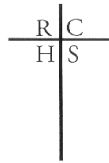


# Routt Catholic High School

**2020 - 2021**

## **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 thunder from the sky.  
What though the odds be great or small,  
RCHS will win over all,  
While our loyal sons are marching  
onward to victory!  
Hey! Hey! Hey!

This planner belongs to:

Name: \_\_\_\_\_

# TABLE OF CONTENTS

GENERAL INFORMATION .....	1		
SCHOOL POLICIES & REGULATIONS.....	6-19		
ATTENDANCE .....	19-22		
CODE OF CONDUCT .....	22-34		
SCHOOL IN GENERAL .....	34-43		
Absence – Excused.....	20-22	Hot Lunch Program .....	15
Absence – Unexcused .....	22	Immunization .....	43
Academic Grading System .....	11	Ineligibility Study Hall Guidelines .....	9
Academic Honesty Policy.....	6	Infectious & Chronic Communicable Diseases .....	20-21
Academic Probation .....	6	Internet Use (see Technology/Internet Policy) .....	18-19
Academics.....	7	Late Start Days .....	36
Accreditation Statement .....	7	Library/Media Center.....	38
Add on System .....	12	Lockers .....	38
Admission Policy .....	5	Make-up Work.....	20
Announcements .....	34	Mandated Reporting.....	6
Asbestos Management Plan Statement .....	39	Medication Policy .....	38-39
Athletic Department Media Policy .....	7	Medical Absence.....	20
Backpacks.....	35	Medical/Dental Appointments .....	21
Behavior Grading System .....	11	Message to Students .....	4
Board of Directors .....	inside front cover	Messages.....	39
Bullying, Intimidation, and Harassment Policy.....	43-44	Mission Statement.....	4
Bus Transportation.....	23	Nondiscrimination Policy .....	6
Cafeteria/ Lunch/Student Lounge.....	35	Non-Dress Code Days .....	28
Campus Ministry.....	15	Non-Medical/Vacation Absence .....	21
Class Rank.....	12	Off-Campus Courses (high school & college level) ....	14-15
Class Status .....	7	Office Hours .....	1
Closed Campus.....	35	Personal Belongings .....	39
Clubs and Moderators.....	2	Philosophy Statement .....	4
Code of Conduct Statement.....	22	Phone Numbers .....	1
College Days & School-Sponsored Activities .....	21	Physical Education.....	15
Correspondence and Summer Courses .....	15	Pregnancy/Parenting Policy .....	39-40
Daily Schedules .....	3	Release of Information Policy .....	40
Dances .....	35	Religious Programs.....	15-16
Deficiency Reports .....	7	Report Cards.....	17
Detentions .....	23-24	Respect for Others .....	29
Discipline Board .....	24	Respect for Property .....	29
Discipline Levels .....	25-26	Retreat Program.....	16
Discipline Philosophy/Policy Statement.....	24-25	Schedule/Course Changes .....	17-18
Disciplinary Probation.....	26	Security Monitoring System .....	40
Dress Code .....	27-29	Selling Items on School Grounds.....	40
Dual Credit Courses .....	14	Semester Exams.....	11-12
Early Bird Schedule.....	3	Semester Exams Schedule .....	12
Electronic Devices.....	36	Service Hours.....	18
Eligibility .....	8-9	Sexting .....	30
Emergency School Closing .....	36	Sexual Harassment/Violence Policy.....	30-31
Expulsion.....	24	Spectator Sportsmanship Expectations .....	31-32
Extracurricular Activity Transportation.....	9	Student Parking.....	40
Extracurricular Teams/Coaches .....	2	Student Planner/Hall Pass .....	41
Faculty/Staff .....	1	Student Withdrawals .....	43
Field Trips .....	9-10	Study Hall.....	41
Fire and Disaster Drills .....	37	Substance Abuse Policy .....	32-34
Food.....	37	Summer School Classes.....	15
Fundraising Policy .....	45-46	Support Groups.....	2
Funerals .....	22	Suspension .....	22,24
Gangs.....	29	Tardiness .....	22
Goals for Routt Students .....	4-5	Technology/Internet Policy.....	18-19
Grades and Semester Exams .....	11-12	Testing Code.....	1
Grading Scale .....	11	Testing Program.....	19
Graduation .....	13	Textbooks .....	41
Graduation Requirements .....	13	Truancy.....	22
Gym.....	37	Tuition & Fees, Tuition Assistance, etc. ....	41-42
Health Services/Injury/Illness .....	37-38	Use of School Facilities/Grounds .....	42
Honor Roll .....	14	Valedictorian/Salutatorian .....	12
		Vision & Hearing Screening .....	43
		Visitors .....	43
		Weapons Policy .....	34
		Weighted Grades .....	12

## GENERAL INFORMATION

SCHOOL TESTING CODE ..... 142 355

OFFICE HOURS ..... 7:30 a.m. to 4:30 p.m.

### PHONE NUMBERS

School..... 217-243-8563

Main Office.....Ext. 1

Bookkeeping .....Ext. 3

Guidance Counselor .....Ext. 4

Athletic Director.....Ext. 5

Development Office .....Ext. 6

FAX ..... 217-243-3138

Routt Web Address = [www.routtcatholic.com](http://www.routtcatholic.com)

Like us on Facebook at:

[www.facebook.com/RouttCatholicHighSchool](http://www.facebook.com/RouttCatholicHighSchool)

Follow us on Twitter = [@RouttCatholic](https://twitter.com/RouttCatholic)

## FACULTY/STAFF

Mr. Nick Roscetti - *Principal*

Mr. Kevin Aldrich – *English, Theology*

Miss Anne Aiello – *Science*

Mrs. Dee Arendt – *P.E., Health, 9<sup>th</sup> Grade Skills*

Mrs. Janet Chipman - *English*

Mr. Barry Creviston – *Dean, Athletic Director,  
Transportation Director, P.E.*

Mrs. Melissa Cunningham – *Art*

Mrs. Lisa Hall – *Social Studies*

Mr. Paul Herring – *Mathematics*

Mrs. Betsy Kennedy – *Social Studies, Tutor*

Mr. Scott Maruna – *Science, Math, Theatre*

Mrs. Tracy Ptacek – *Business, Computer  
Science, Yearbook*

Mr. Mark Rood – *Director of Campus Ministry,  
Theology*

Mr. Sean Rose – *Band, Choir*

Mrs. Margaret Stinson – *Mathematics*

Mrs. Clea TerHark – *Spanish, English*

Dr. Jeannie Zeck – *English*

Mrs. Holly Dawson - *Admin Assistant*

Ms. Colleen Doyle – *Development/Enrollment  
Director*

Mr. Kyle Graham - *Custodian*

Mr. Eugene Link - *Guidance Counselor*

Mr. Matthew Martin - *Technology Director*

Mrs. Amy Nickel - *Bookkeeper*

Mrs. Hannah Pate – *Admin Assistant*

Mrs. Jenny Rawe – *Food Service Director*

See Routt website for staff e-mail  
addresses

## SUPPORT GROUPS

Alumni Association  
Athletic Boosters  
Fine Arts Boosters  
Routt Education Foundation

Please contact Routt Catholic High School for more information about these groups.

## CLUBS AND MODERATORS

Art Club.....Mrs. Melissa Cunningham  
Book Club.....Mrs. Cleta TerHark  
Campus Ministry ..... Mr. Mark Rood  
Catholic Athletes for Christ.. Mr. Trevor Huffman  
National Honor Society..... Mr. Scott Maruna  
National English Honor Society .....  
.....Mrs. Janet Chipman  
Student Ambassadors .....Ms. Colleen Doyle  
Student Council.....Mrs. Melissa Cunningham  
Academic Challenge (formerly WYSE) ..... TBD

## TEAMS AND COACHES

Baseball..... Mr. Ryan Turner  
Boys' Basketball ..... Mr. Will Whalen  
Bass Fishing ..... Mr. Barry Creviston  
Cross Country.....cooperative with Lutheran HS  
Football ..... Mr. Barry Creviston  
Golf..... Mr. Mike Anderson  
Boys' Swimming ..... Mr. Kyle Graham  
Boys' Track..... Mr. Kyle Graham  
Scholastic Bowl..... Mrs. Betsy Kennedy  
Wrestling.....cooperative with ISD/ISVI

Girls' Basketball ..... Mr. Joe Eilering  
Girls' Bowling ..... Mr. Pat Gibson  
Cheerleading..... Mrs. Kim Spangenberg  
Mrs. Amy Evans  
Softball ..... Mr. Jamie Martin  
Girls' Swimming ..... Mrs. Dee Arendt  
Girls' Track..... Mrs. Dee Arendt  
Volleyball..... Mr. Pat Gibson  
Chess..... TBD

<b>DAILY SCHEDULES</b>			
<b>Period</b>	<b>Regular Day</b>	<b>Half-Day</b>	<b>8:17-9:05 Mass Day</b>
<b>1</b>	<b>8:12-8:56</b>	<b>8:12-8:38</b>	<b>9:10 - 9:46</b>
<b>2</b>	<b>8:59-9:42</b>	<b>8:41-9:07</b>	<b>9:49 - 10:25</b>
<b>3</b>	<b>9:45-10:29</b>	<b>9:10-9:36</b>	<b>10:28 - 11:04</b>
<b>4</b>	<b>10:32-11:15</b>	<b>9:39-10:05</b>	<b>11:07 - 11:43</b>
<b>5</b>	<b>11:18-12:01</b>	<b>10:08-10:34</b>	<b>11:43 - 12:08 Lunch</b>
<b>Lunch</b>	<b>12:01-12:26</b>	<b>None</b>	<b>12:11 - 12:47 5<sup>th</sup> period</b>
<b>6</b>	<b>12:30-1:13</b>	<b>10:37-11:03</b>	<b>12:50 - 1:26</b>
<b>7</b>	<b>1:16-1:59</b>	<b>11:06-11:32</b>	<b>1:29 - 2:05</b>
<b>8</b>	<b>2:02-2:45</b>	<b>11:35-12:01</b>	<b>2:08 - 2:45</b>

<b>Period</b>	<b>2:00 Dismissal</b>	<b>Activity Day</b>	<b>Late Start</b>
<b>1</b>	<b>8:12-8:49</b>	<b>8:12-8:51</b>	<b>10:12-10:41</b>
<b>2</b>	<b>8:52-9:29</b>	<b>8:54-9:33</b>	<b>10:44-11:13</b>
<b>3</b>	<b>9:32-10:09</b>	<b>9:36-10:15</b>	<b>11:16-11:44</b>
<b>4</b>	<b>10:12-10:49</b>	<b>10:18-10:58</b>	<b>11:44-12:13 Lunch</b>
<b>5</b>	<b>10:52-11:29</b>	<b>11:01-11:41</b>	<b>12:13-12:41 4<sup>th</sup> period</b>
<b>6</b>	<b>11:32-12:09</b>	<b>11:41-12:06 Lunch</b>	<b>12:44-1:12 5<sup>th</sup> period</b>
<b>Lunch</b>	<b>12:09-12:34</b>	<b>12:09-12:49 6<sup>th</sup> period</b>	<b>1:15-1:43 6<sup>th</sup> period</b>
<b>7</b>	<b>12:37-1:17</b>	<b>12:52-1:32</b>	<b>1:46-2:14</b>
<b>8</b>	<b>1:20-2:00</b>	<b>1:35-2:15</b>	<b>2:17-2:45</b>

**EARLY-BIRD SCHEDULE:**

Early-bird classes begin at 7:15 a.m. and end at 8:00 a.m. 11<sup>th</sup> and 12<sup>th</sup> grade students taking early bird classes may be dismissed from school following 7<sup>th</sup> period at 1:59 p.m. **Students who miss Early Bird class with an unexcused absence must remain at school for 8<sup>th</sup> period on that day.** Students may also be required to stay for assemblies or other school activities.

## **MESSAGE TO THE STUDENTS OF ROUTT CATHOLIC HIGH SCHOOL**

This handbook has been prepared to acquaint you with the opportunities presented by Routt Catholic High School and the various policies and procedures by which these opportunities are governed. 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. Parents and students are reminded that this handbook is a guide and cannot contain all school regulations regarding the students at RCHS. 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. If you have any questions about any section of the RCHS Handbook, please call the high school office at 243-8563. Thank you very much for your cooperation in seeing that your child adheres to the rules and regulations as set forth in this handbook.

**The administrator reserves the right to waive and/or deviate from, any and all disciplinary regulations for just cause at his or her discretion.**

**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 liturgy, worship, community, 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 a faith-based environment which promotes spiritual growth, academic achievement, physical health, and community service in 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**

RCHS admits qualified students without regard to race, sex, religion or ethnic origin. All prospective students must show proof of having successfully completed 8<sup>th</sup> grade before they will be enrolled. 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 may be required to 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 in good standing from other high schools are considered for admission at the beginning of a semester unless the family is moving into the Jacksonville area or at the discretion of the school principal. 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).

## **Probationary Admission**

The Board and Administration of RCHS believe that all students should have the opportunity to attend a Catholic school. In order to achieve that goal, a prospective student may be admitted under Probationary Status. This admission will address concerns in the areas of Academics, Discipline, and/or Attendance. This decision is left to the discretion of the Principal after consultation with faculty/staff. The criteria for accepting a student on Probationary Admission are as follows:

Academic Probation – 1) A prospective student has earned multiple grades of “F” on his/her report card (quarter or semester) for the previous academic year

OR 2) A prospective student scores below the 30<sup>th</sup> percentile on a nationally normed, standardized assessment given the previous academic year

Discipline Probation – A prospective student incurred any Out-of-School Suspensions (OSS), In-School Suspensions (ISS), or 10+ disciplinary referrals for either of the last two (2) academic years

Attendance Probation – A prospective student has attendance of 80% or below and/or 10+ incidents of tardiness to school for either of the last two (2) academic years

## SCHOOL POLICIES AND REGULATIONS

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

### Nondiscrimination Policy

Routt Catholic High School admits students of any race, color, sex or national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, tuition assistance, scholarships and loan programs, and athletic and school-administered programs.

### Mandated Reporting

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

### Academic Honesty Policy

*Academic honesty* should be the goal of all students attending RCHS. Violation of this goal is deemed academic dishonesty and is defined as **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 another 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 *quarter* grade of no higher than 64 for the class of the second incident involved for that quarter in accordance with the 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 insure 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**

RCCHS 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 the end of the 2<sup>nd</sup> week of the semester. The student will be excused from the viewing. An appropriate alternative assignment may be given.

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

## **Accreditation Statement**

Rouff Catholic High School is accredited by the Diocese of Springfield in Illinois and the Illinois State Board of Education.

## **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 will 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 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. Students will be allowed/required to participate in all class activities based on this credit status.

## **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** extracurricular involvement (which includes activities such as scholastic bowl, clubs, organizations, etc.).

**Students must attend the entire last four instructional periods on the day in which they participate 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 extracurricular 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:

IHSA Sponsored Athletics/Activities: Students must be passing *all* classes in which they are enrolled. Any student who receives an F at the weekly eligibility check will be considered ineligible for the next week. If a student fails two classes for a semester, that student will be considered ineligible for all IHSA activities 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; and must have completed approved service hours by the Spring elections.

National Honor Society: Students must have a minimum cumulative GPA of 3.5 and demonstrate service, character and leadership. Students are admitted based on a vote by faculty council of five (5) members. This vote evaluates student service, character and leadership.

National English Honor Society: Students must have attended Routt for at least one (1) semester; have completed at least two (2) years of high school English; have a minimum cumulative GPA of 3.0 on a 4.0 scale; have a minimum GPA in core English courses of 3.5 on a 4.0 scale, and demonstrate good character and leadership.

All Other Extracurricular Activities: 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 extracurricular activity or not, must attend the after-school study hall for the week of the ineligibility. Students may practice after the study hall during the time they are ineligible unless the teacher(s) want(s) that time for additional work with students.

Eligibility will be checked on Thursday. Teachers will notify the student on Friday. On Friday morning, the principal or athletic director will notify the coaches of the ineligibility which begins the following Monday and lasts for one full week. Students who are ineligible will not be dismissed early to attend athletic events with the team. 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. The guidance counselor will coordinate and monitor the progress of any student on the ineligibility list. Students are encouraged to work with instructors to improve their standing.

### Ineligibility Study Hall Guidelines:

Students must report at 2:50 SHARP! (Students not in their seats at 2:50 will be dismissed from the study hall.)

- 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. (Students failing to follow this will receive one warning and then be dismissed.)
- All electronic devices are to be turned off and put away during the study hall.
- 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.

### **Extracurricular Activity (ECA) Transportation**

The athletic director shall arrange for transportation of all high school extracurricular activities (ECAs) via buses, 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 Principal gives prior approval. The Principal should receive written request from the parent/guardian one (1) day in advance for such exceptions.

A parent/guardian may transport his/her student following an away ECA provided the parent/guardian completes a written request in advance. The signature of a parent/guardian on a team sign-out sheet at the contest is considered a written request. **Students may only be signed out at contests by their parents/legal guardians.**

Students will be released to persons other than their parents/guardians only if prior written approval is received by the Principal. This will require a written request from the parent/guardian and approval from the Principal before the activity occurs. This request is highly discouraged and will only be approved with extenuating circumstances.

Rules must be followed when riding a bus as set forth by the bus driver. A student who does not follow the rules while on the bus may be suspended from riding the 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 on pages 22-23 of this handbook).

### **Field Trips**

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 by the assigned deadline. 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 by the assigned deadline;**
- **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 page 23 of this handbook*).

Senior class trip will not exceed a 24-hour daytrip. Overnight hotel stay for senior class trip will not be allowed. Other field trip guidelines apply. The Senior class trip must be approved by the Board of Directors. Seniors who are excluded for disciplinary reasons or voluntarily withdraw from the trip after financial commitments or deposits have been made, will be held responsible to reimburse the class fund for such costs/expenses.

**Grades and Semester Exams**  
(effective beginning with the 2017-18 academic year)

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

Grade	Percent	Value	Grade	Percent	Value	Grade	Percent	Value	Grade	Percent	Value
A+	98 - 100	4.0	B+	88 – 89	3.4	C+	78 – 79	2.4	D+	68 – 69	1.4
A	93 – 97	4.0	B	83 – 87	3.0	C	73 – 77	2.0	D	66 – 67	1.0
A-	90 – 92	3.6	B-	80 – 82	2.6	C-	70 – 72	1.6	D-	65	.6
									F	64 or below	0
									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 have access to student grades on a daily basis by using Routt’s web-based grade book, TeacherEase. Please contact the office for log-in information.

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 of average quality 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 grade counts one-fifth (20%) and each quarter grade counts two-fifths (40%) of each semester grade. Semester grades are recorded on the student’s permanent academic record.

Seniors **may** be exempted from the *second semester final exam* if they carry an **A-** or above average for the semester, have a grade of P in Behavior, and upon the approval of the classroom teacher.

### **Semester Exams Schedule**

The exam schedule will be determined by the school administration and posted at least two (2) weeks prior to the end of each semester. 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.

**Students will not be allowed to take semester exams early or late due to a vacation. Parents should plan vacation after the last projected emergency day of the school calendar.**

### **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.

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, Dual-Credit Calculus, Dual Credit Trigonometry (effective 2016-17), Dual-Credit College Algebra (effective 2016-17), Physics, Honors English III, Advanced Placement English IV, Spanish IV (effective 2016-17), Dual-Credit Art Appreciation when offered (effective 2019-20), Dual-Credit Economics Survey when offered, Advanced Placement Computer Science Principles when offered, and Advanced Placement US History when offered.

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 using 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 11 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

## Graduation

All senior makeup work must be completed and turned in to the respective teacher, and all 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 do not earn the required number of credits, fail a required course, do not complete the service hour requirements, or do not complete the required retreats will not take part in honor or graduation ceremonies. Extenuating circumstances beyond the control of a student/family will be reviewed by the Principal and Board Executive Committee on a case-by-case basis. All financial obligations including tuition, fees, and fines must be paid before a diploma will be issued.

### Graduation Requirements

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

- 4 credits in Theology
- 4 credits in English
- ½ credit in Composition
- 3 credits in Social Studies:
  - 1 credit in U.S. History
  - 1 credit in World History
  - ½ credit in Geography
  - ½ credit in Government \*
- \*(passing Constitution test required.)
- 3 credits in Math
  - 1 credit Algebra I
  - 1 credit Geometry
- 2 credits in Science
- 1 credit in Fine Arts (chorus, band, art, drama & theatre)
- 1 credit in Physical Education
- 1 credit in Freshman Skills (Study, Research, Grammar, and Digital Literacy)
- ½ credit in Consumer Education
- ½ credit in Health
- ½ credit in Computer Applications

## 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
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.

## **Dual-Credit Courses**

Dual Credit Courses through Lincoln Land Community College are available to any 11<sup>th</sup> and 12<sup>th</sup> grade students who qualify. These courses are taught by Routt faculty and are at no additional cost to the students.

## **Off-Campus Courses**

### High school level courses

With the principal's approval, students are permitted to enroll in no more than two (2) classes at Jacksonville High School (JHS) per semester on condition that the course they wish to take is *not offered* at Routt. Classes taken at JHS must be compatible with the regular schedule at RCHS; the requested class must be offered either at the beginning or end of the school day.

Students are also permitted to participate in the Morgan-Scott CEO Program for high school credit with Principal approval. Acceptance into the program is required before permission is granted.

### 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 during the regular school day at Illinois 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 fourth semester. College courses may be scheduled during the hours of a standard school day, or in the evening. The grading scale used for a College Level Course will be determined by the cooperating college.

A deposit equal to the tuition of the course may be required and will be refunded upon completion of each course.



## Correspondence and Summer School Courses

Students may earn credit for 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 an accredited provider. 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 summer school or correspondence courses for credit.** Credit for these courses will be included in the next semester's grade report.

## **Hot Lunch Program**

A hot lunch is available each day for students. The cost for a hot lunch is \$2.85. In addition, ala carte items and/or a salad bar are also available. Students must use their lunch/ID card to purchase lunch items – no cash sales are allowed. Students are expected to have sufficient money in their lunch account to pay for the items they purchase. The student and his/her parents will be notified by e-mail, phone call and/or letter when his/her lunch account balance reaches \$0.00. No student who has a negative lunch account balance will be denied lunch, but may be restricted from purchasing ala carte items. If, after repeated attempts to collect lunch debts are unsuccessful, Routt may pursue the collection by any means allowed by law.

The Hot Lunch Program is a federally regulated program. Because of this, students are not allowed to have soda in the cafeteria during the lunch period, nor may parents bring lunches or drinks from carry-out or fast food restaurants.

## **Physical Education (PE)**

Students will 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 receive a reduction in participation credit.

Clothes and valuables left in the lockers are the student's responsibility. It is the student's responsibility to secure and lock his/her locker. Student athletes and all physical education students shall provide their own locks for their gym lockers.

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. Only one PE credit will count toward GPA credit. A student can only take one PE class a semester.

## **Religious Programs**

### 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 para-liturgical 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. Students are also instructed in student personal safety. Each student is required to attend at least one school approved retreat per year. **Students will only be allowed to miss their class retreat with Principal permission.**

### Retreat Options

- **The Senior Extended-Day Retreat** is held off campus 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 the same. Faculty and parent chaperones accompany the students. A priest may accompany the group, according to availability.
- **Junior, Sophomore, and Freshman Retreats** are held at various locations. Each retreat usually takes place 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.
- **TEC** (Teens Encounter Christ) is offered periodically through the TEC of Springfield and Great River TEC (Quincy). TEC is an experience in Christian living and begins on Saturday morning and continues through Monday afternoon/evening. The student is responsible for the TEC fee. 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. For students who have been approved to miss their class retreat by the Principal, TEC can meet the annual student retreat requirement.

**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. Parents willing to chaperone must have taken the Protecting God's Children course offered by the Diocese. Hours serving as a chaperone will count towards the family service hours requirement.**

### ACRE Assessment

The Assessment of Children/ Youth Religious Education, commonly referred to as ACRE, is an integrated assessment tool providing faith knowledge questions (cognitive domain) and questions related to religious beliefs, attitudes, practices and perceptions (affective domain). Six (6) categories of catechesis are assessed, helping Routt Catholic High School to assess what areas students know well and what areas need extra attention. Making decisions with this knowledge leads to wise program development. This assessment is given to our 12<sup>th</sup> grade students.

## 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 paid in full. After outstanding obligations are met a Parent/Guardian may come to the office to retrieve a held report card.

## 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 15 class days or 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 and be enrolled in Study Hall; however no student will be allowed to have more than one Study Hall on his/her schedule.

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 the teacher, principal 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 guidance counselor.
- The guidance counselor checks all requests and assesses fees according to school policies.

- If the request is a student request and no school error is 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 secures required signatures on this form from all teachers involved, the student's parents and the principal, and then returns it to the guidance counselor.
- The guidance counselor makes the necessary changes in all school records.
- The student follows the new schedule when the guidance counselor gives final approval.

## **Service Hours**

### Student

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 theology teachers, principal, or guidance counselor. 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 campus ministry. 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. Service hours for senior students must be completed and turned into the Guidance office two weeks prior to the date of the senior trip. **Documented summer service hours must be turned in by September 15. All service hours for the current school year must be turned in by the last day of the second semester classes and before the final exams. Significant number of summer service hours should be pre-approved to ensure they are acceptable.**

### Family

**Each family at RCHS must provide 15 hours of direct service to Routt Catholic High School each year. This service must be provided by parent/guardian. If any family has not completed the required 15 hours of service by the end of the school year, they will be charged at \$10 per hour.** This most definitely is not the preferred method of collection; as we would much rather encourage participation than collect a fee. Family Fun Festival worker, chaperone at a dance or retreat, ticket taker, concession stand worker, and scorekeeper are all examples of school volunteer opportunities. These forms need to be handed into the office by the last day of school. **Students will not receive end-of-the-year report cards, transcripts, or graduate, until his/her family's service hours are completed.**

## **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. All students must also have a signed 1:1 Laptop Usage Agreement on file at the school.

**All student computer activity conducted while the student is using the RCHS network or device is monitored by RCHS.**

- The Internet will only be used for academic purposes
- Chat rooms, social media sites, messaging services, games, and e-mail discussion lists will be off-limits.
- Vulgar language is not allowed.
- Sending, forwarding, posting, accessing, uploading, downloading, or distributing ANY offensive, profane, threatening, pornographic, obscene, or sexually explicit materials is prohibited.
- Downloading of software or programs is not be allowed.
- The number of users will determine a time limit for use.
- Copyright infringement and/or plagiarism (including use of solution-based websites) is 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.)
- Technology/Internet Acceptable Use Policy (AUP) Student Agreement is on file at RCHS.

## Testing Program

RCHS students are encouraged to take the following exams (\*required of all students):

- Freshmen – \* Pre-ACT (9<sup>th</sup> grade version)
- Sophomores – \* Pre-ACT (10<sup>th</sup> grade version)
- Juniors – PSAT, ACT and/or SAT
- Seniors – ACT, SAT; \* IL/U.S. Constitution exams; ACRE

## ATTENDANCE

All students who are enrolled at Routt Catholic High School are required to attend school on a daily basis for the entire school term. RCHS 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. Once students arrive, they are not allowed to leave campus during the day unless the office has made a parent/guardian contact. 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 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 7<sup>th</sup> period. 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 six (6) school days (excused and/or unexcused) missed per semester.** For any subsequent absence beyond the six (6) day limit and without a doctor's excuse, an emergency, or an approved pre-arranged absence the student will be given an unexcused absence. Parents may request special

consideration from the Administration for students with an extended illness or diagnosed chronic condition.

### **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 the 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.**

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. Assignments will be due the day the student returns to school, unless circumstances warrant a special exception.

**Students will not be allowed to take semester exams early or late due to a vacation. Parents should plan vacation after the last projected emergency day of the school calendar.**

#### 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, one (1) day will be allowed to make up assignments. One (1) additional day (total) will be given for absences of 2 or more consecutive days. Ex. If a student is absent for three (3) consecutive days, he/she has four (4) days to complete the missed work. **If absent due to illness 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 he/she 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.

If a student becomes ill during the 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.

RCCHS 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. Verification of an appointment is expected from the doctor's office.

**Students must submit a doctor's excuse within 2 school days of the absence for it to be recorded as a Doctor's appointment/excuse. Without a doctor's excuse, the absence will be counted as either an excused or unexcused parent call day, depending on how many of these days have been used for that semester.**

#### Non-Medical/Vacation Prearranged Absence

The school must be notified in writing at least one (1) school day prior for an absence to be excused as prearranged. The school must be notified in writing at least five (5) 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.

Teachers 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.

**No student will be excused from semester exams or final exams for vacation.**

#### College Days and School-Sponsored Activities

Juniors may be allowed two (2) and seniors may be allowed three (3) College Days per year at the discretion of the counselor and/or principal. College day request forms are available from the counselor. Forms must be completed (with signatures) and submitted to the main office at least **three (3) school days** before the scheduled college day. Written verification from the college admissions office of such visits is required. College visits must be completed by April 30.

College days, retreat days, and school-sponsored field trips are excluded from the six (6) day limit for absences, provided the student has procured and turned in the forms with the proper signatures to the office in the time allowed.

## 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” for the day of the absence. Students with an unexcused absence may receive disciplinary action from the principal.

## 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 may be required to 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 incident in addition to another major violation cancels a student's registration.

## Suspension

*Out-of-School Suspension:* Depending on 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.

*In-School Suspension:* A student may receive an “in-school” 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. **A student who is in internal suspension is not allowed at any school activity as a participant or spectator nor is the student allowed to practice.**

## 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. In case of habitual tardiness, parents will be notified and the student will be placed on disciplinary probation. A parent/guardian may excuse a student tardy to school once per semester by calling the office **before** the student arrives to school that day.

## **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.

## **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 without 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 buses 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.

## **Detentions**

Afterschool 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 12:00 pm 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 being 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/IPODs, 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 five day external suspension. If a student has been assigned three (3) Saturday detentions in a semester, external suspensions will become necessary for further offenses.

## **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 (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file. (Diocesan Policy 4802)

## **Expulsions**

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 and 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 4803)

## **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 Board 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.

## **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. The use of corporal punishment to discipline students at RCHS is prohibited. 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 lot violations
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. Possession/Use of tobacco and/or electronic cigarette 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, abusive, or otherwise inappropriate language/actions
8. Disrespect, disobedience, or insubordination
9. Fighting
10. Cell phone/electronic device possession during school time
11. Other

### Consequences

Violation of Level II behaviors will result in parental contact by written notification. Tobacco/e-cigarette violations will result in an automatic \$25<sup>00</sup> fine. In addition, Level II violations may result in any of the following: possible parent/principal conference, school service, restitution for damages, in-school suspension, out-of-school suspension, and/or 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. \*Sexting (as defined on page 29 of this handbook)
12. \*Conduct, whether inside or outside the school, that is detrimental to the reputation of the school
13. \*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.

### **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 extracurricular 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

Students are expected to always present a neat, clean, and modest appearance, with clothing properly fitted. To maintain an atmosphere that promotes the education process, all students are expected to be in compliance with dress code **as they enter their first class** and at all times during the school day. 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. No warning will be given for facial hair, inappropriate clothing, shoes or jewelry.

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 - one (1) button only allowed unbuttoned with appropriate t-shirt underneath). **Jackets, coats, hats, or other such items are not to be taken or worn to class or the lunchroom.**

### Dress Code for All Students

<u>Shirt</u>	Oxford dress shirt, with buttoned-down collar, long or short sleeve, in light blue or white <b>or</b> the designated Routt purple or white polo shirt. <b>A plain, solid, short-sleeve white t-shirt</b> may be worn under the oxford shirt.
<u>Pants</u>	Dress pants in khaki or navy blue. <b>No jeans or cargo-style pants.</b>
<u>Shorts</u>	Walking-length shorts (just above the knee) in khaki or navy blue. <b>No cargo-style shorts.</b>
<u>Pullovers</u>	The designated Routt black ¼ zip pullover ( <b>over a uniform shirt</b> ).
<u>Sweaters</u>	Solid, navy blue, crew neck sweater with length down to waist. Must wear a uniform shirt under sweater. No hoods on the sweater.
<u>Sweatshirts</u>	School-approved spirit-wear sweatshirts in one of three colors: gray, black or purple, bearing the Routt logo. Spirit-wear or other sweatshirts must be worn over a uniform shirt, not in place of a uniform shirt. <b>Hooded sweatshirts are not allowed. Sweatshirts with pockets or pouches are not allowed.</b>
<u>Shoes</u>	<b>Solid</b> black or brown (not two-tone) leather shoe - loafer or lace-up style. No tennis shoe soles. No clogs (shoes must have a back heel).
<u>Socks</u>	Solid black, gray, white, or navy blue socks (small emblems are allowed) that are visible over the shoes.
<u>Belt</u>	<b>Solid black or brown leather belt;</b> no decorative belt buckles.
<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 nor below the eyebrows, 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, nor should eyes be covered. Kerchiefs, sweat bands, hats, etc., are not part of the RCHS dress code.
<u>Jewelry</u>	<u>For Males</u> - Earrings (even if covered), straps, medallions, cultic, gang, and excessive jewelry are prohibited. No visible tattoo or body piercing will be permitted.

For Females – Earrings are permitted. Straps, medallions, cultic, gang, and excessive jewelry are prohibited. No visible tattoo or body piercing will be permitted.

Facial Hair Beards, mustaches, and long sideburns (beyond mid-ear) are not permitted. Students are to be clean-shaven daily.

Cosmetics Makeup should be a clean, natural look.

### Non-Dress Code Days

The dress code will be in effect every day except on special dress code days. 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 will be announced as scheduled.

Routt Spirit Days: In connection with certain school activities, the dress code will be: khaki or blue uniform pants with belt, an approved **Routt** shirt (including a team jersey) or sweatshirt, or sweater and dress shoes.

Blue Jean Days: In connection with fund-raising efforts, the dress code on Blue Jean Days will be: clean, 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.

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

**Hooded sweatshirts may not be worn during school on any day without specific permission.**

### Special Event Guidelines

Graduation, Honors Night, National Honor Society Induction, Athletic Awards Ceremonies, etc...

Girls – dress or skirt (length must be at the knee or longer), blouse, and **dress** shoes

Boys – dress shirts, slacks, socks, and **dress** shoes

**Gym shoes, t-shirts, shorts, and flip-flops are inappropriate for these occasions.**

### Dances

Our goal is to insure a safe and healthy dance environment that honors the values of Routt Catholic High School. These policies emerge from our shared mission in promoting Catholic values that recognize the dignity and self-worth of all people. Dress for formal events, such as Prom, Homecoming, and the Christmas dance should serve as a means to emphasize the beauty and dignity of the whole person. Within this setting, dances are viewed as an opportunity for students to socialize in a supervised and safe environment. Student behavior and manner of dress should reflect this guiding principle.

Girls – Dress/outfit should reflect modesty and be appropriate for the Routt Catholic High School setting. The following guidelines are suggested:

- Dress, skirt, blouse/top or pants outfit should be formal in nature.
- Appropriate LENGTH – not more than three (3) inches above the knee as well as the slit of the skirt or dress should be no shorter than three (3) inches above the knee in front and back
- Appropriate FIT – the whole dress should not be so tight as to show all contours of the body. Also the dress should not rise up (past the length requirements) during dancing.
- Appropriate CUT – the top may be strapless or have spaghetti straps, but not low cut. Dresses should not have cutout areas on the sides or front, but small cutouts on the back are permissible.
- Dress should not be see-through and may not expose the midriff or cleavage at any time.

Boys – Men too, should dress in a dignified manner

- Dress pants (no jeans or sweats); long sleeved, collared shirt with tie or bow tie; formal jackets for Prom; and belt and dress shoes (no boots, sandals or athletic shoes).

## **Gangs**

RGHS 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.

## **Sexting**

Sexting is a term coined by the media that generally refers to sending, receiving, or forwarding sexually suggestive nude or nearly nude photos or sexually suggestive messages through text message or email (See Code of Conduct).

## **Sexual Harassment and Sexual Violence 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.

### **II. Behaviors That Constitute Sexual Harassment**

For the purpose of this policy, sexual harassment includes any inappropriate behavior of a sexually implicit, explicit, or obscene nature that is intended to or would demean or offend the recipient or if it offends other students and/or teachers who observe it. Examples include: verbal sexual abuse; disseminating obscene or sexually explicit material, whether in the form of music, written lyrics, pornographic pictures or other literature, or having such material in one's possession in the school, on school grounds, or at school-sponsored activities – regardless of the form – print or digital; obscene or unwanted written, oral, or digital communication of a sexual nature directed to another; spreading sexual rumors/innuendos; obscene clothing or accessories; touching another sexually; and obscene and/or sexually explicit gestures. The above list is not meant to be all-inclusive, but is intended to provide guidance as to what may constitute sexual harassment.

Isolated, trivial incidents are not sufficient to constitute harassment, but may warrant a detention and/or verbal reprimand.

### **III. Reporting**

- A. Students and School employees should report alleged violations of this policy to the School principal. If the alleged violation relates to the Principal, or the victim feels uncomfortable reporting the incident to the Principal then the report should be made to (a third party reporting agency to be determined)
- 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. While the investigation is being conducted, an alternative placement will be made for the accused that minimizes the contact between the accuser and the accused.

#### V. Consequences

If the allegations are substantiated, disciplinary actions will be taken. These will depend on the nature, frequency, and severity of the action, the ages of the offender and victim, the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to any or all of the following:

- Verbal warning/reprimand and apology to the victim
- A parent/student/principal conference
- Written warning/reprimand & parent notification, entered in the student's file
- Detention or removal from selected school activities and/or extracurricular activities
- Behavior/probation contracts, possibly requiring professional intervention
- Suspension
- Expulsion

#### VI. False Report

Disciplinary action will be taken if the accuser has purposely presented false allegations. Disciplinary actions taken will depend on the nature, frequency, and severity of the false allegation.

#### VII. Coverage

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

#### VIII. 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.

### **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. Body painting by Routt spectators is unacceptable at Routt sporting events. Shirts must be worn at all times.

Examples of unsportsmanlike conduct include:

- Threatening, harassing, or intimidating a student, staff member, sports official, coach or any other person;
- Using vulgar, obscene, or inappropriate language or gestures;
- 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 the person's right of an appeal to the Executive Committee of the RCHS Board of Directors.

### **Substance Abuse Policy –**

Routt 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.

The definition of 'caught' in the substance abuse policy means: 1) a student is observed violating the policy by a member of the Routt staff; 2) the student is convicted of or pleads guilty to breaking drug and alcohol laws; 3) the student and/or parent/guardian admit to violating the policy.

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 (including medical marijuana/cannabis), 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 or synthetic drug at any time or place is also a violation of this Substance Abuse Policy.

**The Substance Abuse Policy is in effect and cumulative for the student's entire career at Routt Catholic High School.**

**In all violations of the Substance Abuse Policy (self-reported or otherwise), the required substance abuse rehabilitation program must be completed by the student and parent before the student regains his/her eligibility to participate in a contest.**

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 (including medical marijuana/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.

### Self-Reports

Routt Catholic High School supports parents in their role of parenting and students in their role of making healthy decisions. If a student (or parent of that student) self-reports to a representative of the school before the school is notified of a violation, it will not be treated the same as a violation. A representative of the school is considered to be the principal, athletic director, or guidance counselor. Consequences for a student who self-reports a violation are as follows:

- Required completion, with a parent, of an approved substance abuse rehabilitation program at the family's expense.
- Suspension from extra-curricular activities (as a participant or spectator) for a period equal to 50% of the length of time for the same non-self-reported violation.
- The school may also require additional community service hours.

However, any occurrence thereafter (self-reported or otherwise) will be treated as a violation. For any incident that is first reported in the public media, the self-reporting procedure is nullified and will be treated as a violation.

### Substance Abuse Violation On School Grounds

Students caught in violation of this policy while on school grounds, at any Routt event, or that of any other school will receive the following consequences:

- Automatic 5 (five) day external suspension from school.
- Required assessment from an outside agency recommended by the school at the family's expense.
- Required completion, with a parent, of an approved substance abuse rehabilitation program at the family's expense.
- Suspension from extracurricular activities for 12 (twelve) weeks.
- Elected student leader (e.g. student council member and officer, team captain, class officer, club officer) will be removed for the remainder of the term. Student with membership in National Honor Society will be denied membership in the organization.
- Appearance before the discipline board which will determine the status of the student's registration including the possibility of expulsion.

*Second Violation:* A second violation will be referred to the Board of Directors to approve the cancellation of the student's registration.

### Substance Abuse Violation Off School Grounds

Students caught in violation of the school substance abuse policy while off school grounds or those in attendance at an event where illegal drugs and/or alcohol are present will be in violation of this policy. This includes students who are present beyond the time when they could reasonably know that illegal drugs and/or alcohol are present, beyond the time when they could reasonably depart from the illegal activity, or at the time when law enforcement officials arrive. Consequences include:

- Automatic three (3) day in-school suspension.
- Required completion, with a parent, of an approved substance abuse rehabilitation program at the family's expense.
- Suspension from extracurricular activities for 4 weeks. (contests and/or practices)

*Second Violation:* A second violation results in the same consequences as if the violation occurred on school grounds the first time.

*Third Violation:* A third violation will be referred to the Board of Directors to approve the cancellation of the student's registration.

### Tobacco Products

Routt Catholic High School provides a smoke free/tobacco free environment. Students found to be in possession of or using any tobacco product or e-cigarette device on or near school grounds, or at any Routt activity, or any activity of any other school are considered in violation of this policy. This includes students in possession of tobacco products or paraphernalia, and/or alternative nicotine products (e-cigarette) or paraphernalia. Students in violation of this policy will receive the following consequences:

- Automatic two (2) day external suspension from school.
- Suspension from extracurricular activities for two (2) weeks.

*Second Violation:* A second violation results in the same consequences as any substance abuse violation that occurs on school grounds.

*Third Violation:* A third violation will be referred to the Board of Directors to approve the cancellation of the student's enrollment.

### **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 each morning at 8:12 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 2<sup>nd</sup> period.

## **Backpacks**

All backpacks are to be placed 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. Students with extenuating circumstances may receive permission to carry a backpack from the Principal.

## **Cafeteria • Lunch • Student Lounge**

The student lounge and cafeteria are areas for student enjoyment. Students are expected to keep these areas 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 must 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 during their lunch period without permission.

The cafeteria and student lounge are to be left neat and clean. All trash 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 the administration may use the cafeteria for such deliveries at other times with proper supervision.

## **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 required to arrive no later than 30 minutes after the dance is scheduled to begin. If a student has purchased a ticket but does not attend, his/her parents will be contacted after the first 30 minutes of the dance. 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 required 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 may 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 requesting permission for the guest/escort to attend. The permission form is due into the office one week prior to the dance. Each guest from outside the school must arrive at the dance with the RCHS student who has invited him/her and provide photo identification. Dances are open to high school students only, unless a special invitation is extended to eighth graders by the administration. Guests who are not considered "in good standing" by their home school will not be allowed to attend RCHS dances (including Prom). **Any student who desires to leave any RCHS dance more than 30 minutes prior to the scheduled ending time MUST have a parent contact the dance supervisor or the principal.**

## Electronic Devices (including Cellular Telephones)

During school hours students are not allowed to have communications equipment (e.g., cell phones, pagers, 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.), “Smartwatches” that can send and/or receive electronic messages or notifications, 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.**

*1<sup>st</sup> infraction* – device will be taken away and given back to the student at the end of the day, plus a one-hour detention will be assigned.

*2<sup>nd</sup> infraction* – device will be taken away and given back to the student’s parent/guardian at the end of the day, plus two (2) one-hour detentions will be assigned.

*3<sup>rd</sup> infraction* – device will be taken away and given back to the student’s parent/guardian at the end of the day, plus for the next ten (10) school days the device/phone must be checked in at the office before school begins and it will be given back at the end of each day, plus a Saturday morning detention will be assigned. For each day a student refuses to leave his/her device/phone or claims that he/she does not have it with him/her, he/she will be assigned a one-hour detention to be served that day.

## Emergency School Closing

RCHS uses the School Messenger system to notify parents of school closings. Parents must provide phone numbers to the school for this notification system. Local radio and television stations will also be contacted and asked to add the closing to their programming. Parents are directed to not call the school or media outlets about school closings. Social media (Facebook, Twitter) will also be used to notify the public of school closings.

## Late Start Days

The two-hour late start option may be used whenever we have early morning weather issues that are predicted to “clear up”. For example, by delaying school two hours we hope to not have to cancel school completely for wind chill and light icing that will melt once the sun rises.

Here are some important points regarding this late start schedule:

- All buses will start exactly two hours late.
- School will end at the regular time.
- Early Bird classes will be cancelled.
- All other morning meetings will be cancelled (clubs, practices, etc.).

A late start day for emergency reasons is considered a complete school calendar day.

## Fire and Disaster Drills

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

- Evacuate the building as quickly as possible.
- Move in an orderly fashion, so that 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

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 athletes must remove muddy shoes or cleats before entering the building.

**Activities in the gym or fitness center must always be under the supervision of an approved staff member or coach.**

## Health Services • Injury • Illness

All students **MUST** complete a physical examination, including current immunization records prior to entering Illinois schools for the first time and prior to entering ninth (9<sup>th</sup>) grade. Students participating in athletics must have a current physical on file.

All students enrolling for the first time in Illinois **MUST** have an eye examination.

**Those students who do not have their proof of physical exam, eye exam, and/or immunization forms submitted to the school may be excluded from school after October 15.**

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. A parent/guardian will be contacted by the office. If it is determined that the 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 are 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. If material is lost or severely damaged, the student will pay for its replacement.

A printer is available for student use in the library with black and white ink. The color printer is off limits to students unless given permission by an instructor.

### **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 food or beverages, other than water in a clear, capped bottle 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.



5. If a student needs prescription medication and the above instructions have not been fulfilled, the parent will be called and s/he will assume the responsibility to bring the student medication or take the student home.

**\* 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. Non-prescription medication will be dispensed in our school under the same procedures as prescription medicine only. Students *will not* dispense non-prescription medication in our school.
2. Non-prescription medication includes aspirin, ibuprofen, acetaminophen, 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 student needs further treatment or needs to be sent home.
5. If a student needs non-prescription medication and the above instructions have not been fulfilled, the parent will be called and s/he will assume the responsibility to bring the student medication or take the student 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, please do not contact your child electronically during the school day.**

## **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.

## **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 extracurricular endeavors will be ongoing.

### **Release of Information Policy**

The parent(s) or guardian(s) have the right of access to their child'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)

### **Security Monitoring System**

A video and/or audio monitoring system may be in use on school buses and 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. All video and/or audio recordings are the property of Routt Catholic High School.

### **Selling Items 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.

### **Student Parking**

All students who drive to school are required to 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. Oversized vehicles or vehicles with trailers **are not allowed** in school parking lots without prior permission from the Principal.

Seniors are to park in the lot directly north of RCHS and may be assigned a parking space. 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 (3) parking lot violations will lose their on-campus parking privileges for the remainder of the year.

Juniors are to park in the lot directly east of RCHS and may be assigned a parking space. Juniors who have received three (3) parking lot violations will lose their on-campus parking privileges for the remainder of the year.

Sophomores are to park in the lot across College Street from RCHS at the corner of Hardin and College Streets and may be assigned a parking space. Sophomores who have received three (3) parking lot violations will lose their on-campus parking privileges 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 comply with the parking lot regulations are subject to disciplinary measures including the loss of on-campus parking privileges.

## Student Planner/Hall Pass

RCCHS 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 restroom, locker, guidance office, or main office. Passes to use a school computer to complete an assignment should be written by the teacher who issued the assignment. The study hall moderator presents guidelines to the students the first day of the semester. These guidelines are posted in the study hall.

## Textbooks

The following rules apply to loan/rental textbooks:

1. The book is to be returned to RCCHS 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 RCCHS 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 RCCHS a reasonable fine for any careless misuse of the book. A failure to comply with these regulations will warrant the holding of the student's report cards/transcripts. 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%

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 are required to pay tuition and fees in whole, or in part, or in some form. Students will not be allowed to participate in extracurricular activities if tuition has not been paid (unless arrangements have been made with the principal).

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 student attendance shall receive a full refund of tuition.

A student who withdraws from attendance at RCHS after the first day of student attendance 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.

If it is determined after the prorated tuition has been calculated, that the student has not paid that amount of tuition owed, the parents/guardians will be notified, and all official transcripts/documents will be held until the amount due is paid in full.

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 Finance Committee of the Board of Directors shall appoint a subcommittee to implement and to monitor the collection of tuition and fees.

### **Use of School Grounds**

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

## **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 screenings are conducted in late October or early November. **The nominal cost of the screening is to be paid by the parent and submitted to the office prior to the date of the screening.**

## **Immunization**

All freshman and transfer students enrolled at Routt Catholic High School must show proof of their immunization according to state law. All immunizations must be up to date. Students found in non-compliance on October 15 of the current academic year will be excluded from attendance until compliance is met.

## **Visitors**

All visitors must report to the office upon entering the building by gaining access through the North doors. All persons wishing to visit classrooms (adult and/or student) while school is in session must be preapproved by the Principal.

## **Student Withdrawals**

School transfer requests are taken to the principal. No official transcript or transfer documents 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 may be provided where appropriate. All students withdrawing from Routt Catholic High School will be cross-checked on the National Center for Missing and Exploited Children website and the proper authorities contacted when warranted.

## **Prevention of and Response to Bullying, Intimidation, and Harassment**

Copyright 2009 IPA School Handbook Subscription Service – used with permission

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the school complaint manager or any staff member with whom the students is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the school complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

## **Complaint Managers**

Principal  
Routt Catholic High School  
217-243-8563  
[nroscetti@routtcatholic.com](mailto:nroscetti@routtcatholic.com)

Guidance Counselor  
Routt Catholic High School  
217-243-8563 ext. 4  
[elink@routtcatholic.com](mailto:elink@routtcatholic.com)

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

**ROUTT CATHOLIC HIGH SCHOOL**  
**Fundraising Policy**  
**2020-2021 School Year**

**Purpose**

Routt Catholic High School's fundraising policy provides athletic teams, activities and clubs the opportunity to raise funds within a framework of fairness and fiscal responsibility. This policy must be followed when any athletic team, club or activity plans to raise money on behalf of the school or any of its affiliated programs. Fundraisers are used to meet reasonable expenses during the year, not to build up excessive reserves.

**Fundraising Requirements**

Before soliciting, all fundraising must be pre-approved through the Development Office and Principal using the RCHS Fundraising Request Form. Plans/ideas must be submitted to the Development Office no later than one month prior to the beginning of the event/campaign. Groups can expect a response within one week of submission. Once the event/campaign is approved by the Development Office and Principal, a copy of the approved form will be returned to the organizer and should be retained throughout the event/campaign.

The fundraiser will be analyzed upon the four (4) following criteria:

- The fundraiser must not detract from or conflict with the greater fundraising efforts of the school. (Dreams, Annual Fund, Capital Campaign, etc.)
- The fundraiser does not take too much student, parent, faculty, or administrative time.
- The fundraiser is for a purpose that is not covered through the annual operating budget of the school.
- The fundraiser shall have a specific purpose. Extra funds raised for items to be determined will not be allowed, nor will excessive funds.

Students may be encouraged but not required to participate in fundraising. Students cannot be required to raise a certain amount or sell a certain number of items. No penalties may be levied for non-participation.

All fundraising activities must not be in conflict with the mission of Routt Catholic High School and the teachings of the Catholic Church.

**Reporting Requirements**

A fiscal report for each fundraising event must be submitted to the bookkeeper at the conclusion of the fundraising. The report must include dollar amount collected, costs incurred and net proceeds.

If a fundraiser exceeds the specific goal, include a statement as to how the additional funds will be used.

All funds generated from any fundraiser must be deposited with the Routt Catholic High School bookkeeper and need to be turned in no later than a week after the conclusion of the fundraiser.

## **General Guidelines**

Student participants in fundraising activities are expected to abide by the school's behavior code of conduct.

Students are prohibited from conducting door to door sales/orders or soliciting at businesses.

The principal will approve all marketing materials for any fundraising event.

Funds generated for a specific project must be applied to that approved project.

Fundraising may not directly finance individuals.

Each organization is limited to one (1) fundraiser per school year; Clinics\camps\services are the exception but still must submit a request form for approval. Camps are a good way to not only make money, but to promote your sport or club. Selling concessions at Routt activities is also exempt.

Raffles and auctions are permitted as long as approved tickets are sold. Each ticket must state the name of the organization conducting the raffle, the address of the organization or of a named officer of the organization, the ticket price, a general description of each prize, and the date on which the raffle prize(s) will be awarded. Event organizer must get approval from bookkeeper on payout schedule.

Fundraising activities may include, but not be limited to the following: raffles, concessions, dances, trivia nights, candy grams.

While candy orders may be taken during the school day, candy items may not be delivered and/or consumed until the last class period has ended.

Fundraising expenses or reimbursements need to be handled like any other school expense. A PO needs to be filled out and proper documentation attached. (See Purchase Order Guidelines)

All returned checks and associated bank fees from fundraising events will be charged back to the respective group. The bookkeeper will send a notice to the donor concerning the issue. Goods will remain in the school's possession until payment is made. The event organizer is responsible for any follow-ups.

**All checks should be made payable to Routt Catholic High School, not to an individual.**