a school day without proper documentation by a phone call, the student will be required to bring in written documentation of the absence by a parent/guardian or medical professional, otherwise, this absence will be considered unexcused.
- Any absence that does not fit the guidelines of an excused absence is considered to be unexcused. The school reserves the right to determine if an absence is to be judged excused or unexcused. If a student has more than five unexcused absences in a semester the student will be considered habitually truant under 118.16(1)(a)(c) of the Wisconsin State Statutes. Absences after 5 days in each semester will be considered unexcused without a medical note. Parents/Guardians have 30 days under state law to clear these absences.

3. Tardy: A student will be considered tardy if not within the room at the scheduled class time.

PROCEDURES

1. Tardiness: A student is tardy if the student is not in the room at the scheduled time.

- a. Late to class – report to the office – if detained by another teacher, that teacher should notify the office.
- b. Responses to habitual tardiness (starting with fourth tardy) may include, but are not limited to, meeting with parents/guardians, detention or service time, and loss of extra-curricular participation privileges.
- c. Parents are required to call the high school attendance office prior to 7:50 a.m. when a student will be tardy. Phone 920-682-8801.

2. Early Dismissal: The student is to bring a parental note or have the parent/guardian call by 7:50 a.m. the morning of the early dismissal. Students should pick up their early dismissal pass before school starts that day.

Unexcused absences and tardies may result in disciplinary consequences.

MAKE-UP ASSIGNMENTS AND EXAMINATIONS

Failure to follow these guidelines may result in a zero for any missed work. Students with unexcused absences may be allowed to make up missed work at the discretion of the teacher. Students with excused absences shall be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the students’ responsibility to contact the teacher(s) to make arrangements for making up missed work prior to the next scheduled class. Some activities may not be able to be made up due to the nature of the activity.

2. Exams or tests missed shall be taken at a time and place mutually agreed upon by the teacher and student.
3. Make-up tests will be of equal value and on the same materials as the missed test. However, the make-up test may not necessarily be the same test.
4. The time limitation for make-up work and tests shall be the number of days missed. Exceptions may be granted by the teacher.
5. Other considerations:
 - a If the work is not made up within the allotted time, the student may be given a grade of zero for the work missed.
 - b Career Internship students who miss school and are unexcused or sick may not attend their internship for that day.

STUDENT SERVICES

ADMISSIONS, RETENTION AND MARKETING

The efforts of all Roncalli Catholic Schools employees are needed to promote a positive educational environment and to assist in welcoming new students, returning students and their families. All faculty and staff are encouraged and expected to be supportive of our mission by offering their assistance with admissions-related outreach efforts and events as needed and communicated by the Director of Admissions.

Usage of the Roncalli Catholic Schools or Jets logos (and their variations) in an application (e.g. apparel, print, online materials, signage, etc.), along with clarification pertaining to branding guidelines, should be directed to the Marketing Coordinator for Roncalli Catholic Schools. Promotional opportunities, use of social media platforms related to Roncalli Catholic Schools and inquiries related to content on Roncalli Catholic Schools' websites also should be directed to the Marketing Coordinator for guidelines and support.

DEVELOPMENT

Fundraising and supporting efforts of Roncalli Catholic Schools is handled within the Office of Development. All employees are advocates in promoting and supporting the fundraising activities and endeavors of Roncalli Catholic Schools and are required to participate.

Families are asked to support fundraising efforts, along with additional needs of Roncalli Catholic Schools, including, but not limited to, Parents in Action, Roncalli Athletic Association, and the Fine Arts Association. The Director of Development shall serve as oversight of all plans related to fundraising efforts for Roncalli Catholic Schools.

Giving inquiries, including, but not limited to, appeals, campaigns, endowment, material and monetary donations,

memorials, gifts in kind and scholarships shall be directed to the Director of Development.

CAFETERIA PROGRAM

All students eat their lunch in the cafeteria. A hot lunch and a la carte program are available for all students. Free and reduced lunch is available for those who qualify. Please contact Mrs. Wendy Nett, finance specialist, for more information.

FOOD AND DRINK

Only water is allowed in the classrooms. No other food or drink should be consumed during classes. Beverage machines, located in the cafeteria, are available before and after school. Snacks are available in the After-School Cafe located in the Foods Classroom.

COMPUTER INFORMATION

Bring Your Own Device (BYOD)

Students can bring their own device to school. Before a student is allowed to bring his or her own device, both the technology and the [BYOD policies](#) must be read and the waiver must be signed by both the student and parents/guardians. Note: Roncalli High School is not responsible for the broken, stolen or damaged personal device.

Refer to www.roncallicatholicschools.org. Go to *Schools* and choose *High School*. Then click on *Students* then *Technology*. Under that, find *Info & Policies*. The policies that need to be read and signed are there.

Chromebooks

Roncalli Catholic Schools have made available a number of Chromebooks to students.

You must request to use a Roncalli Catholic School's Chromebook in order to be assigned one. This request is done during the registration process. Both the student and parent/guardian must read and sign both the [Technology Use Policy](#) and the [Chromebooks Acceptable Use Policy](#). Students will not be assigned Chromebooks unless both the student and parent/guardian have read, acknowledged and signed both policies.

Refer to www.roncallicatholicschools.org. Go to *Schools* then click on *High School*. On the top of the page, look for the tab that says *Students*. Then look for the tab that says *Technology*. Under that, you will see a tab that says *Info & Policies*. The policies that need to be read and signed are there.

In case of the need for repair(s) due to abuse or neglect, there will be a fee for needed repairs, not to exceed the replacement cost of the Chromebook. The school also may refuse to provide a loaner or reissue a Chromebook for

repeated or intentional damages, and the parent/guardian may incur additional charges.

Technology Policy

Refer to www.roncallicatholicschools.org. Go to *Schools* then click on *High School*. On the top of the page, look for the tab that says *Students*. Then look for the tab that says *Technology*. Under that, you will see a tab that says *Info & Policies*. The policies that need to be read and signed are there.

CONVOCATION

On Mondays that school is in session, we meet in the Fine Arts Center as a school. We pray together, listen to announcements from LaSallian Youth and Student Government, and recognize our achievements. We may have speakers who are in line with the mission of our school. Phones are to be off during this time and full attention and respect should be given to our guests.

FINE ARTS CENTER

Food, drink and gum/candy are not permitted in the Fine Arts Center. Students should not be in the auditorium without supervision.

FLEXIBLE TUITION PROGRAM

Many families who might not expect to qualify for “financial aid” still need a tuition break. Flexible tuition is available to any family with a demonstrated financial need. Applications are submitted through the FACTS Grant and Aid system, which is open February through March each year. Flexible tuition is made possible through named scholarships and grants that are funded by the Roncalli Endowment Fund, outside groups, and individual donors.

Scholarships for leadership, service and academic achievement are offered to incoming freshmen students. Applications are mailed to potential incoming freshmen families for the following year and may be obtained from the Business Office or School Counseling Office.

Students who receive reduced tuition participate in the work program.

HEALTH SERVICES

School officials are not permitted to dispense any form of medication without physician and/or parental/guardian permission. Over-the-counter medication will be given only for conditions that are documented in the Medical portion of your FACTS account. These forms are available on the school’s website www.roncallicatholicschools.org. Go to *Schools* then click on *High School*. Under the *Academics* tab, you will see *Forms and Brochures*. The [Parent/Guardian Medication Consent Form With Physician's Order for Administration](#) is listed under there. This form is used for both prescription and

non-prescription medication. It also is available in the Main Office. If a student needs to take a physician-prescribed medication during the school day, the prescription must be kept in the Main Office and the following procedures are to be followed:

1. The signed permission form must be on file in the Main Office before medication can be given.
2. The medication must be in a pharmacy bottle with a current label from the pharmacy. All medications must be brought to the Main Office to be kept in a locked drawer and will be administered by trained school personnel. The school will only dispense medication prescribed by a physician and with a signed note from the physician. Non-prescription medication will be dispensed with a signed note from a parent. Non-prescription medication also needs to be in the original container. Use the form referenced above and on our website.

ILLNESS

If a student becomes ill, or for some reason is told to go home, the student must observe the following procedures.

1. Obtain permission to go home from an administrator who will contact parents/guardians.
2. Transportation in case of illness is the responsibility of parents/guardians.
3. The student will remain home for 24 hours. They must be symptom-free without medication for 24 hours in order to return to school.

LOCKERS

Each student is assigned a locker. Roncalli will not be responsible for lost or stolen articles. Student lockers are the property of Roncalli, and as such, are subject to inspection at any time without the presence of students.

No open food or beverage containers should be kept in lockers.

Lockers in the locker room also should be kept locked at all times.

LIBRARY/MEDIA CENTER

The media center is open from 7:30 a.m. to 3:30 p.m. daily. Guidelines for use of the Library can be found in the Library Policy as posted on the website. Each student checking out materials will be held responsible for the materials checked out.

ON-CAMPUS DRIVING AND PARKING

Any student who drives a vehicle to school and parks it on campus must register that vehicle with the Main Office. Vehicles will be parked in designated parking spots only.

An area in the front parking lot is designated for faculty parking only. The area directly in front of school (along Mirro Drive) is designated for visitor parking only.

Students are not permitted to park behind school or in front of school at any time. No one is allowed to park along the fire lanes (yellow painted area in front of school).

Inappropriate/reckless driving and parking on campus or while entering or leaving campus may result in the suspension or revocation of on-campus driving and parking privileges. Offenders may be ticketed by the police.

RECOURSE FOR STUDENTS AND PARENTS/GUARDIANS

Every member of the Roncalli community is entitled to all the rights and privileges of recourse. These are specific channels to follow for the proper recourse procedure. All the steps may not be necessary, and the problem can usually be solved early in the process.

If a student or parent/guardian has a complaint, the student or parent/guardian should follow the normal line of authority in seeking a solution to the problem:

1. The teacher, coach or adviser
2. Administration
3. Board of Trustees
4. Diocesan Department of Total Education

*Note – The responsibility of the Board of Trustees and Diocesan Department of Total Education is to determine if the proper procedures and policies have been followed.

SCHOOL COUNSELING DEPARTMENT

The School Counseling Department at Roncalli High School is one of the Student Services departments. Its primary purpose is to prepare all students to succeed in the curricular domains of career, academic and personal/social development through direct instruction. The school counselor helps students solve or cope with personal issues with school, friends, etc., as well as choosing courses for their years at Roncalli related to their area of interest, career counseling, assisting with college applications and applying for scholarships and financial aid.

SCHOLARSHIPS

Roncalli High School seniors are eligible to apply for in-house scholarships which may help to defer the costs of college. Our school counselor regularly sends information to seniors regarding scholarships in their senior Academy classroom and on the school website.

STUDENT AWARDS

Each year, the Roncalli community gives a number of awards. These awards are given to seniors and underclassmen. They recognize the scholastic, fine arts and extra-curricular achievements of the student body. Seniors can earn the following awards:

- St. Francis Award for Service
- St. John Baptist De La Salle Award for Leadership
- Norma Jean Borman Award for Service
- Lasallian Youth for outstanding participation and leadership

Students also earn top academic awards, athletic and fine arts awards for leadership, character and multiple years of participation.

TEXTBOOKS

Students are responsible for placing covers on all their textbooks. Books that are damaged or lost will be billed to their parents/guardians.

TUTORING

Tutoring is available through Roncalli National Honor Society. To arrange a tutor, please see the school counselor. Arrangements to meet are made individually between student and tutor.

WISCONSIN PARENTAL CHOICE PROGRAMS

Roncalli Catholic Schools participates in the Wisconsin Parental Choice Program (WPCP) and the Special Needs Scholarship Program (SNSP). These programs make quality Catholic education accessible to even more students in our area. The WPCP covers the full tuition cost for students whose families meet certain income qualifications. The SNSP provides tuition assistance for students with Individualized Education Plans (IEP) and additional funding for schools to meet their special needs.

WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP

This scholarship is awarded to the student with the highest grade point average (GPA). In the event that one or more students qualify, the following procedures will determine which student will receive this scholarship.

1. A student must have been enrolled at Roncalli High School for four semesters previous to the award.
2. The grading system used at Roncalli High School results in 4.0 being the highest GPA that can be earned. Plus and minus grades do not count extra toward the GPA. Any student who has studied abroad will have grades counted as if completed at Roncalli High School.

3. The school nominee and alternates will be named at the completion of the seventh semester just prior to the February 15 deadline.
4. The selected student must attend an institution in the Wisconsin system, or a vocational, technical or private school.
5. In the event of a tie, the student who receives the award will be determined according to the following.
 - Number of credits earned in AP and college courses taken at Roncalli High School.
 - ACT Composite (Super) Score. This score must be submitted to the school.
 - If the above are still all equal, then a lottery will be held.

Students should check with the School Counseling Department regarding other scholarships.

VISITORS

Adult and non-student visitors are required to register in the Main Office when they arrive. Visitors may be asked to show identification. They are to enter via Door #1. Visitors will be issued a badge to wear while they are in the building.

VOLUNTEERS

Roncalli High School welcomes volunteers. They are vital and they enrich our programs. To be considered a volunteer in Roncalli Catholic Schools, the volunteer must be VIRTUS trained and pass a background check.

WORK PROGRAM

Students who receive reduced tuition participate in the work program. The program consists of 24 hours of work done at Roncalli High School or a parish each year. The majority of work will be scheduled during the summer, prior to the school year starting. Some work is completed throughout the school year and must be completed by May 1 for the current school year.

STUDENT LIFE

BUILDING AN ATMOSPHERE OF LEARNING AND COOPERATION

All the following rules are subject to interpretation and/or modification at any time by the school administration. We expect students to observe not only the regulations contained in this handbook, but general rules of good conduct and common sense.

The excuse that a particular violation of good conduct is not specifically mentioned in this book is not acceptable. A student of Roncalli High School should show maturity by demonstrating Christian values and beliefs.

CELL PHONE USE

Students are permitted to use their cell phones during the 10-minute break, as well as during the lunch period. Phones will not be allowed during academic periods such as class, academy, convocation or Jet Block unless permission is granted by the administration. Teachers may allow phones at their discretion. However, if a teacher says to put the phone away, it is to be out of sight. Violations of this policy will be dealt with through a uniform school policy.

1. First violation – phone immediately turned into the teacher or Main Office – the student can pick up the phone after school.
2. Second violation – phone turned into the main office – the student will bring the cell phone to the Main Office before 8 a.m. and can pick it up after 3 p.m. for a period of time to be determined by administration.
3. Third violation – phone turned into the Main Office – parents/guardians will be contacted and they will need to pick up the phone from the Main Office.
4. Other consequences, including legal action, may apply as deemed appropriate by the administration.

The administration reserves the right to check the content of confiscated devices. If the device is password protected, the student must tell the administration the password to unlock it. If the device was used to cheat or if inappropriate material is found on it, consequences may be imposed. Cameras/video recorders are never allowed to be used in restrooms or locker rooms. Unauthorized recordings and/or unauthorized photos of other students and/or faculty/staff are not allowed. Violation of this policy will include disciplinary action and possible police involvement.

DRESS CODE

Students and parents/guardians will need to exercise good judgment in selection of attire for the school day. All dress should be modest and in good taste and appropriate to the Roncalli school setting. The administration reserves the right to amend or alter the dress code and determine the appropriateness of specific dress and appearance. Parents/guardians, we need your help. Please double-check your student as they leave the house for school. Make sure the guidelines are being followed.

- Hairstyles that are neat, clean, appropriate and not distracting are permissible.
- Tops - must be modest and in good taste and have a sleeve. No bare midriffs are allowed. The waistband of the top should overlap the waistband of the pants, shorts or skirt when standing. Undergarments should not be visible.
- Sweatshirts and T-shirts should be in good taste and appropriate for our school setting. For the

privilege of attending high school, students may wear clothing that represents brand names (see below for guidance), colleges, places and sports' teams. Sweatshirts and T-shirts that are not appropriate at Roncalli or Roncalli-sponsored events include those that advertise, allude to or refer to bars or establishments that promote alcohol, tobacco, drugs, sex, nudity, violence, weapons, bands/musical groups nor should they have sarcastic or demeaning sayings on them or on anything contrary to the school's mission covenant and beliefs.

- Clothing should not be too tight, short or revealing.
- Shoes/sandals must be worn at all times. At times, science class requires closed-toe shoes.
- Hats, bandanas, hoods, etc. may not be worn in school during the school day.
- Jeans may only be worn on announced jeans days and may not have holes, rips, tears or any type of distressing. Jeans Days are earned on the last day of the school week if there are no dress code violations that week.
- Spandex, flannel, sweatpants, pajama/lounging pants, yoga pants, athletic pants, athletic shorts and bib overalls are not allowed.
- Leggings/jeggings may be worn under a dress or skirt, but not with a shirt or a sweater.
- No visible body piercings except for earrings and mini nose studs are allowed. No visible tattoos allowed.
- Backpacks must remain in the student's locker.
- Masks are optional to wear under the current COVID-19 restrictions. Masks need to be dress code appropriate. If you can't wear it on a T-shirt, it should not be on your mask.

Dress code violations will be addressed, and multiple dress code violations will have consequences determined by the administration.

FINE ARTS ASSOCIATION (FAA)

The purpose of FAA is to stimulate and promote fine arts activities to enhance good relationships between students, parents, band, choir, art and theater directors, faculty, administration, and the community. FAA encourages and offers opportunities supportive of music and art education and Christian lifestyles for the young people within our Catholic schools and within the community in general. FAA builds and maintains an organization of adults to help promote the general activities of the Fine Arts Department of Roncalli Catholic Schools. FAA works together with the band and choir directors, theater and art departments, faculty and administration to enhance the fine arts education experience for its students through financial assistance. FAA consists of middle and high school parents/guardians of all students enrolled in any band class,

music class, art class and includes students that may participate in theater. The FAA committee consists of 12 representatives. The 12 units will be made up of six choir and six band representatives, with four from the high school and two from the middle school. This committee includes the band and choir directors, and the art and theater departments staff.

FIELD TRIPS

When a teacher arranges an educational field trip with students, a parental permission form will be sent home with the student prior to the date of the field trip. Students must return the form by the due date given by the teacher. Because of liability, students who do not return the permission form will not be allowed to attend the field trip.

There may be additional costs for field trips. These costs may be the responsibility of the family.

MUSIC DEPARTMENT

Each family who has a child in the music program will have an account containing the credits they have earned from fundraising. Families may use the credits for any musical expenditure their family incurs while their student is enrolled at Roncalli Catholic Schools upon approval by the student's music director. Families must submit a receipt attached to a reimbursement request form provided by the school. Additional policies relating to the approval of these expenditures may be determined by the Roncalli administration.

Annually, families shall be notified of their balances, by the Roncalli Catholic Schools' Business Office. Once a student has graduated from Roncalli, the families must notify the school, for the account to remain open. Requests for reimbursement must be accompanied by the receipt and request form and submitted to Roncalli's business office for approval by the music department. Families may be reimbursed for items such as instrument repairs or supplies, concert tickets, fees for continued fine arts courses, music lessons, workshops, etc. Failure to notify the school may result in the account being closed. Should the account be closed, the balance of the account will be transferred to the general fund of the Music Department.

A family account balance will be made available for the benefit of the family if all of the following occur: (a) the student transfers from Roncalli Catholic Schools for reasons other than being asked by the administration to leave or expulsion; and (b) the student transfers to another high school in which the student will participate in a Fine Arts Department program, and (c) the student will be offered the opportunity to participate in one performance tour with the new school and (d) there will be a cost to the student for participating in one performance tour. Any special situations not addressed above will be determined

by the Roncalli administration. If the above criteria have been met, then upon written verification to the Roncalli Catholic Schools' Business Office, in an amount equal to the student's cost of participating in one performance tour of the new high school or the family's account balance, whichever is less. If the criteria is not met, the family account will be transferred to the music department account for use as needed. This check shall be forwarded directly to the student's new high school of the Fine Arts Program at the new high school with any remaining balance reverted to the Roncalli Music Department's general fund.

PARENTS IN ACTION (PIA)

PIA as an inclusive, responsive, flexible organization with a mission of support and service derived from the parents of the students at Roncalli Catholic Schools. PIA participates in the common mission of Roncalli Catholic Schools. Parents In Action is formed to support the school's mission to improve the welfare of children mentally, physically, socially and spiritually. PIA helps to develop and foster an environment of community among families and to strengthen their bond with the school and their child's education. PIA develops and fosters the relationship between home and the school, that parents and teachers may collaborate to foster a caring Christian environment. PIA consists of four representatives from each school; elementary, middle and high school. PIA includes the school principals and is facilitated by the Director of Development of Roncalli Catholic Schools. Any parent or legal guardian of a student enrolled in Roncalli Catholic is a member of PIA.

POLITENESS AND CHRISTIAN CONDUCT

Courtesy and Respect:

Courtesy and respect dictate certain behaviors to assure an academic atmosphere.

- Electronic devices, such as Ipods, or similar devices, will not be listened to during the school day. These devices will be kept in student lockers during the school day.
- Electronic devices are to be used only during approved times. Examples: Cell phones are not to be used in the restrooms or locker rooms at any time.
- Gang signs or symbols will not be worn or displayed.
- Students are not to use or possess laser pointers.

Christian Conduct:

Being a Christian entails behavior that recognizes and respects the rights and properties of others.

- Fighting, lying, cheating, vandalizing, stealing, and all conduct injurious to persons and property are not tolerated.
- Respect for other people's private property is necessary.

- Respect for one another, faculty members, staff and visitors in words and actions is expected. Deliberate disrespect is considered a serious violation.
- Production and/or possession of morally objectionable materials is not permitted.

Students are expected to use language that is appropriate to an academic setting in a Catholic school.

RONCALLI ATHLETIC ASSOCIATION (RAA)

RAA has a mission to promote a well-rounded athletic program for all Roncalli Catholic Schools students. This organization promotes interscholastic athletic activities, student fitness programs and assists groups associated with athletics and/or other Roncalli Catholic Schools' needs. This purpose is to be accomplished by raising funds through various functions, approved by the Director of Development, and the association retains the right to dispose of these funds. Membership in the RAA is open to all parents of students attending Roncalli Catholic Schools and to others interested in the objectives of the association.

SCHOOL DANCES

Roncalli High School offers up to three school dances each school year. The Homecoming dance is held at the beginning of the school year. Dress is semi-formal attire. All grade levels are welcome to attend. Activities are planned during the dance in addition to music. Music is submitted to administration for approval. The Homecoming Court is announced during the dance, with exact time being announced ahead of time (dance time can vary) and parents are welcome to watch the Homecoming Court entrance from the atrium balcony and may arrive 15 minutes before Homecoming Court is announced and leave within 15 minutes after Homecoming Court is announced. The Snowball dance is typically held in conjunction with Catholic Schools Week. Dress details for this dance (formal/informal) are announced ahead of time. All grade levels are welcome to attend. Activities are planned during the dance in addition to music. Music is submitted to administration for approval. Prom is typically held during early spring. Dress is formal attire. Juniors and seniors are welcome to attend Prom and sophomores may attend by invitation only of a junior or a senior. The Grand March is held in the Fine Arts Center at the high school. The Grand March time will be communicated each year as it is dependent upon the start of the dance. Parents, family members, friends and students are welcome to attend, but all will be asked to leave within 15 minutes of the Grand March being completed. Music is submitted to administration for approval. Tickets for all school dances are sold by Student Government during lunch the week of the dance; students also can purchase Homecoming and Snowball tickets at the door the night of the dance.

Roncalli High School welcomes guests to their school dances. In order to attend the dance, the Roncalli High School student must obtain a permission form from the Main Office and have it filled out. That form is then signed by the guest's administration and returned to RHS in a timely manner. Guests are to bring identification, the signed permission slip and a phone number/name of a parent to the dance.

SPORTSMANSHIP

Good sportsmanship is exemplified by:

- Cheering appropriately.
- Standing for school songs.
- Standing and being attentive when the National Anthem is being played.
- Coaches, athletes and spectators showing respect for the officials.
- Showing respect for the opponent. (Example: team introductions and shaking hands after the contest.)
- Being attentive and courteous to visiting fans.
- Observing courtesy "quiet" during free throws.

All WIAA rules regarding fan conduct apply.

STUDENT GOVERNMENT

Student government is the organization through which students plan activities for the whole school and the means to communicate with administration. Major student government projects include the following: planning, setting up, and taking down decorations at each dance, welcoming guests at Grandparents' Day and creating a Grandparents' timeline for the day, helping decorate for Black History Month and Women's History Month, and helping organize during-school activities for students when schedule opportunities and beneficial reasons arise.

Each of the four student classes (Seniors, Juniors, Sophomores, Freshmen) has four student representatives. All student government members are chosen through elections by their peers. The President and Vice President are chosen from the upcoming senior class, and student eligibility for both positions requires at least one year of previous service in student government. Upcoming junior and sophomore student government representatives are chosen by members of their classes, and freshmen representatives are elected by members of their class. Freshmen elections, and special elections (held when student government members are being replaced/added to maintain the four per class), happen around the beginning of the second quarter, while all other elections happen toward the end of the spring semester. Election for President is by paper ballot, and all other elections take place digitally.

Student government members are expected to attend, on time, weekly student government meetings and fulfill the various responsibilities they pick up as members,

including, but not limited to, helping with the major aforementioned student government projects.

VIOLATIONS OF THE RONCALLI HONOR CODE

ACADEMIC INTEGRITY

Far more important than grades are the character traits of honesty and integrity. Academics provide an important venue for developing these habits. No grade, quiz, test or project is ever so important as it should come at the expense of one's integrity. In order to better define the expectations of a Roncalli student, the following overview of violations of academic honesty and integrity is presented below.

Cheating and Dishonesty

God equips each of us with a conscience to develop and to follow. Often, we can tell when we are cheating because we are afraid of who might find out. It is dishonest and short-sighted to cheat on any assignment or assessment, but equally dishonest to forge signatures or lie about things. Such cheating may include:

- Using unauthorized study notes or other resources during a test.
- Copying the work of another student or sharing work with other students without the permission of the teacher.
- Writing answers on desktops, hands, legs, arms, clothing or water bottles.
- Looking at another person's test or quiz.
- Talking with students from previous classes to get information about a test or quiz.
- Using or attempting to retrieve or share digital images of a test.
- Handing in a paper for credit which has already been graded in another class.
- Any use of an electronic device without explicit permission from the teacher to retrieve or share information.
- Having an electronic device on and in sight during a quiz, test or other relevant assignment without the permission from the teacher.

Cheating is a violation of the Roncalli Honor Code and is always an unacceptable demonstration of lack of integrity. God calls us to be honest and upright in our actions. Cheating and dishonesty are not only inappropriate, but also contrary to the Christian values of Roncalli High School. Such behavior will not be tolerated. Cheating is considered to be a serious offense which may result in an "F" grade on the assignment or test involved. All such cases demand that the parents/guardians be notified. Incidents of cheating could result in failure in a course.

Plagiarism

Plagiarism is the use of words, ideas or information of another without informing the reader of the source of these words, ideas or information. Examples of plagiarism include:

- Copying (word for word) all or part of someone else's work without proper citation.
- Submitting a paper or assignment that has been translated by software or another person when the teacher expects you to do the translating yourself.
- Turning in a paper that has been done by another student.

The work of another person, when taken word for word, should be **quoted and cited**. When paraphrasing, or summarizing, **a citation is still required**.

Group Work

Collaboration is a valuable 21st century skill to prepare for college and career. As such, there are many times when students will be given partners or groups in order to complete a task or assignment. Cooperation is encouraged, but every group member should be able to state with integrity, "This is my work," when the project concludes. Examples of dishonesty during group work include:

- Copying answers while working together.
- Making only minor changes to someone else's work, but then claiming the work as your own.
- Allowing the group to do the work without your efforts and then taking credit for the result.
- Writing down the answers that the group has found without actively being a part of the problem solving.
- Copying all or part of another person's lab report. The sharing of data is permitted, but the report itself should be original.

CONTROLLED SUBSTANCE USE

A parent/guardian conference will result if any student is found at Roncalli High School or at any Roncalli Catholic Schools' activity in possession of or under the influence of alcohol or other controlled substances. All WIAA rules and Roncalli High School Athletic Code affecting participation will be enforced.

A student found in an area with other students who are in possession will be presumed to be in possession. Anyone in attendance at a party where alcohol or other drugs are present is a violator. Athletes and extracurricular participants should consult the activity handbook for specifics regarding controlled substance use and consequences.

Any student found to be dealing or providing drugs to other students at Roncalli High School will be subject to suspension, expulsion and/or prosecution.

The use of tobacco products by students or others on school property is prohibited. E-cigarettes also are prohibited. Violations will result in disciplinary action and parental or guardian notification.

DESTRUCTION OF PROPERTY

A person found destroying any property at Roncalli Catholic Schools or at a Roncalli-sponsored activity, is subject to payment for that property and subject to suspension, expulsion and prosecution. Parents will be notified. Students involved in acts of vandalism may be reported to the police.

Faculty/staff members are encouraged to report vandalism of their property to the police.

DISCIPLINARY PROBATION

A student incurs disciplinary probation either as an immediate consequence or as a cumulative consequence.

Detention - a detention is a disciplinary measure given to deter behavior that falls short of the Honor Code.

- Late students will not be admitted to detention. They will be considered unexcused.
- Failure to attend detention will result in two detentions. Repeated failure to attend detention will result in Saturday work detention.
- Detentions are to be quiet study time. Sleeping, eating, talking or headphones are not allowed. Electronic devices may only be used for homework.
- Detentions are given for minor infractions such as:
 - Dress code violation
 - Tardiness for class/school
 - Failure to meet classroom expectations
 - Minor classroom disturbances
 - Use of offensive language
 - Technology violations (additional technology consequences may result)
 - Academic dishonesty (academic consequences may apply)

Social Probation - A student who is assigned social probation forfeits his/her right to attend any games, events or extracurricular activities for the school for a specified period of time. This extends to participation in one's sport, fine arts co-curriculars and school-sponsored clubs. Length of social probation will be determined by the administration.

Saturday Work Detention - A Saturday Work Detention is given for more serious or repeat violations of the Honor Code. These detentions typically involve school service and cleaning, so the student should come dressed to clean. Saturday work detentions are served from 8 a.m. - noon.

Tardiness will be considered as an unexcused absence.

Suspension and Expulsion - Serious violations of the Honor Code may result in automatic suspension and possibly expulsion. The administration will determine the seriousness of an action and assign a suspension when the behavior significantly detracts from the mission and values of the school. Suspensions may occur in school or out of school and may vary in length from one to 10 days. When a student is suspended, the student's parents/guardians will be notified as immediately as possible.

Expulsion is reserved for the most serious offenses and will occur only after a meeting with the student, parents/guardians and administration. The student will be given the opportunity to respond to the specific charges, but the decision to expel ultimately lies in the hands of the principal.

GAMBLING

Gambling of any type is not allowed on campus or at school-sponsored activities.

SEARCHES

Lockers are school property and general searches of lockers and other school property can be conducted at any time without the presence of students. Searches of students, backpacks, vehicles or other items associated with a student require reasonable suspicion and will be reasonable in scope.

SUSPENSION

Suspension is a short-term dismissal of a student from school:

- a) in response to an action of a very serious nature
- OR
- b) after other remedial measures have been employed without success.

A student may be placed on suspension for serious misconduct occurring on campus, during school-related activities off campus, or for continued misconduct.

The following procedures shall be observed:

1. Only an administrator has the authority to suspend a student.
2. A student may be suspended from one to 10 days.
3. The student and parent/guardian shall be informed of the reasons and decision for the suspension before the student is removed from the school.
4. A conference shall be held with the parent/guardian of the student as soon as is practical.
5. A written record including the date of the suspension, reasons, and notes relating to the

conference with the parent/guardian shall be kept in a file separate and apart from the student's permanent record. A copy shall be provided to the parent/guardian.

6. As a remedial measure, the student should be provided with some type of assignments to be done during the days of suspension. Credit for such work, if any, is determined by school policy.

Suspensions may be recommended by teachers, but may be implemented only by the administration after a conference with the teacher(s).

IN-SCHOOL SUSPENSION AND OUT-OF-SCHOOL SUSPENSION

The school must advise the student and the parent/guardian prior to suspension of the reason for the proposed suspension. The administration must determine that the suspension is reasonably justified. The student and parent/guardian must be afforded an opportunity for a conference with the administration within five (5) school days following the beginning of the suspension.

OUT-OF SCHOOL SUSPENSION PROCESS AND PROCEDURES

The student and parent/guardian must be given notice of the charges; that is, what the student is accused of doing. The student is entitled to know the basis for the accusation and be given an explanation of the evidence that the school administrator possesses. The student must be given an opportunity to present his/her side of the story before the suspension.

The Roncalli High School Board of Trustees must be informed in confidence of any suspension including an explanation of the charges. They are responsible for handling any appeals. The appeal process is the same for expulsion and suspension.

EXPULSION

Expulsion is defined as the long-term dismissal of a student from Roncalli High School. It is an extreme measure to be taken only as a last resort:

- a) after all other efforts of motivation and counseling have failed
- OR
- b) where attendant circumstances of crime, scandal, immorality or disruption constitute a threat to the physical or moral welfare of other persons

The following procedures shall be observed:

1. A record shall be kept of previous measures of remediation, counseling, probation, conferences and/or suspensions. This documentation should include written communication between the

school and the family. In the case of serious circumstances as described in “b” above, the student shall be immediately suspended until the process described in No. 2 - 8 can be completed.

2. Parents/guardians must be informed by written notice that expulsions are contemplated.
3. A conference shall be held with parents/guardians, the student and administrators at which time the grounds for dismissal will be presented and discussed.
4. Expulsion should be determined by the administration. The decision may be appealed to the Board of Trustees.
5. Once the decision has been made to expel a student, written notification of the decision must be sent to the parents/guardians.
6. The administration shall properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentation shall be maintained in a file separate and apart from the student’s permanent record.
7. The student’s permanent record shall indicate that the reason for transfer was expulsion.
8. Expulsion must be reported to the local public school district administrators.

RECOURSE FOR PARENTS/GUARDIANS

Expulsion begins with suspension by the administration of Roncalli High School. This removes the student from school until the proposed expulsion can be reviewed. The administration notifies in writing the student and parent/guardian of the suspension with the possibility for expulsion and the specific charges. The administration informs the local board chairperson of the suspension with the possibility for expulsion.

Following the decision made by the administration for expulsion, the student and parent/guardian are notified in writing of their right to appeal to the local board within five days of the expulsion. The request for appeal must be in writing.

If the student or parent/guardian files a petition for a hearing within the prescribed five days, the hearing shall be set as soon as practical. The board or designated members of the board shall conduct the hearing. The student and parent/guardian are informed of the date, time and place of the hearing. They are required to be present at this hearing.

HEARING PROCEDURES

The administration states the reason for expulsion and provides the documentation. The student or parent/guardian presents his/her case. The hearing panel then asks whatever questions are necessary to their understanding of the facts and circumstances.

Cross-examination is allowed.

DECISION PROCESS

When the hearing panel decides it has enough information to judge the appeal, the panel will go into executive session. The student and parent/guardian and the administration will be informed of the panel’s decision in writing within five days of the hearing.

HARASSMENT AND BULLYING POLICY

It is the policy of Roncalli High School to maintain a learning and working environment that is free from harassment and bullying. Harassment is any discriminatory act or omission taken against a student, faculty or staff person because of sex, race, color, age, national origin, ancestry, religion, political affiliation, arrest or conviction record, sexual orientation, handicaps, disability or pregnancy. Conduct may be considered harassment or bullying when it is unwanted, deliberate or repeated. Continued harassment and bullying can result in suspension and/or expulsion from Roncalli High School.

Any student, faculty or staff who believes they are being harassed or bullied should immediately report the incident to a staff member, a teacher or the administration.

SEXUAL HARASSMENT POLICY

All students, faculty and staff of Roncalli High School are entitled to learn in an environment free from sexual harassment. Sexual harassment is defined as any unwelcome sexual advance, sexual attention, unwelcome physical contact of a sexual nature and/or unwelcome verbal expressions of a sexual nature. Unwelcome physical or verbal contact of a sexual nature includes, but is not limited to, “the deliberate repeated making of unsolicited gestures or comments, or the deliberate repeated display of offensive, sexually graphic materials, which are not necessary for educational purposes.” Continued sexual harassment can result in suspension and/or expulsion from Roncalli High School.

Any student, faculty or staff who believes that he/she is being sexually harassed should immediately report the incident to a staff member, a teacher or the administration.

STEALING

Stealing is a serious breach of the conduct code. A parent/guardian conference will be held immediately, and possible ramifications include suspension, expulsion and/or prosecution.

WEAPONS

A student found at Roncalli High School or a Roncalli function in possession of a firearm or other threatening weapons will be immediately reported to the police and

dismissed from Roncalli High School. A weapon is any object that is calculated to inflict bodily harm. This definition includes lookalike weapons or any toys that may be construed as weapons.

FAILURE TO ADHERE

Students who fail to adhere to the regulations of this handbook may be asked to meet with the administration, meet in conference with parents/guardians and administrators, or be subject to other actions the administration deems appropriate.

RONCALLI HIGH SCHOOL WELLNESS POLICY

I. Rationale

Roncalli High School is committed to providing a learning environment that enhances the education and development of lifelong wellness. We encourage all members of the school community to embrace an attitude to promote an environment that supports healthy lifestyles. The Wellness Policy outlines the promotion of good nutrition, physical activity, social interaction, and mental and spiritual well-being. Support of this policy will enable us to make choices that maximize our overall performance.

II. Goals

The Wellness Policy outlines the following goals in an effort to enable our school community to establish good health and nutrition habits:

A. Nutritional Education Goals

1. Nutrition education is offered in a variety of classes in the curriculum and provides students with the knowledge, attitudes and skills necessary to lead healthy lives.
2. Nutrition education shall include enjoyable, developmentally appropriate and culturally relevant participatory activities.
3. Nutrition education posters, such as the Food Pyramid guide, will be displayed throughout the school. In addition, nutrition information will be provided to the Roncalli community in the classroom, cafeteria, locker rooms and in communications sent home.
4. Staff responsible for providing instruction in nutrition education shall regularly participate in professional development activities. This ongoing education will enable the staff to inform the students of current trends in health and nutrition.
5. Nutrition education shall reinforce the balance between eating and exercise and de-emphasize the use of diet to address weight control.

B. Physical Activity Goals

1. Roncalli High School requires one and one-half credits of Physical Education for graduation.
2. Roncalli High School allows access to its recreational facilities. The Weight Room and Gym areas are open before and after school and in the evening to allow maximum access to facilities by students, faculty, staff and the community. Students under the age of 18 need an adult on site and all persons, regardless of age, are required to have a spotter when lifting weights.
3. Students are encouraged to participate in WIAA-sanctioned sports, as well as other recreational activities that are offered at Roncalli High School.

C. Other School-Based Goals

1. For the employees and staff
 - a. The school will pursue policies that will promote wellness and preventative health care.
 - b. The school will encourage an atmosphere of health and wellness.
 - c. The school will promote wellness as a lifelong benefit.
2. For the school community
 - a. The school will continue to offer events, which cover a broad range of physical, spiritual and mental wellness issues.
 - b. The school will collaborate with community organizations to benefit students and families.
 - c. The school will provide concessions that include healthy options.
 - d. Employees are encouraged to participate in Go365's health and wellness incentives.

III. Nutrition Guidelines

The nutrition guidelines as defined in this section will apply during the school day and beyond.

A. Roncalli High School encourages the sale and distribution of nutrient-dense foods for all school functions, fundraisers and other activities that involve the school community.

B. Locations/situations where food and beverages are served in school:

1. National School Lunch Program
 - a. Hot lunch
 - b. Breakfast
 - c. A la carte
2. Roncalli Athletic Association
 - a. Team meals and awards programs
 - b. Jet Hangar/Concessions
3. The Fine Arts Center (FAC)

- a. Intermission concessions
- b. Banquets, receptions, reunions
- 4. School
 - a. After-School Cafe
 - b. Foods Classroom
 - c. Vending machine
- 5. Development
 - a. Pierside Auction
 - b. International Food Fair
 - c. Other community events

C. Nutrition standards that will be applied to food served, sold or distributed at Roncalli High School

1. Individuals and groups responsible for serving, selling or distributing food will be provided with, and be responsible for, adhering to the Wellness Policy.
2. It is understood that special occasions may occur when the school administration may allow a school group to deviate from these guidelines.

IV. Assurances for Reimbursable School Meals

Roncalli High School will:

Provide reimbursable school meals that meet or exceed minimum requirements outlined in federal laws and regulations applicable to child nutrition programs, including minimum nutritional standards.

V. Implementation of the Wellness Policy

- A. The Wellness Committee will be responsible for overseeing the Wellness Policy.
- B. The Wellness Committee will provide the Board of Trustees with the current policy and updated revisions.
- C. Assessments will be repeated every three years to review policy compliance, assess progress and determine areas in need of improvement.

D. Action steps for the Wellness Policy:

1. Nutrition goals

The following courses at Roncalli High School integrate the Wellness Policy:

- Culinary Arts I and II
- Physical Education Classes

Roncalli's Food Service guidelines include:

- Offer meals through the National School Lunch (NSL) Program that meet the standards issued by the U.S. government.
- Offer a variety of fruits and vegetables, as well as whole grains when possible.
- Decrease sugars and fats by limiting desserts to three days a week.
- Eliminate additional sodium in the cooking process.

- Make milk available before school, during scheduled breaks, and at lunch.
- Purchase oven-ready foods.
- Avoid serving deep-fried foods.
- Serve frozen or fresh vegetables rather than canned.
- Vegetables will be steamed rather than boiled.
- Offer the following à la carte items on a daily basis: milk, a variety of fresh fruit, salad, yogurt, as well as a variety of daily specials. Offer a variety of breakfast items: dry cereal, milk, fresh fruit, bagels, granola bars and muffins.

2. Physical activity goals

- a. The following programs at Roncalli High School integrate the Wellness Policy:

Presidential Physical Fitness Program

Open Gyms

The dynamic warm-up used in Physical Education classes and sports

The Weight Room availability in the morning, after school, and during the summer.

- a. The Roncalli coaches will advise the Wellness Committee as to implementing, adding and improving physical activity goals as needed.
 - b. Physical education classes are 78 minutes and offer a prolonged opportunity for physical activity.
3. Implementing other school-based goals promoting wellness

- a. Consideration should be given to non-food items such as books, gift wrap, candles, plants, flowers, school promotional items, etc. as part of any employer, staff, teacher or student incentive program.
- b. Any food offered should promote good nutritional choices whenever appropriate. Healthy food choice options include:

Raw vegetables with low-fat dip

Fresh fruit

100% fruit juice

Dried fruits

Trail mix

Nuts

Party mix

Baked chips

Low-fat and skim milk products

Water

4. Implementing the nutrition guidelines in the vending machines

- a. Healthy drink choices will be available and identified by the vending company.

E. Prevea Health will provide an annual staff health assessment. Assessments are available to all employees even if you are not covered under Roncalli's health insurance and to spouses of employees who carry health insurance through Roncalli Catholic Schools.

VI. Goals and other

Research healthier choices for the vending machines
Natural Ovens programs
Food for traveling teams and after practices
Reach out to the 18 percent of the students who do not participate in sports
Convocation speakers
Research optional fundraising events
Research a group “Wellness Challenge” which could involve students, staff, teachers and/or administration (e.g. group walking, drinking water, fitness training, etc.)
Research opportunities for education of students, staff, teachers and administration

ADMINISTRATIVE INTERPRETATION OF HANDBOOK

The administration of the school reserves the right to interpret rules and policies of this handbook as individual situations and needs arise.

CASES NOT COVERED BY SPECIFIC RULES

It is understood that these rules are not all inclusive. The administration shall take such action as is necessary to ensure the discipline and orderly conduct of the school. Action may be taken with respect to any offense which interferes with the orderly conduct of the school or which impairs the educational process in any way, regardless of the existence of a rule covering an offense. The administration also retains the right to make exceptions in cases in which mitigating circumstances call for a different response than the school rule states.

HOTLINES

AIDS AND STDs

(920) 683-4155

CRISIS INTERVENTION

(920) 683-4300 (days); (920) 323-2448 (after 4:30 p.m.)

DOMESTIC VIOLENCE

(920) 684-5770

DRUGS AND ALCOHOL

1-800-794-7684

(920) 683-4300 (days); (920) 323-2448 (after 4:30 p.m.)

RUNAWAYS

(920) 682-3332

SEXUAL ASSAULT

(920) 686-8555

SUICIDE PREVENTION LIFELINE

988

TEXT LINE 741741

At Roncalli High School, no person shall on the basis of sex, race or national origin, be excluded from or denied the benefits of, nor be subjected to discrimination under any educational program or activity, nor shall there be discrimination by sex, race or national origin in the employment of personnel.