

# **Roncalli K-5**

## **Student Handbook**



### **Our Mission**

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

**2025 - 2026**

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## **RONCALLI PRIMARY AND ELEMENTARY SCHOOL HANDBOOK**

### **HISTORICAL STATEMENT**

The Aberdeen Catholic School System (ACSS – often referred to as Roncalli) is a parochial K-12 Catholic School System and is officially accredited by the state of South Dakota. This accreditation confirms the school system is in compliance with state laws and administrative rules and has in place a comprehensive plan that promotes sound educational practices for the purpose of continuous improvement.

The Aberdeen Catholic School is also accredited by the Cognia Association. This voluntary Accreditation was developed more than 100 years ago by American universities and secondary schools. Accreditation engages the school community in meeting high-quality standards, implementing a continuous improvement process, and engaging in quality assurance through an internal and external review.

St. Mary's and Sacred Heart Parishes each established an elementary school, grades 1 through 8, in 1912 and 1913 respectively. Roncalli High School was established in 1964 with freshmen and sophomore students enrolled. Roncalli Junior High, grades 7 and 8, was established in 1969. From 1971 until 1988, all Junior High students attended classes at Sacred Heart. They then moved to the high school which became the Roncalli Junior-Senior High School.

In 1980, the Aberdeen Catholic School System was consolidated, and Kindergarten was added to the educational program. In 1988, the Roncalli SonShine Patch-After School and Summer Program, for children between the ages of 3 and 10, was added at the Roncalli Elementary School. Roncalli Middle School became the attendance center for grades 3 through 6. In 2003 the names were changed to Roncalli Primary for grades Preschool – 2<sup>nd</sup> grade and Roncalli Elementary for grades 3-6 to more accurately describe the programs offered at each site.

In the Fall of 2023, Roncalli reconfigured its building to have Preschool – 1<sup>st</sup> grade at Roncalli Primary and 2<sup>nd</sup> – 5<sup>th</sup> grade at Roncalli Elementary.

Roncalli is the family name of Saint John XXIII, who captured the imagination of the entire world, and changed the hearts of millions in a short space of time. Born of peasant parents, Angelo Giuseppi Roncalli began his life at Sotto il Monte, Italy, on November 25, 1881. He was named a cardinal by Pius XII and was elected Pope on October 28, 1958.

Saint John XXIII was expected to be only an “interim” pope, but he changed the course of modern Christianity by summoning the Second Vatican Council to deal specifically with the question of Christian unity. Under his leadership, many sweeping changes were made to help the church meet the challenges of modern times. In 1964, the name selection committee felt that the new high school, RONCALLI, should be dedicated to the same objectives as that of Saint John XXIII, by assisting the Catholic students of Aberdeen to meet the challenge of the modern times...educationally, socially and spiritually.

### STATEMENT OF MISSION

#### *Sioux Falls Catholic Diocese*

The Bishop’s Pastoral, **To Teach as Jesus Did**, largely sets the tone for Catholic education today. The pastoral reminds us that Catholic Schools offer the greatest opportunity to teach the message of Jesus Christ, to foster a community of believers who grow in the faith, and to provide for Christian service to the community.

Catholic education is an expression of the mission entrusted by Jesus to the Church He founded through education; the Church seeks to prepare its members to proclaim the Good News and to translate this proclamation into action.

The educational mission endorsed by the Sioux Falls Catholic Diocese is an integrated ministry embracing three interlocking dimensions: the “message” revealed by Jesus which the Church proclaims; “community” in the life of the Holy Spirit; and “service” to the entire human community. All who share in the responsibility for educational ministry must support programs that give promise of realizing this threefold purpose, which is the guide and inspiration of all the Church’s educational efforts.

As parents are the primary educator of their children, we believe they will participate in the education of their children by:

- recognizing that all we are and have is a gift from God and meant to be shared for the common good.
- promoting positive attitudes toward school at home and in the community.

- bringing concerns about their children to the teacher in a timely manner with honesty and integrity.
- showing respect for school personnel as professionals working for the well-being of their children.
- supporting the policies of the school.
- attending Mass on weekends and holy days with their children.
- participating in the liturgical and sacramental life of the parish.
- promoting family prayer and faith traditions at home.
- volunteering, giving service, and financial support to the school and parish.
- witnessing Gospel values in their everyday lives.
- working together to share gifts and talents to build a strong faith community through hospitality, service and outreach.

### *Aberdeen Catholic School System*

We strive TO TEACH AS JESUS DID. At ACSS we are INSTILLING CATHOLIC VALUES AND PROMOTING ACADEMIC EXCELLENCE BY NURTURING MIND, BODY AND SOUL.

### VISION

As a ministry of St. Mary's and Sacred Heart Parishes, we have been commissioned to nurture a solid Catholic faith foundation. We are called to follow the direction of our namesake, Saint John XXIII (Pope Angelo Roncalli) to "find what Christ loves in each person and also to love that person in the same way."

- By accepting, living, and sharing the message of Christ, we will develop a sense of personal responsibility to God and His creation.
- By cultivating the spiritual, emotional, intellectual, and physical well-being of all members of the Roncalli school community, we will pursue educational excellence.
- By translating the Good News into action, we will send our students forth to carry the light of Christ.

## **BELIEF**

Under the guidance and directions of the Office of Catholic Education of the Diocese of Sioux Falls, and through the patronage of Sacred Heart and St. Mary's Catholic Parishes of Aberdeen, South Dakota, the ABERDEEN CATHOLIC SCHOOL SYSTEM (ACSS) has adopted the following beliefs as a guide for serving the needs of each child.

### **WE BELIEVE**

- all children are made in the image of God and are created to know, love, and serve him and one another.
- the family is the child's first teacher.
- we share the responsibility for our students' spiritual growth on the journey to holiness.
- all students have the potential to be successful in a changing global community.
- our bodies, minds, and talents are gifts from God and these gifts are nurtured by making healthy and holy choices.
- a successful Catholic School commissions students to live as Jesus did and to share their time, talent and treasure.
- a Catholic School is distinguished by its attempt to build a community permeated by the Gospel.

## **ACCEPTABLE USE POLICY**

### **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 with 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 are responsible for informing students and their parents of the policy guidelines as outlined in this policy.
- School staff are 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 students 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 that is 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 right 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 Safe browsing 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 ensure 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 on 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 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.

**A special thank you to the following schools for their 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.ht>

[HYPERLINK "http://www.4j.lane.edu/4jnet/privacyguide.html"ml](http://www.4j.lane.edu/4jnet/privacyguide.html)

Wessington Springs, South Dakota

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

### **ANNUAL NOTICE OF CONFIDENTIALITY OF INFORMATION**

In compliance with the Family Educational Rights and Privacy Act, Part B of IDEA, and 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 education records, 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 CatholicSchool System boundaries.

### **ATTENDANCE**

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 tells us

that parents and guardians of children between the ages of 6-18 are responsible to see that the child attends school regularly. The attendance record becomes a permanent, official part of the student's total school record. Attendance will be reported once each day. With these educational and legal requirements in mind, the following requirements of attendance covering all regularly enrolled students in grades K-5 will be enforced.

### **Attendance Notification**

- A student must be in attendance from 8:05 am until 3:20 pm at RPS and 8:05 – 3:25 at RES. 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**

- Anticipated absences require written notification to the teacher and the office. This notice should be received at school as soon as final plans are made. Classroom teachers will give advance assignments when possible and if adequate notice has been given.

Parents are required to notify the school administrative assistant before taking a child and check them in at the office upon their return.

### **Unscheduled Absences**

- When a student is ill or unexpected emergencies arise, the parent is required to call the school. Parents/guardians should call the office by 8:30 am to report an unscheduled absence due to illness or family emergency. Voice mail is available 24/7.  
RPS: 605-225-3460  
and  
RES: 605-229-4100
- If telephone contact has not been made, the school will call after classes begin.
  - Students missing school for an unplanned absence have two days to complete assignments they missed during their absence. If a student is absent on two 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 will be sent to the office for assistance. The school administrative assistant or principal will contact parents/guardians to determine if a student will need to be picked up.

### **Excessive Absenteeism**

When 5 or more absences have occurred in a semester, whether excused or unexcused, the administrative assistant or classroom teacher will make a referral to the principal. The principal will decide whether to monitor the student's attendance or make a further referral to SAT (Student Assistance Team).

When 10 or more absences have occurred in a semester, whether excuses or unexcused, a referral to the SAT team will occur (if this has not already been done). The team will consider special circumstances which may be causing excessive absenteeism and will also consider available options of working with the parent/legal guardian to solve the problem. These options made include:

School based support groups and other guidance services, community-based services, a referral to the President of the Aberdeen Catholic School System to determine further enrollment and/or the possibility of submitting a truancy report to Deputy State's Attorney's Office.

- A meeting with the student, principal, counselor, parents and teachers will be held to determine if course content has been mastered and whether retention is recommended.
- 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.

### **Tardies**

Students in grades K-5 arriving after 8:10 AM will be considered tardy.

## **BULLYING**

ACSS recognizes that bullying and intimidation have a negative effect on school climate. Students who are intimidated and fearful cannot give their education the attention necessary for success. It is the right of every student to receive their education in a safe and positive working environment.

### **8.3                      ACSS Bullying Policy**

**Bullying:** Bullying is one-sided and unfair; behavior that is violent. It happens when someone repeatedly and purposely hurts, frightens, or threatens another.

**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 a school district for conduct determined to meet the definition of bullying.

If a 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. The following are possible consequences for bullying:

***Loss of privilege or Detention, Out-of-School Suspension, Report to Authorities, and Expulsion***

## **CELL PHONES and SMART WATCHES**

Students are **not** permitted to use Cell Phones or Smart Watches during school days. All cell phones and smart watches must be turned off upon entering the school each morning and must remain off until the end of the school day. These items must be stored in lockers or turned into the office.

### **Violation Consequences:**

- **First Offense:** The phone or smart watch will be confiscated and held in the office until the end of the school day.
- **Subsequent Offenses:** A parent or guardian must come to the office to retrieve the phone or smart watch.
- The school is **not responsible** for lost, stolen, or damaged phones or smart watches.

## **COMMUNICATION**

**General Communication** – Open communication is essential in the education of students. All K - 5 teachers will use ClassDojo as their main communication tool. Your child's teacher will provide you with your login information.

We invite you to arrange visits to our school and parents are also encouraged to make appointments to visit with teachers as necessary.

If you wish to eat hot lunch with a student, please let the office know by 8:30 a.m. Parents must report to the office before visiting a classroom.

**Phone** - Staff and students will not be called to the phone except for emergencies. Messages can be left on the teacher's voice mail or with the office. The teachers will return calls as time allows but within 24 -48 hours during the school week. Students who need to use the phone must have permission from their classroom teacher.

**CONCERTS** - Grades K - 5 present two concerts a year. Our Christmas Program will be held at the high school gymnasium in December, and the spring concert will be held in April/May.

## **CURRICULUM**

The Aberdeen Catholic School System is a K-12 system accredited by the South Dakota Department of Education and the Cognia Association. To form a sound educational basis the curriculum is designed for steady growth and materials are reviewed on a cycle.

A curriculum review committee is selected and formed annually to review an area of study. This committee consists of teachers, administrators, school board members, and professionals educated in that area of study.

Curriculum Cycle:

2024-2025	Science, Technology, Foreign Language
2025-2026	Religion, Music and the Arts

2026-2027	Social Studies
2027-2028	Literacy Focus
2028-2029	Math/PE

## **DISCIPLINE**

*“I give you a new commandment: love one another. As I have loved you, you also should love one another. This is how all will know that you are my disciples if you have love for one another.” John 13:34-35.*

Together we constantly strive to guide the children in courtesy, kindness, and respect to a healthy inner self-discipline. Each child deserves to be in a safe learning environment. We strive for consistent expectations and consequences for everyone involved as we work together on achieving our goal. Individual classroom rules will be shared with parents.

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.

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 principal, removal of a privilege, a conference with parents, restitution, out-of-school suspension, 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 the 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 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.
- 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.

In most cases at the Primary and Elementary Levels, building principals will follow these steps:

1<sup>st</sup> offense: visit with the principal

2<sup>nd</sup> offense: loss of privilege or detention and call to parents

3<sup>rd</sup> offense: loss of privilege or detention and face to face meeting with the administration and parents

4<sup>th</sup> offense: out of school suspension

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. 13-32-18

**Bullying:** Bullying is one-sided and unfair; behavior that is violent. It happens when someone repeatedly and purposely hurts, frightens, or threatens another. **Loss of privilege or Detention, Out-of-School Suspension, Report to Authorities, 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. **Loss of Privilege or Detention, Out-of-School Suspension**

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

**Conflict:** Social issues and disagreements between students that becomes 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 a school district for conduct determined to meet the definition of bullying in (It does not matter if the social media event occurred at home after or before school hours because the 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. ***Loss of Privilege or Detention, Out-of-School Suspension, Report to Authorities, Expulsion*** 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. ***Conference with parents, 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. ***Out-of-School Suspension, Report to Authorities, Expulsion***

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

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

**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. ***Loss of Privilege or Detention, Out-of-School Suspension, Report to Authorities, Expulsion***

**Leaving Without Authorization:** Leaving the school building or campus to go to another place without permission of administration. ***Loss of Privilege or Detention, 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, Loss of Privilege or Detention, Out-of-School Suspension, Report to Authorities, Expulsion***

**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. ***Loss of Privilege or Detention, Out-of-School Suspension, Report to Authorities, Expulsion***

**Skippping/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. ***Loss of Privilege or Detention, In-School Suspension, Report to Authorities***

**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. ***Loss of Privilege or Detention, Out-of-School Suspension, Report to Authorities, Expulsion***

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

**Tobacco Possession or Use:** 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 included. ***Out-of-School Suspension, Report to Authorities, 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.

***Out-of-School Suspension, Report to Authorities, Expulsion***

## **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.
- 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 President. 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 the 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 trusted adults for advice. As a student, it is important to include all 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 or 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.*

## **DRESS CODE POLICY**

### **ABERDEEN CATHOLIC SCHOOL SYSTEM UNIFORM POLICY**

We believe that the manner in which individuals present themselves affects how they view themselves, how they are perceived by others, and consequently, how they live out God's purpose in life. In keeping with the school mission, guiding students to acquire an appropriate definition and sense of dress is an essential part of the learning process. A dress code policy fosters a sense of equality within the student body and reflects a higher standard of work to be accomplished by the students.

**Uniforms are required in grades K-12.**

**If a student K-5 is not in compliance with the dress-code policy, a phone call may be made to the parents asking for appropriate clothing to be brought to school in a timely manner.**

### **Purchasing**

Items can be purchased from Donald's Uniform Company, Geffdog and a variety of big box stores that carry a uniform line.

## **DRESS REGULATIONS FOR ALL STUDENTS ON ALL SCHOOL DAYS**

Students are expected to be in dress code compliance the first day of school and for each day of the year unless otherwise directed by the administration. All students must maintain an appropriate level of personal hygiene that is neat, clean, and pleasant. All clothing items must be free of stains, rips and holes.

Shoes are required. Slippers, flip flops or slide shoes may not be worn at any time by any student. **Sandals with a back strap may be worn by students in K – 5, April 1st – October 31<sup>st</sup>.**

Shirts must be tucked in at all times.

If a dress code compliant sweatshirt, pullover, fleece or cardigan is worn, a designated shirt must be worn underneath.

When layering shirts, the shirt with the longest sleeve must be on top.

Only PLAIN WHITE tee shirts are allowed to be worn under the specified dress code shirts or blouses.

Hair must be clean and neat and of a natural color. (Ex: No blue or green hair)

Hairstyles that cause a distraction are not permitted. Male hair length will not be long enough to touch the shirt collar. Facial hair is not permitted, and students must be clean shaven. This rule also applies to any Aberdeen Roncalli athletic event or activity.

Jewelry for both boys and girls shall be simple and modest. No more than two earrings in each ear for girls. No other visible body piercing is allowed. The wearing of earrings by boys is not permitted.

No visible tattoos are allowed.

Students in K - 5 may wear the approved fleece jacket, cardigan, pullover but no other coats or jackets during school hours.

**THE SCHOOL ADMINISTRATION AND/OR STAFF RESERVES THE RIGHT TO DEFINE AND DETERMINE WHAT IS NEAT, CLEAN, WELL GROOMED, AND MODEST IN DRESS, CLOTHING AND APPEARANCE.**

## **GIRLS**

**Jumper:** From Donald's, the designated plaid jumper. Jumper must extend to at least the top of the knee cap.

**Skirts:** From Donald's, the designated plaid skirt. Skirts must extend to at least the top of the knee cap.

**Pants:** From Donald's, any designated navy or khaki pants. Other brands of unmarked khaki or navy-blue dress pants will be allowed. This excludes colored denim, skinny legged or cargo style pants.

**Shorts:** From Donald's, the designated navy or khaki walking shorts. K - 5 may only wear shorts April 1- October 31.

**Leggings or Tights:** In any solid color to be worn under jumper or skirt **only. They CANNOT be worn in place of pants at any time.**

(Leggings are leg coverings which may vary in length. Tights are leg coverings which also serve as stockings because they have feet attached.)

**Shirts:** From Donald's, the designated long sleeve light blue Oxford button up or polo in dark green, light blue, and dark blue. The green Roncalli logo shirts can be purchased at Geffdog.

**Sweatshirt:** The official Roncalli navy sweatshirt sold by the school Spirit Store. This item will no longer be re-ordered to allow a phase out.

**Sweater:** From Donald's, the designated navy V-neck cardigan with pockets.

**Fleece Jacket:** From Donald's, the designated forest green full zipper fleece jacket, with logo, available in the school Spirit Store.

**Sport Tek Pullover:** The designated Sport Tek pullover in grey or green with logo, available through our Geffdog online spirit store.

## **BOYS**

**Pants:** From Donald's, any designated navy or khaki pants. Other brands of unmarked khaki or navy-blue dress pants will be allowed. This excludes colored denim, skinny legged or cargo style pants.

**Shorts:** From Donald's, the designated navy or khaki walking

shorts. K-6 may only wear shorts April 1- October 31.

**Shirts:** From Donald's, the designated long sleeve light blue Oxford button up or poloin dark green, light blue, and dark blue. The green Roncalli logo shirts can be purchased at Geffdog.

**Sweatshirt:** The official Roncalli navy sweatshirt sold by the School Spirit Store.

This item will no longer be re-ordered to allow a phase out.

**Sweater:** From Donald's, the designated navy V-neck cardigan with pockets

**Fleece Jacket:** From Donald's, the designated forest green full zipper fleece jacket, with logo, available in the school Spirit Store.

**Sport Tek Pullover:** The designated Sport Tek pullover in grey or green with logo, available through our Geffdog online spirit store.

Revised: July 2010

Revised: March 2015

Revised: January 2017

Revised: January 2018

**DRESS CODE on NO UNIFORM Days:** 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.

**Specifically, leggings (or any other skintight pants) may ONLY be worn under a pair of shorts or a jumper. Tank tops are NOT to be worn.**

**THE SCHOOL ADMINISTRATION AND/OR STAFF RESERVES THE RIGHT TO DEFINE AND DETERMINE WHAT IS NEAT, CLEAN, WELL GROOMED, AND MODEST IN DRESS, CLOTHING AND APPEARANCE**

## **DROP OFF/PICK UP**

### ***Roncalli Primary School Drop-off and Pick-up Procedures***

Use the EAST entry off Arch Street and exit on to 1<sup>st</sup> Ave NE when dropping off or picking up students.

RPS students will NOT be allowed to walk home or elsewhere after school without an adult and parent permission.

Children must exit from the passenger side onto the sidewalk. Please be sure your children are ready to leave your vehicle in a timely manner to minimize delays for others dropping off children.

During pick-up time every effort is made to have cones up to prevent parking in the front lot. For the safety of the children, please do not park in the front parking lot during pick-up time. If cones are not present, the same guideline applies. Please stay in your vehicle and utilize the pickup line for the safety of all children.

Please do not block driveway entrances or exits.

Please keep the marked fire lane free of cars.

### **Roncalli Elementary School Drop-Off / Pick – Up Procedures**

**Drop-off:** All grades are to be dropped off in the south side of the school building in the main parking area. Enter the southeast entry of the parking area. Turn right and make a loop around the fenced area to allow the most vehicles to enter the parking lot.

Students arriving before 7:30 should remain in the vehicle. Students are **NOT** permitted to play unattended on the play structure or be left at the door.

**Pick-up** for students in the **4<sup>th</sup> and 5<sup>th</sup> grade** (and their siblings) should be on the north side of the school building on 2<sup>nd</sup> Avenue. Please follow these directions:

- Please line up and park along the sidewalk near the school building facing east. As students exit the school building, they will enter the vehicle from the sidewalk. Students will not be allowed to cross 2<sup>nd</sup> Avenue.

**Pick-up** for students in **grades 2nd and 3rd** should be on the south side of the school building in the main parking area. Please follow these directions:

- Enter the southeast entry of the parking area. Turn right and make a loop around the fenced area to allow the most vehicles to enter the parking lot. Once you have completed the loop, enter one of the 2 pick-up lanes and move forward as far as possible. Students must be accompanied to the vehicle by a teacher/supervisor or parent/driver. Vehicles will be dismissed one at a time from the west end of the parking lot to exit the southwest entry.



## **EMAILS**

Students in grades 3-5 will receive a school email address for school related use. Parents will receive the username and password for their child so they can have access to the account and help monitor their child's activity.

## **EMERGENCY CLOSING- INCLEMENT WEATHER**

School closings because of inclement weather will be announced on the Aberdeen radio stations, TV stations and School Reach.

## **FIELD TRIPS**

Students occasionally participate in field trips as an extension of the classroom learning experience. The parental permission for activity/field trips form must be signed by parent/guardian in order for the student to participate in these activities. Consent shall continue during the time the child is a student in the Aberdeen Catholic Schools unless revoked by the parent/guardian in writing.

## **GRADING**

Grading practices differ depending on the child's grade level.

In grades K - 2, letter grades are not used; rather understanding of content is denoted using the terms excellent, satisfactory and needs improvement.

In grades 3 – 5, letter grades are assigned based on the following scale:

91-100	- A
85-92	- B
77-84	- C
70-76	- D
Below 70	- F

Student progress is available on the Infinite Campus parent portal for grades 3-5. Grades will be updated weekly to keep the lines of communication open between home and school.

## **GUM**

**No GUM ALLOWED unless the teacher has determined a special occasion.**

## **HEALTH**

***Injuries and Illness*** - Should your child become ill or injured during the school day, you will be notified by the school authorities. In order that parents can be reached in cases of emergency, they are asked to maintain a current address, home and work phone numbers with the school office. ***Children who have a 100 degree or above temp will be sent home until they are fever free for 24 hours without medication.***

***General Screenings*** – Vision and hearing screening will be done periodically as a child progresses through school.

***Immunization Records*** - South Dakota Law (SDCL 13-28-7.) requires any child entering school to present to school authorities certification that he/she has received or is in the process of receiving immunization against poliomyelitis, diphtheria, pertussis, measles (rubella and rubella), mumps, tetanus and varicella (or parent documentation of history of the disease.) SD requires all 6<sup>th</sup> grade students to get: - one dose of tetanus, diphtheria, pertussis (Tdap) vaccine on or after the 11<sup>th</sup> birthday - one dose of Meningococcal (MCV4) vaccine on or after the 11<sup>th</sup> birthday. Students are to comply with SD State Law regarding immunization requirements for school attendance.

***Allergies*** – It is important the school is informed about allergies your child may suffer from. Please provide the school with a medical note from your doctor.

***Peanut Allergy*** - We are concerned about the well-being of children who have significant (even life threatening) allergies to peanuts and tree nuts. Therefore, we are a peanut and tree nut aware school. Our school lunch program, for example, will not serve peanuts or tree nuts nor use them in cooking and baking.

***Scoliosis Screening*** - Screening for scoliosis is done in grade 5, and then continues in junior and senior high. Results are recorded on the child's permanent health card.

**Medications** - Prescription drugs and over-the-counter medicine should, whenever possible, be dispensed by a parent or guardian. If a child is given a prescription or medicine to “take 3 times daily,” ACSS recommends that it be given to the child before he or she comes to school, after going home from school and before bedtime. Only when dispensing is required more often or with lunch should the school be involved with dispensing. It is the policy of the Aberdeen Catholic School System that students shall be permitted, if necessary, to take medication during the school hours.

Regulations: Prescription Medications

- The principal shall designate the staff member who will have the responsibility to implement the guidelines of this policy.
- Prescription medications brought to school shall be in pharmacy-labeled containers, including the student’s name, the name of the drug, dosage to be taken, name of the physician, and the date of the prescription. The parent needs to complete the “Parent Request for Assistance with Medication Form.” In the event that written permission is not received from the parent, medication will be given for one day only, upon telephone consent.
- All prescription medications must be brought to the front office of the school and will be stored in a locked location.
- It is the responsibility of the child to come to the office to take the medication. The child shall be supervised by trained school personnel when taking medication.
- “Daily Medication Record Form” shall be maintained. Recording should be done immediately after medications have been taken.
- Each school shall maintain the “Parent Request for Assistance with Medication Form” and the “Daily Medication Record Form.” Parent request and recording forms will be retained for a year and then destroyed.

Regulations: Non-Prescription Medications - The school discourages the use of nonprescription, over-the-counter medication at school. Whenever possible, nonprescription medication should be given at home. School personnel shall NOT provide medications for student use. Students shall be allowed to take nonprescription medications providing the following are met:

- Each school shall maintain the “Parent Request for Assistance with Medication Form” and the “Daily Medication Record Form.” Parent requests and recording forms will be retained for a year and then destroyed.

- Nonprescription medication shall be accompanied by written permission from the parent requesting that the child be allowed to take the medication. If written permission is not received from the parent, medication can be taken for one day only, upon telephone consent.
- All nonprescription medication must be placed in the custody of the principal and shall be stored in a locked location.
- It is the responsibility of the child to come to the office to take the medication. The child shall be supervised by trained school personnel when taking medications.
- A daily medication record shall be maintained. Recording should be done immediately after the medication is taken.
- Nonprescription medication shall be brought to school in the original container, including the student's name, name of the medication, dosage to be taken and time schedule for self-administration.

## **HOMEWORK**

Three major purposes for which homework may be used are as follows:

- As an extension of class work--to practice, drill and reinforce skills or concepts introduced in class. Homework is used to deal with different ability levels, with work missed because of absences, and to encourage students to correct errors.
- As preparation for class work --to prepare for in-class discussions or experiments. Upper elementary students are often asked to read or study materials. Other activities may include collecting materials or information to bring to class, studying spelling words, memorizing prayers and math facts.
- To expand and enrich--to allow students to explore in-depth subjects of personal interest and to allow individual creative forms of expression. Activities may include reading, writing, research, or art projects.

### **Suggested Guidelines**

Grades 1 and 2: Occasional memorization type work may be sent home as stated above. Children could be expected to do homework one to two times per week. This should be able to be completed in 15 to 20 minutes.

Grades 3 and 4: General classwork may be assigned. This should take 20 to 40 minutes.

Grade 5: General classwork may be assigned. This should be able to be completed in 30 to 60 Minutes.

Student planners are required for all students in grades 3 through 5 to document homework assignments. Reminder notes encourage academic responsibility.

### **HOT LUNCH PROGRAM**

Roncalli Primary and Elementary Schools offers a lunch program under state and federal guidelines. A letter with an application for free or reduced lunches is sent to families in mid-July. Parents can put money in their child's account at July registration, at the school offices or online. You are asked to place the money in an envelope with the child's name, grade and date written on the outside if paying at school. Lunch prices are set by the school board and will be in the school information sent to each family in July and published in the Aberdeen American News school year information report.

Students, including those bringing sack lunches, will eat in the lunchroom. Students should **NOT** bring fast food, pop, energy drinks, candy, gum or items containing peanuts or other tree nuts in home packed lunches. Students are expected to be orderly and respectful in the lunch line and lunchroom. The School Menu is listed monthly on the Roncalli website. Microwaves are not available. Parents are asked not to send lunches that need to be heated.

### **LIBRARY SERVICES**

Library media services are available to every child and staff person in the Roncalli School System. All books may be loaned for two weeks.

The school library promotes student responsibility in returning all borrowed material to the library. Notices are sent to individual students if materials are not returned. After two notices the Librarian may refuse check out privileges to the student. Report

cards are held at the end of each nine-week period for any student failing to return materials and/or pay fines. Replacement costs are based on the cost of the item.

The library is here to serve your needs. Scheduled story times, library instruction, and weekly class times allow for entire class use. The library catalog may be found on the Roncalli website. Please ask whenever you need assistance.

### **LITURGICAL CELEBRATIONS**

***Weekly Mass*** - A school Mass is celebrated each week. At our student Masses, children are offered a more meaningful celebration of the Eucharist through our efforts to involve them according to their ability to understand and participate. Parents are encouraged to attend children's liturgies. PreK – 1 celebrate at St. Mary's 10:10 on Thursdays and grades 2-5 at Sacred Heart 8:30 on Wednesdays. Holy Days and special masses are subject to time change.

***Sacraments*** - Opportunities for Reconciliation and private confession will be provided based on students' needs and maturity. Ordinarily students, grades 2-5, are given the opportunity to receive the Sacrament of Reconciliation during Advent and Lent. Parents are encouraged to see that children form a habit of receiving sacraments at times outside of school, also.

### **PARENT TEACHER ORGANIZATION**

All parents and teachers of students PreK - 5 in the Aberdeen Catholic School System are members of the Roncalli Parent Teacher Organization. A tentative calendar of events for the school year is sent home in the fall. A reminder is sent home with students concerning meetings and events. Monies raised by the Parent Teacher Organization support our programs and classroom needs.

***Homeroom Parents*** - These parent volunteers sign up via Sign-Up Genius in the fall to assist classroom teachers with class parties, provide drivers for outings and contact parent helpers when needed.

***Ken's & Kessler receipts*** - are collected at both churches and at all three schools.

## **PARENT TEACHER CONFERENCES**

Conferences are held two times a year, once in the fall and once in the spring. Your attendance at these conferences is very important. Parents sign up in advance for a ten-to-fifteen-minute conference time. Additional conferences may be arranged by appointment with your child's teacher as the need arises.

## **PARTIES**

***School Parties*** - Homeroom parents and teachers will coordinate classroom parties. Families will have the opportunity to bring treats for a Fall Celebration, Christmas or Valentine's Day Party. Christmas is our time for sharing and this concept will be further developed with the Christmas party. Each grade level will decide on how sharing will be demonstrated.

***Birthday*** - Treats are allowed for the students' birthdays. Parents are encouraged to keep the treats healthy, simple and easy to distribute.

***Personal Parties*** - Personal party invitations, gifts, etc. should NOT be sent to school. This procedure eliminates problems such as hurt feelings. The exception: if an invitation is being given to all students in the classroom.

## **PICTURE DAY**

Generally, individual picture taking is scheduled in September. Parents will be notified of the date and options available for purchase. Uniforms are not required for picture day.

## **RECESS**

Opportunity for play, exercise and fresh air are important to the health and growth of our children. All children in grades PreK - 5 will have recess daily. K-4 grade students will have 3 recesses. All students are required to go outside for recess unless they have a medical note. During the winter months, K - 5 students will go out to recess unless the temperature is 0 with windchill. The length of time may be adjusted in the colder months. It is important to make sure they are dressed appropriately. 5<sup>th</sup> grade students may only have 2 recesses each day as their schedule allows.

## **REPORT CARDS**

Report cards for students K - 5 are sent home with the child within the week following the end of the nine weeks. If, after you read your child's report card, you have any questions please feel free to call the homeroom teacher. The envelope in which the report is sent home should be returned to school for the first three quarters.

## **SAFETY**

***Secure Doors*** - Entrances to the school will remain locked at all times. The main visitors entrance has a doorbell to allow visitors access to the school. All visitors must sign in at the secretary's desk.

***Playground*** - Students are to play only in the area or areas designated as the playground. Students are expected to be respectful of themselves, others and school property.

***Bikes*** - A bike area is provided for use by the students at the Elementary School who wish to ride their bikes to school. Bikes are to be kept in this area during the school day and may not be used until students are dismissed at the end of the day. **Primary students are not allowed to ride bikes to school.**

***Crisis Lockdown Drill*** - All students and staff will participate in a crisis lockdown. The lockdown will be conducted by the administration/Aberdeen Police Department – each classroom will practice its emergency plan. A note will be sent home in advance to notify parents.

***Fire Drills*** - Fire safety drills are routinely practiced at both the Primary and Elementary Schools. Directions for exiting the buildings are posted at the door of each classroom. The teacher in charge of the students at the time of the drill is responsible for taking roll call, and keeping students lined up and in order until all clear signal is given.

***Tornado Drills*** - All students and staff have a designated area in which to go during a tornado drill. All will be near an inside wall away from windows and loose flying debris. Each classroom posts directions of where students are to go. All teachers will stay with their students, take roll call, and see that all students are seated in a protective position.



***Cold Weather Attire*** - During the cold season please make sure that your child comes warmly dressed in a winter coat, snow pants, boots, gloves and cap. All items of clothing, such as coats, boots, sweaters, jackets, caps, etc. should be marked with the child's name on the inside. Students will need boots to play on the playground during recess. Students without boots will need to remain on the sidewalk.

### **SCHOOL DAY**

The school day at RPS is 8:05 a.m. to 3:20 p.m. The RES school day is 8:05 a.m. to 3:25 p.m. Children are encouraged to arrive at school by 8:00 a.m. and report to the gym for morning announcements and prayer. Supervision of students are provided beginning at 7:30 a.m. in the gym at both schools.

Students are to leave the school immediately after dismissal. No student will be kept beyond 15 minutes after dismissal without prior notification and approval of his/her parents. School supervision is provided for 15 minutes after dismissal. Students who have not been picked up at that time may be sent to the After School Program and the parents will be charged a drop-in fee of \$13 per day.

### **SCHOOL RECORDS**

A cumulative folder containing family, academic, attendance, and health records are kept in the office file. The student's folder is transferred to Roncalli Middle School or to the school the child attends after leaving sixth grade or upon request from proper authorities.

### **SPECIAL SERVICES**

***Counseling*** - School counseling is provided at Roncalli Schools. Developmental issues such as self-esteem, interpersonal relationships, decision-making skills educational and occupational information are dealt with in regular classroom sessions. Individual counseling, small group, and teacher and parent support services are also available.

***Title I Program*** - Roncalli Primary School is actively involved in the federally funded Title I Program. Through this program we can offer supplementary reading assistance to students who qualify under the guidelines set forth by the Aberdeen Public School System. If you would like information regarding this program, please contact the principal.

***Special Education*** - Students who qualify for special education services in public schools are serviced by an IEP (Individual Education Plan). In private schools, this document is called an SSP (Student Service Plan). Services may be available to students who qualify for special education services as specified in their SSP (Student Service Plan). The ability to provide services will be determined on a case-by-case basis by the administrative team and special education staff. The special education teacher will assist the classroom teacher with modifications and accommodations to meet the needs of the student. A student may be referred for formal evaluation by a teacher or parent if it is suspected that a learning disability may be impeding a child's learning.

The evaluation process is coordinated by the Aberdeen Public School System with input from the SNT (Student Needs Team). When it is determined that a student qualifies, parents and staff will be involved in writing an SSP for the student.

***Speech Therapy*** - Roncalli provides speech/language therapy services to students who need assistance. This program is coordinated for the city of Aberdeen, through the Aberdeen Public School Office.

## **“SPECIALS”**

***Band*** - Band is offered for all elementary students beginning in 5th grade. Students learn fundamental playing skills for the various woodwind, brass and percussion instruments. In addition, students learn basic music theory skills such as note and rhythm reading. Woodwind and brass students will participate in one fifteen-minute lesson each week.

Percussion students will receive two fifteen-minute lessons per week. Large group band meets twice each week. All students in the band will perform three times annually as part of the large group ensemble. This is a graded elective course. The expectation is that the students will participate in band for the entire school year. We understand that for some 5th graders this will be the first time to play a musical instrument and they may soon find that it isn't a good fit for them. 5th graders who decide to drop band during the first nine weeks may do so without penalty. Their schedule may change depending on the course schedule. All other students will be expected to remain in band for the entire year. If a student should drop band and it is not at the end of a grading period, he/she will receive a grade reflective of all missed performances, practices and lessons for that grading period.

***Music Education*** - Each student participates in a well-developed music program. The students present a Christmas Program and a Spring Concert in May.

***Physical Education*** - Each student receives proper instruction in the area of Health, Physical Education and Recreation. The physical education classes follow a curriculum guide developed by the instructors of physical education. Tennis shoes are required for K - 5.

***Religion Education*** - Religious instruction is a very integral part of Roncalli Primary School and Roncalli Elementary School. Religion classes are taught on a daily basis to all students. The religion instruction is not just present during religion classes - a Christian example is exhibited and demanded from everyone who is involved in the Roncalli Schools.

***STREAM Lab*** - (Science, Technology, Religion, Engineering, Arts, Mathematics) Because of the STREAM Lab, our Preschool – 5<sup>th</sup> grade students will be able to experience first-hand a variety of disciplines including graphic design, robotics, photography, medicine, digital animation, scientific data analysis, software engineering, music studio applications, circuitry, mechanics and structures ... the list goes on and on. They will have the opportunity to rotate from project to project, and will be encouraged to discover, explore, and apply a wide range of technologies to their project work. Further, an appropriate level of challenge can be provided to each student, addressing all learning styles. From students who need extra support, to average learners, to students identified as gifted/talented, there is something to enable everyone to work at their own level and pace.

All students will always be required to observe and show respect for all materials in the STREAM Lab. There will be no food, candy, gum or drink allowed in the lab.

Students will work hard to honor the community's financial support of this classroom and the technologies within it. Infractions will be dealt with on an individual basis, depending upon the severity.

### **SONSHINE PATCH - CAVCLUB AFTER SCHOOL PROGRAM**

Roncalli SonShine Patch's CavClub is a care enrichment program. SonShine stands for Jesus, God's son, and we hope to "shine" with His love. CavClub is available to students in grades K - 5 for after school care from 3:20-6:00p.m. at both the Primary and Elementary buildings every day Roncalli Schools are in session.

Your student can expect a snack as well as a variety of activities that include crafts, gym games, STREAM, outside time, and SO MUCH MORE. We ask

that students leave personal toys at home, as we provide many activities for your students to be involved in.

CavClub will provide the opportunity to be open on a select number of non-school days for an additional cost, ONLY if enough students sign up at least two weeks in advance, a minimum number of students, and adequate staff coverage is available.

This school year ALL K-12 students are dismissed at 1:00pm every Wednesday during the school year to allow staff to attend Professional Development. Every Wednesday, CavClub will offer childcare from 1:00-3:20 at no charge to families who need their child/ren to stay until 3:20. If you would like your child to stay, you must fill out a registration form in advance so we can adequately staff the program.

If you are interested in CavClub, please call the SonShine Patch Director at 225-3460 or email us at [sonshinepatch@aberdeenroncalli.org](mailto:sonshinepatch@aberdeenroncalli.org).

### **STUDENT CONDUCT**

Along with achievement grades in each subject area, each student is also evaluated according to conduct and work habits. If a child has need for improvement in any of these areas, the appropriate box will be checked on his/her report card.

### **SUPPLY LISTS**

K - 5 supply lists for the next year are sent home with each student in their report card at the end of the school year. Supply lists are also available on the RPS and RES web site as well as made available on registration day.

### **TESTING PROGRAM**

Achievement Tests are given annually to students in selected grades. The NWEA Maps Test will be given to all K - 5 students. Test results and information are shared with parents at fall conferences or before. Students referred for special education, psychological, or other testing are scheduled through the Aberdeen Public School.

## **EDUCATING THE WHOLE PERSON**

Proper development of the heart, mind and body is essential to the growth of every person.

**SPIRITUAL:** A Catholic School is an ideal setting for a young person to respond personally, to God, to grow in faith, and participate in religious activities.

**PHYSICAL:** Recreation, physical education, and athletic activities help students develop confidence, coordination, and a spirit of cooperation.

**MENTAL:** Intellectual discipline increases students' Ability to concentrate, solve problems, think clearly and to use their imaginations.

**MORAL:** A well-ordered learning atmosphere helps each student form a strong personal conscience for moral guidance now and throughout life.

**EMOTIONAL:** Teachers and administrators offer

guidance, support and concern as young people cope with the pressures of growing up.

**OUR FAMILY HAS READ AND UNDERSTANDS THE PROVISIONS IN THE STUDENT AND PARENT HANDBOOK Grades K - 5.**

*PLEASE SIGN AND RETURN THIS FORM TO YOUR OLDEST CHILD'S SCHOOL; ONLY ONE FORM IS NEEDED PER FAMILY.*

Student's printed & signed name:

\_\_\_\_\_

Grade \_\_\_\_\_

\_\_\_\_\_

Grade \_\_\_\_\_

\_\_\_\_\_

Grade \_\_\_\_\_

\_\_\_\_\_

Grade \_\_\_\_\_

PARENT SIGNATURE : \_\_\_\_\_

DATE: \_\_\_\_\_