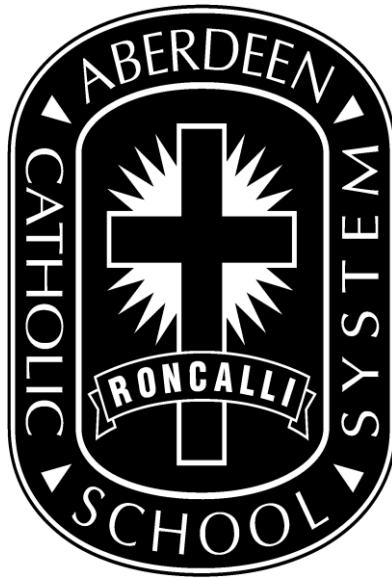


Roncalli High School Handbook



Our Mission

Instilling Catholic values and promoting
academic excellence by nurturing
mind, body and soul.

2017-2018

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17-18 Class Schedule

	1 <i>8:00-8:48</i>	2 <i>8:51-9:39</i>	3 <i>9:42-10:30</i>	4 <i>10:33-11:21</i>	5 <i>**</i>	6 <i>12:42-1:30</i>	7 <i>1:33-2:21</i>	8 <i>2:24-3:12</i>
Artz	Library	Library	Study Hall	Library	Library	Library	Library	Library
Baustian	Study Hall	Rel 11	Rel 10	SS 9	SS 9	Prep	Rel 10	Health 9
Carda	Band	JH Band	Lessons	Lessons	Lessons	Lessons	Lessons	Lessons
Cihak	8 th Ag	Ag Plant/Ag Animal	Intro to Ag	Ag Structures	Capstone	L.Service/L.P.D	Study Hall	Prep
Dix	Prep	Study Hall	Soc12	PE 8	S.S. 8	S.S. 8	PE 7	PE 9
Hanson					Eng 11	Comp/Intro Lit.	Prep	Eng 12
Larson	Roncalli Elem	Roncalli Elem	Roncalli Elem	Roncalli Elem	Roncalli Elem	Roncalli Elem	HS choir	JH choir
Litzen	Eng 9	AP Prep	Eng 10	Eng 10	AP Lit	Eng 9	Journ I & II	Prep
Martin	Earth Sp/Enviro	Prep	Sci 8	Anatomy	Bio	Bio	Sci 8	Study Hall
Martinez	Spanish I	Rel 8	Prep	Rel 7	Rel 7	Spanish 2	Study Hall	Spanish 1
Mitzel	Sci 9	Study Hall	Sci 7	College Bio	Prep	Sci 7	Sci 9	Rel 8
Morrison	RR	RR	RR	RR	RR	RR	RR	RR
Newman	7 th /7 th /8 th	8 th /IS/IS	Art I/ArtII	Art I/ArtII	Prep			
Nichol	Study Hall	Algebra I	Math 8	Prep	Physics	Chemistry	Math 8	Chemistry
Shishnia	Campus Ministry	Campus Ministry	Rel 11	Rel 9	Rel 9	Rel 12	Prep	Rel 12
Smid	Pre AI	Geo	Math 7	Geo	Study Hall	Math 7	AI 1	Prep
Varrier	8 th Reading	Eng. 7	Prep	Study Hall	Eng. 8	Eng. 8	Rdg 7	Eng 7
Voller	Pre Calc	Collg AI Stats	Prep	AP Calc	Prep	Study Hall	AI II	AI II
Wetz	7 th key	Ad Off/Bus.	Econ	8 th Office	SS 10	SS 10	Ad Off/Bus.	Prep
Wold	Life skills 3 rd trimester 7 th	Life skills 1 st trimester 7 th	counselor	counselor	counselor	counselor	counselor	counselor
Young	Psych/Soc	SS 11	SS 11	SS 7	SS 7	Prep	Weights	Study Hall

Important Dates

Date	Event
Aug. 18	Spiritual Retreat
Aug. 21-23	Staff Development
Aug 24	First Day of School
Sept. 4	No School Labor Day
Sept. 11 – 15	Homecoming week – Coronation on Wednesday, September 13
Sept. 20	Teacher Collaboration – 2:00 p.m. dismissal
Oct. 4	Parent teacher conferences
Oct. 6	No School, Staff Development
Oct. 9	No School, Native American Day
Oct. 23	End of 1 st quarter
Nov. 8	Teacher Collaboration – 2:00 p.m. dismissal
Nov. 22	Half Day
Nov. 23-24	Thanksgiving break
Dec. 6	Teacher Collaboration – 2:00 p.m. dismissal
Dec. 9	Semi – Formal @ RHS gym
Dec. 22	End of 2 nd Quarter
Dec. 25 – Jan. 2	Christmas break
Jan. 3	No School Staff Development
Jan. 4	First Day of Second Semester
Jan. 15	No School MLK Jr. Day

Jan. 28 – Feb. 3	Catholic Schools Week
Feb. 15	End of 2 nd trimester
Feb. 14/15	Parent Teacher Conferences
Feb. 16	No School Staff Development
Feb. 19	No School, President's Day
Mar. 13	End of 3 rd Quarter
Mar. 14	Teacher Collaboration – 2:00 p.m. dismissal
Mar. 15-16	No School, Spring Break
Mar. 4	Dinner Dance, location TBD
Mar. 30	No School Easter Break
Apr. 2	No School Easter Break
Apr. 6	No School Staff Development
May 9	Teacher Collaboration – 2:00 p.m. dismissal
May 20	Graduation
May 22	Last Day of School

ACT

Testing Dates (actual test)		
Test Date	Registration Deadline	Late Fee Required
September 9, 2017	August 4, 2017	August 5-18, 2017
October 28, 2017	September 22, 2017	September 23 – October 6, 2017
December 9, 2017	November 3, 2017	November 4-17, 2017
February 10, 2018	January 12, 2018	January 13-19, 2018
April 14, 2018	March 9, 2018	March 10-23, 2018
June 9, 2018	May 4, 2018	May 5-18, 2018
July 14, 2018	June 15, 2018	June 16-22, 2018

Faith Community

The celebration of the Eucharist is at the heart of our Catholic Christian life and is central to our life at Roncalli. Liturgies invite us to celebrate with one another, the events in our lives and God in our midst. Mass is celebrated each week in the Cafetorium. This Mass is the highlight of the week at Roncalli High School. Students assist in the preparation and planning of Mass.

Students are also encouraged to participate in the liturgy as lectors, musicians, altar servers, and gift bearers.

The Sacrament of Reconciliation will also be offered for students on a regular basis within the school year. Each student grade 7-11 will attend one retreat each year. Seniors will attend two retreats during the year.



Our namesake

Angelo Roncalli

Angelo Roncalli was really a very common fellow. His personal gifts and weaknesses were ones that you or I might possess. He did well in school but he was no star. He did not own big homes or have a stunning physique. He was not one of the world's great musicians; he was not a leading theologian in his day; and he always struggled to keep his weight under control. His worldview resulted from being raised by a large Catholic farm family, hardworking but quite average. He sounds like any one of us, doesn't he? And yet, he is a saint. What does this mean in his life and in ours?

In 1907, he gave a lecture at the seminary in his home diocese of Bergamo in northern Italy. In it, he gave a prophetic description of what it means to be a saint. He said in that speech, we tend to make saints larger than life, more like figures in a movie or novel than like your neighbors down the street. Saintliness actually results, he said, from learning the art of self-giving love. It flows from dying to self, from laughing at one's own imperfections and humbly enduring the faults of others. Saints aren't so much superstars of holiness as humble sinners, ready to allow God to love them just as they are.

Such dying to self, such trust in a loving God and such laughing along with life are what has made this ordinary person into a saint. We can do the same thing ourselves.

<https://www.ncronline.org/news/vatican/john-xxiii-accidental-saint>

Honor Code

The principles of religion are integrated into all facets of the curriculum and life of the school. The Roncalli High School Honor Code is based on the Ten Commandments and the principles of Pope Saint John XXIII, Angelo Roncalli. Students whose actions reflect negatively on Roncalli will be referred to administration for disciplinary action.

Summary of the Roncalli Honor Code

On average, students at Roncalli High School will spend 1300 hours together this school year. They will invest at least another 360 hours doing homework. The Honor code has been instituted to help provide each member of our school community a safe, respectful and equal environment in which to spend this time. The Honor Code is positive and represents the standard for Roncalli students. Honor, integrity and loyalty to each other and the school and its developing traditions are fundamental characteristics essential to a successful Roncalli student.

Roncalli students are expected to reflect Christian ideals, attitudes and values in their lives. They are expected to:

- Be persons of integrity and stand for that which is right
- Tell the truth and ensure that the full truth is known
- Remember that everybody is fighting their own battle
- Embrace fairness in all actions
- Ensure that all work submitted is their own
- Respect the property of others

A student not living the Honor Code offends himself or herself and the school community. Therefore, the Honor Code also sets forth a procedure for handling violations. This procedure maintains confidentiality and assures a student's right to be heard. When intervention or assistance with self-discipline becomes necessary, corrective measures will be exercised. Procedures shall be flexible enough to allow for individual fairness and consistency. The welfare of the school is always paramount. The Honor Code has been instituted primarily to describe our expectations for living a respectful way of life during your time together at this school and then to clearly outline the procedure for handling violations of that way of life.

Honor helps to build a healthy and strong community. The Honor Code describes a way of life in our school community. Virtue begins by loving ourselves first. Living with integrity and high moral character begins with self-accountability and awareness that the only person we can truly control is ourselves.

Prayer for Peace

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 and 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; it is in pardoning that we are pardoned.
And it is in dying that we are born to eternal life.

- St. Francis of Assisi -

Academics

Grading Scale

100 – 93%	A
92 – 85%	B
84 – 77%	C
76 – 70%	D

Graduation Requirements

Math – 3 credits	English – 4 credits
Religion – 4 credits	Electives – 7 credits
Social Science – 4 credits	Health – .5 credit
Fine Arts – 1 credit	Physical Education – .5 credit
Science – 3 credits	
TOTAL 27 CREDITS	

A minimum of seven full (high school) credits must be taken each year of high school.

Honor Role

At the close of each nine-week period an honor roll is published. The standard for the honor roll is a 3.0 grade point average.

Incompletes

Students have two weeks to make up incompletes for the grade reporting period. Special circumstances may warrant extensions with administrative approval.

Infinite Campus

Grades are accessible on Infinite Campus at the close of each nine-week period to inform both students and parents regarding pupil progress in each subject. There will be an opportunity for both students and parents to visit with their teachers at the Parent-Teacher conferences held two times a year. The semester grade is the one which will be reported on student transcripts. The high school office will provide login and password information to parents/guardians which can provide performance information as teachers update student grades. Parents can request a paper copy of their child's transcript or report card at any time.

Dual Enrollment

Students attending Roncalli High School may make arrangements administration to take classes at a second school. Students must attend classes at Roncalli even though the cooperating school might not be in session. Students must attend classes at the cooperating school whenever Roncalli is not in session. Any scheduling conflicts must be addressed before the date of the conflict.

Roncalli Junior/Senior High Discipline Plan

The basis of all discipline at Roncalli is respect. Students are expected to respect themselves, faculty, staff, and other students and adults. In return, students have the right to expect respect from others.

The vast majority of students follow the honor code and discipline plan. A very small portion of the student population will regularly experience the consequences of the Discipline Plan. It is important that rules are created and followed for the sake of general student safety and a smooth running school. Thank you for regularly following the rules and demonstrating what it means to be a Cavalier.

The School Board has the authority to make reasonable and necessary rules governing the conduct of students in schools. Teachers, coaches/advisors and school administrators will oversee discipline within the guidelines adopted by the School Board. The principal of each school will be responsible for informing both parents and students of the school rules at the opening of the school year. All students will be under the jurisdiction of these rules while in any school or ACSS buildings, on ACSS property, in ACSS or volunteer vehicles, in activity buses and/or at any school sponsored activity or event.

A necessary part of the discipline plan involves consequences for misbehavior. Consequences at Roncalli may include, but are not limited to, a reprimand, a one-on-one visit with a teacher or the administration; detention, a conference with parents, restitution, in-school suspension, out-of-school suspension, Saturday School or expulsion. These consequences are determined by the nature and severity and/or frequency of the misbehavior. Each teacher sets the rules and regulations for his/her classroom. The teachers will review these rules and the consequences for not following them the first day of class. The teacher may ask administration to become involved if a behavior is not corrected. Emphasis will be on correcting the behavior, and learning appropriate behavior. Mild consequences may elevate to serious ones if it appears that the student is continuing the same behavior.

Students can expect a level of privacy at school, however, it is important for students and parents to understand that lockers, desks and school issued computers are school property and are eligible to be searched upon reasonable suspicion of an inappropriate activity, event or possession of a banned substance or item. If there is suspicion that a student has a banned substance or item on their person, school authorities reserve the right to search said student and their belongings.

The teachers have the responsibility to maintain a suitable environment for learning, and the administrators have the responsibility for maintaining and facilitating the educational program. The teachers have the authority to send a student from class to administration for cause. The administration has the authority in each school on discipline matters, including the suspension of a student. If parents are not satisfied with the discipline of their child, they may appeal to the President. If the parents are not satisfied with the President's decision, they may appeal to ACSS School Board.

Coaches and advisors have the responsibility to maintain a suitable environment for learning and the activities director has the responsibility for maintaining and facilitating the activities program. The coaches/advisors have the authority to send a student from an activity to an appropriate school official for cause. The Activities Director has authority to administer consequences on discipline matters. If parents are not satisfied with the discipline proposed for

their child they may appeal to the President. If parents wish to appeal the decision of the President, they may appeal to the ACSS School Board.

Due Process

Students shall be afforded the rights of fair procedure or due process. This includes the right to (1) be informed of conduct which could result in disciplinary action against the student; (2) notice of any rule violations; (3) explanation of the evidence supporting the charge; (4) an opportunity to present the student's side of the story; (5) a penalty that is appropriate to the violation. Policy 8.25 Adopted: January 9, 2002

Appropriate Behavior

Students, while on school property and/or attending school activities in or out of town, are expected to conduct themselves in an appropriate manner, showing proper respect for themselves and others.

- Treat others with respect.
- Use a respectful tone and proper language when responding to someone who is disrespectful.
- Be kind and helpful.
- Use self-control when expressing feelings.
- Show up for all classes with the needed materials.
- Strive for excellence and focus on academic goals.
- Ask for help when confused or concerned about something going on in the school.
- Use proper language while in school.
- Become the person Jesus intended you to become.

Inappropriate Behavior

Students sent to the office for inappropriate behavior may face a variety of consequences. Repeat offenders can expect a more stringent consequence. Students can expect immediate departure from the classroom and a meeting with administration for the following infractions: Fighting/Violence, Profanity, Weapons, Drugs/Alcohol, Insubordination.

The following are examples of inappropriate behaviors; however the list is not inclusive of all behaviors. The definition is followed by a list of typical, but not inclusive consequences. The definition of consequences follows this list of inappropriate behaviors.

Some of the following include South Dakota codified law references. Example: 13-32-18

Arson: The act of setting fire to school property or personal property on a school campus to cause destruction of said property. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Bullying: Bullying is one-sided and unfair; behavior that is violent. It happens when someone repeatedly and purposely hurts, frightens, or threatens another. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion.* 13-32-15

Cheating/Plagiarism: The act of deception or fraud; claiming a dishonest gain. Altering marks, letter grades or percentages, and stealing another student or author's work, without giving credit, are included. In all instances of cheating or plagiarism, the teacher has the discretion and authority to deny credit. *Detention, In-School Suspension, Out-of-School Suspension*

Classroom Disturbances: Behavior that distracts from the educational process and disrupts the learning environment. *Detention, In-School Suspension, Out-of-School Suspension, Saturday School.*

Conflict: Social issues and disagreements between students that become antagonistic and argumentative. *Conflict Resolution*

Conflict and Social Media: Incidents involving electronic devices. Neither the physical location nor the time of day of any incident involving the use of computers or other electronic devices is a defense to any disciplinary action taken by the ACSS for conduct determined to meet the definition of bullying.

If the social media event occurred at home, after or before school hours, school administration may administer consequences if the event has an adverse effect on the school learning environment. The administration will investigate allegations and determine if the social media incident is/was bullying or a conflict. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion, Conflict Resolution* 13-32-15, 13-32-18.

Disorderly Conduct/Disturbance of School Function: If a student disrupts the orderly process of school, the following South Dakota Law will be enforced 13-32-6: A person, whether pupil or not, who intentionally disturbs a public or nonpublic school when in session or who intentionally interferes with or interrupts the proper order or management of a public or nonpublic school by acts of violence, boisterous conduct, or threatening language, so as to prevent the teacher or any pupil from performing his or her duty, is guilty of a Class 2 misdemeanor. *In-School Suspension, Out-of-School Suspension, Expulsion, Report to Authorities* 22-18-35

Drug Consumption/Possession: Using, possessing, selling, dispensing, or being under the influence of any mood altering drugs, alcohol, or possessing drug paraphernalia at school, on school property, or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Electronic Devices: Cell phones/smart phones & electronic devices may be used at the discretion of the teacher in the classroom. The teacher has the discretion and authority to decide classroom protocol for the use of said devices.

Failure of students to follow teacher protocol will result in the following consequences: The first offense will result in the phone being confiscated and sent to the office and the student may pick the phone or device up at the end of the day. The second offense will result in the phone being confiscated for three days or the parent can pick it up at any time. The third offense is the same as the second with the exception that the student will serve a Saturday School to be determined by administration. Refusing to turn over the device is no longer considered an Electronic Device violation but Insubordination infraction and is cause for immediate removal from the classroom. (See Insubordination) *Confiscation, Saturday School*

Electronic Devices Outside of the Classroom: Students can expect to check their messages during passing time between classes. Students are not allowed to have cell phones during lunch. Students may not use headphones in the hallways or during lunch or during activities that may require the student's attention.

Failure to follow protocol will result in the following consequences: The first offense: the phone/electronic device and headphones will be confiscated and sent to the office and the student may pick them up at the end of the day. The second offense will result in the phone and headphones being confiscated for three days or the parent can pick it up at any time. The third offense is the same as the second with the exception that the student will serve a Saturday School to be determined by administration. Refusing to turn over the device is no longer considered an Electronic Device violation but an Insubordination infraction and is cause for immediate removal from the classroom. (see Insubordination). *Confiscation, Saturday School*

Exhibition Driving on Campus: Excessive speeding or reckless driving on the campus. *Loss of parking privileges, Report to Authorities*

Failure to Attend Detention: Failure to appear for detention at the time assigned or expected. Also includes leaving or being dismissed before the entire detention has been served because of failure to follow detention rules. *Detention, In-School Suspension, Out-of-School Suspension, Saturday School*

Falsifying Information: Incidents which are designed to deceive teachers, administrators, or other authorities, falsifying a parent phone call to excuse an absence. *Detention, In-School Suspension, Out-of-School Suspension, Saturday School*

Fighting/Violence: Participation in an incident involving physical violence that constitutes interference with school purposes or an individual's rights. Causing or attempting to cause physical injury to a school employee or to any student. Violence or retaliation is not an acceptable answer or response to bullying. The determination of self-defense is made by the administration and participants can expect similar consequences who are involved in fights. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Expulsion*

Instigating: Agitating a situation that may cause or escalate a conflict between others. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School*

Insubordination/Disrespect: Student conduct deemed as unwillingness to submit to authority, refusal to respond to a reasonable request, or situations in which the student is shown to be habitually disobedient. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion*

Leaving Without Authorization: Leaving the high school building or campus to go to another place without permission of administration, or Junior High/High School administrative assistant. *Detention, In-School Suspension, Out-of-School Suspension*

Profanity/Graffiti & Vandalism: The use of obscene language or communication that is verbal, written or graphic. Communication with sexual overtones and innuendo are included; willfully causing or attempting to cause damage to private or school property. This includes alteration of the school or a student's computer program, files, or systems. In addition, the writing on school property in a way that may or may not permanently damage said property is included. *Restitution, Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion*

Saturday School Incidents: Inappropriate behavior at Saturday School resulting in dismissal before completion of Saturday School or absence from a scheduled Saturday School. *In-School Suspension, Out-of-School Suspension*

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, or other physical or verbal conduct or communication of a sexual nature that creates an intimidating, hostile, or offensive educational environment. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion*

Skipping/Truancy: The act of staying away from class without permission or reasonable cause, choosing to attend a class scheduled at a different time without permission of the teachers, or remaining in the building unsupervised. *Detention, In-School Suspension, Report to Authorities, Saturday School* 13-27-1

Theft: Stealing or attempting to steal private or school property. This includes illegal confiscation of the school's or another student's computer files and documents. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion*

Threats: Physical, verbal, or written action which immediately creates fear of harm without physical attack. *Detention, In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion*

Tobacco Possession or Use: The following is prohibited: Using, possessing, selling, or dispensing, tobacco on school property or at a school sponsored activity. Law Enforcement Authorities will be notified to administer appropriate legal consequences. Possessing any electronic or non-electronic vaporizing device that is capable of delivering nicotine or other banned substance is prohibited. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion*

Weapons: Students are prohibited from bringing dangerous and/or illegal weapons to school or school sponsored-activities. Appropriate disciplinary and/or legal action shall be pursued by the building administration. A dangerous and/or deadly weapon is defined as any firearm, knife or device, instrument, lighters, material, or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or any object which can reasonably be considered to be a weapon. Look-alike weapons, which are items that resemble or appear to be weapons, also are prohibited. No firearms are permitted on any school premises, in a school vehicle, any vehicle used for school purposes, or vehicle parked on school property, or in any school building or other building or premises used for school functions. Exceptions include weapons under the control of law enforcement personnel, starting guns while in use at athletic events, supervised school training sessions for the use of firearms, weapons used in educational demonstrations, and look-alike weapons in approved school performances. A student who has intentionally brought a weapon onto school premises may be expelled by the Aberdeen Catholic School System for a period of twelve (12) months after appropriate due process procedures have been followed. The ACSS President may modify a weapon-related expulsion on a case-by-case basis. *In-School Suspension, Out-of-School Suspension, Report to Authorities, Saturday School, Expulsion* 13-32-4, 13-24-4.2, 13-32-7, 22-1-2

Consequences:

A consequence attempts to correct inappropriate behavior.

- Detention, letters of apology, verbal apologies, restitution, and approved community service, etc. as assigned. Detentions may be assigned by a teacher or administration.
- In-School Suspension (ISS): Students may be assigned to ISS for a period of time and will not attend any classes during this time. Students will be expected to work on school assignments, behavior management curriculum, and approved community service.

- Saturday School: A student may be assigned to a specific Saturday School where instruction addresses inappropriate behaviors. Failure to serve Saturday School, being tardy, or being asked to leave a Saturday detention will result in a two day Out-of-School Suspension and a meeting must be held with the administration, student, and parent/guardian before the student will be allowed back to school.
- If a federal, state, or local law is broken, offending students will be reported to the authorities.
- Out-of-School Short-Term Suspension: Up to 10 days out of school as assigned by the principal. During out-of-school suspension students may not attend school functions either during the regular school day or outside of regular school hours.
- Out-of-School Long-Term Suspension: Up to 90 days out of school as assigned by the superintendent. During out-of-school suspension students may not attend school functions either during the regular school day or outside of regular school hours.
- Expulsion: Removal from school up to one calendar year as assigned by the school board.
- Restitution: Restoring or a condition of being restored, making good of or giving equivalent for damages.

A few words on Bullying and Conflict

Administration and your teachers are here to help and assist young people as they navigate the complexities of social life in our school. Students are encouraged to ask counselors, teachers and administration for help in social situations that seem complex, confusing or frustrating.

The first person to report an unpleasant social event that involves two or more students is not necessarily a victim. To be considered a victim the individual must be a blameless recipient of repeated hurtful and mean spirited actions without retaliation. Once retaliatory words are spoken or actions occur, an individual becomes a participant in a conflict and the situation may no longer be considered bullying. Be aware that the first action that administration will most likely take is to investigate and consider both sides of the situation.

As a student you are encouraged to ask your parents or a trusted adult for advice. As a student, it is important to include all of the information about social events not only the portion that sheds a favorable light on you as an individual. Be honest and include your shortcomings and mistakes. When a student is able to do this, parents and trusted adults will be able to most effectively provide guidance to successfully navigate difficult situations. Remember that the person creating the frustration is often fighting his or her own battles. A person can't control what others think, say or do, however, you can control you. Remember that the only person who said perfect words, at the perfect time, in all situations was our Lord Jesus Christ. The rest of us suffer from the human condition and are sinners. *Forgive us our trespasses as we forgive those who trespass against us.*

Attendance

Rationale

The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and individual study in order to reach the total goal of maximum educational benefits for each student. While it is true that written work can be completed despite a student's absence from class, class instruction, presentation, discussions, audio visual presentations, and student/teacher interaction can never be made up for by an individual student who has missed these. This is the essence of schooling. A student's contribution to and achievement in class are directly related to attendance. It is critical for both

students and parents to understand that students miss an essential portion of their education when they are absent from class. Furthermore, South Dakota statute (13-27-1) requires the local board of education to enforce definite standards of attendance. With these educational and legal requirements in mind, the following requirements of attendance covering all regularly enrolled students in grades 7-12 will be enforced:

- A student must be in attendance from 8:00 am until 3:12 pm. Exceptions to these times may occur due to special events schedules or inclement weather.
- School closing because of inclement weather will be announced on Aberdeen radio stations and School Messenger.

Scheduled Absences

- Parents/guardians should call or send a note stating the reason and time of the absence to the office prior to a student's planned absence from school.
- Students are required to check-out at the office before leaving and check-in at the office upon their return.

Unscheduled Absences

- Parents/guardians should call the office by 8:30 am to report an unscheduled absence due to illness or family emergency. Voice mail available 24/7. Phone #: (605) 225-7440.
- Students missing school for an unplanned absence have two days to complete the assignments they missed during their absence. If a student misses consecutive days of school he/she will have two days to makeup work for each day they missed, with a maximum of six days.
- If a student becomes ill during the school day he/she should report to the office for assistance. Students who are ill will be released once a parent/guardian contact has been made.

Excessive Absenteeism

- Ten or more absences from a class in any one semester may result in loss of credit for that class.
- Reissuing credit for that class will be contingent upon a meeting with the student, principal, counselor, parents and teachers.
- Medical exceptions with a written doctor's statement or unusual circumstances cleared with the administration may be taken into consideration.
- School related absences are not included in excessive absence reports and are not considered in determining loss of credit in a course. However, excessive absences may prevent a student from attending school related events that would require them to miss school.

Tardiness

- If a student is tardy for his/her first period in the morning, he/she must report to the office to be issued a tardy slip. Each student is allowed one tardy per semester/trimester. Each subsequent tardy may result in detention and notification to parents.

Unexcused Class Absence

- Students that are absent from a class without parent/guardian or administration permission will be considered truant.

School Related Absences

- Students participating in activities, fieldtrips, and other school related absences are considered excused from school.
- Students are required to attend school the morning following previous day/evening activities.
- A student must be in attendance by noon on the day of a performance or contest to be eligible to participate unless administration approves the absence.
- Seniors are allowed two school days to visit colleges. These days are recorded as school related absences and are not recorded on a transcript. Documentation may be required.

State Tournaments and Special Events

- Requests to attend school sponsored or school related events as a spectator must be made in writing one school day prior to the start of the event.
- Students must have makeup work done prior to attending the event.
- Requests received on the day of the event will not be excused.

General Information

Announcements

Daily announcements will be read after Morning Prayer and at the end of the school day. All school announcements and club information should be in the daily announcements to receive maximum publicity.

Closed Campus

Roncalli maintains a closed campus. Students may not leave campus or go to the student parking lot during the school day without permission. The only exception to this is Senior Privileges.

Communication

As partners in education, the school will communicate with parents and students through conferences, newsletters, emails, School Messenger and Infinite Campus during the school year. Infinite Campus can be accessed at www.aberdeeroncalli.org Parents should immediately contact the school with questions, concerns and suggestions regarding their child or the school program.

For the safety and well-being of your child, please notify the school of any changes that might affect his or her life at school (i.e., change of address and phone number, death of a loved one, change in family status, parents out of town, etc.). We are a team and we can work best when we keep each other informed.

Counseling Service

Roncalli High School has a professionally qualified counselor. The counselor will assist students with problems relating to their choice of subjects, future educational plans, their choice of profession or vocation, and their personal problems. Students are urged to acquaint themselves with the guidance services available. Valuable information about careers, professions, and post-secondary education, is kept on file in the guidance office. This information is available to all students and they are urged to make use of this service to help them answer their questions about future plans. Students are also encouraged to seek out staff members to help them solve personal problems.

Dispensing of Medication

Prescription drugs and over-the-counter medicine should, whenever possible, be dispensed by a parent or guardian. Aberdeen Catholic Schools acknowledges that its staff has limited or no knowledge of administering medications to students. Aberdeen Catholic Schools can refuse to dispense medications to students. First aid materials can be found in the main office. Students who depend on medication in order to stay in school, and whose parents cannot be present to dispense it, will follow this procedure:

- An “Administration of Medication During the School Day” form must be on file. The form must include: 1) the physician’s order, 2) a parental release, and 3) the medication in the original, properly labeled container.
- Prescription medication should be brought to the office in the morning, and the student has the responsibility to return to the office when it is time to take the medication.

Eligibility for All Activities

- A student must have received passing grades in at least twenty (20) hours of high school work per semester in order to be eligible to compete in interscholastic activities during the current semester.
- Students must be receiving a passing grade in religion to be eligible on a weekly basis.
- A student whose conduct is such as to make him/her unworthy to represent the ideals, principles and standards of his or her school may be ruled ineligible to participate in activities. The determination of ineligibility and the period of ineligibility are the responsibility of the administration.
- Students must be in attendance by noon to be eligible to compete that day.
- Students who wish to participate in co-op activities with Aberdeen Central must notify the administration at Roncalli High School.
- Classes that count a full credit fulfill 5 hours of work per week.
- Teachers will log any failures on the failure list log located on Google Docs. This list will be updated daily.
- The Activities Director will visit with each student who is found to be ineligible.
- Any student found to be ineligible will not be allowed to compete in interscholastic competition for a period of one week (Monday – Saturday). The student will be required to attend all team practices.

Field Trips

Students represent Roncalli Jr/Sr High School when they leave the building during the school day. Their conduct should reflect the high standards to the school.

- Students will be in uniform unless permission is granted by administration.
- Students must go and return in the same group. No permission will be granted to leave the assigned group except when parents request of the chaperone directly in charge, that a student accompany the parents in the parents’ car.
- Students will report promptly to the designated place at the assigned time.
- Permission forms obtained in the office must be signed by parents prior to the student attending any school-sponsored trip.

Graduation

Students may be denied the privilege of participating in the graduation ceremony if they have not completed all the requirements necessary for graduation. Students who could complete the requirements over the summer or during an additional semester may participate in the graduation ceremony the following year. In order to receive a diploma from the Aberdeen Catholic School System an individual must be enrolled as a student in said school.

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Identification Badge

The student activity ticket admits students to athletic contests, drama productions, assemblies, and music concerts held at Roncalli. It also serves as the lunch ticket.

Library

The library serves a dual role: to supplement the school's curriculum, and to provide reading material for personal enjoyment. For these reasons, the library is open all day. Loan procedures include: books and magazines - two weeks; media materials, encyclopedias, and reference books - overnight use; reserve books - for library use only, may be loaned on an overnight basis.

There is a (\$0.25) fine for every school day the material is overdue. Notices are posted on the library and office doors. Students should check the notice, and return the material and pay the imposed fine. Neglecting to report why material is not returned could result in a large fine. If a student refuses to comply with library procedure, he/she will be refused library use. Unnecessary damage or loss of material will result in a fine or total payment for the material's replacement.

Lockers

Lockers are school property. The administration reserves the right to search lockers upon determining reasonable suspicion. Don't give your combination to anyone. The school does not assume any responsibility for student property, including books. Each student will be responsible for the cleanliness of his/her locker. Students are urged to go to their lockers only before school, at noon, and after school.

Lunch

Roncalli participates in the Federal Hot Lunch Program. Meals are planned and balanced nutritionally. Students are required to remain at Roncalli during the noon hour. No food or beverages other than water are permitted outside of the lunchroom. Students must have a pass to leave the Cafetorium. Microwaves are not available to students.

Students who do not purchase the school lunch are encouraged to bring a 'sack lunch' from home. It is not appropriate to order lunches to be delivered; additionally, parents are asked not to deliver special lunches (fast food) for their child or for groups of students. All lunches will be eaten in the Cafetorium.

In an effort to reduce the school's liability for overdrawn lunch accounts:

- If your child's account is overdrawn by \$15.00 the student will not be allowed to take extra entrees or a la carte items until payment in full has been received.
- If your child's account is overdrawn by \$100.00 or more, the student will not be allowed to get a school lunch and will need to bring sack lunch until payment in full has been received.

Parking

Driving and parking on school grounds is considered a privilege. Students are expected to operate their vehicles in a safe and cautious manner. Actions contrary to this expectation could result in revocation of parking privileges.

- Students who drive to school may park in the Roncalli lot.
- The first row is for staff and visitor parking only.

- In the remaining rows, please park within the painted yellow lines and the electric light poles.
- The fire lane must be kept open at all times.
- Students may receive a detention who park inappropriately. The administration may have vehicles towed at the owner's expense.
- Students are to park their vehicles, lock their vehicles, and leave them immediately. Loitering in the parking lot or cars is not allowed.

Phone Calls/Text Messages

Most teachers have phones (land-line) in their classrooms and in the event of an emergency the office can call students in the classroom. Students and parents are reminded that if there is an emergency, students and parents should not rely on text messaging as the primary method of communication while students are in school. If a parent is sending messages during class time they may be involved in violating the rules of the student handbook and may cause a student's phone to be confiscated.

Schedule Change

Students will have five days from the start of each semester to make changes to their semester schedules. Students are encouraged to visit with their parents in the spring as they develop their schedule. The number course offerings is decided upon in the spring as a result of the final registration of the students.

School Sponsored Events

Occasionally the school will sponsor activities (i.e., athletic contests, dances, etc.) for the entertainment of the students. Students are encouraged to attend school dances and activities. Chaperones will be provided from the faculty and parents.

The following rules will be observed:

- Groups sponsoring dances and other events must clear them with administration.
- The rules and consequences in this handbook will be enforced during these events. Typically students who leave prior to the close of the event/dance will not be readmitted.
- A student bringing a guest who is not a member of the Roncalli student body must be responsible for making the guest aware of the rules.

Senior Privileges

- Seniors who have a composite 2.00 grade point average at the start of the year will be granted senior privileges at the beginning of the school year.
- Seniors who do not have a composite 2.00 grade point average at the start of the year will be granted senior privileges at the start of the second nine week grading period if they have earned a 2.00 grade point average during the first nine weeks.
- A student must maintain at least a 77% (C) for each class in order to maintain his/her privileges for the next nine week grading period.
- Seniors will be able to leave the building during their study hall periods, and lunch hours. Seniors will not be required to check into study hall, but they will be required to leave the building within the normal passing time.
- A student must maintain a 77% in all of his/her subjects. If a student is denied senior privileges due to grades, those privileges can be reinstated as soon as he/she has brought up the grades to passing.

- Any seniors who do not serve an assigned detention will have senior privileges revoked for one week.
- The principal may revoke senior privileges for any reason she deems necessary.
- Seniors will be able to wear regular clothing during the last week they are in school. The dress code will apply to dress during this week.

Student Center

Procedures outlining permission to use the student center:

- The center is intended for seniors with at least a 77% (C) in all their classes.
- The center provides an opportunity for group study and a chance for discussion.
- The use of the center is a privilege and may be revoked if misused.
- The Student center is available for seniors, during their lunch and open hour.

Student Council

The student council is the voice and student governmental entity that may meet with school administration to possibly change rules of the handbook. Administration welcomes appropriate and realistic input and feedback. Administration will always have the final say in these matters.

Visitors

We welcome guests and visitors. For our students safety we operate a security system. The school is locked during school hours. Visitors and guests are asked to check in at the office.

Withdrawal and Transfer

Whenever a student withdraws from school, he/she must report to the office stating that he/she is withdrawing or transferring to another school. A meeting with administration, the student, and the parents will be held prior to any other action being taken. Records will be sent when an official request is received from the new school. Transcripts may be held until all fees and tuition are paid in full.

Uniform and Dress Code

We believe that the manner in which individuals present themselves, and how others perceive them, may impact how they perform in life. A uniform policy fosters a sense of equality within the student body and reflects a higher standard of work to be accomplished by the students.

Dress Regulations for All Students on All School Days (uniform day or non-uniform day)

- All students must maintain an appropriate level of personal hygiene that is neat, clean, and pleasant. Hair must be clean and neat and of a natural color. (Ex: no blue or green hair). Excessive or faddish hairstyles that cause a distraction are not permitted. Male hair length will not be long enough to touch the shirt collar. (Man buns are not allowed) Facial hair is not permitted and students must be clean shaven. These rules also apply to any Roncalli athletic event or activity.
- Uniform shirts must be tucked in at all times.
- No articles displaying obscene or vulgar writing, symbols, or referring to alcohol or tobacco.
- No articles which could cause damage to other individuals or property (chains, cleats, etc.).
- Shoes are required. To be considered a shoe, said shoe must have a strap that extends around the back of the heel. Slippers are prohibited.
- Uniform skirts must extend to at least the top of the knee cap.

- If uniform sweatshirts or cardigans are worn, a designated uniform shirt must be worn underneath. When layering uniform shirts, the shirt with the longest sleeve must be on top.
- Only plain white tee-shirts are allowed to be worn under the specified uniform dress shirts or blouses. Colored tee-shirts or any tee-shirts with printing are not allowed.
- Jewelry for both boys and girls shall be simple and modest. The wearing of earrings by boys is not permitted.
- No visible tattoos are allowed.
- Students in 7-12 may wear the approved uniform fleece jacket but no other coats or jackets during school hours.
- On no uniform days student dress and grooming should not create a health or safety hazard, invade the rights of others, or be disruptive to the educational environment by detracting from the decency and decorum in school.
- Some events may call for formal dress. On these occasions students must dress better than dress code attire. Dress attire must be appropriate for the occasion and students are reminded to dress modestly. An explanation of appropriateness and acceptable attire will be given by the advisor well in advance. Our Christian values will always be part of what we expect of our students when they are representing our school.
- The following is prohibited:
 - Clothing or articles which are soiled, torn, ragged or extreme in nature are prohibited.
 - Shorts that do not extend longer than or coincides with the length of student's fingertips with arms extended at their sides.
 - Make-up, appearance, or dress so extreme to be a distraction to the staff or other students.
 - Hats, caps, and headwear in the buildings is prohibited, including all head coverings such as traditional caps and hats. Bandannas and scarves are also considered headwear.

The administration and/or the staff reserves the right to define and determine what is neat, clean, well groomed, and modest in dress and appearance. If a staff member objects to an article of clothing, the student will be sent to the office where the administration will make the final decision.

Uniform Purchasing

Any Donald's brand is acceptable. Other brands of unmarked Khaki or navy blue uniform dress pants will be allowed, however Donald's brand is preferred.

Roncalli (Grades 7-12)

Students are expected to be in full uniform the first day of school and for each day of the year unless otherwise directed by the administration.

Girls

Fleece Jacket: The official forest green, full zipper jacket with logo from Donald's available at the Spirit Store.

Leggings or Tights: In any solid color to be worn under skirt only.

Pants: Dress pants Khaki or navy blue.

Shirts: Any of the designated shirts, oxfords or turtlenecks from Donald's. Approved colors are light blue, navy, white, green and green dri-fit.

Shorts: The designated navy or khaki walking shorts from Donald's.

Skirts/skorts: The designated dark blue or plaid skirt purchased from Donald's.

Sweatshirt: The official Roncalli navy sweatshirt purchased from the School Spirit store.

Sweater: The designated navy cardigan with pockets, crew pullover or v-neck pullover from Donald's.

Boys

Fleece Jacket: The official forest green, full zipper jacket with logo from Donald's available at the Spirit Store.

Pants: Dress pants Khaki or navy blue.

Shirts: Any of the designated shirts, oxfords or polos from Donald's. Approved colors are light blue, navy, white, green and green dri-fit.

Shorts: The designated navy or khaki walking shorts from Donald's.

Sweatshirt: The official Roncalli navy sweatshirt sold in the Spirit store.

Sweater: The designated navy cardigan with pockets, crew pullover or v-neck pullover from Donald's.

Physical Education Uniforms

Each student will be required to wear a physical education uniform. The uniform will consist of tennis shoes, white socks, gym shorts, and tops. Plain Green or Gold shorts (no logos) or Roncalli logo shorts and any Roncalli sports or activity t-shirt or a plain white, gold or green t-shirt with short sleeves may be used. No Roncalli turtlenecks or polo shirts will be allowed. No other advertising or printed shirts other than Roncalli will be allowed. Students not having their required uniform with them will not be excused from participation. There will be clothing provided for the student for that day so the student will be able to participate.

Consequences for Uniform/Dress Code Violations

Students who are out of uniform will be made to comply with the policy immediately. The student will be asked to call his/her parents to bring the acceptable uniform. In some situations students may be sent home to take care of uniform violations. Until the student complies with the uniform policy, the student will not be admitted to class.

Asbestos Management Plan

The Aberdeen Catholic Schools has on file a complete and updated Management Plan for dealing with asbestos containing building materials within the school district's buildings. The

Management Plan is available for viewing by interested parties, Mon - Fri, 8:00 a.m. through 4:00 p.m. at Roncalli High School, 1400 N. Dakota St.

Annual Notice of Confidentiality of Information

In compliance with the Family Educational Rights and Privacy Act, Part B of IDEA, the Section 504 of the Rehabilitation Act of 1983, parents and eligible students have the right to do the following:

- Inspect and review the student's educational records;
- Request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights;
- Consent to disclosure of personally identified information that is contained in the student's educational record, except to the extent that the act or District Policy authorizes disclosure without consent.
- File with the U.S. Department of Education a complaint concerning alleged failure by the agency or institution to comply with the requirements of the act of this Chapter, and
- Obtain a copy of the district's policy.

This right extends to all approved schools located within the Aberdeen Catholic School System boundaries.

Non-Discrimination Statement

The Aberdeen Catholic School district does not discriminate in its employment policies and practices or in its educational programs on the basis of race, color, creed, religion, age, sex, handicap, national origin, or ancestry. Inquiries concerning the application of Title VI, Title IX, or Section 504 may be referred to the President's office, Aberdeen Catholic School System, 1400 N. Dakota St., Aberdeen, SD 57401, telephone (605) 225-7440, or to the U.S. Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, telephone (816) 268-0550, TDD: (877) 521-2172, FAX (816) 823-1404, Email: OCR.KansasCity@ed.gov.

ACSS Acceptable use Policy

The President, along with the Technology Committee, is responsible for the system-wide implementation, review, and evaluation of this policy. Principals are responsible for building-level implementation, review, and assessment.

This Acceptable Use Policy covers all school district equipment used on and off school premises. All users of technology will be informed of expectations, responsibilities and consequences related to technology use prior to gaining access to the equipment.

Code of Ethics

With the new technology available, the Board recognizes that the way we teach, share ideas, transmit information and contact others is continually changing. The primary responsibility of employees and students is to utilize technology in a manner which is consistent with the mission of the Aberdeen Catholic School System: Instilling Catholic values and promoting academic excellence and promoting academic excellence by nurturing mind, body and soul. Technology must be used in ways which are in accordance with the policies of the Roman Catholic Church, our Bishop, ACSS; and, which respect the human dignity and security of every human being.

Users of technology are responsible for appropriate behavior on school technology networks just as they are in a classroom or a school activity. Access to electronic resources is provided in order for students and staff to complete educational activities and to communicate with others. Technology users are expected to act in a considerate and responsible manner and are expected to abide by the following.

- Use school facilities and equipment only for school-related, educational activities. This includes, but is not limited to, the use of the Internet, e-mail, local school networks, and other electronic and online resources.
- Be courteous and use appropriate language. Do not harass or attack others, or use expressions of bigotry, racism, and/or hate. Do not send, display, or use profanity, obscenities, sexually explicit, or offensive materials.
- Protect privacy and safety by not disclosing such personal information as telephone numbers, addresses or passwords. The use of others' passwords is forbidden.
- Recognize and respect the intellectual property of others, for example, do not tamper with, copy, or download files without permission.
- Adhere to Federal copyright laws and publishers' licensing agreements.
- Install only software licensed to Aberdeen Catholic School System for use on its computer systems only after permission has been granted by the technology coordinator or the administration.
- Only the technology coordinator, administration, and/or teachers may uninstall software on school technology equipment.
- Respect the integrity of the network system. Do not tamper or alter the system in any way that would disrupt the network.
- Report suspected computer viruses or other problems immediately so that action can be taken and damage can be minimized.
- Use equipment responsibly. Do not damage in any form or manner hardware, electronic systems, or networks.
- Conserve resources, including but not limited to, file storage space, bandwidth, online time, toner, and paper.
- Do not use the equipment or network system to sell merchandise or operate a business.

Areas of Responsibility

Users of technology in the Aberdeen Catholic School System are responsible for various areas of that technology use. Areas of responsibility for the school district, administration, staff, and students are as follows.

- School administrators are responsible for informing school staff of the policy guidelines as outlined in this policy.
- School staff is responsible for informing students and their parents of the policy guidelines as outlined in this policy.
- School staff is responsible for providing guidance and monitoring students' technology use.
- All technology users are responsible for reviewing and abiding by the guidelines of this policy.
- Authorized Aberdeen Catholic School System personnel may review files and communications to maintain system integrity. All users should assume that electronic communications and storage are not private, permanent, nor necessarily secure.

- The Aberdeen Catholic School System is not responsible for any unauthorized access or damages resulting from the loss of data, delays, service interruptions, or accuracy or quality of information obtained through its electronic resources.
- The Aberdeen Catholic School System is responsible for maintaining electronic communication networks in compliance with State and Federal telecommunications laws and regulations.
- The Aberdeen Catholic School System is not responsible for student or staff use of technology resources outside of school. However, staff or students may be disciplined for any technology use whatsoever that negatively affects the Aberdeen Catholic School System or that negatively affects the ability or fitness of any staff person to effectively serve the school.

Internet and other Wide-Area Networked Resources

The Aberdeen Catholic School System will deploy a wide-area network that will allow staff and students to communicate with each other and throughout the world. Additionally, this network will provide the staff and students with access to a multitude of administrative and instructional resources.

Staff and students will be allowed access to Internet resources with the understanding that some material that can be accessed on the Internet is accurate and some material is inaccurate; additionally, some resources contain material that is deemed contrary to prevailing school and church standards and is inappropriate for classroom use, and that access of such resources will not be permitted. Access is to be limited to resources which are consistent with the mission of ACSS.

The school will provide a computer interface to Internet services that student should use in accessing instructional and reference material on the Internet using various search and retrieval tools. Students and parents should be aware that inappropriate materials could be encountered during student research required to achieve valid instructional objectives, and that if such inappropriate material is inadvertently encountered it shall be disengaged from immediately. Students and teachers will be instructed in the necessary procedures of evaluation for valid and reliable resources and information.

Ownership of Software and Data

Software purchased by the school for educational purposes will be owned by the school and loaded on school owned computers. Faculty and students may use the software for educational purposes.

The school will respect the copyright rights of students and staff.

- Students own the copyright of their creative work, including works created using school resources. The Internet agreement signed by parents will include a request for permission from parents to post student work on the Internet. All student work posted on the Internet will contain a copyright notice indicating the ownership of that work by the student.
- ACSS staff shall own the copyright to works created outside the scope of their employment responsibilities and without the use of ACSS resources. ACSS staff may post such work to the district web site to facilitate access by students and/or staff.

- ACSS shall own the copyright on any works created by ACSS staff within the scope of their employment responsibilities.

ACSS will provide instruction to staff and students on their rights and responsibilities with respect to the copyright ownership rights of others.

No materials may be disseminated through the school Internet system or posted on the school website unless the material is original, in the public domain, used in accord with the fair use provisions of the copyright law, or is disseminated or posted with permission of the copyright owner.

Inappropriate Material and Technology Use

The Aberdeen Catholic School System recognizes that users may encounter materials that could be viewed as inappropriate and non-educational. Therefore, provisions have been made to direct and monitor student use through the use of filtering software. The school's filtering is in compliance with the Children's Internet Protection Act and the Code of South Dakota. Two levels of Internet content filtering are used at ACSS. Each mechanism maintains a log of user activity and web sites visited. These logs may be used as evidence of violation of Acceptable Use rules. More precise, comprehensive Internet monitoring mechanisms will be implemented. Students will be required to pay for damages and vandalism of computer equipment. Edgewise and Google Safebrowsing are used for the filtering service. ACSS technology coordinator, after consultation with administration and staff, can manage additional Internet sites.

As stated previously, it is the primary responsibility of the user to utilize technology in a manner which is consistent with the mission of ACSS and in ways which are in accordance with the policies of the Roman Catholic Church, our Bishop, ACSS; and, which respect the human dignity and security of every human being.

However, it continues to be the responsibility of the individual user not to initiate access to Inappropriate material or to initiate the inappropriate use of technology. The following guidelines refer to inappropriate material and technology use.

- Technology will not be used for political or commercial purposes.
- The use of electronic mail in any manner that is contrary to school policy is prohibited.
- There will be no use of profanity or other inappropriate language in electronic communication.
- Any use of the technology that disrupts the educational and administrative goals of the school is prohibited.
- The use of a school account by anyone but the authorized owner is prohibited.
- The reproduction of copyrighted material without explicit permission is prohibited.
- The access of material that has been deemed inappropriate for school use is prohibited. Should students encounter such material by accident, they should report it to a staff member immediately.
- Technology users are expected to remain within the allocated disk space and delete files
- Downloading or installing any commercial software, shareware, or freeware onto network and/or local drives or disks, unless given written permission from the technology coordinator is prohibited.
- The use of any form of chatting, instant messaging, free email services, and any type of peer-to-peer or other forms of file-sharing services without the express written consent of the technology coordinator and/or instructor is prohibited.

Technology users must be aware that network and local storage areas may be treated like school lockers. The technology coordinator and school administrators may review communications and/or stored data and files to maintain integrity system-wide and insure that students are using the system responsibly. This applies to the network, equipment hard drives, memory sticks, and other storage media owned by the school.

Student Rules for acceptable use of computers and Internet

- No food or drinks are permitted in computer labs.
- Do not litter and help keep labs clean.
- Do not waste space on your personal network storage.
- Do not waste paper or frivolous printing.
- Do not change, alter, or tamper with settings on any computer.
- Do not download, install or remove unapproved software of any kind on any computer.
- Do not use computers or the network to harass, bully, or cause any kind of harm to others or their work.
- Do not violate intellectual properties, including copyrights, patents and trademarks.
- Do not view objectionable images, or web sites.
- Do not download, stream, view or listen to media (music, video, etc) files of any kind, examples including but not limited to WAV or MP3 (audio) files, YouTube, Netflix, Dailymotion, Amazon, Pandora, Rhapsody unless otherwise approved from the administration.
- Do not download and use file-sharing clients – e.g. BitTorrent, eDonkey, Encrypted P2P, Gnutella, Kazaa, etc. **File-sharing clients pose a serious threat to the security and integrity of ACSS's network.**
- Do not visit chat rooms or Internet auction sites of any kind.
- Do not furnish personal information of any kind over the internet.
- Do not bypass or attempt to bypass the network firewall or internet, content filters by any means, including but not limited to the use of proxies, VPN, or other anonymous web surfing technology.
- Periodic, random audits of computers and student network storage will be performed.

Consequences for Inappropriate or Illegal Use of Technology by Students

Technology users are expected to follow the guidelines of this policy. The procedures for users who do not follow these guidelines are listed below.

First Offense: The student will be given a verbal warning and told that his/her parents or guardian will be notified by letter of the infraction. The teacher and/or administration will send a letter to the parents/guardians.

Second Offense: The student will receive suspended privileges for one week.

Third Offense: The student will receive suspended privileges for the rest of the year.

Major Offenses: The Aberdeen Catholic School System realizes that some offenses may be so major that immediate, drastic action may need to be taken. These major offenses would include technology use that is considered illegal. If this should occur, the technology user will immediately lose all rights and privileges for the use of technology and appropriate administrative and/or legal action would be taken.

Consequences for Inappropriate or Illegal Use of Technology by Staff

Technology users are expected to follow the guidelines of this policy. The Aberdeen Catholic School System will examine alleged violations of this policy on a case by case basis. Violations of this policy may result in disciplinary action up to or including termination. The ACSS will report any suspected illegal activities involving the use of technology to appropriate law enforcement officials.

Special thanks, to the following schools for the help in designing the AUP by having excellent policies currently written.

Arlington Public Schools, Virginia

<http://www.arlington.k12.va.us/schools/woodlawn/staff/brosiusc/AUP/index.htm>

Needham Public Schools, Massachusetts

<http://www.needham.k12.ma.us/AUP/netiquette.html>

Eugene School District, Oregon

<http://www.4j.lane.edu/4jnet/privacyguide.html>

Wessington Springs, South Dakota

<http://www.wessingtonsprings.K12.sd.us>

The Administration reserves the right to amend the student handbook.