



Roncalli High School  
2000 Mirro Drive  
Manitowoc, WI 54220-6799  
(920) 682-8801  
[www.roncallijets.net](http://www.roncallijets.net)

## Community Handbook 2011-2012

The Roncalli logo is a symbol of community. Each arm of the Roncalli logo is a stylized version of the international symbol of a person. Roncalli is a community made up of four major groups: students, parents, faculty, and parishes. Each of the arms of the cross represent one of these groups. The arms are joined to indicate Roncalli's desire to form a strong community bond. The bonding shows our interdependence needed for a personalized education. The cross that these groups form expresses our Catholic/Christian philosophy, beliefs, and heritage.

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

# RONCALLI HIGH SCHOOL

## Mission Statement and Philosophy

Roncalli High School is a Christian learning community educating the whole person in the Catholic tradition, emphasizing academic and spiritual growth.

\*Community...Roncalli is a community committed to interdependent learning and communication among students, faculty, families, and parish members. Each group shares its time, talent, and treasure to “build up the body of Christ”. (Ephesians 4:12)

\*Whole Person...Roncalli believes in educating the whole person. This includes the need for personal, spiritual, intellectual, social, and physical development.

\*Tradition...Roncalli High School is named for Angelo Giuseppe Roncalli (Pope John XXIII) who exemplified values such as community, openness, and receptiveness to change. Roncalli manifests these ideals along with the teachings of Christ within the Catholic Church.

\*Charisms...The Roncalli faculty and staff:

- Are composed of Christian Brothers, Franciscan Sisters of Christian Charity, and lay men and women.
- Practice the charisms of St. John Baptist de La Salle and St. Francis of Assisi notably through respect for the individual, awareness of presence of God, joyful service, and gracious hospitality.
- View their work as a Church ministry.

\*Service...Roncalli encourages serving others in the school, parish, civic, and global communities.

\*Diversity...Roncalli is committed to diversity as an enriching experience. The community places a priority on working with a variety of people and respecting each individual.

\*Academic Excellence...Roncalli places a high priority on academic achievement and strives to motivate each student to work up to potential.

\*Spiritual Growth...Roncalli strives to integrate faith and gospel values into life experiences.

\*Leadership...Roncalli sees each student as a potential leader, capable of positively affecting the community.

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## RONCALLI INFORMATION

School Office: 682-8801  
682-8802  
School Fax: 686-8110  
Brothers' Residence: 682-7508  
Sister's Residence: 682-9040  
Website: [www.roncallijets.net](http://www.roncallijets.net)  
E-mail: [roncalli@roncallijets.net](mailto:roncalli@roncallijets.net)

## Accreditation

North Central Association of Colleges  
And Secondary Schools  
Wisconsin Interscholastic  
Athletic Association  
Wisconsin School Music Association  
Fox Valley Math League

## Patron

Pope John XXIII  
(Angelo Giuseppe Roncalli)

## School Colors

Columbia Blue and Navy Blue

## Nickname

"Jets"



## **Welcome to the 2011-2012 Roncalli School Year**

In our mission/philosophy statement, we express our goal of bringing the Christian values of respect, concern, generosity, and hospitality to our school community. The Roncalli staff is dedicated to the modeling of Christian values, while creating the best possible education for our students.

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

## **Roncalli High School**

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

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

## **The De La Salle Christian Brothers**

The De La Salle Christian Brothers who have served since opening in 1965 bring a 300 year tradition of Christian education to our school. The De La Salle Christian Brothers were founded by St. John Baptist de La Salle in France in 1680. The De La Salle Christian Brothers who staff Roncalli are members of the Midwest District, one of the districts in the United States. Today, 6,500 Christian Brothers and 65,000 Lasallian Partners serve the educational needs of young people in 87 different countries throughout the world.

## **Franciscan Sisters of Christian Charity**

The Community of the Franciscan Sisters of Christian Charity of Manitowoc has also served Roncalli since its beginning. 1981 marked the 800<sup>th</sup> year since the birth of St. Francis, the founder of all Franciscans throughout the world. The community which serves Roncalli was founded in Manitowoc County (Clarks Mills) in 1869 to serve the educational needs of the children in the area. The sisters now teach and sponsor health care facilities in the United States and Peru.

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

*John XXIII*



## **Pope John XXIII**

Pope John XXIII was born Angelo Giuseppe Roncalli in 1881. He grew up on a small rented farm in a village in Italy. His family members were proud to be farmers and hoped that one day Angelo, too, would be a farmer. God had other plans for him. God gave him the call to priesthood. He loved the studies and worked with great zeal. Even after ordination, he never forgot his simple childhood. He worked with the poor, served in the army, taught in the seminary, and loved books. He was made a bishop and then a cardinal in the Catholic Church. After becoming an old man, he was elected Pope, the head of the entire Catholic Church. He knew that change was needed in the church in the 1960's. He called an ecumenical council, a meeting of all the bishops of the world. He encouraged people to update their thinking about modern problems in the church and in the world. Under Pope John XXIII's leadership, more changes happened in the Church than had happened in hundreds of years. He was loved by many people, Catholics and non-Catholics. During his time as Pope, he shocked many people by visiting prisons, children's orphanages, and many poor people. He died in 1963.

In that same year the people in Manitowoc, Two Rivers, and the Lakeshore area asked their bishop if they could build a Catholic high school. They named the school Roncalli in honor of Pope John XXIII. Today, Roncalli High School is noted for its emphasis on spiritual and academic growth for all students.

Original oil paintings of Pope John XXIII, St. John Baptist de La Salle, and St. Francis done by Mr. Tim Woodcock.

### ***Lasallian Educator Prayer***



*Let us remember that we are in the holy presence of God!*

*You O Lord are my strength, my patience, my light, my counsel. It is You who make responsive to me the children confided to my care. Abandon me not for a moment to myself.*

*For my own conduct and that of my students give me the spirit of wisdom and of understanding, of counsel and of fortitude, of knowledge and of piety, the spirit of a holy love for You and an ardent zeal to procure Your glory. I unite my labors to those of Jesus Christ, and I ask You to protect me in the performance of my duties. Amen.*

*Live Jesus in our hearts! Forever!*

### **St. John Baptist de La Salle**

John Baptist de La Salle was born into a rich and powerful family in France about 300 years ago. He was well-educated and felt the call to be a priest. One of his friends began opening schools for poor boys. All the wealthy children were educated in their homes by private teachers. Thinking he should really help with this good project, he hired five teachers and rented a home for use as a school. He constantly checked on the progress of this project. Teachers of that time were often brutal and uneducated. He trained his teachers to teach with respect and fairness for the students. Eventually, he gave away his money and dedicated himself and his followers totally to education of the poor. He founded the Brothers of the Christian Schools.

All the Brothers were to respect and love their students. They had to make their students feel needed and important. This style of teaching grew so successful that soon wealthy people also wanted their children educated by the brothers. When John Baptist de La Salle died on Good Friday, 1719, he was praised by many as a man who lived and taught genuine love, just like Jesus, the Master Teacher. Today, Christian Brothers teach at Roncalli High School following the guidelines of respect and fairness that were set down 300 years ago by their founder. They also share the inspiration of John Baptist de La Salle with other teachers in Catholic schools. They work together as Lasallian educators.

### ***Prayer of St. Francis of Assisi***



*Lord make me an instrument Of Your peace.*

*Where there is hatred,*

*Let me sow love,*

*Where there is injury, pardon;*

*Where there is doubt, faith;*

*Where there is despair, hope;*

*Where there is darkness, light;*

*Where there is sadness, joy.*

*O Divine Master, grant that I may not so much seek*

*To be consoled, as to console,*

*To be understood, as to understand,*

*To be loved, as to love.*

*For it is in giving that we receive;*

*In pardoning that we are pardoned;*

*It is in dying that we are born to eternal life.*

*St. Francis of Assisi, 1182-1226*

### **St Francis of Assisi**

Francis was born about 800 years ago in the town of Assisi, Italy, the son of a wealthy cloth merchant. He was popular with all his friends and wanted a military career. During a war he was taken hostage by the enemy. Humiliated and ill, he was sent home. One day while praying in an old church, he heard a voice say, "Francis, go repair my house which, as you see, is falling into ruin." Impulsively he began to fix up a dilapidated church building. Over time he realized that God did not need a building repaired; God needed people to be repaired. Francis began to teach about the love of God. He tried to persuade the rich to live a simpler lifestyle and to create better living conditions for the poor. He helped many poor to feel better about themselves. He used gentleness, sensitivity and good humor to help others enjoy life more. Many others soon began following him.

He became the founder of the Franciscan order which today spreads over the entire world. There are priests, brothers, sisters, single, and married people who follow Francis by being poor, simple, and loving. Today, Franciscan Sisters of Christian Charity teach at Roncalli High School helping to spread God's love to their students.

# School Personnel

## Administration

### *President*

Mr. John Stelzer

### *Principal*

Mr. Timothy Olson

## Professional Staff

### *Athletic & Student Activities Director*

Mr. Dave Mueller

### *Athletic Director Secretary*

Mrs. Vida Martin-Voysey

### *Attendance Secretary*

Mrs. Paulette Leist

### *Auction Coordinator*

Mrs. Jan Hoyt

### *Bookkeeper*

Mrs. Diane Duszynski

### *Bookstore Manager*

Mrs. Paulette Leist

### *Business Manager*

Mrs. Barbara Strawn

### *Development Staff*

Mrs. Denise Holzinger

Mrs. Cyndi Kraemer

Ms. Sherry Schrimpf

### *Director of Physical Plant*

Mr. Bill Kraemer

### *Food Service*

Mrs. Vicki Bushman

Mrs. Lynn Schetter

Mrs. Therese Schmitt

### *Guidance Counselor*

Mrs. Joan Nickels

### *Maintenance Staff*

Mr. John Prange

Mr. Steve Naidl

### *Media Center/Curriculum*

Mrs. Sue Rohrer

### *Registrar/Guidance Secretary*

Mrs. Dorris Rappel

### *School Secretary/Receptionist*

Mrs. Carolyn Anhalt

### *Technology Coordinator*

Mrs. Pat Beine

### *Website/Public Relations*

Ms. Sherry Schrimpf

### *Yearbook Advisor*

Mr. Andy Berkhout

## Instructional Staff

### *Art*

Mr. Tim Woodcock

### *Computer Education*

Mrs. Pat Beine\*

Mr. Joe Garceau

### *English*

Mrs. Ann Ahola

Mr. Ray Baranczyk

Ms. Melissa Green

Mr. Greg Jahnke

Mrs. Gloria Steffen

Mr. Steve Waak\*

### *Family & Consumer Education*

Mrs. Sue Sevcik

### *Film, Theatre, and Drama*

Ms. Melissa Green

Mr. Timothy Olson

### *Learning Needs*

Sr. Bernadone Fagan

Ms. Colleen Schelfhout

Sr. Jan Villemure

### *Mathematics*

Mr. Joe Garceau

Miss Patricia Miske

Mrs. Nancy Tomaszewski\*

Mrs. Ann Wagner

### *Modern Languages*

Mr. Ray Baranczyk

Mrs. Shannon Pritzl

Mrs. Beth Seizert\*

### *Music*

Band: Mr. Corey Van Sickle

Chorus: Mr. Frank Birr\*

Chorus: Mr. Dan Berres

### *Physical Education*

Mr. Greg Jahnke

Mr. Anthony Mack

Mr. David Mueller\*

### *Religious Studies*

Mr. Frank Birr

Mr. Timothy Olson

Mrs. Mary Ann Teshima\*

### *Science*

Mr. Warren Brewer

Ms. Kathleen Cotter

Sr. Jane Kinate\*

### *Social Studies*

Mr. Andre Berkhout

Mr. Paul Hendricks\*

Mr. Anthony Mack

Mr. Joe Rux

\*Department Chairperson

# ACADEMIC INFORMATION

## ACADEMIC STANDING AND EXTRA-CURRICULAR ACTIVITIES

It is to be considered a PRIVILEGE, not a right, to participate in athletics and extra-curricular activities at Roncalli High School. Any student receiving a failing grade at any grading period shall be suspended from participation in extra-curricular activities for 15 school days. The administration reserves the right to reinstate a student if there is evidence of sufficient academic progress. Summer baseball, fall sports, and other fall extra-curricular eligibility are contingent on second semester grades.

## COURSE SELECTION CHANGE

Student initiated changes to the courses that were approved by course contract require parent request signature, and administrative approval and may be subject to a \$10 fee.

## CREDITS

The total number of credits taken each year must be eight (8 classes each semester). Administrative approval and parent signature are required for any deviation.

## FAILURE

1. A failure in a required subject must be made up in the same subject. It can be taken at Roncalli or another accredited institution.
2. A student who fails an elective may substitute another approved course.
3. All math and foreign language grades are cumulative. That is, first semester failures in these subjects may be made up if at least a C average is earned in the second semester.

## GRADUATION REQUIREMENTS

Business/Computer: ½ credit

English: 4 credits

English 9 (1)

American Literature (1)

World Literature (1)

Electives (1)

Fine Arts: ½ credit

Mathematics: 3 credits

Modern Language: Highly Recommended

Physical Education/Health: 2 credits

Religion: 4 credits

Old Testament (1/2)

The Challenge Of Jesus (1/2)

Worship (1/2)

Personal Psychology & Faith (1/2)

Christian Morality (1/2)

Justice (1/2)

Electives (1)

Science: 3 credits

- Beginning with the Class of 2009: Foundations of Science, Biology, and 1 elective
- Members of the classes of 2008; Physical Science, Biology, and 1 elective.

Social Studies: 3 credits

World Cultures (1)

American History or A.P.U.S. History (1)

Government (1/2)

Economics (1/2)

Total Credits: 28

## GRADING SCALE

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

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

## HONOR ROLL

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

## INCOMPLETES

A student receiving an incomplete grade at the end of any grading period will have 10 school days to complete the missing work. After 10 school days, the grade will be calculated with the incomplete/missing work having a value of zero.

## LEARNING NEEDS PROGRAM

Roncalli seeks to help all learners be successful. Those students who have a diagnosed learning disability, an IEP, or need help in specific academic areas can avail themselves of our learning needs program. Accommodations can be made for those students who qualify. To discuss the options available parents should contact Mrs. Joan Nickels in the Guidance Department or Ms. Colleen Schelfhout, the Learning Needs Coordinator.

## NATIONAL HONOR SOCIETY

Roncalli has a chapter of the National Honor Society. Any junior or senior who has maintained a cumulative GPA of 3.5 is eligible to apply for membership.

## PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are held once each semester. Students are encouraged to attend conferences.

## REGISTRATION

Registration for the next year of school begins in January. Parents will receive the necessary enrollment forms. Course selection forms will be given to students during school hours.

## RENWEB

RenWeb is a free web-based service offered through Roncalli which allows parents and students to monitor academic progress, check for assignments, and attendance records. There will be a parent training session schedule in the fall.

## REPORT CARDS

Report cards are issued twice a semester. The semester card is a comprehensive report of final grades. Semester reports are entered on permanent records. Parents and students are encouraged to monitor academic progress through RenWeb.

## RONCALLI CAMPUS

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

## SERVICE/LEADERSHIP

All students are encouraged to take advantage of the opportunities for service and leadership that are available in school, parish, and the community.

## ATTENDANCE INFORMATION

### PHILOSOPHY

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

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

### ABSENCE POLICY DEFINITIONS

1. Excused Absences: Excused absences are granted by the school administration. Absences that will be considered as excused are those that are certified by a parent or guardian, as documented by a phone call and in writing as being one of the following:

- a. Illness
- b. Emergency (administrative discretion)
- c. Health care appointments (It is recommended that such appointments be made at times other than school hours.)
- d. Anticipated Absences (i.e. Family vacation, college visit). The student must complete the Anticipated Absence form three days before this type of absence is deemed excused.

2. Unexcused Absences

- a. Truancy: Absence of all or part of one or more days during which school officials have not been notified of a cause of absence by the student's parent or guardian.
- b. Other: Any absence which does not fall into the categories listed in section 1 above and is not approved by the administration shall be considered to be an unexcused absence.

3. Tardy: A student will be considered tardy if not within the confines of the classroom at the tone.

## PROCEDURES

A. Tardiness – a student is tardy if the student is not in the room when the bell rings.

1. Late to class – report to the office – if detained by another teacher, that teacher should notify the office.
2. Responses to habitual tardiness may include, but is not limited to, meeting with parents, detention, or service time and loss of extra-curricular participation privileges.

B. Absence and tardy

1. Parents are required to call the high school attendance office prior to 8:00 a.m. when a student is absent or will be tardy. Phone 686-8141.
2. The student must bring a written note to the main office when returning to school following an absence.
3. For absences other than illness or medical appointments, completion of the Anticipated Absence Form is required three days prior to the absence. These forms are available in the Main Office. It is essential that this form be filled out far enough in advance to allow for arrangements of make-up work.

C. Unexcused absences and tardies can result in disciplinary consequences.

## MAKE-UP ASSIGNMENTS AND EXAMINATIONS

Failure to follow these guidelines may result in a zero for any missed work. Students with unexcused absences may be allowed to make up missed work at the discretion

of the teacher. Students with excused absences shall be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the students' responsibility to contact the teacher (s) to make arrangements for making up missed work prior to the next scheduled class. Some activities may not be able to be made up due to the nature of the activity.
2. Exams or tests missed shall be taken at a time and place mutually agreed upon by the teacher and student.
3. Make-up tests will be of equal value and on the same materials as the missed test. However, the make-up test may not necessarily be the same test.
4. The time limitation for work and test make-up shall be the number of days missed. Exceptions may be granted by the teacher.
5. Other Considerations:
  - a. If the work is not made up within the allotted time, the student may be given a grade of zero (0) for the work missed.
  - b. Career Internship students who miss school and are unexcused or sick may not attend their internship for that day.

## **STUDENT SERVICES**

### **BOOKSTORE**

1. Students are responsible for placing covers on all of their textbooks.
2. Books that are damaged will be billed to the parents. Students will not be issued additional books in any class until damaged books are paid for.

### **CAFETERIA PROGRAM**

A hot lunch and ala carte program is available for all students. Free and reduced is available for those who qualify. Information will be forthcoming regarding the new RenWeb lunch program.

## **CAMPUS MINISTRY DEPARTMENT**

Campus Ministry, in collaboration with the administration, faculty, and staff, offers annual retreat opportunities for each class. Resources for planning prayer services are offered, as well as spiritual direction for individuals. These retreats are mandatory, as stipulated by Roncalli's Board of Directors. Campus Ministry also offers regular liturgical experiences, as well as other service and community-building opportunities throughout the year.

### **COMMON PRAYER AND WORSHIP**

Because we are a community of faith, we often gather to pray and worship as a whole school and community. We remind students that these times are sacred times – to come in touch with our God. Attire and deportment appropriate to prayer or worship is expected of students.

### **CHAPEL USE GUIDELINES**

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

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

### **FINE ARTS CENTER**

Food, drink, and gum are not permitted in the Auditorium.

## **GUIDANCE DEPARTMENT**

The Guidance Department at Roncalli is one of the student services departments. Its primary purpose is to facilitate the maximum development of each individual. Through private interviews the counselor helps the students solve or cope with personal problems, choose courses for their years at Roncalli, register for college entrance tests and financial aid, and apply for admission to colleges or technical schools. Career counseling is also provided through the Guidance Department.

## **HEALTH SERVICES**

School officials are not permitted to dispense any form of medication without parental permission. Parental permission forms are available in the office. If a student needs to take a prescribed medicine during the school day, the prescription must be kept in the office and the following procedures are to be followed:

1. A special permission slip giving permission for the medication to be given at school must be on file in the school office before medication can be given. Forms are available in the office.
2. The medication must be in a pharmacy bottle with a current label from the pharmacy. All medications must be brought to the main office to be kept in a locked drawer.

Students are not permitted to have over-the-counter medications in their possession at school. If a student needs to take ibuprofen or non-aspirin for headaches, muscle aches, etc., a special permission form must be on file in the school office. Forms are available from the main office. The office will provide ibuprofen or non-aspirin pain relievers.

Two MMR shots are required for all seniors. Health records are kept on file in the office.

## **ILLNESS**

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

1. Obtain permission to go home from an administrator who will contact parents.
2. Transportation in case of illness is the responsibility of parents.

## **LOCKERS**

Each student is assigned a locker. Roncalli will not be responsible for lost or stolen articles. Student lockers are the property of Roncalli, and as such, are subject to inspection at any time.

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

## **MEDIA CENTER**

The media center is open from 7:30 a.m. to 4:00 p.m. daily. Guidelines for use of the media center are posted. Each student checking out materials will be held responsible for the materials checked out.

## **ON-CAMPUS DRIVING AND PARKING**

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

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

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

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

## **RECOURSE FOR STUDENT/PARENTS**

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

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

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

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

## **STUDENT AWARDS**

Each year the Roncalli community gives a number of awards. These awards are given to seniors and underclass students. They recognize the scholastic, fine arts, and extra-curricular achievements of the student body.

Seniors can earn the following awards:

- St. Thomas More Award for academics
- St. Francis Award for service.
- St. John Baptist De La Salle Award for leadership
- Norma Jean Borman Award

## **TUITION ASSISTANCE PROGRAM**

Each year the Roncalli community is able to give monetary assistance to a number of students. This assistance comes in the form of grants and named scholarships to aid the student in covering the cost of their education at Roncalli.

These grants are announced in late spring for the coming school year. This money comes mainly from the interest earned by the Roncalli Endowment Fund in the form of named scholarships, Roncalli grants, and from outside groups.

Scholarships are offered to incoming freshmen students for leadership, service, and academic abilities. Application forms for these scholarships are available from the business office and guidance office.

Tuition assistance is available to students with a demonstrated financial need. For further information, contact our business manager, Barbara Strawn.

Students who receive financial aid to attend Roncalli will participate in the work program. The program consists of 24 hours of work per year. The work is done at Roncalli or a parish.

All work programs must be completed by May 1 of the school year.

## **WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP**

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

1. A student must have been enrolled at Roncalli High School for four (4) semesters previous to the award.
2. The grading system used at Roncalli High School results in 4.0 being the highest grade point average (GPA) that can be earned. Plus and minus grades do not count extra toward the GPA. Any student who has studied abroad will have grades counted as if completed at Roncalli High School.
3. When selecting the scholars and alternate scholars GPA shall be carried out to three decimal places as used and seen on our official high school transcript.
4. The school nominee and alternates will be named at the completion of the seventh semester just prior to the February 15 deadline.
5. The selected student must attend an institution in the Wisconsin system, vocational, technical or private school.
6. In the event of a tie the student who receives the award will be determined according to the following.
  - a. Composite ACT score.
  - b. English and Math scores on the ACT.
  - c. Number of Honor courses taken. The following are considered honor courses – Advanced Placement Biology, Advanced Placement Chemistry, Physics, Advanced Placement Calculus, Advanced Placement English, Advanced Placement History, Honors Algebra,

Honors Geometry, Honors Pre Calculus, and Honors Advanced Algebra/Trigonometry.

- d. If the above are still all equal, then a lottery will be held.

Student should check with the Guidance Department regarding other scholarships.

## **TECHNOLOGY POLICY**

Roncalli annually publishes a policy concerning the proper use of technology, including the internet. All students are required to complete an Authorized Use Policy prior to using internet services. Students are expected to adhere to the policy. Consequences for violations are published in the policy statement.

## **VISITORS**

Adult and non-student visitors are requested to register in the main office when they arrive.

## **STUDENT LIFE**

### **BUILDING AN ATMOSPHERE OF LEARNING AND COOPERATION**

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

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

### **CHEATING AND DISHONESTY**

Cheating and dishonesty are not only inappropriate but also contrary to the Christian values of Roncalli High School. Such behavior will not be tolerated. Cheating is considered to be a serious offense which calls for an "F" grade on the assignment or test involved. All such cases demand that the parents be notified. Incidents of cheating could result in failure in a course.

## **CONTROLLED SUBSTANCE USE**

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

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

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

The use of tobacco products by students or others under the age of 18 on school property is prohibited. Violations will result in disciplinary action and parental notification.

## **DESTRUCTION OF PROPERTY**

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

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

## **DISCIPLINARY PROBATION**

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

## **DRESS CODE**

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

Hairstyles that are neat, clean, appropriate, and not distracting are permissible.

Girls:

Blouses and Shirts – Blouses and shirts must be modest and in good taste, and have a sleeve. No bare midriffs are allowed. The waistband of the shirt or blouse should overlap the waistband of the slacks, shorts, or skirt when standing. Undergarments should not be visible.

Slacks – Slacks must fit appropriately.

Shorts, Skirts, and Dresses – Cannot be shorter than mid-thigh. The hemline should be below the fingertips when standing with arms straight at sides with fingers extended. Undergarments should not be visible.

Boys:

Shirts – Shirts must be modest, in good taste, and have a sleeve.

Pants – Pants must fit appropriately and worn with waistband at the waist. Undergarments should not be visible.

Each male student is expected to be clean shaven every day. Sideburns cannot be longer than the bottom of the earlobe. Hair cannot extend over the top of the shirt collar or past the top of the eyebrows.

All Students:

Pants – Items and materials not allowed: spandex, flannel, sweat pants, pajama/lounging pants, athletic pants, and athletic shorts, bib overalls, and blue jeans (except on announced days).

Sweatshirts and T-Shirts should be in good taste and appropriate for our school setting. Sweatshirts and T-shirts that are not appropriate at Roncalli or Roncalli sponsored events include those that advertise, allude to, or refer to bars, drugs, alcohol, tobacco, sex, nudity, violence, or on anything contrary to the school's mission.

Shoes – Footwear should fit securely to the feet.

Hats-bandanas, kerchiefs, hoods, etc. may not be worn in school during the school day.

Other – No visible body piercings except for earrings are allowed. No visible tattoos allowed.

## **FIELD TRIPS**

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

## **HARASSMENT AND BULLYING POLICY**

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

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

## **SEXUAL HARASSMENT POLICY**

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

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

## **POLITENESS AND CHRISTIAN CONDUCT**

Courtesy and Respect:

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

- Radios, stereos, CD players, MP3 players, I-Pods, or similar devices will not be listened to during the school day. These devices will be kept in student lockers during the school day.
- No electronic devices are to be used during the school day. Examples: beepers, cellular phones, portable TV's, hand-held video games, pagers, etc. Due to advances in technology, cell phones are not allowed in the restrooms or locker rooms at any time.
- Backpacks and purses may not be worn or carried during the school day.
- Gang signs or symbols will not be worn or displayed.
- Students are not to use or possess laser pointers.

Christian Conduct:

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

- Fighting, lying, cheating, vandalizing, stealing, and all conduct injurious to persons and property are not tolerated.
- Respect for other people's private property is necessary.
- Respect for one another, faculty members, staff, and visitors in words and actions is expected. Deliberate disrespect is considered a serious violation.
- Production and/or possession of morally objectionable materials are not permitted.

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

## **SPORTSMANSHIP**

Good sportsmanship is exemplified by:

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

All WIAA rules regarding fan conduct apply.

## **STEALING**

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

## **WEAPONS**

A student found at Roncalli or a Roncalli function in possession of a firearm or other threatening weapons will be immediately reported to the police and dismissed from Roncalli High School. A weapon is any object that is calculated to inflict bodily harm.

## **FAILURE TO ADHERE**

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

# RONCALLI HIGH SCHOOL WELLNESS POLICY

## I. Rationale

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

## II. Goals

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

### A. Nutritional Education Goals

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

### B. Physical Activity Goals

1. Roncalli High School requires one and one half credits of Physical Education for graduation.
2. Roncalli High School allows access to its recreational facilities. The weight room and gym areas are open before and after school and in the evening to allow maximum access to facilities by students, staff, and the community.
3. Students are encouraged to participate in WIAA sanctioned sports as well as other recreational activities that are offered at Roncalli High School.

## C. Other School Based Goals

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

## III. Nutrition Guidelines

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

- A. Roncalli High School encourages the sale and distribution of nutrient dense foods for all school functions, fund raisers and other activities that involve the school community.**
- B. Locations/situations where food and beverages are served in school**
  1. National School Lunch Program
    - a. Hot lunch
    - b. Breakfast
    - c. Ala Carte
    - d. Vending machines
  2. Roncalli Athletic Association
    - a. Team meals and awards programs
    - b. Jet Hangar/Concessions
  3. The Fine Arts Center (FAC)
    - a. Intermission concessions
    - b. Madrigal Dinner
    - c. Senior Banquet
    - d. Banquets, receptions, reunions
  4. School
    - a. Classrooms
    - b. Auction
    - c. Grandparent's Day
  5. Development
    - a. Food Fair
    - b. Other community events

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

1. Individuals and groups responsible for serving, selling, or distributing food will be provided with, and be responsible for adhering to the Wellness Policy.

2. It is understood that special occasions may occur when the school administration may allow a school group to deviate from these guidelines.

#### **IV. Assurances for Reimbursable School Meals**

Roncalli High School will:

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

#### **V. Implementation of the Wellness Policy**

**A. The Wellness committee will be responsible for overseeing the Wellness Policy.**

**B. The Wellness Committee will provide the school board with the current policy and updated revisions.**

**C. Assessments will be repeated every three years to review policy compliance, assess progress, and determine areas in need of improvement.**

**D. Action steps for the Wellness Policy:**

1. Nutrition goals
  - a. The following courses at Roncalli integrate the Wellness Policy:
    - Food and Fitness
    - Foods I and II
    - Physical Education Classes
  - b. Roncalli's Food Service guidelines include:
    - Offer meals through the NSL program that meet the standards issued by the U.S. Gov't.
    - Offer a variety of fruits and vegetables as well as whole grains when possible.
    - Decrease sugars and fats by limiting desserts to three days a week.
    - Eliminate additional sodium in the cooking process.
    - Make milk available before school, during scheduled breaks, and at lunch.
    - Purchase oven ready foods.
    - Avoid serving deep fried foods.
    - Serve frozen or fresh vegetables rather than canned.
    - Vegetables will be steamed rather than boiled.
    - Offer the following a la carte items on a daily basis: milk, a variety of fresh fruit, salad, yogurt as well as a variety of daily specials.
    - Offer a variety of breakfast items: dry cereal, milk, fresh fruit, bagels, granola bars, and muffins.
2. Physical activity goals
  - a. The following programs at Roncalli integrate the Wellness Policy
    - The Bigger, Faster, Stronger program

The Speed and Agility program  
 Participation in the Presidential Physical Fitness program  
 Open Gyms  
 The dynamic warm up used in Physical Education classes and sports  
 The weight room availability in the morning, after school, and during the summer.

- b. The Roncalli coaches will advise the Wellness committee as to implementing, adding, and improving physical activity goals as needed.
  - c. Physical education classes are 90 minutes and offer a prolonged opportunity for the physical activity.
3. Implementing other school based goals promoting wellness
    - a. Consideration should be given to non-food items such as books, gift wrap, candles, plants, flowers, school promotional items etc. as part of any employer, staff, teacher, student incentive program.
    - b. Any food offered should promote good nutritional choices whenever appropriate. Healthy food choice options include:
      - Raw vegetable with low fat dip
      - Fresh fruit
      - 100% fruit juice
      - Dried fruits
      - Trail mix
      - Nuts
      - Party mix
      - Baked chips
      - Low fat and skim milk products
      - Water
  4. Implementing the nutrition guidelines in the vending machines
    - a. Request that the vending company work toward eliminating candy during the school day
    - b. Place a statement on the vending machine prohibiting sale of candy during the school day
    - c. Healthy food and drink choices will be available and identified by the vending company.

**E. The Holy Family Work Health Options Program will provide an annual staff health assessment**

#### **VI. Goals and other**

Research healthier choices for the vending machines  
 Natural ovens programs  
 Food for traveling teams and after practices  
 Reach out to the 18% of the students who do not participate in sports  
 A "Fitness Corner" in the Insights  
 Convo speakers  
 Research optional fund raising events  
 Research a group "Wellness Challenge" which could involve students, staff, teachers, and/or administration (e.g. group walking, drinking water, fitness training...)  
 Research opportunities for education of students, staff, teachers, and administration

**ADMINISTRATIVE INTERPRETATION  
OF HANDBOOK**

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

**HOTLINES**

**AIDS AND STD'S**

683-4155

**CRISIS INTERVENTION**

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

**DOMESTIC VIOLENCE**

684-5770

**DRUGS AND ALCOHOL**

1-800-794-7684

683-4300 (day) 323-2448 (after 4:30 p.m.)

**RUNAWAYS**

682-3332

**SEXUAL ASSAULT**

686-8555

**"JETS"**  
**We Ride With Jet Pride**

**Roncalli School Song**

*Chorus:*

We're the Roncalli Jets  
We're the best of all the rest  
And we'll show you how  
We'll go on to fame  
By winning every game  
Roncalli Jets is our name!

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

