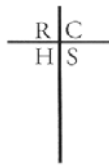


Routt Catholic High School

2010 - 2011

Handbook



Victory March (Routt School Song)

Cheer, cheer for RCHS
Wake up the echoes cheering their best.
Send those loyal cheers on high,
Shake down the echoes from the sky.
Let all the odds be great or small,
Old RCHS will win over all,
While our loyal sons are marching onward to victory!

This planner belongs to:

Name: _____

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GENERAL INFORMATION

SCHOOL TESTING CODE....142 355

OFFICE HOURS 8:00 a.m. to 4:30 p.m.

PHONE NUMBERS

Office	243-8563
Guidance Counselor	243-5323
Athletic Director	243-1042
Kitchen/Cafeteria	245-7213
Development Office	245-0934
Bookkeeping.	243-0087
FAX	243-3138

BOARD OF EDUCATION

- Mr. Mike Bartlett
- Mr. Shayne Bimm
- Mr. Jim Burke
- Mr. James Cosgriff
- Mrs. Linda Curtis
- Mrs. Wendy Easton
- Mrs. Gail Eck
- Mrs. Patty Fitzpatrick
- Mrs. Angie Grant
- Mrs. Barbara Gross
- Mr. Jeff Haley
- Mr. Mike Hankins
- Mr. Patrick Kennedy
- Mrs. Kathy Langdon
- Rev. Tom Meyer
- Bishop’s Rep.- Mrs. Jean Johnson

FACULTY/STAFF

- Mr. Gale Thoroman, *Principal*
- Mr. Dude Wildrick, *Asst.Prin./Guidance*
- Mrs. Rose Fernandes, *Secretary*
- Ms. Amy Johnson, *Bookkeeper*
- Mrs. Diane Seufert, *Development Director*
- Mrs. Sue Tapscott, *Food Service Director*
- Mr. Karl McGlasson, *Custodian*
- Mrs. Dee Arendt, *Library,Health*
- Mr. Merle Beddingfield, *Mathematics*
- Ms. Katie Connelly, *Art I & Art II*
- Mrs. Kris Cox, *Music*
- Mrs. Shirley Davis, *Spanish I & II*
- Ms. Leslie Denny, *Spanish III, IV & V*
- Mrs. Amanda Fox, *Computers, Yearbook*
- Mr. Nathan Graham, *Athletic Dir./P.E..*
- Mr. Jon Hebb, *English I & II*
- Mrs. Lisa Hall, *Social Studies*
- Mrs. Julie Hester,
French, Geography, Consumer Ed.
- Mrs. Maria Kerwin, *Theology II, III, IV,*
Campus Ministry
- Ms. Marianne Kirkpatrick, *English, Grammar*
and Composition
- Mr. Kevin Klein, *Economics*
- Mr. Scott Maruna, *Physics, Chemistry,*
Drama/Theatre and Algebra II
- Mrs. Chris Sheehan, *Earth/Physical*
Science, Biology, Anatomy & Physiology
- TBA, *Chorus*

Routt Web Address = routtcatholic.com

STUDENT GOVERNMENT

Student Council Exec. Board

President.....Erika White
Vice PresidentAlexia Helmer
SecretaryAshley Ketcham
Treasurer..... TBA

Junior Class Officers

President..... Brianna Klein
Vice President Rachel White
Secretary TBA
Treasurer.....Chad Schone

NATIONAL HONOR SOCIETY

President..... Jeffery Gross
Vice President TBA

SUPPORT GROUPS

Athletic BoostersMr. Shayne Bimm
Alumni Association..... Mr. Robert Bonjean, Jr.
Fine Arts Boosters..... TBA

ATHLETIC TEAMS AND COACHES

Football.....Mr. Nate Graham
Golf..... Mr. Rich Smith
Cheerleading..... Mrs. Lori Smith
Dance Team.....Mrs. Tina Coop
Girls' Swimming..... Mrs. Dee Arendt
Volleyball..... Mr. Pat Gibson

Senior Class Officers

President..... Jeffery Gross
Vice President TBA
Secretary TBA
Treasurer.....Chad Schone

Sophomore Class Officers

President..... Brittany Birdsell
Vice President..... Joanna Gross
Secretary TBA
Treasurer.....TBA

CLUBS AND MODERATORS

Campus Ministry..... Mrs. Maria Kerwin
Art Club Ms. Katie Connelly
National Honor Society. Mr. Merle Beddingfield
Scholastic Bowl Mr. Merle Beddingfield
Spanish Club.....Mrs. Shirley Davis
Student Government Mrs. Lisa Hall
Theater..... Mr. Scott Maruna
Yearbook..... Mrs. Amanda Fox

Girls' BasketballMr. Joe Eilering
Boys' Basketball.....Mr. Billy Cooper
Girls' Softball Mr. Dave Mumford
Boys' Baseball..... Mr. Bob Lonergan
Track.....Mr. Jon Hebb
Boys' SwimmingMrs. Dee Arendt

SCHEDULES			
Period	Regular Day	Half-Day	8:30-9:15 Mass Day
1	8:25-9:07	8:25-8:49	9:20 - 9:55
2	9:10-9:52	8:52-9:16	9:58 - 10:33
3	9:55-10:37	9:19-9:43	10:36 - 11:11
4	10:40-11:22	9:46-10:10	11:14 - 11:49
5	11:25-12:07	10:13-10:37	11:52 - 12:27
Lunch	12:07-12:32	None	12:27 - 12:52
6	12:35-1:19	10:40-11:04	12:55 - 1:32
7	1:22-2:06	11:07-11:31	1:35 - 2:12
8	2:09-2:52	11:34-11:58	2:15 - 2:52

Period	2:00 Dismissal	Activity Day
1	8:25-9:01	8:25-9:03
2	9:04-9:40	9:06-9:44
3	9:43-10:20	9:47-10:25
4	10:23-10:59	10:28-11:06
5	11:02-11:38	11:09-11:47
6	11:41-12:17	11:50-12:28
Lunch	12:17-12:42	12:28-12:53
7	12:45-1:21	12:56-1:34
8	1:24-2:00	1:37-2:15

EARLY-BIRD SCHEDULE:

Early-bird classes begin at 7:20 a.m. and end at 8:02 a.m. Students taking early bird classes are dismissed from school following 7th period at 2:06 p.m. On shortened days (half-day and required activity schedules), early bird classes will meet 8th hour.

MESSAGE TO THE STUDENTS OF RCHS

This handbook has been prepared to acquaint you with RCHS and to help you be a successful student. These policies have been designed through the joint effort of students, parents, faculty, and administration to help ensure the best possible educational environment for all students. The character and quality of the school depend on the gifts each student and faculty member brings to this faith community. A tradition of excellence and a future of hope can be created through working cooperatively.

“The Routt Board of Directors and administration reserve the right to amend items in this handbook when it is deemed necessary and in the best interest of the school and/or students at Routt Catholic High School. If such an amendment to the handbook is put in place during the school year; Routt officials will inform students and parents through an all school mailing, posting on the Routt website and multiple postings in the Routt daily announcements.”

PHILOSOPHY STATEMENT

The life and message of Jesus Christ forms the foundation of Routt Catholic High School. We strive to instill in our students, through word and example, the living message of the Gospel. We strive to develop the intellectual, spiritual, and physical potential of each individual, as gifted by God. The affirmation and development of these gifts generate a responsible sharing of them in service to all of God’s people, both now and in the future.

MISSION STATEMENT

Routt Catholic High School provides an excellent secondary education based on the Roman Catholic tradition in a faith-centered environment through the teaching of Christian values, the promotion of spiritual growth, and the total development of each student.

GOALS FOR ROUTT STUDENTS

Students must meet a minimum of performance objectives in each course.

- Students will be challenged to demonstrate mastery of content and skills through testing, written work, projects, and other academic demands.
- Students must participate in community service during their four years in school.
- Students will be instructed in the value and necessity of assuming responsibility for their own learning.
- Students will exercise self-discipline.
- Students will develop skills in critical thinking and decision making.
- Students will have opportunities to develop resources within themselves for the profitable use of leisure time.
- Students will have an opportunity to enjoy a sense of accomplishment in what they do.
- Students will be given opportunities to develop qualities of honesty and integrity.
- Students will experience a Christ-like atmosphere and learn how they can contribute to it.

ADMISSION POLICY

RCCHS admits qualified students without regard to race, sex, religion or ethnic origin. Routt Catholic High School is dedicated to serving the spiritual and educational needs of Christian students who demonstrate a commitment to Routt's mission, goals, and religious values, and who best benefit from its academic program. Routt seeks a student body which will benefit from and contribute to academic excellence within a community of faith.

Before admission to Routt, potential freshmen take a placement exam. This standard indicator and the information gathered from parents, teachers, and grade school transcripts are used to plan the student's academic program. If the information gathered indicates that Routt does not have the educational program which best serves the needs of the student, the student will not be accepted.

Transfer students from other high schools are considered for admission at the beginning of a semester unless the family is moving into the Jacksonville area. A screening process is used to assure that the student's former school record and reason for transfer are consistent with Routt's mission and goals. When a student is accepted, the high school transcripts are used to plan the student's academic program at Routt. Students must be living with their parent(s) or legal guardian(s).

SCHOOL POLICIES AND REGULATIONS

An annual review and approval of these policies by the Routt Board will be on or before the May Board meeting.

Academic Honesty Policy

Academic honesty should be the goal of all students attending RCCHS. Violation of this goal is deemed academic dishonesty and is **any** action intended to obtain or assist in obtaining **credit for work which is not one's own**. This includes plagiarism as well as taking work from another student or person.

Plagiarism is defined as using other person's ideas, opinions, theories, visual images and/or words without clearly acknowledging the source of that information. Credit should be given where it is due.

Teachers are to report all incidences of *academic dishonesty* to the school principal. The teacher is to confer with the student and notify the parent or guardian. All incidents are to be recorded on the student's temporary record. The student will receive a zero for the assignment, quiz, or test.

A second occurrence of *academic dishonesty* within the academic year will result in a failing grade for the subject(s) involved for that quarter in accordance with school's grading scale. The student and parent/guardian will be required to meet with the principal, at which time a suspension may also be considered depending on the severity of the case.

Any subsequent occurrence of *academic dishonesty* will require the student, along with his/her parent/guardian, to appear before the principal and may result in expulsion.

The stealing of a test, teacher's manual, or any other academic material from a teacher or student as a first occurrence would be subject to a second occurrence penalty.

Academic Probation

Students who have failed a required course or who have a semester grade point average of 1.3 or below are placed on academic probation. During this time, the students must make special arrangements with the guidance office to assure that every effort is being made toward academic improvement. Students, who by lack of effort indicate no desire to improve, **may be dropped from the rolls**.

Academics

RCHS strives to achieve an atmosphere of academic excellence. Students are expected to work to the best of their ability, to maintain standards of academic honesty and to help maintain an atmosphere conducive to learning.

Assignments are given to assist the students' learning process in each subject area. Students are expected to develop a conscientious pattern of study and to complete assignments on time. If a student fails to turn in an assignment, the teacher may schedule a required session after school for the student to complete the work and/or penalize the grade.

Teachers provide students with a syllabus of class expectations at the beginning of the semester. Parents are encouraged to review those class expectations with their children and refer any questions to the teacher. Included on the outline is a list of movies which may be viewed in a given course. Parents are encouraged to examine this list for language, content, or presentations that they may consider objectionable or inappropriate for the age or the maturity level of their son or daughter. If parents object to their son/daughter viewing a particular movie, they should notify the teacher in writing by September 15. The student will be excused from the viewing. An appropriate alternative assignment may be given.

Parents are notified at mid-quarter if a student is below average, C-, in any course. Refer to the curriculum guide for credit requirements for graduation and standard student course load.

Accreditation Statement

RCHS is accredited by the Illinois State Board of Education and by NCA-Advanced Ed.

Athletic Department Media Policy

Members of the media can request that our student athletes be available for post-game comments. These interviews should be pre-arranged and the coach would like to accompany the student athlete to the interview area.

Under no circumstances should a student athlete accept an unscheduled interview from a member of the media.

Class Rank and Valedictorian/Salutatorian Status

In order to recognize valedictorian and salutatorian, class rank is determined by an **“Add on System”** that negates an advantage for students taking a study hall or taking extra non-weighted classes.

Valedictorian/Salutatorian will be based on GPA's after the student has completed eight semesters of high school. To be eligible, a student must have attended RCHS for at least two

consecutive years, immediately prior to second semester of the senior year. Class rank is not listed on report cards.

Add on System with Weighted Classes

The “**Add on System**” was implemented in the fall of 2009. Students taking more difficult courses are rewarded for their efforts with the **Add on System**. It eliminates problems related to the 5.0 weighted system, which penalized some students for taking a course in place of a study hall, or for taking extra un-weighted courses.

The “**Add on System**” is used to determine a student’s GPA. It does not change grades. A formula will be applied for each approved weighted course taken and passed. The approved weighted courses for the **Add on System** are the following: Calculus, Physics, English 101 (formerly AP English), Honors English III, Economics Survey and AP US History.

With the “**Add on System**”, the value of an A+ is changed from a 4.4 to a 4.0.

How to calculate the GPA on the Add on System

Add on System Method:

1. Calculate GPA using the traditional 4.0 scale listed in the handbook. **All** high school grades are calculated first. (A+ will remain a 4.0)
2. For each year long weighted course passed, add .045 to the GPA. Semester weighted course earns a .0225.

EXAMPLE: Semester GPA = Take the number of courses taken, in this example Student A is taking 7 courses, 2 are weighted. Total the grade point values of each of the 7 courses and get a sum (see page 12 for values). Next, divide the sum by 7 (7 courses), the quotient is the GPA, then add the Add on values to the GPA. EX. $4.0 + .0225 + .0225 = 4.045$ GPA

Deficiency Reports

A Deficiency Report may be sent to parents of students whose academic work does not meet the teacher's expectations. Notices will be sent whenever appropriate.

Eligibility

Diocesan policy states: "School-sponsored athletic programs are to be guided by the general curriculum goals of the school and should in no way detract from the academic and religious goals of the school." At Routt, this policy extends to **ALL** extra-curricular involvement (which includes activities such as scholastic bowl, theater, etc.).

Students must attend the last of four instructional periods on the day in which they participate in or attend school activities unless approved by the administration, due to unusual circumstances.

Because of the primary importance of academic achievement and good citizenship, students who participate in extra-curricular activities are expected to be in good **academic** and **behavioral** standing. A student must be passing all academic/behavioral requirements to qualify for elections or tryouts. The following will render a student ineligible: one "F" (academic or elective) and/or one "U" in behavior (academic, elective or study hall). Organizations within the school, however, retain the right to set higher standards than those given above. Some of these are listed below:

Athletics: Students must pass *all* classes in which they are enrolled. Any student who receives an F at the weekly eligibility check will be considered ineligible. If a student fails two classes for a

semester, that student will be considered ineligible for the following semester. Successful completion of summer school and/or correspondence classes may reinstate a student's eligibility.

Class/Student Council Officers: Students must have a minimum cumulative GPA of 2.45 or better; no record of disciplinary probation or suspension during the past year; attendance at a leadership training session or completed approved service hours.

National Honor Society: Students must have a minimum cumulative GPA of 3.5 and demonstrate service, character and leadership. Students may be considered ineligible as a result of academic dishonesty, any major infraction of school policy, disciplinary probation, or drug/alcohol-related instances.

Other extracurricular activities: (ex: the school play, Scholastic Bowl, music, speech, dances, etc.) are governed by eligibility rules.

When a student receives a cumulative failing grade at the weekly eligibility check, the student is rendered ineligible to play for one week. All students who are ineligible, whether they participate in an extra-curricular activity or not, must attend the after-school study hall for the week of the ineligibility. Students may practice after 3:30 P.M. during the time they are ineligible unless the teacher(s) want(s) that time to work extra with students.

Eligibility will be checked each Wednesday. On Thursday, teachers will report to the principal the names of students who are failing in any subject, and the teacher will notify the student on Friday. On Friday morning, the principal will notify the coaches of the ineligibility which begins the following Monday and lasts for one full week. If at the next weekly eligibility check the student has not raised the accumulated failing grade, s/he remains ineligible until the weekly eligibility check reflects a passing grade. Any student on the ineligibility list will be checked by guidance, and assistance will be offered. Students are encouraged to work with instructors to improve their standing.

Ineligibility Study Hall Guidelines:

Students must report at 3:00 SHARP! (Students not in their seats at 3:00 will be dismissed.)

- Students report with text and work from the subject for which they received the ineligibility. (Students reporting with no work will be dismissed.)
- Students remain silent throughout the study hall. If there is a need to talk, students must raise their hand for teacher to acknowledge. (Student failing to follow this will receive one warning and then be dismissed.)
- Any student who does not report to study hall, or is dismissed from study hall will make up the missed study hall, and another study hall will be added.
- Students may practice during the time they are ineligible unless the teacher(s) want(s) that time to work extra with students.

Extra-curricular Activity (ECA) Transportation

The athletic director shall arrange for transportation of all high school extra-curricular activities (ECAs) via buses, rental vans, or parent drivers of private vehicles.

High school students, coaches/sponsors are required to travel in the arranged vehicle to and from away ECAs. An exception is made for coaches/sponsors when their team is participating in a tournament and they need to arrive early or leave late from the tournament. No other transportation to/from away contests will be allowed unless the coach/sponsor gives prior approval. Coaches/sponsors should receive written request from the parent/guardian in advance for such exceptions.

A parent/guardian may transport his/her student to/from an away ECA provided written request concerning such arrangement is given to the coach/sponsor in advance and the coach/sponsor approves such request. Such an arrangement can be made in writing at the away contest if the student participant will be riding home with the parent/guardian.

Students will be released to persons other than their parents/guardian only if prior written approval is received by the coach/sponsor. This will require personal or telephone contact with the coach/sponsor, athletic director, or principal *and* written request from the parent/guardian.

Rules must be followed when riding a bus as set forth by School District 117 or the bus driver. A student who does not follow the rules while on bus may be suspended from riding bus and/or suspended from participation in the activity. Bus rules include, but are not limited to: remaining in seat, maintaining minimal noise level, keeping bus clean of debris. See Bus Transportation rules, Handbook page 23.

Field Trip Policy

Field trips are an important supplement to classroom instruction as they provide an opportunity for the teacher to enrich and extend the learning experiences of students. They serve as a means of increasing motivation and comprehension of concepts, as well as an opportunity to initiate or culminate a unit of instruction. As a general rule, curricular field trips are not at the option of the student.

Fees may be charged for field trips which are considered supplementary to Routt Catholic High School's educational program.

No student will be allowed to participate in a field trip unless the signed parental permission slip is returned to the teacher. Verbal permission is not acceptable, nor is blanket approval sufficient.

Student responsibility for participation in a field trip will include:

- **Returning a completed, signed parental permission slip to his/her teacher;**
- **Informing all teachers (whose classes will be missed) and securing their signatures indicating receipt of notice;**
- **Making up all work which may be missed;**
- **Paying in advance the necessary fees should there be any;**
- **Behaving appropriately on the field trip**

Supervision of the students on a field trip is the responsibility of the teacher. The staff of Routt Catholic High School is responsible for the health, safety and welfare of the students during school hours and during all school-sponsored activities. The amount of supervision necessary will be determined by the number of students, their ages, and the nature of the field trip. Teachers may need to ask parents/guardians to assist in chaperoning on field trips. A general guideline for supervision is:

- One adult per 12 students on a one-day field trip.
- One adult per each 8 students on an extended field trip.

Teachers must submit a student list and the names of adults assisting to the principal at least 24 hours prior to departure.

Denial of participation in a field trip is at the discretion of the principal. Reasons for this denial would include but are not limited to:

- Out-of-school suspensions;

- In school suspensions;
- Repeated discipline referrals
- Other concerns (social probation, academic ineligibility, etc.)

Students and parents shall have the right to formally appeal the decision of the principal, in writing, to the Discipline Board. The decision of the Discipline Board shall be final. (*See Discipline Board on p. 25*)

Grades and Semester Exams

Grading Scale: Achievement marks are given in letters corresponding to the following percents:

Grade	Percent	Value	Grade	Percent	Value	Grade	Percent	Value	Grade	Percent	Value
A+	99 - 100	4.0	B+	91 - 92	3.4	C+	82 - 84	2.4	D+	73 - 74	1.4
A	95 - 98	4.0	B	87 - 90	3.0	C	77 - 81	2.0	D	70 - 72	1.0
A-	93 - 94	3.6	B-	85 - 86	2.6	C-	75 - 76	1.6	D-	69	.6
									F	# 68	
									I	INCOMPLETE	

Grades are determined on the basis of all the work of a particular period: daily work, assignments, class participation, and quiz and test grades. Parents will have access to student grades on a daily basis by using the “Online Grade Book.”

ACADEMIC Grading System

A	Superior	The student more than meets the expectations of the teacher. Given the nature of the class, the work is of superior quality. The student has turned work in on time and shows mastery of the subject matter. The student usually works independently.
B	Above Average	The student meets the expectations of the teacher. The required work is above average in quality and is turned in on time.
C	Average	The student satisfactorily completes the required work. The work is generally done on time and is of average quality. The student shows achievement.
D	Below Average, but passing	The student is not doing all the assigned work or is inconsistent in doing work and is dependent on others.
F	Failing	The student does not meet minimum standards required for passing. S/he consistently submits unsatisfactory work or does not do all assigned work. The student shows lack of interest, attention, and/or attendance.
I	Incomplete	The student fails to complete essential assignments because of extenuating circumstances such as sickness, death in the family, etc. All work must be completed within seven school days or the grade becomes an F.

BEHAVIOR Grading System

P	Passing	Student meets or exceeds the expectations of the teacher.
P-		Some concerns overall. Best to make contact with the teacher.
U	Unsatisfactory	Teacher/parent contact needed.

Semester Exams/Averages

The semester exam schedule allows for careful reviewing and tutoring. The semester exam grade counts one-fifth and each quarter grade counts two-fifths of each semester grade. Semester grades are recorded on the student's permanent academic record. Freshman Skills class will have a slightly different exam schedule.

Seniors may be exempted from the second semester final exam if they carry an "A" average and upon the approval of the classroom teacher.

Semester Exams Schedule

Teachers will be available to students at least one hour daily prior to exams and by appointment only after 12:15 p.m. Students having a 1st, 3rd, 5th, or 7th period study hall may choose to arrive **after that period on exam day**. However, students must be on time for their next exam. They need to sign in at the office when they arrive at school. Students having a 2nd, 4th, 6th, or 8th period study hall may leave upon completion of their exams on that day. They **must sign out in the office** before they leave the school at the end of that period. However, all students **are expected to stay in their classrooms for the duration of the exam times**. They must have a book to read if they finish an exam early. There will never be more than two final exams per day. The final exam schedule will be determined by the school administration and posted for all to see.

Graduation

All senior makeup work must be completed and turned in to the respective teacher, and all previously issued detentions must be served by the May date set in the calendar for senior incompletes. Failure to do so will exclude the senior from participation in honor and graduation ceremonies. In addition to the Theology graduation requirement, students must attend the class retreats annually, or an approved substitute program like TEC (Teens Encounter Christ). Students who fail a required course or who do not complete the service hour requirements or do not complete the required retreats will not take part in honor or graduation ceremonies.

Graduation Requirements

The number of credits required for graduation from RCHS is **25**. The following required courses must be included:

- | | | |
|----|--|--------------------------------|
| 4 | credits in Theology and Religious Arts | ½ credit in Geography |
| 4 | credits in English | ½ credit in Government |
| ½ | credit in Composition * | ½ credit in Consumer Economics |
| 3½ | credits in Social Studies: | |
| | 1 credit in U.S. History | |
| | 1 credit in World History | |

2	credits in Science	2	credits in Physical Education *
3	credits in Math (Algebra I, Geometry are required)	1	credit in Freshman Skills (Study, Grammar, Computer, Communication)
1	credit in Fine Arts (chorus, band, art, drama & theatre, graphic design and digital photography) *	½	credit in Health

***Note-** Beginning with the Class of 2012, Composition, as well as only one classroom credit of PE will be required. The existing PE waiver will be for seniors only (Class of 2011) who cannot schedule a PE class into their senior schedule due to scheduling conflicts. The seniors must also meet the following criteria:

1. Scheduling conflicts with other academic courses required for college admission.
2. Student is a member of an athletic team or is a cheerleader in each semester in which he/she seeks a waiver.

Beginning with 2010-2011 school year, graphic design and digital photography class will count towards credit in Fine Arts.

College Bound Students

College-bound students must check entrance requirements at individual colleges. Most colleges suggest the following as the minimum preparation for admission:

English	4 years
Science	3 years of lab Science
Math	3 years beginning with Algebra I
Social Science	3 years
Foreign Language	2 years of same language

Honor Roll

High honors: GPA 3.5 or above with no grade lower than "B-" eligible for high honors.

Honors: GPA 3.0 or above with no grade lower than "C-" eligible for honors.

Off-Campus Courses

High school level courses

With the principal's approval, students are permitted to attend classes at Jacksonville High School (JHS) on condition that the courses they wish to take are *not offered* at Routt. Classes taken at JHS must be compatible with the regular schedule at RCHS.

College level courses

The local colleges provide an excellent opportunity for students to obtain college credit in escrow. Routt students must have a 3.0 GPA and the principal's permission to enroll in these classes. Students may take classes at Illinois College, MacMurray College, and/or Lincoln Land Community College, depending on their grades, total number of high school credits, and high school GPA at the end of their fifth semester. College courses may be scheduled during the hours of a standard school day, or in the evening.

Correspondence and Summer School Courses

Students may make up failed classes by taking correspondence or summer school classes. A maximum of two credits will be accepted from an approved correspondence school. All correspondence tests must be administered by appropriate school personnel. Any student who wishes to receive credit toward graduation for correspondence courses in a given year must complete all course work and final exams by May 1 of that school year. All correspondence courses must be taken through the University of Missouri, Columbia. Summer school classes are offered at Springfield School District #186 and Jacksonville School District #117. Students may take a maximum of two courses (1 credit) per summer session. They must pay their own summer school or correspondence tuition. Prior approval must be given by the high school counselor and principal for students to take these classes for credit. Credit for these courses will be included in the next semester's grade report. These grades will be figured into the GPA as modified courses on a weighted scale. (A=3.0)

College Courses taken during the summer

For college courses taken during the summer at Lincoln Land Community College, students may receive both high school credit and college credit, if the following conditions are met:

- The college course cannot be substituted for a required course at RCHS.
- The student taking the course has achieved junior standing at RCHS.
- The student has approval for dual credit from the principal before enrolling in the course.

High school credits earned from college courses will not be used in calculating the student's high school grade point average unless taken at Routt Catholic High School.

Physical Education (PE)

Students wear teacher-defined clothing at all times during PE class. Clothing is to be kept neat and clean. Tennis shoes for PE use only are required. Students who do not dress appropriately will be assigned academic work.

Names must be on the students' clothing and shoes. Clothes and valuables left in the lockers are the students' responsibility. It is the student's responsibility to secure and lock his/her locker with the lock provided by the PE department.

Student athletes and all physical education students are given locks for their gym lockers from their coach or PE teacher. If a lock is lost, replacement is at the student's expense.

Unless excused by illness, students are expected to participate in physical education classes. A statement from the student's physician must give specific reason, date and extent of exemption. Students exempted from active participation in P.E. will be assigned alternative work by the instructor. Outdoor activities will not be required on days when the wind chill factor is below 32 degrees Fahrenheit. Only one PE credit will count toward GPA credit.

Religious Program

Campus Ministry

Religious experiences beyond the classroom are integral to RCHS. These experiences are coordinated by the administration, the campus minister, and the theology teachers. These experiences include but are not limited to the following: all school and class Masses, prayer services

and paraliturgical services, opportunities for reconciliation, speakers, religious counseling, vocation days, service projects, etc. The all-encompassing goal is to prepare young Catholic men and women of RCHS to assume roles of service and leadership within the Catholic Church of the twenty-first century.

Retreat Program

Theology is not just a formal classroom study of doctrine. It encompasses a person's entire life and relationships. Because of this, religious experiences need to be provided which extend beyond the classroom. One of these experiences is that of a retreat which may take various forms. A retreat allows a person to focus upon his/her faith life removed from the scheduled responsibilities of school/work, etc. At RCHS, a time is set aside for each class to participate in an RCHS-sponsored retreat experience. The goals of this program are to develop in the students an attitude of self-worth, an appreciation for fellow human beings, awareness and understanding of the presence and action of God in their lives, and a sense of responsibility for and participation in the Catholic Church.

Retreat Options

- **The Senior Overnight Retreat** is generally held at Lake Williamson Christian Center in Carlinville, IL, or at a similar site. The retreat usually takes place during Lent. Students leave Routt at 8:30 a.m. and return before dismissal the next day. Faculty and parent chaperones accompany the students. A priest may accompany the group, according to availability.
- **The Junior Retreat/Days of Recollection** is held at an undisclosed location. The retreat usually takes place during Lent for one school day. Students leave the school at 8:30 a.m. and return prior to dismissal the same day. Faculty and parent chaperones accompany the students. A priest may accompany the group, according to availability.
- **Days of Recollection** are held off campus. It is designed for freshmen, sophomores, and others who do not go on an overnight retreat. The theology staff and lay leaders will plan a day-long retreat experience.
- **TEC** (Teens Encounter Christ) is offered monthly through the Springfield TEC and Quincy TEC. TEC is an experience in Christian living and begins on Saturday a.m. and continues through Monday p.m. The cost for this weekend is approximately \$65. Students must provide their own transportation. Applications and more information are available from the theology teachers and students who have been on a TEC weekend.

Adults are needed to chaperone all of these retreats. If parents/guardians are willing to give some time or assistance, they are asked to contact the theology teachers or office.

Report Cards

Report cards are issued quarterly. Provided all fiscal accounts are cleared, report cards are mailed directly to parents. *Academic* and *behavior* grades will be given for each class offered. Access to paper or electronic grade reports will be denied until all outstanding obligations are met.

Schedule/Course Changes

Requests for Schedule/Course Changes

Course change requests will be considered as designated on the student schedule verification form.

- A student with serious reason may drop a course at the counselor's discretion, provided s/he meets the required credits for the year. If a course is dropped during the first three weeks of the semester, the course will be dropped from the student's record. If a course is dropped after the third week of the semester, the student will receive an "F" for the semester grade.
After the school year begins, a request to drop a course will be handled on an individual basis. Before any definitive action is taken, the teacher involved will be consulted in person. Written permission from both the teacher and the parent or guardian will be required.
- If, in the opinion of the school staff, there is no valid reason for dropping the course, the request will be denied. The following reasons are NOT considered adequate for dropping courses:
 - Student finds course harder than expected, though s/he is capable of passing.
 - Course requires more work (or time) than the student wants to give.
 - Remaining in the course would probably lower the student's GPA or class rank.
 - Student is no longer interested in the subject matter.
 - Student does not get along well with the teacher.
 - Student wants to be in classes with friends.
 - A change in teacher for the course occurred (e.g., during the summer).
- A teacher's request for student course level change will be considered by the guidance department at any time.
- A fee of \$25 will be charged for any student-initiated course changes one week after the semester has begun. If any correction is needed due to a school error, no fee will be assessed.

Procedures for Schedule/Course Changes

- The student files a request for schedule change in the guidance office. Teachers file requests for student course or level changes with the student's guidance counselor.
The student's guidance counselor checks all requests and assesses fees according to school policies.
- If the request is a student request, no school error involved, the guidance counselor will follow above-mentioned regulations in allowing/disallowing the course change.
If a change is granted, the guidance counselor is responsible for issuing a schedule change form to the student. The student takes this form to all teachers involved, their parents, and then returns it to guidance.
- The guidance counselor makes the necessary changes in all school records.
- The student follows the new schedule when the guidance counselor gives final approval.
- The approved schedule change form admits the student to the class.

Service Hours

Students attending RCHS are required to serve 15 hours of volunteer service each year as part of their graduation requirement. At least ten hours must be applied to community service, and five hours may be applied to school- or church-related activities. Service hours must be accrued outside of class time. Service hours *must be approved* by the guidance counselor, the theology teachers, or the principal. Service hours will be reported to parents/guardians quarterly on the report card. Individuals not completing this requirement will not receive end-of-the-year report

cards, transcripts, or graduate, until completed. Service hours are coordinated by the guidance counselor. If a student turns in 30 or more of the required, documented service hours by April 1 of the school year, the student is eligible for service hour award recognition. Documented service hour requirement for Senior students must be completed and turned into the Guidance office by April 15 for eligibility on the Senior trip.

Status

A student must have earned the following credits to be awarded status and assigned to home-room as a: *sophomore* - 5 credits; *junior* - 11 credits; *senior* - 18 credits.

Technology/Internet Policy

The Internet/technology is a tool available for academic use. The information available on the Internet is varied and variable. However, resources such as disk space and printer capacity are limited. Therefore, there will be conditions to its use at RCHS.

The Internet will only be used for academic purposes.

- Chat rooms, e-mail, games, and e-mail discussion lists will be off-limits.
- Vulgar language will not be allowed.
- Downloading of software or programs will not be allowed.
- The number of users will determine a time limit for use.
- Copyright infraction and/or plagiarism will not be allowed.
- Students may not share their password with other students or use another student's password. (If a student believes that another student knows his/her password, the student should notify the technology teacher.)
- No student will have access to the Internet unless a signed copy of this Technology/Internet Acceptable Use Policy (AUP) Student Agreement is on file at RCHS.

Sample of Internet agreement form (which must be on file for students to access the Internet.)

Technology/Internet Acceptable Use Policy (AUP) Student Agreement:

I have read the Routt Catholic High School Technology/Internet Acceptable Use Policy (AUP) Student Agreement in the RCHS Handbook. I understand the policy and agree to abide by all provisions of the policy. I also understand that additional rules and regulations may be added from time to time and that they may become a part of this agreement. Should I break this agreement, I understand that I may lose all computer and/or Internet privileges.

I understand I may not share my password or use another's password, and that if someone else does use my password, even without my permission, I will be held responsible. If I believe someone else knows my password I will inform the librarian so that I can be issued a new password.

I will also be responsible for any damage caused by my misuse of the computer and/or Internet. I also understand that inappropriate or illegal use of the network facilities may result in civil or criminal lawsuits.

STUDENT MUST SIGN THIS AGREEMENT

Technology/Internet Acceptable Use Policy (AUP) Parent Agreement:

As parent(s) or guardian(s) of this student, I (we) have read the Routt Catholic High School Technology/Internet Acceptable Use Policy (AUP) Student Agreement and I (we) understand that this Internet access is designed for educational purposes. I (we) request that my (our) student be allowed to use the computers and that my (our) student be allowed access to the Internet. I (we) recognize it is impossible for the school to restrict access to all inappropriate material, and I (we) agree to hold the school harmless from responsibility for any materials acquired on the Internet. Further, I (we) accept full responsibility for any damage my (our) student may cause to the computer system in any way, and I (we) agree to be liable for the cost of repairing any wrongful damage done to any part of the computer system by my (our) student's misuse of the system including the cost of replacing any part of the computer system that cannot be repaired. Further, I (we) accept responsibility when my (our) student uses school technology in any off-campus setting.

***BOTH PARENTS/GUARDIANS MUST SIGN THIS AGREEMENT**

Testing Program

RCCHS students are expected to take the following exams (*required of all students):

- Incoming Freshmen (eighth graders) – EXPLORE*
- Sophomores – PLAN Exam*
- Juniors – PSAT, ACT and/or SAT; Constitution*, Dates vary
- Seniors – ACT, SAT; Consumer Education, Dates vary

ATTENDANCE

RCCHS has a closed-campus attendance policy. Each student is responsible for attending all scheduled classes and study halls. From the opening bell to the closing bell, students must remain in the building. No one may leave the building until scheduled to leave. Any student in violation of this regulation will be considered truant and subject to appropriate disciplinary action. Early-bird students are not permitted to leave campus after their first hour (early bird class) before the opening of the regular school day. Only junior and senior students taking early-bird classes may request to be dismissed following from 7th period. On shortened days (half-day and required activity schedules), early bird classes will meet 8th hour. Students may not leave the building and go to the parking lot during school hours or during the lunch period for any reason without prior permission from the office.

Absence from school is always detrimental to the student. Class discussions and lectures cannot be repeated, and make-up tests are very difficult to schedule. Every effort should be made to schedule vacations and appointments to coincide with school vacations.

As per Board policy, Routt requires a doctor's excuse for each absence after 10 school days missed per semester. Any subsequent absence after the 10 day rule and without a doctor's excuse, an emergency or an approved pre-arranged absence the student will be given an unexcused absence.

Absence - Excused

An excused absence is one due to personal illness, illness of a family member requiring the student's help, death in the family, or some other emergency approved by the principal.

If absence is unavoidable, a parent or guardian should notify the school office before 9:00 a.m.

Parents or guardians will be called by the school to verify a student's absence if the parent or guardian fails to call the school office before 9:00 a.m.

Parents are encouraged to come to the school to get their child's books. When the student returns to school, s/he should present, to the office, a written note signed by the parent/guardian.

On those occasions when parents and students know ahead of time that a student will be absent, the student should bring a note from her/his parents to the office the day before for approval by the principal and should receive a "**pre-arranged absence form**" to submit to teachers for their signatures, and to get their assignments. The completed form must be returned to the office before the student leaves at the end of the day.

Senior Skip Day

A Senior skip day is **not permitted**. Seniors are awarded the privilege of taking Senior exams early. This privilege is in lieu of Senior skip day.

Make-up Work for Excused Absences

Make-up work is the student's responsibility. It is the student's responsibility for obtaining assignments from his/her teacher. For each day absent, a day will be allowed to makeup assignments. If absent on the day a test is given, or project due, the student should be prepared to take the test or turn in the project on the day s/he returns to class.

If it is necessary for a student to leave school early, s/he should bring a written note from her/his parents. S/he should take the note to the secretary in the main office before school begins. Before leaving the building, s/he should sign out of the office.

Medical Absence

In the case of illness, a parent or guardian is requested to notify the school office before 9:00 a.m. Upon return after an absence, a written note signed by the student's parent/guardian is presented to school office. The office will issue a form for student to use to be admitted to class.

If a student becomes ill during a school day, s/he should get a pass from the classroom teacher and report to the office. The office will notify the parent.

All assigned work and tests announced prior to a student's absence are made up the day the student returns. Ordinarily, the number of days for other make-up work equals the number of days absent. It is the responsibility of the student to contact the teacher to arrange for makeup tests and make-up work.

Infectious and Chronic Communicable Diseases

Any student having or suspected of having an infectious or chronic communicable disease, as defined in the County Health Department Policy for Prevention and Control of Communicable Disease, shall be excluded from school for the period of time designated in the Health Department policy.

The right to privacy of students with infectious or a chronic communicable disease will be respected. Specific information in regard to a student with an infectious disease or chronic communicable disease will be limited to those persons with a direct need to know. Such persons shall be advised of any precautions that may be appropriate to the situation.

RGHS will make every effort to permit a student with a chronic communicable disease to continue class work as long as regular classroom attendance is compatible with the best interest of the student and the school community.

If the Health Department Policy does not mandate exclusion from school in connection with a chronic communicable disease, decisions regarding the education setting for a student with a chronic communicable disease, including Acquired Immune Deficiency Syndrome (AIDS) shall be determined by the administration of Routt in consultation with the Public Health personnel, the

student's attending physician, and parents. Each situation will be reviewed on the basis of a number of factors, including but not limited to:

The nature of the chronic communicable disease.

The health, safety, and well-being of the student and school community.

Medical/Dental Appointments

Every effort should be made to schedule appointments outside of school time. However, if this cannot be arranged, the school must be notified in writing one school day prior to the day of the appointment. Verification of appointment will be expected from the doctor's or dentist's office.

Non-medical/Vacation Absence

The school must be notified in writing at least one school day prior to an absence for personal reasons. The school must be notified in writing at least five school days prior to a vacation which exceeds two days. If the school does not receive prior notification of absences for any reason other than sickness or death in the family, the days will be considered unexcused.

If teachers **allow** students to make up work, they may require that test/quizzes are taken and assignments handed in prior to the student's departure. All long-term assignments must be handed in prior to the student's departure if available by teacher.

College Days and School-Sponsored Activities

Juniors and seniors who must visit colleges during school time may be allowed two college days per year at the discretion of the counselor and/or principal. College day request forms must be submitted to the main office at least one week before the scheduled college day. Verification of such visits is expected. College visits must be completed by April 30.

College days, retreat days, and school-sponsored field trips are excluded from the 10-day limit for absences, provided the student has procured and turned in the forms with the proper signatures to the office. College day request forms must be submitted to the main office one week in advance of the college visit.

Funerals

If a funeral takes place during a school day, RCHS students must abide by the following:

They have written permission from their parents.

No student will be allowed to go to the funeral in his or her own vehicle or another student's vehicle, unless s/he has written permission from the parents or a parent phone call and the permission of the administration.

Students are reminded they are responsible to makeup all work missed during excused absences from school.

Absence – Unexcused

An unexcused absence indicates that the student is absent from school, with or without the consent of the parents, but for a reason that is not acceptable to the school. Unexcused absences will be marked by teachers as "no credit." Students with an unexcused absence may receive disciplinary action from the principal.

Tardiness

Students are expected to be in their desks ready for work when the second bell rings for each class period. Students late for first period are to report to the office. A detention is issued for each

unexcused tardy. After seven unexcused tardies within a quarter, the student will serve a one-day out-of-school suspension. In case of habitual tardiness, parents will be notified and the student will be placed on disciplinary probation.

Truancy

Truancy is leaving the campus or being absent from class, study hall, or Mass without permission. In case of truancy, the student's parents/guardians are notified, and they must meet with the principal before the student will be re-admitted to classes. The student receives no credit for work missed because of truancy. Truancy is recorded on the student's record. A second truancy or a truancy in addition to another major violation cancels a student's registration.

Suspension

External Suspension: Due to the seriousness of a disciplinary offense, the administration may suspend a student from school. During the period of time the student is suspended, s/he receives 50% credit for assignments, quizzes or tests. A student who is suspended is not allowed on school grounds or at any school activity.

Internal Suspension: A student may receive an "in house" internal suspension from the classroom. During the period of time the student is on "internal suspension", s/he receives 75% credit for work turned in at the end of the day. This is for assignments, quizzes or tests.

Mandated Reporting

According to the Abused and Neglected Child Reporting Act, school principals and teachers are mandated to report **suspicion*** of abuse or neglect to the Department of Children and Family Services.

CODE OF CONDUCT

Students who attend RCHS share the responsibility to build a community of faith. In an atmosphere of mutual respect, all are expected to provide an environment which supports the educational process. Through enrollment at RCHS, students agree to abide by the policies of the school and the spirit of its philosophy. The school reserves the right to cancel the registration of any student who fails to meet standards of conduct of the school and to refuse the admission of any student experiencing disciplinary problems at another school.

Bullying Policy

In order to create a safe and secure environment in which all persons can feel happy and able to reach their full potential, all bullying/harassment incidents will be taken seriously. Bullying/harassment is repeated behavior involving deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation; extortion or taking belongings; oral or written threats; outrageous actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. Bullying behavior shall not be tolerated in any form, and consequences for bullying behavior will be determined by the principal. Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with an administrator, guidance counselor, clergy, or classroom teacher. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Cyber bullying

Routt Catholic High School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats at any time or place will (**seriously or in jest or online**) face detention, suspension, and/or expulsion. Students and parents need to be aware of all the Federal and state laws that are constantly changing regarding cyber bullying and inappropriate texting.

Bus Transportation

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal. In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped and the driver has given permission.
- All school rules apply while on the bus or waiting for the bus.
- **Use the emergency door only in an emergency.**
- In the event of an emergency, stay on the bus and await instructions from the bus driver.
- Keep the bus neat and clean.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- Do not open windows with out permission from the bus driver.
- Parents will be liable for any defacing or damage students do to a bus.

Video cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. All bus infractions will be subject to the school's disciplinary policy.

Discipline Philosophy/Policy Statement

The discipline philosophy of RCHS stresses the goal of creating a Christian community of students in which respect for the individual and acceptance of one another becomes a reality. Attendance at RCHS is a privilege. As a private Catholic school, RCHS holds its students to a high code of behavior in areas that affect the well being and reputation of the school. Students are expected to abide by a code of conduct that reflects the Christian principles of the school and to demonstrate respect for the laws of the city, county, state, and country. RCHS does not use corporal punishment to discipline students. The goals of the discipline policy are the following:

- to develop within the individual a sense of Christian moral values;

- to maintain the overall decorum of the school in order to develop an appropriate educational atmosphere;
- to help foster within each student maturity and acceptance of responsibility for his/her own actions.

It is expected that those involved in the training and the discipline of students will support and uphold this discipline philosophy and policy. To achieve these goals students, parents, faculty, staff, and administrators must cooperate and work as partners. It is hoped that this cooperative effort will accomplish the type of specific and general behaviors that most enhance the Catholic identity and learning atmosphere of RCHS.

Discipline Policy - Level I

A Level I infraction involves misbehavior which interferes with orderly classroom procedures or orderly operation of the school. These include but are not limited to such acts of misbehavior as the following:

1. Tardiness
2. Dress code violation
3. Inappropriate behavior in school or at any school function
4. Littering on school property
5. Gum chewing
6. Food or drink in undesignated areas
7. Presence in hallway or restroom without a pass
8. Wearing a hat or headgear during school hours
9. Parking in areas not designated for students
10. Any other inappropriate behavior

Consequences

Violation of Level I behaviors may result in detentions, administrative involvement, work assignment, parent contact, fine, or any other action deemed appropriate by the administration.

Discipline Policy - Level II

A Level 2 infraction involves misbehavior so frequent or serious that it disrupts the learning climate of the school. These infractions include but are not limited to such acts of misbehavior as the following:

1. Repeated violation of Level I misconduct
2. Use of tobacco products
3. Misuse of school property
4. Forging of notes or signatures
5. Lying
6. Skipping classes, detentions, or school-related activities
7. Vulgar, obscene, or abusive language/actions
8. Disrespect or disobedience

9. Fighting
10. Cell phone possession during school time
11. Other

Consequences

Violation of Level II behaviors will result in parental contact by written notification. Tobacco violations will result in an automatic \$25⁰⁰ fine. In addition, Level II violations may result in any of the following: possible parent/principal conference, school service, restitution for damages, one- to three-day in-school suspension, and suspension of school privileges, Saturday morning detention or any other action deemed appropriate by the administration.

Discipline Policy - Level III

A Level III infraction involves acts which violate the integrity of the school and which are potentially harmful to other persons or property and, in some cases, against the law. Parental contact will be made and, when appropriate, law enforcement authorities will be notified. These include, but are not limited to, such acts of misconduct as the following:

1. Repeated acts of Level II misconduct
2. *Vandalism
3. *Theft
4. Verbal or physical intimidation of another person
5. *Initiating a false alarm or bomb threat
6. Reckless driving on school property or related activity sites
7. Refusal to conform to school authority
8. *Rioting or mob action
9. Student initiation or hazing
10. *Assault or battery
11. *Other

* Any student convicted of these offenses off campus is subject to Level III consequences.

Consequences

The consequences of a Level III violation may include a conference with the student, parent and principal, in-school suspension, out-of-school suspension, financial restitution, restriction of student activities, referral for counseling, continuation in school under a probation contract, request to withdraw from school, expulsion or any other action deemed appropriate by the administration.

Detentions

Detentions are issued by teachers for violation of behavioral guidelines. Examples are lack of homework, boisterous or inappropriate conduct; profane or vulgar language; being tardy, out of dress code or out of class without a pass; running in the halls; littering; eating outside the cafeteria area or chewing gum. An accumulation of detentions is considered a serious matter deserving of further disciplinary action such as a Saturday morning detention.

Saturday Morning Detention

Saturday morning detention is from 8:30 am until 11:30 am on a given Saturday morning. Students must report by 8:30 am. Only supervisor-approved material will be allowed. It is the student's responsibility to bring appropriate material. Failure to bring appropriate material will result in material provided by the supervisor and the student will be required to complete the material until dismissed or require an additional Saturday detention or possible suspension.

Students are not allowed to bring hats, book bags, coats, listening devices such as radios, mP3 players, gum, food, candy or drink to the detention room. All cell phones will be confiscated. No sleeping or talking and students will receive a five-minute break at the supervisor's discretion. All school rules apply during Saturday detention. Any violation of the above guidelines may result in an additional Saturday detention or suspension. If a student misses or skips a Saturday detention, the student may receive a three to ten day suspension. If a student who has been assigned four (4) Saturday detentions in a semester, external suspensions will become necessary for further offenses.

Discipline Board

In certain disciplinary circumstances, a student's conduct may be subject to review by a Discipline Board. The principal may convene a Disciplinary meeting which may include the principal, counselor, and appropriate staff members. At the discretion of the Discipline Board, attendance at Routt or participation in any school activity may be denied a student for major or reoccurring disciplinary violations.

Disciplinary Probation

Students who illustrate patterns of irresponsible behavior or who have violated a particularly serious school policy are placed on disciplinary probation. The administration sets the conditions and length of the probation time. During the time of probation, students are denied involvement in extra-curricular activities, leadership positions, and any other honors which might be given during that time. The parents are notified when a student is placed on disciplinary probation. Violation of the conditions of the probation will in all likelihood cancel the student's registration.

Dress Code

To maintain an atmosphere that promotes the education process, all students are expected to be in dress code at all times during the school day. Their appearance should be neat and clean, and clothing properly fitted. Shirts are to be tucked in at the waist, so the belt or waistband can be seen. Shirts are to be kept buttoned at all times (collar button only allowed unbuttoned). **Jackets, coats, hats or other such items are not to be taken or worn to class or lunchroom.**

The dress code will be checked throughout the school day including **lunch** and **exchange** of classes. A warning **may** be given for the first dress code violation. If a student is seen later in the day in violation that could have been corrected (i.e. shirt-tail hanging out or pants worn too low), a level one consequence (as defined in the handbook) will be assessed.

Dress Code for Boys

<u>Shirt</u>	Light blue or white Oxford button-front dress shirt, short or long sleeves. Plain, solid white t-shirts may be worn under the Oxford shirt.
<u>Pants</u>	Navy blue or khaki dress pants. Pants with belt loops require a belt. <i>Cargo-style pants are permitted only on Friday Spirit Days. Jeans are permitted only on designated Blue Jean Days.</i>
<u>Shorts</u>	Navy blue or khaki walking-length shorts (just above the knee). Cargo-style shorts are not permitted at any time.
<u>Sweaters</u>	Plain navy blue sweaters. No hoods on the sweater.
<u>Sweatshirts</u>	School-approved sweatshirts bearing the Routt script-letter sweatshirts in one of three colors: gray, black or purple. Hooded sweatshirts are not allowed. Sweatshirts with pockets or pouches are not allowed.
<u>Shoes</u>	Dress and casual hard soled shoes. Gym shoes, boots, sandals, crocs, moccasin/ house slipper and open-toed shoes are not allowed.
<u>Socks</u>	<i>Socks must be worn at all times.</i>
<u>Hair</u>	Hairstyles are considered part of the RCHS dress code. No erratic hairstyle (punk, tailed, spiked, multi-colored, grooved, partially shaved, emblems, or stripes) will be allowed. The student's natural hair color is preferred. If hair is dyed, the color must be selected from the spectrum of natural shades (blonde, brown, black, red/auburn). Hair is to be a conventional length, not to exceed the collar and to be neatly trimmed, not over or tucked behind the ears. The sides of the hair should not fall forward covering the student's cheeks. Kerchiefs, sweat bands, hats, etc., are not part of the RCHS dress code.
<u>Facial Hair</u>	Beards, mustaches and long sideburns (beyond mid-ear) are not permitted. Students are to be clean-shaven daily.
<u>Jewelry</u>	Earrings (even if covered), straps, medallions, cultic, gang, and excessive jewelry are prohibited. No visible tattoo or body piercing will be permitted.

Dress Code for Girls

<u>Skirts</u>	Pleated navy blue or khaki skirts. The skirt length must be modest and at most one inch above the knee.
<u>Shirt</u>	Light blue or white Oxford button-front dress shirt, short or long sleeves. Plain, solid white t-shirts may be worn under the Oxford shirt.
<u>Pants</u>	Navy blue or khaki dress pants. Pants with belt loops require a belt. <i>Cargo-style pants are permitted only on Friday Spirit Days. Jeans are permitted only on designated Blue Jean Days.</i>
<u>Shorts</u>	Navy blue or khaki walking-length shorts (just above the knee). Cargo-style shorts are not permitted at any time.
<u>Sweaters</u>	Plain navy blue sweaters. No hoods on the sweater.
<u>Sweatshirts</u>	School-approved sweatshirts bearing the Routt script-letter sweatshirts in one of three colors: gray, black or purple. Hooded sweatshirts are not allowed. Sweatshirts with pockets or pouches are not allowed.

<u>Shoes</u>	Dress, casual shoes and plain hard soled slip-ons. Gym shoes, boots, sandals, crocs, moccasin/house slipper, soft soled slip-ons and open toed shoes are not allowed.
<u>Socks</u>	Socks or tights must be worn at all times. Toes must be covered. No fishnet stockings or tights.
<u>Hair</u>	Hairstyles are considered part of the RCHS dress code. No erratic hairstyle (punk, tailed, spiked, multi-colored, grooved, partially shaved, emblems, or stripes) will be allowed. The student's natural hair color is preferred. If hair is dyed, the color must be selected from the spectrum of natural shades (blonde, brown, black, red/auburn). Kerchiefs, sweat bands, hats etc., are not part of the RCHS dress code.
<u>Jewelry</u>	Straps, medallions, cultic, gang and excessive jewelry are prohibited. No visible tattoo or body piercing, other than earrings will be permitted.
<u>Cosmetics</u>	Makeup should be in acceptably good taste.

Non-Dress Code Days

The dress code will be in full force and effect every day except Friday. On special days, students will be permitted to come to school out of dress code. Jewelry and hair codes remain in effect. T-shirts/sweatshirts with writing or pictures/graphics referring to alcohol, drugs, music groups or things that are contrary to the philosophy of the school are not allowed. The special days are *Routt Spirit Days, Blue Jean Days and Homecoming Week*:

Routt Spirit Days: Every Friday will be a Routt Spirit Day. The dress code will be: khaki or blue pants with belt, game jerseys for the sports in season or an approved alternate team shirt for in season sports, **Routt** shirt or sweatshirt or sweater and dress shoes.

Blue Jean Days: In connection with fund-raising efforts, up to two days per semester can be Blue Jean Days. The dress code on Blue Jean Days will be: nice blue jeans (with no tears, holes, fraying, writing, etc.), gym shoes, and sleeved shirts or sweatshirts with no writing or pictures or graphics referring to alcohol, drugs, music groups or things that are contrary to the philosophy of the school. Again, no hoodies on blue jean days.

Homecoming Week: Homecoming Week will be Blue Jean Days. On Friday, the cheerleaders may wear their cheerleading uniforms. See approved Student Council list of dress days.

Expulsion

The expulsion of a student from a Catholic school is so serious that it should be invoked rarely and then only as a last resort. The general situations which demand removal of a student from the school can be reduced to two:

- delinquency and immorality which warrant commitment to a correctional institution or which constitute a definite menace to other students
- chronic and incorrigible misbehavior which undermines classroom discipline which impedes the academic progress of the entire class.

Causes and procedures for permanent dismissal from the school are to be clearly delineated in writing by the principal. (Diocesan Policy 4613)

Gangs

RCCHS will have absolutely no tolerance for negative gang membership and gang activities and/or behavior. The school administration reserves the right to suspend and/or expel any student involved with gangs. Gang-related activities and/or behaviors may include but are not limited to the following: gang clothing, colors, gang charms, tattoos, names, signs, gang action and/or specific physical behaviors.

Respect for Others

Respect for all individuals is a primary component of our community of faith. Students are expected to display Christian values and attitudes in their treatment of others. Disrespectful behavior will not be tolerated in any way.

Blatant disrespect to a staff member, including profane language or gestures, merits suspension/expulsion. Consent of the staff member involved and an apology are required before re-admission will be considered by the principal.

Verbal or physical disrespect to fellow students is unacceptable. The level of responsibility for and involvement in student altercations determines the level of consequences including detentions and/or suspension/expulsion.

Any action which interferes with the safe functioning of the school or student body, including the carrying of a weapon, could result in suspension or expulsion.

Respect for Property

Students are responsible for the proper care of all books, supplies, materials, uniforms and furniture supplied by the school. Deliberate destruction, defacement, damage, or lost items is cause for detention, restitution, and/or out-of-school suspension. Students take pride in their school and, as a matter of justice, leave it in good condition for the students who follow them. Vandals are responsible for repair/replacement of property. Stealing from the school or other students will not be tolerated. A student guilty of stealing is subject to expulsion.

Spectator Conduct and Sportsmanship for Athletic and Extracurricular Activity

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or extracurricular event where Routt Catholic High School is participating, may be ejected from the event that person is attending and/or denied admission to school events for up to one calendar year.

Examples of unsportsmanlike conduct include:

- Threatening, harassing, or intimidating a student, staff member, sports official, coach or any other person;
- Using vulgar or obscene language;
- Possessing or being under the influence of any alcoholic beverage or illegal substance;
- Possessing a dangerous device or weapon;
- Fighting or otherwise striking another person;
- Failing to obey the instructions of a security officer or school employee; and
- Engaging in any activity which is illegal or disruptive.

The principal (or his designee) may deny future admission to games/events sponsored by Routt Catholic High School to any person who is in violation of this policy.

The principal shall provide a written notice to the person in violation of this policy regarding the date(s) of the suspension and their right of an appeal to the Executive Committee of the RCHS Board of Directors.

Sexual Harassment and Sexual Violence Policy

POLICY

It is the policy of Routt Catholic High School (hereinafter "School") to maintain a working and learning environment that is free from sexual harassment. Sexual harassment is deemed unacceptable conduct in the employment and educational environment and will not be tolerated. It shall be a violation of this policy for any student, employee or agent of the School to harass another student, employee or agent of the School through conduct or communications of a sexual nature, as defined below. It is no defense to a claim of sexual harassment that the alleged harasser did not intend to harass. For the purposes of this policy, staff-to-student "sexual harassment" is defined as any welcomed or unwelcome sexual advances, requests for sexual favors, and/or other verbal, visual, written or physical conduct of a sexual nature.

A substantiated charge against an employee or agent of the School shall subject such employee or agent to disciplinary actions, which may include but are not limited to, verbal warnings, letters of reprimand, transfers, suspension with or without pay and dismissal.

II. BEHAVIORS THAT CONSTITUTE SEXUAL HARASSMENT

Sexual harassing behaviors, as defined above, may include but are not limited to the following actions:

- A. Verbal harassment or abuse;
- B. Pressure for sexual activity;
- C. Repeated remarks to a person with sexual and demeaning implications;
- D. Unwelcome touching;
- E. Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's employment, grades, honors, programs or activities available at or through the School;
- F. Display of sexually suggestive objects or pictures.

III. REPORTING

- A. Students and School employees should report alleged violations of this policy to the School principal or if the alleged violation relates to the principal then the report should be made to the President of the School's Board of Directors.
- B. School employees and agents are responsible for reporting alleged violations of this policy to the school principal or if the alleged violation relates to the principal then the report should be made to the President of the School's Board of Directors.
- C. In all cases, and regardless of the individual remedial measures that have been undertaken, the principal or the President of the Board of Directors shall provide a complete written report of each complaint to the Board of Directors.

IV. INVESTIGATIONS

Whenever possible, information concerning any sexual harassment complaint will be treated as confidential, consistent with the School's legal obligations, the need to investigate, and the need to take disciplinary action if it is found that sexual harassment has actually occurred.

V. COVERAGE

This policy applies to all students, to all School employees, including administrators, teachers and support staff, and to all School contractors, consultants and volunteers.

VI. RETALIATION PROHIBITED

- A. The School will discipline any individual who retaliates against any person who reports

alleged sexual harassment or who retaliates against any person who assists in an investigation or proceeding relating to a sexual harassment complaint.

- B. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Substance Abuse Policy

Rouff Catholic High School is painfully aware of the ever-present danger in the illegal use of alcohol and drugs by high school students. As a Catholic school, we strive to provide preventative education and a drug-free climate for all of our students. RCHS opposes students' actions which encourage or involve illegal use of drugs or alcohol, including the presence of students in situations where there is use of alcohol or drugs.

RCHS will not compromise the safety of our student body. Attendance at this school is not a right, but a privilege for students. Therefore, the possession, use, consumption or distribution of alcohol or drugs, at any time or place is a violation of this Substance Abuse Policy, except at a traditional family function or at a religious ceremony. The possession of drug paraphernalia at any time or place is also a violation of this Substance Abuse Policy.

For purposes of this Substance Abuse Policy a drug is defined as the following:

- A. Any illegal substance that is not prescribed for a student by his or her physician; or
- B. Any substance that is not legally possessed by a student under the laws of the State of Illinois, which includes but is not limited to, cannabis as defined in the Cannabis Control Act, Illinois Compiled Statutes, Chapter 720, Section 550, et seq., a controlled substance or a look-alike substance as those terms are defined in the Illinois Control Substances Act, Illinois Compiled Statutes, Chapter 720, Section 570, et seq.; or
- C. Any substance, which, while legally possessed by a student, is used by the student for a purpose inconsistent with its intended use.

For purposes of this Substance Abuse Policy, the definition of drug-related paraphernalia shall be identical to the definition of drug-related paraphernalia in the Illinois Drug paraphernalia Control Act, Illinois Compiled Statutes, Chapter 720, Section 600, et seq.

A First Level violation of this policy consists of the possession, use or consumption of alcohol or a drug or the possession of drug-related paraphernalia.

For a First Level violation:

- A. The student will be given five-1/2 day in-school suspension, alternating a.m. and p.m. classes.
- B. The student will be placed on social probation for **four** weeks.
 - 1. The student cannot attend any school function as a participant or spectator held on or off the school campus during the probation period.
 - 2. The student must leave the school campus at the conclusion of the school day and s/he cannot return for any reason until the beginning of the next school day.
- C. The student will be required to participate in a parent/principal conference and a rehabilitative program approved by the school administration.
 - 1. The student will be required to provide the school with a signed release of information allowing the school to communicate with and obtain information from the student's attending physician and/or counselor with respect to the rehabilitative program.
 - 2. The information received from the rehabilitative program must show that the student has gained an understanding of the impropriety of alcohol and drug use.

3. The cost of the rehabilitative program shall be paid for by the student and/or through his parents or guardians.

If school is not in session at the time a student violates this policy, then the provisions of this policy shall take effect when school begins or recommences. If a First Level violation occurs on the school campus or at a school-related function, the student will be placed on social probation for a period of 12 weeks instead of 4 weeks. Only two weeks of summer practice sessions may be counted in this probationary period.

If a student does not comply with the requirements placed upon the student for a First Level violation, then the First Level violation shall immediately rise to the level of a Second Level violation, and the administration shall address the student's behavior as a Second Level violation.

A Second Level violation of this Substance Abuse Policy consists of the distribution of alcohol or a drug or a second or repeated First Level violation. A Second Level violation will be referred to the Board of Directors. The Board of Directors shall take whatever action it deems in its sole discretion to be in the best interests of RCHS. The Board of Directors' action may include a request to the student's parent or guardian to withdraw him/her from the school, or result in the expulsion of the student from RCHS

The principal shall be responsible for the investigation of any alleged violation of this policy, and he or she, in his or her sole discretion, shall determine when a First Level violation has occurred. The principal shall provide a full report to the Board of Directors of any alleged First Level violation. The principal shall refer any alleged Second Level violation to the Board of Directors for its action.

Suspensions

A student should not be suspended by the principal until there has been a conference with the parent(s) or guardian(s). The time period of suspension may not exceed five school days. The date of the suspension and a summation of the parent conference shall be kept on file. (Diocesan Policy 4612)

Weapons Policy

An item viewed in the eyes of the school administrator as a *weapon** shall be confiscated, and the student will be subject to disciplinary action and/or expulsion from school.

**A weapon could be any instrument, tool, or device that can cause bodily harm to an individual and/or cause damage to personal property.*

SCHOOL IN GENERAL

Announcements

The *Pledge of Allegiance* and student prayer will be held at 8:25 on the PA system. Announcements will be made over the PA at the beginning of third period. Anyone wanting an announcement made is to submit it in writing to the office before 2nd period.

Backpacks

All backpacks are to be placed on top of or in the student's locker at the beginning of the day and are to remain there until the end of the day at dismissal bell.

Cafeteria • Lunch • Student Lounge

The student lounge and cafeteria are areas for student enjoyment. Students are expected to keep this area free of litter and in proper condition for other students' use. **No food or drinks are allowed outside the cafeteria during lunch time.**

All students remain on campus for lunch. Leaving campus for lunch is considered truancy and will be penalized as such. Students are not allowed to go to their lockers or be outside of the cafeteria/student lounge areas during their lunch period.

The cafeteria and student lounge is to be left neat and clean. All cans and paper should be disposed of properly and dishes returned to the dishwashing area. Chairs are to be pushed back into place and are not to be moved from table to table.

Food deliveries are not accepted at the school during the lunch hours. However, classes/students with the permission of administration and food service personnel may use the cafeteria for such deliveries at other times with proper supervision.

Cars

All students who drive to school must register their cars with the office. If students change their license plate or car during the course of the year, they are to notify the office.

Seniors are assigned parking spaces on the north lot. Seniors who do not receive parking spaces on this lot will receive a map indicating the street areas available to them for parking. Seniors who have received three parking violations will lose their option for an assigned space for the remainder of the year.

Cars are to be locked during the day. Students may not, at any time, go to their cars or sit in them during the school day.

Students who fail to use their assigned parking spaces or fail to comply with other driving regulations are subject to disciplinary measures including the loss of school parking.

Closed Campus

From the opening bell to the closing bell, students must remain in the building. No one may leave the building until scheduled to leave. Any student in violation of this regulation will be considered truant and subject to appropriate disciplinary action. Students may not leave the building and go to the parking lot during school hours or during the lunch period for any reason without prior permission from the office.

Dances

Students are expected to arrive no later than an hour after the dance begins. Once a student leaves a dance, s/he is not allowed to return. If a student chooses to leave before the last half-hour, s/he will be asked to sign out. The sign-out sheet will be used to verify the time a student left the dance for parents who inquire.

Pre-sale tickets will ordinarily be required for dances to assure that a sufficient number of students plan to attend. If enough tickets are not sold, the dance will be canceled. Students may also pay admission at the door. Dances will usually be scheduled from 8 to 11 p.m. Homecoming and Prom will be from 8:30 to 11:30 p.m.

Routt students may bring one guest from outside the school to any dance. The guest must be under 21 years of age on the date of the dance. A guest/escort permission slip must be signed by the parent of the Routt student granting permission for the guest/escort to attend. The permission form is due into the office one week prior to the dance and at least two weeks prior to the Prom dance. Each guest from outside the school must arrive at the dance with the RCHS student who

has invited him/her. Dances are open to high school students only, unless a special invitation is extended to eighth graders by the administration.

Emergency School Closing

School closings will be announced over all local radio stations. Students/parents are requested not to call the school.

Bad weather school closing and emergency bus route information: During the winter months, snow or icy road conditions may cause the closing of District 117 Public Schools and RCHS or the use of emergency snow routes in the rural areas.

On those days when it may be necessary to close schools or to run the emergency snow routes, the information will be forwarded to the local radio stations and T.V. station 20 no later than 6:30 A.M. The radio stations will make periodic public announcements throughout their early morning programming. District officials have asked that parents listen for the radio reports and do not try to call the radio stations or the bus garage directly.

Sign on times for the four local stations

	WJIL AM 1550	WLDS AM 1180	WEAI FM 107.1	WJVO FM 105.5	Channel 20
November	6:00 a.m.	6:00 a.m.	5:00 a.m.	5:30 a.m.	Watch for School Closings
December	6:00 a.m.	6:30 a.m.	5:00 a.m.	5:30 a.m.	
January	6:00 a.m.	6:45 a.m.	5:00 a.m.	5:30 a.m.	
February	6:00 a.m.	6:15 a.m.	5:00 a.m.	5:30 a.m.	
March	6:00 a.m.	6:00 a.m.	5:00 a.m.	5:30 a.m.	

There may be times that school will be started one hour later due to road conditions. If this occurs, all morning bus routes will also begin one hour later.

Fire and Disaster Drills

The normal signal for a fire drill will be the sounding of the fire alarm signal. Upon hearing the signal, the following action should be undertaken:

Move as quickly as possible.

Classes move in single file in silence; so that if directions must be given, these directions can be heard.

Charts for fire and disaster drill procedures are posted in each classroom with directions as to which exit to use.

The best route is the quickest route. The posted directions should be followed. If congestion occurs, teachers may use their discretion as to which is the quickest route.

Doors and windows should be closed.

Move away from the building once the exit has been made during fire drills.

During disaster drills remain in the building in a protected area. For a disaster drill, students will be alerted over the PA.

Food

Students will be allowed to have food and beverages in the classroom with teacher approval after 1 pm. **However, no food or beverage will be allowed near a computer or other electronic equipment.** Parties are never held during class time without prior permission of the principal. **Open food and beverages are not allowed in the lockers or hallways.**

Gym

No food or drinks are allowed in the gym or locker rooms.

Clothes and valuables left in the lockers are the students' responsibility. Anyone leaving articles on the floor will have those articles thrown away. Students are responsible for the neat and orderly appearance of the locker rooms and weight room after each use.

Any damage to equipment or structures in the gym or locker room is the responsibility of the student(s) involved. Students must wear clean gym shoes on the gym floor. All students in PE classes and all football players must remove muddy shoes or cleats before entering the building.

Activities in the gym or weight facility must always be under the supervision of an adult.

Health Services • Injury • Illness

All ninth-grade students and students entering school from out of state are required to have a physical on entering school. Those students who do not have their physical exam papers and/or the proper immunization forms in to the school may be excluded from school after October 15.

Students participating in athletics must have a current physical on file.

If a student becomes ill during the school day, s/he is to report to the office. The office will contact the parents. If the student is too ill to remain in school, s/he will be sent home.

Any student who is injured during the school day while on school property should report such injury to the main office as soon as possible. If injury is covered by school insurance, the student should obtain an insurance form from the main office. If the student does not have a school insurance policy, all bills related to the injury is the responsibility of the family through its own insurance coverage.

Injuries sustained while participating in athletics either at practice or in competition should be reported immediately to the coach of the team. In case of injury, no student is to leave the campus without first checking out through the main office or through the coach.

If any injury is deemed serious, an ambulance will be called and parent/guardian will be contacted. The faculty/staff person apprised of the accident is responsible for giving this information to the secretary.

Library/ Media Center

Students must be supervised by an adult at all times while in the library/media center.

No material is to be taken from the library unless it has been checked out. Failure to return borrowed materials on time will result in fines and loss of the use of the library until material is returned. Fines will be 10 cents per day excluding weekends/holidays. Fine will begin when material is one week overdue. If material is lost or severely damaged, the student will pay for its replacement.

Lockers

Students are responsible for the lockers assigned to them. Lockers should be locked at all times. Students keep their coats and extra books in their lockers. The school assumes no responsibility for lost and missing items. Lockers are the property of the school, and as such,

administrators and designated personnel have access to them at all times. Lockers are also subject to searches for any item(s) the possession of which violates school policy. **No open food or beverages will be allowed in student lockers or hallway.**

Medication Policy

As a general principle, medications will not be given at school. Acutely ill students will be sent home. Students convalescing from an acute illness should remain at home until the need for medication no longer exists.

Students will not be allowed to have any drugs in their possession on the school grounds.

When special circumstances exist for a health problem that can be expected to be of a long duration, the following policy will be adhered to.

Prescription Medication:

To assure school attendance for students who must use medication in the treatment of chronic disabilities or illness—

Any student who is required to take medication during the regular school day must comply with school regulations. These regulations must include at least the following:

1. Written orders from a physician* detailing the name of the drug, dosage, and time interval medication is to be taken.
2. Written request and permission* from the parent/guardian of the student requesting that the school comply with the physician's order.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. Each medication given must be recorded on a medication log that includes date, time, dosage, and signature of person giving medication.

***Parent/Guardian should obtain a “Request for Administering Medication at School and Release from Liability” form and “Physician Statement” form from the school office should a student require medication during the school day.**

The following policy pertains to non-prescription medication:

1. No non-prescription medication will be dispensed in our school. Students *will not* dispense non-prescription medication in our school.
2. Non-prescription medication includes aspirin, Tylenol, antacids, antihistamines, or any other over-the-counter medication.
3. No topical application of alcohol, peroxide, Calamine lotion or any other such medication will be used.
4. If injury occurs, we will use soap and water and inform the parent if the child needs further treatment or needs to be sent home.
5. If a child needs medication, the parent will be called and s/he will assume the responsibility to bring the child medication or take the child home.

Messages

Every effort is made not to interrupt the educational process. Messages and deliveries, except in emergency, are held for the students until the end of the day. **Parents, do not contact your child electronically during the school day.**

Monitoring System

A video and/or audio monitoring system may be in use on school busses and in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Notification of School Asbestos Management Plan

Allen Service Corporation, Springfield, Ill., has prepared the School Asbestos Management Plan required by the federal government. Recommendations in the plan have been accepted, and each year a report is forwarded to the state. A copy of the Asbestos Management Plan is on file in the office for public review, upon request.

Personal Belongings

A faculty member may confiscate any objects that are inappropriate to the place or time that a student possesses or uses the object. Arrangements for reclaiming the object will be determined according to the type of object and circumstances leading to confiscation.

During school hours students are not allowed to have communications equipment (e.g., cell phones, camera phones pagers, text messagers, etc.), personal audio equipment (e.g., radios, CD players, MP3 players, I-pods, headphones, etc.), video games (e.g., Game Boys), hand held electronics (e.g., PDAs, voice recorders, etc.), photographic and video equipment (cameras, camera phones, digital cameras, camcorders, etc.) or laser items. Such items are inappropriate for school hours and distract from the educational process. Permission to use any equipment for classroom use only must be given by the administration.

During school hours, all electronic devices must be turned off and locked in their lockers or locked in their vehicles. **Such devices may be used before and after school only.** *1st infraction* – device will be taken away and given back at end of the school day plus a one hour detention *2nd infraction* – device will be taken away and given back to parents in person at the end of the next school day plus a Saturday morning detention. *3rd infraction* – device will be taken away and given back to parents one week later plus a Saturday morning detention.

Pregnancy/Parenting Policy

Routt Catholic High School affirms the moral teaching of the Catholic Church including the teaching of holiness and the giftedness of life. RCHS equally asserts the values of forgiveness and compassion. Believing that the truly Christian response to an adolescent boy/girl facing adult situations and decisions is focused on the person, the administration will deal with each boy/girl involved in pregnancy/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parent, the principal, and the counselor to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well-being. Counseling regarding curricular and extra-curricular endeavors will be ongoing. Married students will not be permitted to attend RCHS.

Release of Information Policy

The parent(s) or guardian(s) have the right of access to the student's school records. For students of parents who are separated or divorced, a copy of separation or divorce papers must be on file in the child's temporary file indicating the terms of guardianship and the rights of the parents. Upon request, information regarding a student at RCHS can be given/sent only to a

parent/legal guardian. For any other person/agency to receive information, a signed consent* must accompany a request for release of information for the student's records. (*Parents should obtain a "Parental Request/Release Form" from the school office.) In the absence of a court order, what is said in this handbook of policies applies to any parent or legal guardian, including non-custodial parent, whether or not that student lives with the parent. (Diocesan Policy 4213)

Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) should contact the building principal.

Selling on School Grounds

The selling of items or marketing for causes outside of RCHS is not permitted within the school without the explicit permission of the administration.

Use of School Grounds

The school grounds are reserved for the use of school or parish sponsored activities. The school principal must approve any other use.

Student Planner/Hall Pass

RCHS provides a student planner (assignment book/calendar) so each student can coordinate his/her assignments and other activities that place demands upon his/her time. It is also used as a hall pass. A student may not be in the halls during class time without his/her school planner, signed by a teacher/administrator. **If a student loses his/her planner, the student must purchase another planner/hall pass from the office.**

Study Hall

The study hall is a place of quiet study. A student usually is not scheduled with more than one study hall in a given year. There will be no talking after the bell. All studying will be done independently. Any student who finds it necessary to be excused from the study hall must present a pass previously signed by a teacher. The study hall moderator cannot write passes for students to go anywhere except the library, computer lab, or guidance office. The study hall moderator presents guidelines to the students the first day of the semester. These guidelines are posted in the study hall.

Telephones

A public phone is located in the entrance of the cafeteria. Except in an emergency, the phone may be used only before and after school. The phone may be used during the lunch period only if the student has written permission from the office. Students are not allowed to use the telephone during a class or study hall period. Courtesy requires that no student monopolize the telephone when others are waiting to use it.

During school hours cell phones and other electronic devices must be turned off and locked in their locker or vehicle. **Such devices may be used before and after school only.**

1st infraction – device will be taken away and given back the next day with a level one consequence

2nd *infraction* – device will be taken away and given back to parents the next day with a level two consequence.

3^d *infraction* – device will be taken away for one week with a level two consequence.

Textbooks

The following rules apply to loan/rental textbooks:

1. The book is to be returned to RCHS at the end of the course, or the day the student withdraws from the course, in as good condition as when received, allowance being made for wear caused by careful usage.
2. If the book is lost or seriously damaged, the student will pay RCHS the actual value of the book as coded (see below) when received by student.
3. Student assumes full responsibility for the care and condition of loan/rental textbooks and agrees to pay RCHS a reasonable fine for any careless misuse of the book. A failure to comply with these regulations will warrant the holding of student's credits. The following terms will be used for determining the condition of books:

<u>Code</u>	<u>Condition</u>	<u>Value</u>
1	Excellent	100%
2	Superior	75%
3	Good or Rebound	50%
4	Average	25%
5	Poor	10%

4. **Book covers are to be on all books at all times.**

Tuition and Fees, Tuition Assistance and Nonpayment of Tuition and Fees Policy

1. Routt Catholic High School seeks to admit all students without regard to their ability to pay tuition and fees.
2. All students should be required to pay tuition and fees in whole or in part or in some form.
3. RCHS will retain a separate organization to assist in determining the financial assistance needs of prospective students. All students seeking financial assistance in the payment of tuition and fees shall be required to provide all financial information requested by the evaluation entity. The financial information provided by a prospective student seeking financial assistance shall be kept confidential. The evaluation conducted by the evaluation entity shall be used by the corporation as it determines in its sole discretion in the awarding of financial assistance to a prospective student.
4. There is a tuition assistance fund to provide need-based financial assistance to students. The funds in this account shall be used solely for the purpose of providing tuition assistance for needy students attending RCHS. Any funds received by the corporation for the purpose of tuition assistance shall be placed in the tuition assistance fund.
5. A student withdrawing from attendance at RCHS shall not be refunded any fees. A student withdrawing from attendance at RCHS shall be refunded any prepaid tuition on the following basis: A student who withdraws his/her registration prior to the first day of school shall receive a full refund of tuition. A student who withdraws from attendance at RCHS after the start of school shall receive a refund of any prepaid tuition based upon a prorating of the tuition due based on the actual days of school attended as applied against the daily

tuition rate (annual tuition divided by number of days in the school year). No financial assistance shall be included in the calculation used to arrive at a refund due on tuition. Once the prorated tuition has been calculated, that sum shall be applied against the actual amount paid by the student to date. Any sum paid by a student in excess of the prorated tuition shall be refunded to the student upon confirmation that the student has no sums due to RCHS for any other reason. Any refund of prepaid tuition due to a student expelled from RCHS shall be determined in the same manner as a student who withdraws from RCHS.

6. The Board of Directors shall establish various options for the payment and collection of tuition and fees. All students shall be required to participate in the options established by the Board of Directors. A failure to make a payment as agreed under the terms of the payment plan selected by a parent/guardian may result in such a student being prohibited from attendance at RCHS until all past due payments have been paid in full. As an exception to this provision, the Board of Directors may waive a payment or payments based upon new, special circumstances which warrant the waiver of such payment or payments. The Budget and Finance Committee of the Board of Directors shall appoint a subcommittee to implement and to monitor the collection of tuition and fees.

Vision and Hearing Screening

Vision and hearing screening is mandatory for all new students to Routt, all students with an IEP and in cases where requested by a teacher or parent. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. A student is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. State law also makes it mandatory that hearing screening be done on children with a known hearing loss, new students to Routt, all students with an IEP and at any teacher's request.

The Morgan County Health Department conducts annual screenings in late October or early November. **The cost of the screening is to be paid by the parent, and the student needs to provide payment on the date of the screening.**

Visitors

All visitors must report to the office upon entering the building. Any student who wishes to bring a visitor to classes must obtain written permission from the office and from the classroom teachers involved at least one day in advance.

Withdrawals

Transfer requests are taken to the principal. No transcript will be issued or recommendations given by the school until all obligations, financial and otherwise, are met. Provided all obligations are met, the permanent record of the transferring student will be forwarded within ten days of written request. Interim grades are provided where appropriate.

JACKSONVILLE AREA REFERRAL SOURCES

Adoption/Foster Care

Catholic Charities 523-9201
 Children and Family Services 245-9688
 Hotline 800-252-2873

Alcoholism

Alcoholics Anonymous 243-2862
 The Wells Center 243-1871

Child Abuse

Children and Family Services 245-9688
 Hotline 800-252-2873
 Parents Anonymous (help line) 245-7000

Clothing

Goodwill 245-4924
 Red Cross (fire, disasters) 243-6641
 Salvation Army 243-3532

Counseling

Community Counseling
 (mental health) 245-6126
 The Wells Center
 (alcohol, other drugs) 243-1871
 Youth Attention Center
 (youth issues:
 rules, family issues, curfew) 245-6000

Crisis/Intervention

Child/Abuse/Neglect 245-9688
 Community Counseling
 (mental health) 345-6126
 Crisis Pregnancy Center 245-9340
 The Wells Center
 (alcohol & other drugs) 243-1871
 Crisis Center Foundation 243-4357

Health Care

Health Department245-5111
 Passavant Hospital245-9541

Nutrition

Food Center243-1122
 Salvation Army245-7124
 Saturday's Children/
 Soup Kitchen.....243-4023
 WIC Program245-7812

Youth Services/Recreation

Big Brother/Big Sister243-3821
 Boy Scouts546-5570
 Extension (4-H)243-7424
 Girls Scouts245-4075
 Salvation Army245-7124
 YMCA.....245-2141

Drug Abuse

The Wells Center243-1871

Employment

JTPA243-5846
 Job Service245-5148

Domestic Violence

Crisis Center Foundation245-4357

