

*Routt Catholic High School*

*2026-2027*

*Student and Family Handbook*

Victory March  
(Routt School Song)  
Cheer, cheer for RCHS  
Wake up the echoes cheering their best.  
Send those loyal cheers on high,  
Shake down the thunder from the sky.  
What though the odds be great or small,  
RCHS will win over all,  
While our loyal sons are marching  
onward to victory!  
Hey! Hey! Hey!

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## GENERAL INFORMATION

**SCHOOL TESTING CODE** ..... 142 355

**OFFICE HOURS** ..... 7:30 a.m. to 4:00 p.m.

**PHONE NUMBERS**

**School** ..... 217-243-8563

Main Office ..... Ext. 1

Bookkeeping .....Ext. 3

Guidance Counselor .....Ext. 4

Athletic Director ..... Ext. 5

Development Office .....Ext. 6

**FAX** ..... 217-243-3138

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

**Like us on Facebook at:**

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

**Follow us on Twitter** = @RouttCatholic

**FACULTY**

Mrs. Danielle Evans - Principal

Mrs. Emily Adams - Spanish

Mrs. Dee Arendt - P.E., Health, Pre-Algebra

Mrs. Janet Chipman - English, Music Appreciation

Mrs. Sarah Cors - Consumer Education

Mr. Brian Hall - Tutor, Geography, English

Mrs. Lisa Hall - Social Studies

Mr. Josh Krumwiede - Athletic Director, Transportation, P.E.

Mr. Scott Maruna - Science, Mathematics

Mr. Jeff Miller - Art

Mr. Jared Mogg - English, Theology

Mr. Mark Rood - Dir. of Campus Ministry, Theology

Mrs. Margaret Stinson - Mathematics

**STAFF**

Mrs. Nicole Beets - Food Service Director

Mrs. Holly Dawson - Administrative Assistant

Ms. Ana Garcia - Custodian

Mr. Matthew Martin - Technology Director

Mr. Sherri McLaughlin - School Counselor

Mrs. Amy Mossman - Administrative Assistant

Mrs. Amy Nickel - Business Manager

Mrs. Maggie Peterson - Dev. Dir./Enrollment Director

See Routt website for staff e-mail address

**SUPPORT GROUPS**

Alumni Association

Athletic Boosters

Fine Arts Boosters

Routt Education Foundation

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

**BOARD OF DIRECTORS**

Stacy Bradshaw ..... sbradshaw@routtcatholic.com

Brent Hicks.....bhicks@routtcatholic.com

Kathy Langdon.....klandgdon@routtcatholic.com

Mirtie Marshall ..... mmarshall@routtcatholic.com

Megan McGuire.....mmcguire@routtcatholic.com

John Rohn.....jrohn@routtcatholic.com

Gina Walker.....gwalker@routtcatholic.com

Lindsey Wayne.....lwayne@routtcatholic.com

Fr. Adam Zawadzki.....azawadzki@oss-shamrocks.com

**CLUBS AND MODERATORS**

Campus Ministry ..... Mr. Mark Rood

National Honor Society .....Mr. Scott Maruna

National English Honor Society ..... Mrs. Janet Chipman

**TEAMS AND COACHES**

Baseball ..... Mr. Ryan Turner

Bass Fishing ..... Mr. Mike Harris

Bowling .....Mr. Pat Gibson

Boys' Basketball ..... Mr. Josh Krumwiede

Boys' Swimming ..... Mrs. Dee Arendt

Boys' Track ..... Mr. Tony Jenkins

Basketball Cheer..... Ms. Jayden Lahey

Football ..... Mr. Brett Gilbreth

Football Cheer ..... Mrs. Katie Vitale

Girls' Basketball ..... Ms. Heather Cropp

Girls' Swimming ..... Mrs. Dee Arendt

Girls' Track .....Mr. Tony Jenkins

Golf ..... Mr. Alex Anderson

Scholastic Bowl ..... Mrs. Melissa Naeve

Softball.....Mrs. Kristie Maro

Volleyball .....Mrs. Rachel Rohn

Wrestling .....TBD



## MISSION & EDUCATIONAL PHILOSOPHY

**Mission Statement:** Routt Catholic High School provides a faith-based environment which promotes spiritual growth, academic achievement, physical health, and community service in each student.

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

Routt Catholic High School is committed to building a culture founded on Gospel values. Catholic teachings will be imparted to all students and staff and all students and staff are expected to enhance the school's Catholic mission. To this end, parents, students, faculty, staff, and visitors are all called to ensure that all members of the community are consistently treated with dignity and respect as made in the image and likeness of God.

## ADMISSION & ATTENDANCE POLICIES

**Non-discrimination Policy:** Routt Catholic High School admits students of any race, color, sex, or national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarships, loan programs, athletics, or school administered programs. Our schools do reserve all their rights as religious entities in accord with the teachings of the Catholic Church, the protections of the First Amendment of the U.S. Constitution, and the Illinois Religious Freedom Restoration Act 775 ILCS 35/.

The school administration will ensure that these policies are followed. Concerns will be addressed through the Grievance Procedure listed in the Discipline and Conduct section of this handbook.

**Admissions:** All prospective students must show proof of having successfully completed 8th grade before they will be enrolled. Routt Catholic High School is dedicated to serving the spiritual and educational needs of Christian students who demonstrate a commitment to Routt's mission, goals, and religious values, and who best benefit from its academic program. Routt seeks a student body which will benefit from and contribute to academic excellence within a community of faith. Before admission to Routt, potential freshmen may be required to take a placement exam. This standard indicator and the information gathered from parents, teachers, and grade school transcripts are used to plan the student's academic program. If the information gathered indicates that Routt does not have the educational program which best serves the needs of the student, the student will not be accepted.

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

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

Academic Probation - 1) A prospective student has earned multiple grades of "F" on his/her report card (quarter or semester) for the previous academic year OR 2) A prospective student scores below the 30th percentile on a nationally normed, standardized assessment given the previous academic year OR 3) A prospective student who has a semester grade point average of 1.3 or below.

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

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

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

Illinois state law requires a physical examination for each student into any grade if the student has not previously been examined as required by the State Code of Illinois. Students who transfer to Routt Catholic High School should have their academic and health records forwarded from their previous schools. Transfer students may also be required to take an entrance exam.

Furthermore, Routt Catholic High School does not discriminate against immigrant children lacking in legal status, as required by Plyler v. Doe. The purpose of Catholic education is to give a well-rounded spiritual and academic education to Catholic and non-Catholic children. Rejection of the Catholic faith and its tenets shall be a reason to deny admittance/continued education.

Routt Catholic High School shall make every reasonable attempt to provide a Catholic education to students with disabilities. Those students who cannot be fully integrated into the total regular school program shall be encouraged to take advantage of dual enrollment. When students in the Catholic school are in part-time enrollment in public schools or public-school programs, every reasonable effort shall be made to cooperate with public school personnel to facilitate such attendance. Present state statutes require that public school districts accept part-time attendance, via dual enrollment procedures, for students who are enrolled in non-public school. These students do not need to withdraw from the non-public school. Once enrolled part-time in the public school, they have all the rights, responsibilities, and privileges of special education and related services as any student in the public school.

**Gender Identity:** Students and their parents are expected to live virtuous lives guided by Gospel values and the teaching of the Church as described in the Family School Agreement (BK3:404.1). Students shall conduct themselves in accord with their biological sex at all times.

**Attendance:** Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. Daily attendance is required.

From the opening bell to the closing bell, students must remain in the building. Once students arrive, they are not allowed to leave campus during the day unless the office has made a parent/guardian contact. Any student in violation of this regulation will be considered truant and subject to appropriate disciplinary action. Early-bird students are not permitted to leave campus after their early bird class before the opening of the regular school day. Students may not leave the building and go to the parking lot during school hours or during the lunch period for any reason without prior permission from the office.

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

***Student Absences:*** There are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school administration, circumstances that cause reasonable concern to the parent or guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS (gr 6-12 only), or other reason as approved by the building principal. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

Additionally, a student will be excused for up to 5 days in cases where the student's parent or guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The school administration, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent or guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence and will presume that an absence is unexcused unless families present the school office with documentation indicating otherwise.

In the event of any absence, the student's parent or guardian is required to call the school at 217-243-8563 before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the school will follow-up with the parent the following day. Failure to contact the office shall result in an unexcused absence.

Excessive Absence (30) days or the equivalent of (30) days including tardies, can be cause for a student to be retained in the current grade for another year or for a required summer program before being promoted to the next grade. A letter will be sent to the parents after the student's 10th absences or 10th unexcused tardy in the school year. After 10 excused or unexcused absences, further absences may be required to be accompanied by a doctor's note (this excludes prearranged days). Continued absences may result in a principal-parent conference. A makeup plan will be devised.

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

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

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

- They have written permission from their parents.
- No student will be allowed to go to the funeral in his or her own vehicle or another student's vehicle, unless s/he has written permission from the parents or a parent phone call and the permission of the administration.
- Students are reminded they are responsible to makeup all work missed during excused absences from school.
- A parent call will not have to be used for two (2) funeral days per semester per student for the death or funeral of an immediate family member of the student (parent/guardian, sibling, grandparent, aunt, uncle and cousin)

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

**Pre-arranged Absences:** On those occasions when parents and students know ahead of time that a student will be absent, the student should bring a note from her/his parents to the office the day before for approval by the principal and should receive a "prearranged absence form" to submit to teachers for their signatures, and to get their assignments. The completed form must be returned to the office before the student leaves at the end of the day. Assignments will be due the day the student returns to school, unless circumstances warrant a special exception.

The school must be notified in writing at least one (1) school day prior for an absence to be excused as prearranged. The school must be notified in writing at least five (5) school days prior to a vacation which exceeds two days. If the school does not receive prior notification of absences for any reason other than sickness or death in the family, the days will be considered unexcused.

Teachers may require that test/quizzes are taken and assignments handed in prior to the student's departure. All long-term assignments must be handed in prior to the student's departure if available by teacher.

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

**Tardiness:** Students are expected to be in their desks ready for work when the second bell rings for each class period. Students late for first period are to report to the office.

Students who are not in their classrooms or assigned area when the bell rings are tardy and may be excused with a validated pass. Students who are tardy to the building must report to the main office and sign in. Upon signing in, students will receive a tardy pass from the main office. Excessive tardies will result in an appropriate progression of reminders, after school detention, and more severe discipline. A parent phone call does not automatically excuse a tardy. Discipline for School or Class Tardies:

- Five Tardies: After school detention or two lunch detentions determined by the Principal or Dean of Students and notification to the parent(s) through email or phone call.
- Ten Tardies: Two after school detentions or four lunch detentions determined by the Principal or Dean of Students and notification to the parent(s) through email or phone call.

- **Fifteen Tardies:** A week of after school detentions determined by the Principal or Dean of Students and notification to the parent(s) through email or phone call. The student must also write an 800-word paper on why punctuality is important in maintaining a successful profession or career and what specific strategies they will use to stop future tardies at school.
- **Twenty Tardies:** One in school or out of school suspension determined by the Principal or Dean of Students and notification to the parent(s) through email or phone call. The student must also write an 1000-word paper on why punctuality is important in maintaining a successful profession or career and what specific strategies they will use to stop future tardies at school.

Chronic tardiness may result in disciplinary probation, loss of extra-curricular eligibility, and an attendance contract, or in severe cases, withdrawal from school. A student who is late as a result of a doctor, dentist, or orthodontist appointment will not receive an arrival tardy if he or she has an official note from the doctor, dentist, or orthodontist.

Continually missing the same class could result in loss of academic credit and the teacher of the class may not be obligated to provide make-up work, pending administration decision on the matter. It is the student's responsibility to be in the class daily.

Any student who is more than 10 minutes late to first hour class, may be held out of class and marked as absent unexcused, which may reflect on academic achievement. Furthermore, any student who has an unexcused tardy through the first full hour of the school day will not be allowed to participate in extracurricular activities during or after that school day, with Friday tardies carrying on through weekend extracurricular activities.

A student who will be late to school due to an appointment must present a written request signed by a parent to the main office. The request must indicate where the student will be and the approximate time of arrival at school. Students arriving late must sign in at the main office. If a student does not complete the sign in and reason sheet, they will receive an unexcused tardy, which will result in disciplinary action.

***Make-Up Work:*** Make-up work is the student's responsibility. It is the student's responsibility for obtaining assignments from his/her teacher. For each day absent, one (1) day will be allowed to makeup assignments. One (1) additional day (total) will be given for absences of 2 or more consecutive days. For example, if a student is absent for three (3) consecutive days, s/he has four (4) days to complete the missed work. If absent due to illness on the day a test is given, or project due, the student should be prepared to take the test or turn in the project on the day s/he returns to class.

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

If a student's absence is **excused** or if a student is **suspended** from school, he or she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

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

***Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students:*** State law requires every school to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and

their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that schools are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies. Schools should also make resources available to families such as those provided through the State Board of Education's Family Engagement Framework to support and engage students and their families. These resources are meant to foster heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions. The school uses the following diagnostic procedures for identifying the causes of unexcused student absences: interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include parent conferences, student counseling, family counseling, and information about existing community services.

**Truancy:** Student attendance is critical to the learning process. Truancy is therefore a crucial issue and will be dealt with in a serious manner by the school. Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants (This equates to 9 or more days of unexcused absences). Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## ACADEMICS & RECORDS

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

**Books:** The following rules apply to loan/rental textbooks:

1. The book is to be returned to RCHS at the end of the course, or the day the student withdraws from the course, in as good condition as when received, allowance being made for wear caused by careful usage.

2. If the book is lost or seriously damaged, the student will pay RCHS the actual value of the book as coded (see below) when received by student.
3. Student assumes full responsibility for the care and condition of loan/rental textbooks and agrees to pay RCHS a reasonable fine for any careless misuse of the book. The following terms will be used for determining the condition of books:

Code Condition Value

- 1 Excellent - 100%
- 2 Superior - 75%
- 3 Good or Rebound - 50%
- 4 Average - 25%

4. Book covers may be required.

**Catholic Instruction:** Routt Catholic High School is deeply committed to helping students see and understand the ways in which faith and reason complement and reinforce one another in the life of the virtuous man or woman. This motivation animates our rigorous academic curriculum and is at the heart of our earnest efforts to shape the character and cultivate the spiritual life of our students. For this reason, Routt Catholic High School provides regular activities and lessons focused on worship and praise of God, spiritual reflection, catechesis, and service to the wider parish and regional community. The aim of these endeavors is to encourage every student to become his or her noblest and best self.

Each Catholic school in the diocese must provide daily instruction in the Catholic faith for every student. Liturgical celebrations (especially Mass and Reconciliation), in accord with approved liturgical norms, and service opportunities shall be an integral part of the catechetical program, and all students shall participate as appropriate.

**Cumulative GPA Awards:** The Cumulative GPA awards will be Cum laude: 3.5-3.799 GPA, Magna cum laude: 3.8-3.999 GPA and Summa cum laude: 4.0+ GPA.

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

**Field Trips:** The school administration shall authorize only those field trips that are appropriate educational or catechetical experiences. Field trips are a privilege for students, not a right. Students must abide by all school policies during transportation and participation in all field trip activities and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. Furthermore, children, adolescents, and accompanying adults attending field trips or other parish sponsored trips shall be informed that participation in such events requires that they adhere to a code of behavior. This code of behavior, which applies to both minors and accompanying adults attending said functions, is as follows:

1. Each person will respect his or her individual dignity, self-worth, and value in God's eyes.
2. Each person will respect the dignity, self-worth, and value in God's eyes of other persons.
3. Each person will respect the physical property and possessions of other persons and institutions.
4. Each person has a duty to report violations of the conduct code.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent or guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

On field trips there shall be an adequate number of adult chaperones (age 21 or older) for students, and all chaperones must abide by the Policy on Working with Minors for the Diocese of Springfield in Illinois. An acceptable ratio of chaperones is 1 adult (age 21 or older) for every 8 students, but the number of chaperones depends on the age of the children and the nature of the event.

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

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

In order for students to be eligible for the Senior trip, the following behavioral conditions must be met:

- No more than 2 detentions during 4<sup>th</sup> quarter
- No more than 1 ineligible week during 4<sup>th</sup> quarter
- No in-school or out-of-school suspensions during 4<sup>th</sup> quarter
- All sports equipment for completed sports must be turned in or paid for by senior trip date
- All service hours must be completed and approved one week before senior trip date
- Lunch fees and other fines must be paid in full by the senior trip date
- Tuition must be to current by the senior trip date

**Grading and Class Status:** School report cards are issued to students on quarterly basis. For questions regarding grades, please contact the classroom teacher.

Report cards will be provided electronically through Teacher Ease. A parent/guardian may request a hard copy of the report card from the office. *Academic* and *behavior* grades will be given for each class offered.

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

Grade	Percent	Value	Grade	Percent	Value	Grade	Percent	Value	Grade	Percent	Value
A+	98-100	4.0	B+	88-89	3.4	C+	78-79	2.4	D+	68-69	1.4
A	93-97	4.0	B	83-87	3.0	C	73-77	2.0	D	66-67	1
A-	90-92	3.6	B-	80-82	2.6	C-	70-72	1.6	D-	65	.6
									F	64 or below	0
									I	INCOMPLETE	

Grades are determined on the basis of all the work of a particular grading period: daily work, assignments, class participation, and quiz and test grades. Parents have access to student grades on a daily basis by using Routt’s web-based grade book, TeacherEase. Please contact the office for log-in information.

### BEHAVIOR GRADING SCALE

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

**Class Status:** A student must have earned the following credits to be awarded status and assigned to home-room as a: sophomore - 5 credits; junior - 11 credits; senior - 18 credits. Students will be allowed/required to participate in all class activities based on this credit status.

**Graduation Requirements:** All senior makeup work must be completed and turned in to the respective teacher, and all issued detentions must be served by the May date set in the calendar for senior incompletes. Failure to do so will exclude the senior from participation in honor and graduation ceremonies. In addition to the Theology graduation requirement, students must attend the class retreats annually, or a substitute program approved by administration and the theology teacher. Students who do not earn the required number of credits, fail a required course, do not complete the service hour requirements, or do not complete the required retreats will not take part in honor or graduation ceremonies. Extenuating circumstances beyond the control of a student/family will be reviewed by the Principal and Board Executive Committee on a case-by-case basis. All financial obligations including tuition, fees, and fines must be paid. Cap, gown and tassel must be purchased during the current graduation year from the company designated by Routt Catholic High School in order to participate in the graduation ceremony. Seniors must attend Honors Night and Graduation Ceremony.

The number of credits required for graduation from Routt Catholic High School is 25. The following required courses must be included:

- 4 credits in Theology
- 4 credits in English –Intensive Writing included
- ½ credit in Speech
- 3 credits in Social Studies:
  - 1 credit in U.S. History
  - 1 credit in World History
  - ½ credit in Geography
  - ½ credit in Civics/Government (passing Constitution test required.)
- 3 credits in Math
  - 1 credit Algebra I
  - 1 credit Geometry
- 2 credits in Lab Science
- 1 credit in Fine Arts (chorus, band, art, drama & theatre, yearbook)
- 1 credit in Physical Education
- 1 credit in Freshman Research Skills (Research, Grammar,) – Intensive Writing
- ½ credit in Consumer Education
- ½ credit in Health
- ½ credit in Computer Applications

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

English	4 years
Science	3 years of lab science
Math	3 years
Social Science	3 years
Foreign Language	2 years of same language

**Homework:** Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability, and grade level. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe (please see Absences policy)

**Honor Roll:** High Honors: GPA 3.5 or above with no grade lower than "B-" eligible for high honors.  
Honors: GPA 3.0 or above with no grade lower than "C-" eligible for honors.

**Ineligible List:** When a student receives a cumulative failing grade at the weekly eligibility check, the student is rendered Ineligible, regardless if they are involved in extra-curriculars. All students who are ineligible, whether they participate in an extracurricular activity or not, must attend the after-school study hall (ASSH) for the week of the ineligibility unless the student is passing the class prior to the end of the week of ineligibility and if he/she has teacher permission, he/she no longer has to attend ASSH for the remainder of the week. Students may practice after the study hall during the time they are ineligible unless the teacher(s) want(s) that time for additional work with students. If a student makes arrangements to meet with a teacher in the morning, this may replace the ASSH (After School Study Hall) for that day (teacher option).

Eligibility will be checked on Thursday of each week. Teachers will notify the student on Friday. The ineligibility period begins the following Monday and lasts for one (1) full week.

If at the next weekly eligibility check the student has not raised the accumulated failing grade, s/he remains ineligible until the weekly eligibility check reflects a passing grade. The guidance counselor will coordinate and monitor the progress of any student on the ineligibility list. Students are encouraged to work with instructors to improve their standing.

The first eligibility check of each semester will be on the first Thursday following the 15th day of student attendance for that semester.

### **Off-Campus Courses:**

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

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

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

their fourth semester. College courses may be scheduled during the hours of a standard school day, or in the evening. The grading scale used for a College Level Course will be determined by the cooperating college. Routt does not pay for college courses outside of school.

***Correspondence and Summer School Courses:*** Students may earn credit for failed classes by taking correspondence or summer school classes. A maximum of two credits will be accepted from an approved correspondence school. All correspondence tests must be administered by appropriate school personnel. Any student who wishes to receive credit toward graduation for correspondence courses in a given year must complete all course work and final exams by May 1 of that school year. All correspondence courses must be taken through an accredited provider. Students may take a maximum of two (2) courses (1 credit) per summer session. They must pay their own summer school or correspondence tuition. Prior approval must be given by the high school counselor and principal for students to take summer school or correspondence courses for credit. Credit for these courses will be included in the next semester's grade report.

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

***Semester Exams/Averages:*** The semester exam grade counts one-fifth (20%) and each quarter grade counts two-fifths (40%) of each semester grade. Semester grades are recorded on the student's permanent academic record. Seniors may be exempted from the second semester final exam if they carry an A- or above average for the semester, have a grade of P in Behavior, and upon the approval of the classroom teacher.

***Semester Exams Schedule:*** The exam schedule will be determined by the school administration and posted at least two (2) weeks prior to the end of each semester. All students are expected to stay in their classrooms for the duration of the exam times. They should have educational material to read if they finish an exam early. Students will not be allowed to take semester exams early or late due to a vacation. Parents should plan vacation after the last projected emergency day of the school calendar.

### ***Schedule/Course Changes:***

**Requests for Schedule/Course Changes:** Course change requests will be considered, as designated, on the student schedule verification form.

A student with serious reason may drop a course at the counselor's discretion, provided s/he meets the required credits for the year. If a course is dropped during the first five class days of the semester, the course will be dropped from the student's record. If a course is dropped after the third week of the semester, the student will receive an "F" for the semester grade and be enrolled in Study Hall; however no student will be allowed to have more than one Study Hall on his/her schedule.

After the school year begins, a request to drop a course will be handled on an individual basis. Before any definitive action is taken, the teacher involved will be consulted in person. Written permission from the teacher, principal and the parent or guardian will be required.

If, in the opinion of the school staff, there is no valid reason for dropping the course, the request will be denied. The following reasons are NOT considered adequate for dropping courses:

- Student finds course harder than expected, though s/he is capable of passing.
- Course requires more work (or time) than the student wants to give.
- Remaining in the course would probably lower the student's GPA

- Student is no longer interested in the subject matter.
- Student does not get along well with the teacher.
- Student wants to be in classes with friends.
- A change in teacher for the course occurred (e.g., during the summer).

A teacher's request for student course level change will be considered by the guidance department at any time.

***Procedures for Schedule/Course Changes:***

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

***Special Services:*** Special education programs are available through state and federal funds. Students receive these services from District #117. Referrals are made by classroom teachers in agreement with the parent(s) and approved by the school principal.

***Student Records:*** A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school busses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents or guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

**1. The right to inspect and copy the student's education records within 10 business days of the day the school receives a request for access.**

The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent or guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the building principal will make arrangements for access and notify the parent or guardian or student of the time and place where the records may be inspected. In certain circumstances, the school may request an additional 5 business days in which to grant access. The school charges \$.35 per page for copying, but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning the student.

**2. The right to have one or more scores received on college entrance examinations included on the student's academic transcript.**

Parents or guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The school will include scores on college entrance examinations upon the written request of the parent or guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

**3. The right to request the amendment of the student's education records that the parent or guardian or eligible student believes are inaccurate, irrelevant, or improper.**

A parent or guardian or eligible student may ask the school to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent or guardian or eligible student wants changed and the specific reason a change is being sought.

If the school decides not to amend the record, the school will notify the parent or guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or guardian or eligible student when notified of the right to a hearing.

**4. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.**

Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent or guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district.

Upon request, the school discloses education records without consent to officials of another school in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or Federal law. Before information is released to these individuals, the parents or guardians or eligible student will receive prior written notice of the nature and substance of the information, and have an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent or guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

**5. The right to a copy of any school student record proposed to be destroyed or deleted.**

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent or guardian or to the student if the student has succeeded to the rights of the parent or guardian. Student temporary records are reviewed every 4 years or upon a student's change in attendance centers, whichever occurs first.

**6. The right to prohibit the release of directory information.**

Throughout the school year, the school may release directory information regarding students, limited to:

- Name
- Address
- Grade level
- Birth date and place
- Parent or guardian names, addresses, electronic mail addresses, and telephone numbers
- Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sports or fine arts programs
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

*Any parent or guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.*

**7. The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent or guardian, or the student if he or she is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent or guardian or eligible student. If you wish to exercise this option, notify the building principal.

**8. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**

**9. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

U.S. Department of Education  
Student Privacy Policy Office  
400 Maryland Avenue, SW  
Washington DC 20202-8520

**Flagging Records of Missing Children:** The school checks the missing person report in the Nonpublic Registration and Recognition Renewal report prior to releasing student records. Upon notification from a law enforcement agency that a present or past student is missing, his or her records will be flagged with a written notice of the information. That flag will remain until the law enforcement agency has contacted the school that the missing child has been recovered. If a request for the student's records is made before the flag has been

removed, the school will immediately notify the law enforcement agency and will hold the records until their release has been approved by the law enforcement authority. For written requests, the school will provide the law enforcement agency with a copy of the request. If the request is made in person, the school will ask for identification from the person making the request, including contact information and a copy of a driver's license, as well as the birth date of the child and their relationship. He or she will then be informed that a copy of the records will be mailed. The school will provide the law enforcement agency with the obtained information as well as a description of any individual making the request in person.

***Non-Custodial Parents:*** The school respects the right of non-custodial parents to be involved in the education of their children. In the absence of a court order and with due provision to State law, what is said in these policies applies to any parent or legal guardian, whether or not the student lives with the parent. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

***Transfer of Records:*** Certified copies of transfer students' records are requested within 14 days of enrollment. When a student transfers to another school or graduates, a duplicate copy of the student's cumulative permanent file will be sent within ten days to the receiving school upon request.

***Standardized Testing:***

Freshmen - PreACT/9

Sophomores - PreACT/10

Juniors - ACT and/or SAT

Seniors - IL/US Constitution exams, ACRE

All students - NWEA MAP

***Transfer of Classes with Weighted Grades:*** When a student requests a transfer from a weighted class to a similar non-weighted class (i.e., AP U.S. History to regular U.S. History), the grade percentage and letter grade for the class will be transferred with no weight consideration. Class weighting is only applied at the end of a semester for GPA purposes.

## BUILDING OPERATIONS

***Animals on School Property:*** In order to assure student health and safety, animals are not allowed on school property. This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

***Asbestos Abatement:*** Routt Catholic High School has an Asbestos Management Plan, which is on file in the school office and is available during normal business hours in accordance with federal regulations. Asbestos is present in the school but contained, according to regulations.

***Backpacks:*** All backpacks, shoulder bags and tote bags are to be placed in the student's locker at the beginning of the day and are to remain there until the end of the day at dismissal bell. Only laptop cases are allowed to be carried from class to class. Students with extenuating circumstances may receive permission to carry a backpack/shoulder bag from the Principal.

## ***Building and Grounds Access Policy:***

### Purpose of the Policy

The school buildings along with associated grounds are an integral portion of the many facets of the school community. The purpose of this Building and Grounds Access Policy is to establish appropriate measures and guidelines to maintain the security and safety of the children attending Routt Catholic High School while respecting the use of the school by personnel, students, and visitors. The multi-use nature of facilities and grounds necessitates a continuing effort by the school administration, faculty members, and parents to provide appropriate access for the various facilities while protecting the school children during the school year. All use of facilities will follow the diocesan policy book 5§800 *Diocesan, Parish, School, and Agency Facilities Use*.

### Access to and Security of the School Building

On all school days provided by the academic calendar, the Routt Catholic High School building shall be available for authorized access by parents and authorized visitors from 7:45 a.m. until 3:00 p.m. All parents and visitors to the school building must report to the school office for access during this period. Any parent or visitor to the school building shall obtain a badge, which shall be worn while in the school building and shall be returned to the school office upon leaving the school. Entry to the school building shall be through the north or south door of the school.

### Access to and Security of the School Grounds

On all school days provided by the academic calendar, Routt Catholic High School grounds, including the school gymnasium, shall be available for authorized access by students, parents, faculty members, and authorized visitors from **7:45 a.m. until 3:00 p.m.** Participants in school-sponsored extracurricular activities, and students engaged in other authorized school activities must be supervised by an appropriate school personnel.

### Access to School Classrooms during Instructional Periods

No parents or visitors shall be permitted in classrooms during instructional periods except as provided in this paragraph. Parents wishing to observe classroom instruction shall arrange a mutually convenient time and date with the classroom teacher. After such arrangements, the parents shall advise the school office of the arrangements for observation. The principal may make such additional rules and policies regarding parental observation as he or she deems necessary to maintain the normal educational process.

Parents and authorized caregivers may be allowed access to classrooms for the purpose of picking up an ill child or one leaving school at other than the normal dismissal time. In all such cases, the adults picking up the child will report first to the school office upon arriving to campus.

### Parishioners on School Grounds during School Hours

Parishioners who are not parents of currently enrolled school children are requested to limit their access to the school building during, before, and after school, and during lunch hours as they do maintenance work. For other types of visits, please avoid access to the building during the school day.

### Removal of Unauthorized Persons from School Grounds and Building

Faculty and staff members of the school are authorized to request any person who is not a parent or authorized visitor to the school facilities to leave the premises. In the event that any person fails to comply with such a request, the faculty or staff member shall inform the principal who shall determine what additional action is necessary or appropriate to obtain compliance with the request. Any person who fails to comply with a request of the principal to leave the school premises shall be considered a trespasser and may be subject to arrest.

## Use of School Grounds

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

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

- Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
- Do not move from one seat to another while on the bus.
- Keep all parts of the body and all objects inside the bus.
- Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
- Enter and exit the bus only when the bus is fully stopped and the driver has given permission
- All school rules apply while on the bus or waiting for the bus.
- Use the emergency door only in an emergency.
- In the event of an emergency, stay on the bus and await instructions from the bus driver.
- Keep the bus neat and clean.
- Athletic footwear equipped with cleats or spikes are not allowed on the bus.
- Do not open windows without permission from the bus driver.
- Parents will be liable for any defacing or damage students do to a bus.

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

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

**Emergency School Closings:** In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. RCHS also uses an automated phone system to notify parents of school closings. Parents must provide phone numbers to the school for this notification system. Social media (Facebook, Twitter) will also be used to notify the public of school closings. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal. If the school dismisses early for an emergency, all after-school functions are automatically cancelled.

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

Here are some important points regarding this late start schedule:

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

**Food:** Open food and beverages are not allowed in the hallways or classrooms. Only food that is closed and consumed in the lunch room or after school is to be kept in the student's locker. Parties are never held during class time without prior permission of the principal. Wrappers/empty containers should be disposed of properly.

**Gifts - Balloons, Flowers and Special Entertainment:** The sending of balloons, flowers or providing special entertainment on the school premises for a student's birthday or special event is highly disruptive and not consistent with the school philosophy. Such actions by parents or others are not permissible. Please always check with the school principal before making arrangements at school for non-school related activities.

**Hot Lunch Program:** A hot lunch is available each day for students. The cost for a hot lunch is \$3.30. In addition, ala carte items and/or a salad bar are also available. Students must use their lunch/ID card to purchase lunch items – no cash sales are allowed. Students are expected to have sufficient money in their lunch account to pay for the items they purchase. The student and his/her parents will be notified by e-mail, phone call and/or letter when his/her lunch account balance reaches \$0.00. No student who has a negative lunch account balance will be denied lunch, but may be restricted from purchasing ala carte items. If, after repeated attempts to collect lunch debts are unsuccessful, Routt may pursue the collection by any means allowed by law. The Hot Lunch Program is a federally-regulated program. Because of this, students are not allowed to have soda in the cafeteria during the lunch period, nor may parents bring lunches or drinks from carry-out or fast-food restaurants. The parent who signed the FACTS form is the parent responsible for lunch payments. Any outstanding lunch balances left after the last day of school or when the student is not registered for next year will be paid through FACTS during the month of June. In addition, any outstanding lunch balances will be deducted quarterly through FACTS.

**Lockers:** Students are responsible for the lockers assigned to them. Lockers should be closed at all times. Students keep their coats and extra books in their lockers. The school assumes no responsibility for lost and missing items. Lockers are the property of the school, and as such, administrators and designated personnel have access to them at all times. Lockers are also subject to searches for any item(s) the possession of which violates school policy. No OPEN food or beverages are to be stored in the locker. Cold lunch or snacks for after school can be placed in the locker for consumption at lunch (in the lunch room only) or after school, but food nor beverage cannot be consumed in the hallways or classrooms.

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

**Physical Education (PE):** Students will wear teacher-defined clothing at all times during PE class. Clothing is to be kept neat and clean. Tennis shoes for PE use only are required. Students who do not dress appropriately will receive a reduction in participation credit. Clothes and valuables left in the lockers are the student's responsibility. It is the student's responsibility to secure and lock his/her locker. Student athletes and all physical education students shall provide their own locks for their gym lockers.

Unless excused by illness, students are expected to participate in physical education classes. A statement from the student's physician must give specific reason, date and extent of exemption. Students exempted from active participation in P.E. will be assigned alternative work by the instructor. A student can only take one PE class a semester.

### ***Religious Programs:***

**Campus Ministry:** Religious experiences beyond the classroom are integral to RCHS. These experiences are coordinated by the administration, the campus minister, and the theology teachers. These experiences include but are not limited to the following: all school and class Masses, prayer services and para-liturgical services, opportunities for reconciliation, speakers, religious counseling, vocation days, service projects, etc. The all-encompassing goal is to prepare young Catholic men and women of RCHS to assume roles of service and leadership within the Catholic Church of the twenty first century.

**Class Retreats:** Theology is not just a formal classroom study of doctrine. It encompasses a person's entire life and relationships. Because of this, religious experiences need to be provided which extend beyond the classroom. One of these experiences is that of a retreat which may take various forms. A retreat allows a person to focus upon his/her faith life removed from the scheduled responsibilities of school/work, etc. At RCHS, a time is set aside for each class to participate in an RCHS-sponsored retreat experience. The goals of this program are to develop in the students a deeper relationship with Jesus Christ, awareness and understanding of the presence and action of God in their lives, and a sense of responsibility for and participation in the Catholic Church. Each student is required to attend at least one school approved retreat per year. **Students will only be allowed to miss their class retreat with principal permission.**

**Off-Campus Retreats:** All class retreats are held at various locations. Each retreat usually takes place for one school day. Students leave the school at 8:30 a.m. and return prior to dismissal the same day. Faculty and parent chaperones accompany the students. A priest may accompany the group, according to availability.

TEC (Teens Encounter Christ) is offered periodically through Great River TEC (Quincy). TEC is an experience in Christian living and begins on Saturday morning and continues through Monday afternoon/evening. The student is responsible for the TEC fee. Students must provide their own transportation. Applications and more information are available from the theology teachers and students who have been on a TEC weekend. In addition to the Theology graduation requirement, students must attend the class retreats annually, or a substitute program approved by administration and the theology teacher.

Adults are needed to chaperone all of these retreats. If parents/guardians are willing to give some time or assistance, they are asked to contact the Theology teachers or office. Parents willing to chaperone must have taken the Safe Environment Training course offered by the Diocese. Hours serving as a chaperone will count towards the family service hour requirement.

***Selling Items on School Grounds:*** The selling of items or marketing for causes outside of RCHS is not permitted within the school without the explicit permission of the administration.

### ***Service Hours:***

**Student:** Students attending RCHS are required to serve 15 hours of volunteer service each year as part of their graduation requirement. At least ten hours must be applied to community service, and five hours may be applied to school- or church-related activities. Service hours must be accrued outside of class time. Service hours must be entered into Mobileserve by the student. Service hours must be approved by the theology teachers, principal, or guidance counselor. "Service" to for-profit businesses is not allowed. Service hours will be reported to parents/guardians quarterly on the report card.

Student service hours are a graduation requirement and a diploma will be held if service hours are not completed. Students will not be allowed to participate in extracurricular activities and athletic competitions until the student service hours for the previous school year are completed and entered into Mobileserve.

Service hours are coordinated by the campus ministry. If a student turns in 30 or more of the required, documented service hours by April 1 of the school year, the student is eligible for service hour award recognition. Service hours for senior students must be completed and documented in Mobileserve one week prior to the date of the senior trip. All service hours for the current school year must be documented in Mobileserve by April 30.

**Family:** Each family at RCHS must provide 15 hours of direct service to Routt Catholic High School each year. This service must be provided by the parent/guardian or grandparent. If any family has not completed the required 15 hours of service by the end of the school year, they will be charged at \$20 per hour. This most definitely is not the preferred method of collection; as we would much rather encourage participation than collect a fee. Family Fun Festival worker, chaperone at a dance or retreat, ticket taker, concession stand worker, and scorekeeper are all examples of school volunteer opportunities. These forms need to be submitted to the office or documented in Mobileserve by April 30. The parent who signed the FACTS form is the parent responsible for family service hours. Any family service hours not completed by April 30 will be deducted from FACTS in June at \$20 per hour not completed.

**Student Parking:** All students who drive to school are required to register their cars with the office. If students change their license plate or car during the course of the year, they are to notify the office. Students will be issued a permit ID tag to display from their dashboard so it can be viewed from the outside of the car. In the event there is an issue with the student's car, Routt Catholic High School needs to be able to contact students immediately to move their car. Oversized vehicles or vehicles with trailers are not allowed in school parking lots without prior permission from the Principal.

Seniors are to park in the lot directly north of RCHS and may be assigned a parking space. Seniors who do not receive parking spaces on this lot will receive a map indicating the street areas available to them for parking. Seniors who have received three (3) parking lot violations will lose their on-campus parking privileges for the remainder of the year.

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

Cars are to be locked during the day. Students may not, at any time, go to their cars or sit in them during the school day. Students who fail to comply with the parking lot regulations are subject to disciplinary measures including the loss of on-campus parking privileges.

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

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

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

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

## DISCIPLINE & CONDUCT

**Statement of Respect for Dignity of All:** Parents, students, faculty, and staff make up the school community and are always representatives of Routt Catholic High School. The school takes very seriously its responsibility to ensure a safe, Christian environment for all parents, students, staff, faculty, and campus guests. As such, parents, students, faculty, and staff are called to always exemplify The Golden Rule and to actively advance the mission and philosophy of the school by displaying behaviors that foster pride, courtesy, and respect for the dignity of all as we strive to educate students in a Catholic environment. This Christian behavior and respect shall characterize all verbal and non-verbal communications at all levels within the school community.

Enrollment at Routt Catholic High School is not a right, but a privilege that is extended to families who have pledged to be and who are working as cooperative partners with the school, especially in the key areas of academics and discipline. Parental failure to consistently cooperate with and treat school personnel with courtesy and respect may result in the reconsideration of a student's enrollment status. We acknowledge that we are not the school for all families; we reserve and exercise the right to ask families to leave, if circumstances warrant, according to our understanding of these policies and expectations as outlined in this Handbook.

**Building Conduct:** The following actions and attitudes should characterize everyone studying at Routt Catholic High School, and failure to abide by the expectations may result in discipline:

- Students arrive at school in the appropriate full and clean uniform. A student's personal presentation should reflect respect for others as well as respect for himself or herself.
- Students should be at their desks with all books and materials ready before the bell rings. Students are not permitted to leave the room during class without permission.
- When the student has a question to bring to the class, he or she should raise his or her hand and wait until the teacher gives permission to speak.
- Students should keep classrooms and personal belongings orderly and clean. At the end of each class, the student is responsible for keeping the area around his or her desk tidy.
- Students are expected to act appropriately during class changes, both in the school buildings and across campus. Student conduct in the corridors will be appropriate and quiet. Students must walk—not run—to and from class.
- All students are expected to greet priests, school staff, parents, visitors, and fellow students politely and courteously.
- At lunch or at recreational periods, each student is expected to act in a controlled and respectful manner while using the areas designated by school staff. Students are expected to keep the grounds neat and litter free.
- Each student should respect others and their property as the student would want to be respected.
- Personal belongings should be kept in good form. Uniform items, books, binders, folders, jackets, and backpacks must be free of any inappropriate writing or decoration.

- Standard cafeteria norms are to be practiced at all times according to the directives given by school staff. Good table manners, proper dining etiquette, orderly and quiet cafeteria lines, cleaning up after oneself, and leaving the dining room clean make for a pleasant dining experience for all.
- When participating in school activities like playing on a team, participating in an academic competition, or performing in a choral activity, students should be considerate of others and always participate to the best of their ability. Every student is to practice good sportsmanship, encourage others, and refrain from complaining, criticizing, or being disrespectful in any way.
- Food and beverages are to be consumed only in the cafeteria unless directed otherwise by the teacher. The only exception permitted to this policy is that students may, to ensure adequate hydration during the day, bring a water bottle to school, if it is shatter-proof (i.e., not glass) and has a threaded, non-spill cap. Nothing other than water is to be brought in the container. Chewing gum is not permitted during the academic day.

**Prohibited Student Conduct:** Enrollment at Routt Catholic High School is a pledge that all students and parents will partner with the faculty and administration to forge a culture that results in all members being consistently treated with dignity and respect as made in the image and likeness of God. For that reason, obscenities, harassment, bullying, intimidation, and other behaviors that are not consistent with living as a disciple of Jesus Christ, will be called out for correction. Parents are expected to support school personnel in addressing these issues and any behavior not consistent with extending the love of Christ to all members of our community.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling, or offering tobacco or nicotine materials, including electronic cigarettes, e-cigarettes, vapes, vape pens or other vaping related products.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling, or offering for sale:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*).
  - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
  - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
  - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under *Ashley's Law*.
  - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
  - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior

that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed, or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling, or transferring a “weapon” or violating the procedures listed below under the Firearms and Other Weapons Prohibition section of this Handbook.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones, and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission or (b) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, plagiarizing, giving or receiving unauthorized help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, yelling, screaming, profanity, coercion, threats, intimidation, stalking, harassment, sexual harassment, public humiliation, defamation, slander, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
- 11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 12. Engaging in teen dating violence.
- 13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property (including any act of vandalism).
- 14. Entering school property or a school facility without proper authorization.
- 15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- 16. Being absent without a recognized excuse.
- 17. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

18. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
19. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
20. Making an explicit threat on a website against a school employee, a student, or any school-related personnel if the website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the information could be reasonably interpreted as threatening the safety and security of the individual named because of his or her duties or employment status or status as a student inside the school.
21. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or at a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent or guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

**When and Where Conduct Rules Apply:** The grounds for disciplinary action also apply whenever the student’s conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning.

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

**Disciplinary Measures:** Routt Catholic High School seeks the integral formation of the whole student. This formation program involves motivating the will to pursue the good and requires, at times, the proper correction of that will when it goes astray. Routt Catholic High School has established disciplinary norms and a code of conduct that aim to help students form themselves as well as assist the school in creating a safe, orderly, and positive atmosphere. As part of this process of formation, students are taught that poor choices result in

consequences and that they must accept responsibility for their own behavior. Depending on the seriousness of the infraction, a range of disciplinary measures may be applied. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents or guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal of the student from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. Before or after-school study or detention, provided the student's parent or guardian has been notified.
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges (if applicable).
11. Suspension from school and all school activities. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities. An expelled student is prohibited from being on school grounds.
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the school and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and properly address the disruption is a suspension or expulsion.

**Discipline Levels:** Acts of student misbehavior or misconduct and logical disciplinary responses are present in three levels of increased severity. These are not all encompassing, but examples of possible disciplinary issues. Other issues may arise that have not been specifically enumerated below. Additional incidents may result in suspension and other consequences or any other action deemed appropriate by the administration.

### Minor Offenses

Minor Offenses are typically dealt with by an appropriate progression of reminders, telephone calls to parents, after school detentions and lunch detentions. Additional incidents may result in suspension and other consequences or any other action deemed appropriate by the administration.

Minor offenses first handled by teacher, then the Dean of Students and Principal.

Examples of minor offenses are:

1. Dress and Appearance Code violation
2. Public displays of affection
3. Littering
4. Food or drink outside cafeteria
5. Attendance procedure violation
6. Out of class without pass
7. Use of a prohibited electronic device
8. Class, Assembly, or Mass disruptions
9. Vulgar Language or Behavior

## 10. Not shutting locker

Major offenses will result in disciplinary actions. The discipline may range from after school detention, suspension, extracurricular suspension, and possible expulsion by the Administration. Any major infraction will result in a meeting with Administration, student, and parents.

Examples of major offenses are:

1. Academic dishonesty
2. Profanity or vulgar language or behavior
3. Making false or malicious statements about a student or school personnel
4. Lying to school personnel
5. Gross disrespect to school personnel and staff
6. Forgery of notes or signatures
7. Disruption of assembly or mass
8. Defacing school property
9. Possession of incendiary and/or vaping device
10. Violation of computer use rules
11. Interfering with locks
12. Vandalism
13. Theft
14. Use of racial, ethnic or religious slurs through statements, social media, gestures, or the wearing of apparel which conveys any of these.
15. Interfering with the operation of any security system (i.e. - fire alarm)
16. Causing and interfering with a false alarm
17. Cutting class, including mass or assembly
18. Chronic or excessive minor offenses
19. Distribution or display of unauthorized printed materials or pictures
20. Cyber bullying and/or bullying
21. Misuse of social media
22. Inappropriate behavior at an extracurricular event
23. Walk out or group disorder
24. Trespassing or illegal entry of the school
25. Refusing or evading drug/alcohol testing
26. Skipping detention

**Intolerable Offenses** An Intolerable Offense will result in at least a suspension. In most cases, these offenses also fall under the juvenile or criminal code and will be reported to legal authorities. Generally, students who commit intolerable offenses will be expelled. Administration will meet with students and family for all intolerable offenses.

Examples of intolerable offenses are:

1. Fighting, assault, or psychological trauma of another student or school personnel
2. Reckless driving on school property, during school time, or to or from school activities
3. Intimidation or harassment of another person
4. Possession/use and/or distribution of a weapon or dangerous objects (as determined by the administration)
5. Use of incendiary devices/arson
6. Possession, distribution, or use of drugs, alcohol, or tobacco
7. Chronic or excessive major offenses
8. Extortion or Coercion
9. Sexual harassment
10. Hate Speech (e.g racism, sexism, symbolism, etc.)

11. Imitation or look alike weapons. Any student found to be in possession of drugs shall be immediately suspended from school. The drugs or a weapon will be confiscated, and police officials contacted.

**Detention Processes:** When necessary, teachers issue a violation of behavioral guidelines via TeacherEase according to discipline policies. After school detentions are issued by principal or a person designated by the principal. Important notes are:

- When a student receives a detention, the parent and student will be notified by email, phone or letter. The student will serve the detention the same day or the following day.
- Parents will be notified if a student fails to serve the detention.
- When a student receives a 3<sup>rd</sup> detention, the student will be required to serve a one hour detention.
- When a student receives a 5<sup>th</sup> detention, the student will be behaviorally ineligible from all extra-curricular activities for a week. If the student is not involved in an extra-curricular activity, they will be required to serve 2 one hour detentions.
- When a student receives a 6<sup>th</sup> detention, the student will receive an In-School Suspension (ISS). Furthermore, a parent/administrator conference is required for the student to return to school after the sixth detention is administered.
- If a seventh detention is issued, the student may be placed on disciplinary probation for the remainder of the semester or for the remainder of the year.

**Unserviced Detentions:**

- If a student fails to serve a detention, on the third unserved detention, the student will receive an In-School Suspension (ISS).
- The sixth unserved detention will result in a one-day external suspension (OSS) on the next attendance day.

A chronic disciplinary issue will be reviewed by the administration and a determination will be made to pursue a behavior modification and/or probationary period. Dismissal from attendance at Routt Catholic High School may occur.

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

**Suspension:** A student in the Catholic school shall not be suspended by the principal until there has been a conference with the parent(s) or legal guardian. The period of suspension may not exceed five (5) school days. The date of the suspension and a summation of the parent conference shall be kept on file.

**School Suspensions:** A student who is in internal suspension is not allowed at any school activity as a participant or spectator nor is the student allowed to practice. Parents of each student serving an in-school suspension will pay the total in-school suspension substitute fee of \$120 a day. The total amount is due one week following the last day of suspension.

**Expulsion:** The expulsion of a student from a catechetical program is so serious that it should be invoked rarely and then only as a last resort. The catechetical administrator shall use reasonable means to discover the cause of the problem and should exhaust all appropriate remedies such as conference with parents or referral to a guidance clinic, physician, or the pastor, parochial administrator, or priest moderator. Situations meriting expulsion are published in the Handbook above (please see Conduct section). Serious violations which may result in expulsion include, but are not limited to, the following:

A student engages in delinquency or immorality, which would merit criminal punishment or constitute a menace or danger to other persons.

A student engages in such chronic or incorrigible behavior, as defined in the Conduct and Discipline policy, which undermines classroom discipline and impedes the progress of the entire class.

When all other means have failed and expulsion is being considered, the following procedures are to be observed:

1. The student is to be suspended for a period not to exceed one week.
2. The parents of the student are to be granted a conference with the principal in the hope that a solution to the problem will be found which will forestall the necessity of expulsion.
3. The principal is to make the final decision and to communicate this decision to the parents. If expulsion is necessary, s/he will also help them make arrangements for the further education of their child.
4. If the principal decides to expel the student from school, charity would suggest that some help be given to the family in finding another Catholic school, if possible, that would accept the student on a probationary basis.
5. If expulsion is necessary, the date of withdrawal and the word "misconduct" are sufficient for the permanent records. (At the discretion of the school, if the reason for expulsion is for possession of a weapon as defined in the Gun Free Schools Act, related to the possession or distribution of a controlled substance, or battery of a staff member or a fellow student, said reason(s) can be specifically indicated on a transfer record).

**Re-Engagement of Returning Students:** The building principal or designee shall meet with a student and parents returning to school from an out-of-school suspension, expulsion, or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

***Bullying, Intimidation, and Harassment:*** Because Routt Catholic High School is committed to maintaining a culture characterized by charity, civility, and respect for the human person, all forms of bullying—including cyberbullying—will be addressed swiftly. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals. Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, status of being homeless, actual or potential marital or parental status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

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

**Bullying** includes cyberbullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

**Cyberbullying** means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage, blog, or vlog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates or is intended to create any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates or is intended to create any of the effects enumerated in the definition of bullying. This includes creating or sharing a "digital replica" (AI-generated, fake likeness) of a student without permission.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents or guardians, who has information about actual or threatened bullying is encouraged to report it to the school office or any staff member. Anonymous reports are also accepted by phone call or in writing.

Reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions. A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent or guardian, utilizing all contact information the school has available or that can be reasonably obtained by the school, within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

**Conflict Resolution:** The faculty, administration, and school counselor teach and support peaceful and non-violent conflict resolution. Students are not to utilize violent, threatening, or bullying behaviors to resolve conflicts. If a conflict arises, the faculty and administration will handle the situation as appropriate, utilizing the necessary conflict resolution skills. The school counselor may also assist with situations as appropriate. Parent or guardian contact will be made as necessary.

**Corporal Punishment:** Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

**Firearms and Other Weapons Prohibition:** A student who is determined to have brought one of the following objects to school, to any school-sponsored activity or event, or to any activity or event that bears a reasonable relationship to school, shall be expelled for a period of not less than one year:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 2012. The expulsion period may be modified by the school administration or pastor on a case-by-case basis.

(2) A knife, brass knuckles, or other knuckle weapon regardless of its composition, a "billy" club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement or period may be modified by the school administration on a case-by-case basis.

**Firearms, Drugs, Battery, and Student Information Reporting System:** Routt Catholic High School will report any qualifying incident to the appropriate authorities within a timely manner. The chief school administrator shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel, and schools shall also report all of these incidents to the State Board of Education through existing school incident reporting systems in IWAS as they occur during the year by no later than August 1 for the preceding school year.

The chief school administrator shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian. The chief school administrator shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds. Both types of incidents will also be reported to the Illinois State Police through the School Incident Reporting System (SIRS).

**Gang Activity Prohibited:** A "gang" is defined as any group, club, or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

**Grievance Procedure:** Complaints from students, parents, and other legitimate sources about the operation of the school, including complaints of discrimination and harassment, will be treated courteously (anonymous complaints will not be addressed). In order to help a parent or student resolve a grievance with a teacher, administrator, or the school in general, and to do so in an effective, efficient manner with mutual consultation, it has been established that the following order of people are those to whom the grievance should be brought: 1. The teacher involved; 2. The school principal; 3. The executive board of directors. In fairness to both parties, the principal will meet with all parties involved, document the grievance or complaint, document the answer to the grievance or complaint, document the agreement reached or not reached, and read the report to both parties. If the grievance is not satisfactorily resolved at one level, either party may appeal to the next level, as listed above. The board of directors' decision will be binding and final on all concerned. In all matters under its jurisdiction.

### **Harassment and Teen Dating Violence Prohibited:**

**Harassment Prohibited:** No person, including a school employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

**Sexual Harassment Prohibited:** The school shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

**Teen Dating Violence Prohibited:** Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

**Making a Report or Complaint:** Students are encouraged to promptly report claims or incidents of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Building Principal, Dean of Students, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

**Investigation Process:** Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the school's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

**Enforcement:** Any school employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any school student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the school in the context of the relationship of the third party to the school, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

**Retaliation Prohibited:** Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Building Principal.

**Isolated Time Out, Time Out, and Physical Restraint:** Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

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

All students must remain on campus for lunch. Leaving campus for lunch is considered truancy and will be penalized as such. Students are not allowed to go to their lockers or be outside of the cafeteria during their lunch period without permission.

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

Food deliveries are not accepted at school from restaurants or third-party delivery services at any time of the school day, before or after school. However, classes/students with the permission of the administration may use the cafeteria for such deliveries at other times with proper supervision.

**Search and Seizure:** In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

**School Property and Equipment as well as Personal Effects Left There by Students:** School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other

illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

**Student Searches:** School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent or guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

**Seizure of Property:** If a search produces evidence that the student has violated or is violating either the law or the school's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

**Questioning of Students Suspected of Committing Criminal Activity:** When students become involved with law enforcement officers, the officer shall be requested to confer with the student when he or she is not under the jurisdiction of the parish or school if this can be arranged. Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) notify or attempt to notify the student's parent or guardian and document the time and manner in writing; (b) make reasonable efforts to ensure the student's parent or guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) if practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

**Student Appearance:** The dress code for Routt Catholic High School contributes in a very important way to the overall sense of unity as a school community. The dress code enhances the learning atmosphere, adds a sense of pride, and reduces negative competition among students. Our students are expected to wear their uniform in a way that portrays a positive and modest self-image, conveys personal neatness and cleanliness, and demonstrates an attitude of excellence in performance and achievement. A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. The school will not prohibit students from wearing or accessorizing the student's graduation attire with items associated with the student's cultural, ethnic, or religious identity or any other protected characteristic or category identified in the Illinois Human Rights Act. Modesty in attire is expected for students, and all staff, faculty, and volunteers, supporting any event on Routt Catholic High School property or a school-sponsored activity off campus. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

**Uniform Dress Code:** All students are expected to wear the full, appropriate uniform each day and maintain it throughout the entire school day. Students are expected to wear clothing in a modest, neat, clean, and well-fitting manner throughout the school day. Further guidance includes:

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sunglasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff, or others may be subject to discipline.

Specific Dress Code for All Students:

Shirt: Oxford dress shirt, with buttoned-down collar, long or short sleeve, in light blue or white or the Routt purple or white polo shirt purchased through the supplier designated by Routt. A plain, solid, short-sleeve white t-shirt may be worn under the oxford shirt. Shirts are to be tucked in at the waist, so the belt or waistband can be seen. Shirts are to be kept buttoned at all times – one button only allowed unbuttoned.

Pants: Dress pants in khaki or navy blue. No jeans or cargo-style pants.

Shorts: Walking-length shorts (just above the knee) - no more than 3 inches above the knee in khaki or navy blue. No cargo-style shorts.

Pullovers: The designated Routt black quarter zip pullover (over a uniform shirt).

Sweaters: Solid, navy blue, crew neck sweater with length down to waist. Must wear a uniform shirt under sweater. No hoods on the sweater.

Sweatshirts: School-approved spirit-wear sweatshirts in one of three colors: gray, black or purple, bearing the Routt logo. Spirit-wear or other sweatshirts must be worn over a uniform shirt, not in place of a uniform shirt. Hooded sweatshirts are not allowed. Sweatshirts with pockets or pouches are not allowed.

Shoes:

Tennis shoes or solid black, brown, grey or tan (not two-tone) shoe - loafer or lace-up style leather shoes with standard heel and standard sole must be worn. Open-back shoes, house slippers, and athletic slides are not allowed (even if they are black or brown leather). Administration will make the final decision if the style is appropriate to be worn during school hours.

Socks: Solid black, gray, white, or navy blue socks (small emblems are allowed) that are visible over the shoes.

Belt: Solid black or brown leather belt; no decorative belt buckles.

Hair: Hairstyles are considered part of the RCHS dress code. No erratic hairstyle (punk, tailed, spiked, multi-colored, grooved, partially shaved, emblems, or stripes) will be allowed. The student's natural hair color is preferred. If hair is dyed, the color must be selected from the spectrum of natural shades (blonde, brown, black, red/auburn). Hair is to be a conventional length, not to exceed the collar nor below the eyebrows, and to be clean and neatly trimmed, not over or tucked behind the ears. The sides of the hair should not fall forward covering the student's cheeks, nor should eyes be covered.

Kerchiefs, sweat bands, hats, etc., are not part of the RCHS dress code. Jewelry earrings are permitted. Straps, medallions, cultic, gang, and excessive jewelry are prohibited. No visible tattoo or body piercing will be

permitted. Facial hair, beards, mustaches, and long sideburns (beyond mid-ear) are not permitted. Students are to be clean-shaven daily. Cosmetics/makeup should be a clean, natural look.

**Jackets, coats, hats, or other such items are not to be taken or worn to class or the lunchroom.**

**Non-Dress Code Days:** The dress code will be in effect every day except on special dress code days. On special days, students will be permitted to come to school out of dress code. Jewelry and hair codes remain in effect. T-shirts/sweatshirts with writing or pictures/graphics referring to alcohol, drugs, music groups or things that are contrary to the philosophy of the school are not allowed. The special days will be announced as scheduled.

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

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

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

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

**Special Event Guidelines,** such as Graduation, Honors Night, National Honor Society Induction, etc.

Girls – modest length for dress or skirt or slacks, blouse, and dress shoes

Boys – dress shirts/slacks, or polo shirt/khakis pants, socks, and dress shoes

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

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

Girls – Dress/outfit should be tasteful and be appropriate for the Routt Catholic High School setting. Dress, skirt, blouse/top or pants outfit should be formal in nature. Outfit should have appropriate length, fit, cut, and overall design to reflect modesty.

Boys – Attire should be in a dignified manner. Dress pants (no jeans or sweats); long sleeved, collared shirt with tie or bow tie; formal jackets for Prom; and belt and dress shoes (no boots, sandals or athletic shoes).

**REGARDING ALL DRESS CODE SITUATIONS:** If a student's choice of clothing or appearance does not conform to the descriptions listed above, questions for approval should be directed to the principal. If the student's attire or appearance is unacceptable, parents may be called to remedy the dress code violation.

**Administration has final authority on matters of dress code.**

**Video and Audio Monitoring Systems:** A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors, and school property. If a discipline problem is captured on

audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the recording may be provided to law enforcement personnel.

## FINANCIAL MATTERS

### ***Tuition and Fees, Tuition Assistance and Nonpayment of Tuition and Fees Policy:***

1. All students are required to pay tuition and fees in whole, or in part, or in some form.
2. RCHS will retain a separate organization to assist in determining the financial assistance needs of prospective students. All students seeking financial assistance in the payment of tuition and fees shall be required to provide all financial information requested by the evaluation entity. The financial information provided by a prospective student seeking financial assistance shall be kept confidential. The evaluation conducted by the evaluation entity shall be used by the corporation as it determines in its sole discretion in the awarding of financial assistance to a prospective student.
3. There is a tuition assistance fund to provide need-based financial assistance to students. The funds in this account shall be used solely for the purpose of providing tuition assistance for needs-based students attending RCHS. Any funds received by the corporation for the purpose of tuition assistance shall be placed in the tuition assistance fund.
4. A student withdrawing from attendance at RCHS shall not be refunded any fees. A student withdrawing from attendance at RCHS shall be refunded any prepaid tuition on the following basis:
  - A student who withdraws his/her registration prior to the first day of student attendance shall receive a full refund of tuition.
  - A student who withdraws from attendance at RCHS after the first day of student attendance shall receive a refund of any prepaid tuition based upon a prorating of the tuition due based on the actual days of school attended as applied against the daily tuition rate (annual tuition divided by number of days in the school year). **Awarded scholarships, financial assistance, and discounts (SCRIP not included) will be prorated in the calculation used to determine the balance/refund due.** Once the prorated tuition has been calculated, that sum shall be applied against the actual amount paid by the student to date. Any sum paid by a student in excess of the prorated tuition shall be refunded to the student upon confirmation that the student has no sums due to RCHS for any other reason. If it is determined after the prorated tuition has been calculated, that the student has not paid that amount of tuition owed, the parents/guardians will be notified, and must pay the remaining tuition due.

Any refund of prepaid tuition due to a student expelled from RCHS shall be determined in the same manner as a student who withdraws from RCHS.

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

## HEALTH & SAFETY

***Anaphylaxis Prevention:*** While it is not possible for the school to completely eliminate the risks of an anaphylactic emergency, the school maintains comprehensive policies and procedures on anaphylaxis prevention, response, and management in order to reduce these risks and to provide accommodations and

proper treatment for anaphylactic reactions. Parent(s) and guardian(s) and students who desire more information or who want a copy of the school's policy may contact the Building Principal.

Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider for handling anaphylaxis and all necessary medications for implementing the student-specific order on an annual basis. This may be provided as an Individual Health Care Plan, an Emergency Action Plan, or as part of a student's Accommodation Plan. Students who have a known allergy may carry an auto-injector prescribed for them with appropriate notification to the school. In accordance with 105 ILCS 5/2-3.182, Routt Catholic High School will follow individual emergency plans, ensure staff members receive appropriate training, and provide annual notice to parents or guardians of all students to make them aware of this policy.

**Communicable Diseases:** The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school if they suspect or have knowledge that their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian. The principal shall follow local procedures for notifying the Department of Public Health when this occurs.
3. The school will provide written instructions to the parents and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

**Counseling and Guidance:** The school provides a guidance and counseling program for students. Students' needs for support services such as counseling and social work are evaluated when any school staff believes consideration is warranted, such as when there are changes in the student body or stresses within the surrounding community. The school's counselor is available to those students who require additional assistance.

**Diabetes Care for Students:** If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the building principal. Parents or guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the building principal.

**Head Lice and Nits:** The school will observe the following procedures regarding head lice:

1. Parents are required to notify the school office or nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school office staff or building principal and

the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

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

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

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

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

### ***Immunization and Health, Eye, and Dental Examinations:***

#### Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent or guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

#### Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, empowers

the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

#### Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof empowers the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

#### Exemptions

A student will be exempted from the above requirements for:

- Medical grounds if the student's parent or guardian presents to the building principal a signed statement explaining the objection;
- Religious grounds if the student's parent or guardian presents to the building principal a completed Certificate of Religious Exemption;
- Health examination or immunization requirements on medical grounds if a physician provides written verification;
- Eye examination requirement if the student's parent or guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
- Dental examination requirement if the student's parent or guardian shows an undue burden or a lack of access to a dentist.

**Insurance:** It is required that schools offer a student accident insurance plan. The school shall make certain that parent(s) or legal guardian(s) of every student in the school declare(s) in writing that they either do or do not want their child or children to be covered by the student accident insurance. If a student does not take the student accident insurance, the school must require a signed waiver releasing the school and staff of any liability. These signed waivers must be kept on file for all who do not participate in the student accident insurance plan. If a parent does not take the student accident insurance, the parent must show proof of other health insurance coverage. Students without proof of insurance coverage shall not be allowed to attend school.

**Medication for Students:** Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent or guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent or guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent or guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

**Self-Administration of Medication:** A student may possess and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent or guardian has completed and signed a School Medication Authorization Form. **Students with asthma should provide the school with a copy of an Asthma Action Plan that has been completed by their physician.**

Students who are diabetic may possess and self-administer diabetic testing supplies and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and self-administer supplies, equipment, and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent or guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from administration of medication or a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent or guardian must indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

**Administration of Medical Cannabis:** In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. A parent or guardian or other designated caregiver is allowed to administer the product subject to the restrictions outlined in 105 ILCS 5/22-33. A school administrator may administer the product, and a student who is a registered qualifying patient may self-administer the product under the supervision of a school administrator, subject to the restrictions outlined in 105 ILCS 5/22-33. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The school may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

**Undesignated Medications:** The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; (3) Opioid antagonists; and (4) Glucagon. No one, including without limitation, parents or guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents or guardians should consult their own physician regarding these medication(s). The school follows all requirements for reporting the supply of undesignated prescription medications and any administration of undesignated prescription medications.

**Non-Prescription Medication:** Non-prescription medication will be dispensed in our school under the same procedures as prescription medicine only. Non-prescription medication includes aspirin, ibuprofen, acetaminophen, antacids, antihistamines, or any other over-the-counter medication. If a student needs non-prescription medication and the above instructions have not been fulfilled, the parent will be called and s/he will assume the responsibility to bring the student medication or take the student home.

**Emergency Aid to Students:** Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

**Pregnancy:** Routt Catholic High School affirms the moral teaching of the Catholic Church including the teaching of holiness and the giftedness of life. RCHS equally asserts the values of forgiveness and compassion. Believing that the truly Christian response to an adolescent boy/girl facing adult situations and decisions is focused on the person, the administration will deal with each boy/girl involved in pregnancy/parenting in a sensitive and Christian manner on an individual basis. A conference will be held with the student, his/her parent, the principal, and the counselor to determine arrangements for the student's completion of his/her education and maintenance of his/her health and well-being. Counseling regarding curricular and extracurricular endeavors will be ongoing.

**Safety Drill Procedures and Conduct:** Safety drills will occur at times established by the school administration. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address an active threat or an active school shooting incident, and a minimum of one (1) bus evacuation drill (if applicable) each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent or guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

**Toxic Art Supplies and Required Eye Protection:** Art supplies containing toxic substances are not used in grades 9 through 12 unless the materials are properly labeled according to statute. Students, teachers, and visitors are required to wear industrial quality eye care protective devices when participating in or observing chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids, or vocational or industrial arts shops or laboratories involving hot molten metals; milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid metals; heat treatment, tempering, or kiln firing of any metal or other materials; gas or electric arc welding; repair or service of any vehicle; caustic or explosive materials.

**Wellness Policy:** Routt Catholic High School follows the Student Wellness Policy of the Diocese of Springfield in Illinois since the school participates in the National School Lunch Program and/or School Breakfast Program. A copy of the policy may be requested from the school office.

## MEDIA, INTERNET, TECHNOLOGY, & PUBLIC RELATIONS

\*All students, teachers, and staff are bound to the Diocesan Information Technology, Electronic Communications, and Social Media Policies in addition to school policies.

**Acceptable Use of the School's Electronic Networks:** All use of the school's *electronic networks* shall be consistent with the school's mission and the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

### Terms and Conditions

The term *electronic networks* includes all the school's technology resources, including, but not limited to:

1. The school's local-area and wide-area networks, including wireless networks (Wi-Fi), school-provided Wi-Fi hotspots, and any school servers or other networking infrastructure;
2. Access to the internet or other online resources via the school's networking infrastructure or to any school-issued online account from any computer or device, regardless of location;
3. School-owned and school-issued computers, laptops, tablets, phones, or similar devices.

**Acceptable Use** - Access to the school's electronic networks must be: (a) for the purpose of education or research, and be consistent with the school's educational objectives, or (b) for legitimate business use.

**Privileges** - Use of the school's electronic networks is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges, disciplinary action, and/or appropriate legal action. The Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

**Unacceptable Use** - The user is responsible for his or her actions and activities involving the electronic networks. Some examples of unacceptable uses are:

- a. Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- b. Using the electronic networks to engage in conduct prohibited by school or diocesan policy;
- c. Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- d. Unauthorized use of personal removable media devices (such as flash or thumb drives);
- e. Downloading of copyrighted material for other than personal use;
- f. Using the electronic networks for private financial or commercial gain;
- g. Wastefully using resources, such as file space;
- h. Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- i. Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- j. Using another user's account or password;
- k. Disclosing any network or account password (including your own) to any other person, unless requested by the building principal;
- l. Posting or sending material authored or created by another without his or her consent;
- m. Posting or sending anonymous messages;
- n. Creating or forwarding chain letters, spam, or other unsolicited messages;
- o. Using the electronic networks for commercial or private advertising;
- p. Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- q. Misrepresenting the user's identity or the identity of others; and
- r. Using the electronic networks while access privileges are suspended or revoked.

**Network Etiquette** - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that the school's electronic networks are not private. People who operate school technology have access to all email and other data. Messages or other evidence relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via electronic networks to be private property.

**No Warranties** - The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

**Indemnification** - By using the school's electronic networks, the user agrees to indemnify the school for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any violation of these procedures.

**Security** - Network security is a high priority. If the user can identify or suspects a security problem on the network, the user must promptly notify the Building Principal. Do not demonstrate the problem to other users. Keep user account(s) and password(s) confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

**Vandalism** - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the internet, or any other network. This includes, but is not limited to, the uploading or creation of malware, such as viruses and spyware.

**Telephone Charges** - The school assumes no responsibility for any unauthorized charges or fees, including telephone charges, texting or data use charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

**Copyright Web Publishing Rules** - Copyright law and school policy prohibit the re-publishing of text or graphics found on the internet or on school websites or file servers or cloud storage without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of *public domain* documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The *fair use* rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent or guardian and student.

**Use of Email** - The school's email system, and its constituent software, hardware, and data files, are owned and controlled by the school. The school provides email to aid students in fulfilling their duties and responsibilities, and as an education tool.

- a. The school reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the school's internet gateway carry with them an identification of the user's internet *domain*. This domain is a registered name and identifies the author as being with the school. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the school. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the internet, such as spam or potential phishing emails, should either be immediately deleted or forwarded to the building principal. Downloading any file attached to any internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- e. Use of the school's email system constitutes consent to these regulations.

## Internet Safety

Internet access is limited to only those *acceptable uses* as detailed in these procedures. Internet safety is supported if users will not engage in *unacceptable uses*, as detailed in these procedures, and otherwise follow these procedures. Staff members will supervise students while students are using school internet access to ensure that the students abide by the *Terms and Conditions* for internet access contained in these procedures.

Each school computer with internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the principal or designee.

The system administrator and Building Principal shall monitor student internet access. *Please keep in mind that it is impossible for school staff to maintain ubiquity in monitoring a student's use of electronics, including the content a student may access.* As digital citizens, students are responsible for their own actions at all times. The school responds to incidents as we become aware of them; however, we cannot offer perfect and complete supervision in this area, despite our consistent and conscientious vigilance.

Parents should speak with their son or daughter about appropriate conduct regarding the use of electronics and instruct him or her to inform a staff member if another student is using electronics inappropriately or sharing material that is impure, inappropriate, or makes the student or others uncomfortable. Parents are solely responsible for monitoring their student's activity on social media platforms and should therefore maintain constant vigilance in reviewing what their child is posting online to avoid violation of school policies and/or state and federal laws, along with the possible disciplinary and legal consequences.

***Access to Student Social Networking Passwords and Websites:*** School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. However, in the course of an investigation, the student may be required to share the content that is reported to allow school officials to make a factual determination in the investigation.

***Student Laptops:*** All students are assigned a laptop at Routt Catholic High School and they are responsible for their care. A charge of \$50 will be assessed on the second offense of damage and any offense thereafter of damage to the laptop. All laptops must be kept in assigned Routt cases at all times. ID tags must be in the laptop case. See the office for a replacement ID tag.

***Student Photographs and Names:*** Student photographs and names will be used by the school in the paper, on the internet, or where appropriate unless a written objection is received from the parent or legal guardian.

***Student Use of Cell Phones and Other Electronic Devices:*** Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others is prohibited. All cell phones and similar electronic devices are to be turned off and secured in the school-owned cell phone cabinet. Students will place their phone in the cabinet upon entering school and it will remain in the cabinet until the end of the school day. Wearable technology, (including, but not limited to, smartwatches, earbuds, etc.) is also prohibited.

Violation of the cell phone and electronic device policy will result in the following:

- 1st Violation: Parent notified. Students must pick up cell phones or electronic devices from the office at the end of the day.
- 2nd Violation: Parent notified. Parents must pick up cell phones or electronic devices from the office. Students will receive one, 1/2-hour, After-School Detention.

- 3rd Violation: Parent notified. Parents must pick up cell phones or electronic devices from the office. Students will receive In School Suspension. In addition, the student will be prohibited from bringing any personal electronic device to school for the remainder of the year.

**Technology Vendors: Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act:** Schools throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations. Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as schools and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our school may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

- Basic identifying information, including student or parent or guardian name and student or parent or guardian contact information, username/password, student ID number
- Demographic information
- Enrollment information
- Assessment data, grades, and transcripts
- Attendance and class schedule
- Academic or extracurricular activities
- Special indicators (e.g., disability information, English language learner, free or reduced meals, or homeless or foster care status)
- Conduct and behavioral data
- Health information
- Food purchases
- Transportation information
- In-application performance data
- Student-generated work
- Online communications
- Application metadata and application use statistics
- Permanent and temporary school student record information

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

- Instruction in the classroom or at home (including remote learning)
- Administrative activities
- Collaboration between students, school personnel, and/or parents or guardians
- Other activities that are for the use and benefit of the school

**Unauthorized Use of Artificial Intelligence:** “Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. “Intelligence” encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator to do so. Students may not use AI, including AI image or voice generator technology, to violate school rules or policies. To ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

## PARENT COMMUNICATIONS & INFORMATION

**Change of Address and Communication Records for the School:** It is imperative that school records have the correct name, mailing and street address, and telephone numbers of parents. Please notify the school immediately of any such changes. The school must also have on file court papers of divorce decrees, custody decrees, and restraining orders to use as guidelines for communications between the school and the home. The principal should be notified when parents are divorcing or separating. Office forms can then be changed with new addresses and phone numbers for both parents. This may also enable the faculty and staff to better meet the student’s needs at this transitional time.

**Communications:** Open communication between home and school is essential for a child's school success. Classroom teachers communicate through electronic messaging through the school database, emails and phone calls to parents. Administration and faculty will also contact you with questions and concerns. Please feel free to call upon your child's teachers using the TeacherEase system, emails, or phone calls whenever you have any question or concern. Whenever a problem concerning your child arises, the first person to be contacted is the classroom teacher. If you need to speak with a teacher, please call ahead for an appointment so that you will know when the teacher will be available. Teachers are preparing for their day in the morning and often have meetings and scheduled appointments after school, so they cannot always be available on a “walk in” basis. After meeting with the teacher, if the difficulty persists or cannot be handled at this level, it should be presented to the principal. If the problem is still not resolved, contact the Executive Board. The school will strive to obtain information from all perspectives of disciplinary situations before determinations are made. In instances where conflicting versions of information arise, the adult’s version will be taken as normative.

The administration will also keep parents informed of school news through frequent newsletter sent via TeacherEase during the school year. Additionally, the school newsletter is available on the school website and the school Facebook.

At Routt Catholic High School the norms for communications are based on decorum and the Golden Rule. This is the framework for the messages we send out to our school families. We therefore aim to be honest and direct but consistently respectful, professional, and constructive in our messages to parents and guardians. For this reason, we also insist that messages sent to faculty and staff are likewise courteous, kind, and helpful.

These norms are not only in keeping with our Christian character, but also are the basis for all effective communications since most problems do not get better through an adversarial approach.

**Policy Making:** The policies of the administration and educational mission of Routt Catholic High School are enacted and thereby formalized by the Routt Catholic High School Board of Directors. The execution and implementation of the policies are the responsibility of the school Principal. All school policies are available to parents of the students enrolled and to the school staff, as well as to other individuals upon request.

**Responsibilities of School, Parents, and Students:** Routt Catholic High School commits itself to a number of responsibilities in the service of our families and students. We require that families and students likewise meet their responsibilities so that the vital process of teaching and learning can be conducted in a safe, healthy, and salutary environment for all.

#### School Responsibilities

When enrolling your child in a Catholic school, the school accepts certain important responsibilities, including the following:

1. To have children receive an academically sound education in a Catholic environment
2. To communicate with parents and to have requests for meetings answered in a timely manner
3. To have students supervised in a safe and appropriate manner
4. To nurture the spiritual growth of students through Catholic traditions and rituals
5. To develop the social and emotional growth of students through various activities and opportunities

#### Parent Responsibilities

When enrolling your child in a Catholic school, you agree to certain important responsibilities, including these:

1. To participate in the life of the school by being present for meetings, fundraising events, academic activities, athletic events, and special worship services whenever possible.
2. To be a partner with the school in the education of your child
3. To consistently treat all school personnel with respect and courtesy
4. To work with the school in the administration of student discipline
5. To understand and support the religious nature of the school
6. To read all communications (newsletters, daily and weekly folders, planners, etc.) from the school and request clarification, when necessary
7. To know who your child's teachers are and attend any special requests for meetings
8. To discuss concerns and problems with the person(s) most directly involved before appealing to higher authorities; contact with teachers should be during school hours and not at home on teachers' personal time. However, if a parent who intends to speak first with a teacher about an issue finds that he or she is rather upset or agitated when they are preparing to establish contact, they should seek the assistance of the school administration for making a first enquiry. It is important that all communications in these matters be respectful, charitable, and fair as parents check their understanding, bearing in mind that a child's account of an event may not be either fully complete or wholly accurate.
9. To be as actively involved as is feasible in the life of the school and to volunteer assistance when possible
10. To promote Routt Catholic High School and to speak well of it to others
11. To meet financial obligations in a timely manner
12. To support the fundraising efforts of the school when possible
13. To appreciate that Catholic education is a privilege that many persons do not have

#### Student Responsibilities

When enrolled in a Catholic school, students accept certain important responsibilities, including the following:

1. To abide by all school rules and guidelines
2. To keep the lines of communication open with one's parents, teachers, and other school personnel

3. To take responsibility for personal spiritual growth by participating in Christian traditions and rituals
4. To conduct oneself with dignity and to always show respect for all school personnel and students.

**School Visitation Rights:** The School Visitation Rights Act permits employed parents or guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings, and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

**Sexual Abuse Awareness and Prevention, Grooming Behaviors, and Boundary Violations:** Child sexual abuse, grooming behaviors, and boundary violations harm students, their parent or guardian, the school's environment, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse:

Warning signs of child sexual abuse include the following.

Physical signs:

- Sexually transmitted infections (STIs) or other genital infections
- Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
- Unusual weight gain or loss

Behavioral signs:

- Excessive talk about or knowledge of sexual topics
- Keeping secrets
- Not talking as much as usual
- Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
- Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
- Overly compliant behavior
- Sexual behavior that is inappropriate for the child's age
- Spending an unusual amount of time alone
- Trying to avoid removing clothing to change or bathe

Emotional signs:

- Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
- Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
- Change in mood or personality, such as increased aggression
- Decrease in confidence or self-image
- Anxiety, excessive worry, or fearfulness
- Increase in unexplained health problems such as stomach aches and headaches
- Loss or decrease in interest in school, activities, and friends
- Nightmares or fear of being alone at night
- Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
- Failing grades
- Drug or alcohol use

Warning Signs of Grooming Behaviors:

School employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels. Prohibited grooming is defined as (i) any act, including

but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples of grooming behaviors include, but are not limited to, the following behaviors:

- Sexual or romantic invitations to a student
- Dating or soliciting a date from a student
- Engaging in sexualized or romantic dialog with a student
- Making sexually suggestive comments that are directed toward or with a student
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
- Sexual, indecent, romantic, or erotic contact with a student
- Failing to respect boundaries or listening when a student says “no”
- Engaging in touching that a student or student’s parents or guardians have indicated as unwanted
- Trying to be a student’s friend rather than filling an adult role in the student’s life
- Failing to maintain age-appropriate relationships with students
- Talking with students about personal problems or relationships
- Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
- Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
- Giving a student gifts without occasion or reason
- Spending a lot of time with a student
- Restricting a student’s access to other adults

#### Warning Signs of Boundary Violations:

School employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare. Examples of boundary violations include:

- Favoring a certain student by inviting the student to “hang out” or by granting special privileges
- Engaging in peer-like behavior with a student
- Discussing personal issues with a student
- Meeting with a student off-campus without parent or guardian knowledge or permission
- Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
- Transporting a student in a school or private vehicle without administrative authorization
- Giving gifts, money, or treats to an individual student
- Sending a student on personal errands
- Intervening in a serious student problem instead of referring the student to an appropriately trained professional
- Sexual or romantic invitations toward or from a student
- Taking and using photos and videos of students for non-educational purposes
- Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
- Inviting a student to an employee’s home
- Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
- Privately messaging a student
- Maintaining intense eye contact with a student
- Making comments about a student’s physical attributes, including excessively flattering comments
- Engaging in sexualized or romantic dialog
- Making sexually suggestive comments directed toward or with a student

- Disclosing confidential information
- Self-disclosure of a sexual, romantic, or erotic nature
- Full frontal hugs
- Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Building Principal, a school counselor, or another trusted adult employee of the school.

Additional Resources include:

National Sexual Assault Hotline at 800.656.HOPE (4673)

National Sexual Abuse Chatline at [online.rainn.org](http://online.rainn.org)

Illinois Department of Children and Family Services Hotline at 1.800.25.ABUSE (2873)

Faith's Law Notification:

*Employee Conduct Standards*

Schools are required to include in their student handbook the school's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students.

Routt Catholic High School located in the Diocese of Springfield in Illinois will conduct business honestly and ethically at all times. We strive to improve the quality of our services provided to parishioners, students, and the greater community of the diocese and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound moral and ethical judgment that reflect our faith and the teachings of the Catholic Church in conducting business. Our employees are expected to adhere to high standards of business and personal integrity as a representation of our parish and diocesan business practices, always consistent with their duty of loyalty to Routt Catholic High School and to the Diocese of Springfield in Illinois.

Every employee of the Diocese and diocesan agencies shall act in an honest and forthright manner in all workplace concerns; treat co-workers, supervisors, volunteers, parishioners, students, and visitors with respect; and conduct themselves in a moral and ethical manner consistent with Catholic principles. Every employee, as a representative of the Catholic Church to the faithful and to the outside world, has a ministerial calling. For this reason, every position has a ministerial aspect. Personnel must, therefore, conduct themselves in a way that does not contradict the doctrine and moral teaching of the Catholic Church.

We expect that employees of Routt Catholic High School will not knowingly misrepresent Routt Catholic High School and will not speak on behalf of Routt Catholic High School unless specifically authorized to do so. The confidentiality of proprietary information, and similar confidential and sensitive information (i.e. financial records and reports, or business strategies and plans, development, member, or donor lists) about Routt Catholic High School or operations, or that of Routt Catholic High School or members of Routt Catholic High School, is to be treated with discretion and only disseminated on a need-to-know basis.

Violation of the Code of Professional Conduct can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

To better understand the Standards of Conduct, please refer to the Diocese of Springfield in Illinois §Policy 503: Standards of Conduct Book-II-503.Standards-of-Conduct.pdf (dio.org)

### **Sexual Misconduct**

Routt Catholic High School employees must follow the Illinois Code of Ethics for Illinois Educators. This provides a foundation for the responsibilities and commitments of educators within the State of Illinois. The following are the five core principles:

- Responsibility to Students
- Responsibility to Self
- Responsibility to Colleagues and the Profession
- Responsibility to Parents, Families and Communities

- Responsibility to the Illinois State Board of Education

The success of students in school relies on safe learning environments and healthy relationships with school personnel. It is important for staff to maintain a professional relationship with students at all times and to define staff-student boundaries to protect students from sexual misconduct by staff and staff from the appearance of impropriety. As bystanders, educators may have knowledge of concerning behaviors that no one else is aware of, so they need to understand the definition of “sexual misconduct.”

Sexual misconduct means any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee or agent of the Catholic school with direct contact with a student that is directed toward or with a student to establish a romantic or sexual relationship with the student. Such an act includes, but is not limited to, any of the following:

- A sexual or romantic invitation.
- Dating or soliciting a date.
- Engaging in sexualized or romantic dialog.
- Making sexually suggestive comments that are directed toward or with a student.
- Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
- A sexual, indecent, romantic, or erotic contact with the student.

“Grooming” as now defined in Section 11-25 of the Criminal Code is “when [a person] knowingly uses a computer on-line service, Internet service, local bulletin board service, or any other device capable of electronic data storage or transmission, performs an act in person or by conduct through a third party, or uses written communication to seduce, solicit, lure, or entice a child, a child’s guardian, or another person believed to be the person to be a child or a child’s guardian, to commit any sex offense as defined in Section 2 of the Sex Offender Registration Act, to distribute photographs depicting the sex organs of the child, or to otherwise engage in any unlawful sexual conduct with a child or with another person believed by the person to be a child. As used in this Section, ‘child’ means a person under 17 years of age.”

All employees at Routt Catholic High School must maintain professional relationships with students at all times and follow the expectations for staff-student boundaries. Employees must also follow the guidelines below:

- Employees are representatives of the Catholic school at all times and will maintain professional relationships with students at all times, recognizing the age and developmental level of the students served. This includes meeting with a student or contacting a student outside of the employee’s professional role.
- While the Catholic school does not provide transportation on a regular basis, special circumstances (i.e. field trips) create the need for private transportation for students. While it is preferred to utilize volunteer adult chaperones to provide transportation for students, sometimes employees are also needed to provide this service. Employees are to follow the same guidelines as volunteer chaperones when transporting students, and it is recommended that an employee refrains from transporting a single student, and rather has a group of students, unless an emergency arises. In this case, the employee should notify the school office of the transportation needs before leaving.
- In addition, employees will take particular care in taking or possessing a photo or a video of a student. Parents or guardians should first give permission for photos and videos to be taken by employees of the Catholic school. Photos and videos of students should serve an educational purpose, and the employee should only maintain those photos and videos for as long as the educational purpose requires. Once the purpose is met, the employee should no longer maintain the photos and videos.

All employees will receive required employee training that is related to child abuse and educator ethics that are applicable under State and federal law. Mandated reporters must notify DCFS **immediately** when a mandated reporter has reasonable cause to believe a child is an abused or neglected child under the Abused and Neglected Child Reporting Act (325 ILCS 5/3), including reasonable cause to believe that a child was a victim of grooming as defined by 720 ILCS 5/11-25.

The Catholic school will comply with all sexual misconduct allegation notification requirements under Section 22-85 of the School Code. A violation of the employee code of professional conduct may subject an employee to

disciplinary action up to and including dismissal from employment. Failure of an employee to report a violation of the employee code of professional conduct policy by another employee may subject that employee to disciplinary action up to and including dismissal from employment. 105 ILCS 5/22-85.5(f).

If the report of sexual abuse involves Church Personnel as described in BK2§100 *Clerical Sexual Abuse of Minors: Policies for Education, Prevention, Assistance, and Determination of Fitness for Ministry*, the Principal-Minister and/or Teacher-Minister shall also report the incident or suspicion to the Facilitator as described in BK2§107.2 *Reporting Requirements* of the above-mentioned policy.

**Mandated Reporters:** All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

**Sexual Abuse Response and Prevention Resource Guide:** The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net) or you may request a copy of this guide by contacting the school's office.

**Sex Offender Notification Law:** State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the school administration or pastor. Anytime that a convicted child sex offender is present on school property – including the three reasons above – he or she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he or she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

**Visitors:** All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag on their

outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Any person wishing to confer with a staff member should contact that staff member to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference and preparation period.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
2. Behave in an unsportsmanlike manner or use vulgar or obscene language.
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface school property.
6. Violate any Illinois law or municipal, local or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
9. Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
10. Use or possess medical cannabis unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
13. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
14. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding.
15. Violate other district policies or regulations, or a directive from an authorized security officer or district employee.
16. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

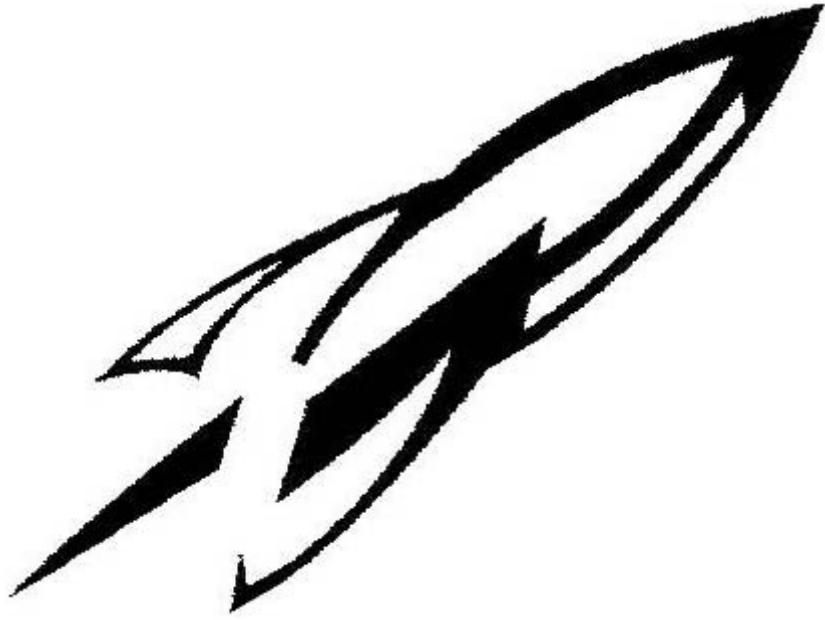
Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year.

**Volunteers:** Volunteers represent and serve the School. They are therefore expected to always show support for the school and its governing policies. Diocesan policies bind all volunteers with respect to confidentiality. School administration may remove any volunteer who fails to uphold the policies and procedures of the school, including those related to behavior, confidentiality, and attire. All comments and concerns regarding volunteers or volunteering at Routt Catholic High School should be addressed to the administration.

All school volunteers must be approved by the building principal prior to assisting at the school. Forms are available in the school office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer

opportunities, please contact the building office or principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination (please see Visitor policy).

# **Routt Catholic High School**



**2026-2027  
Extracurricular & Athletic Activities**

**GO ROCKETS!!**

## EXTRACURRICULAR & ATHLETIC ACTIVITIES

**Activities Code of Conduct:** This Extracurricular and Athletic Activities Code of Conduct applies, where applicable, to all school-sponsored athletic and extracurricular activities that are not part of an academic class nor otherwise carry credit for a grade.

**Athletic Programs:** Any school-sponsored athletic programs shall be part of the school curriculum and shall be subject to policies of the local school board as well as to the general administrative responsibilities of the principal of the school. Further, school-sponsored athletic programs shall be guided by the general curriculum goals of the school and should in no way detract from the academic and religious goals of the school.

**Requirements for Participation in Athletic Activities:** A student must meet all academic eligibility requirements, have appropriate equipment including properly fitting protective gear, and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant dated within one year of participation. The preferred certificate of physical fitness is the IHSA's or IESA's "Pre-Participation Physical Examination Form."
2. A permission slip to participate in the specific athletic activity signed by the student's parent or guardian.
3. Proof the student is covered by medical insurance.
4. A signed agreement by the student not to ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition) and a signed agreement by the student and the student's parent or guardian agreeing to IHSA's Performance-Enhancing Substance Testing Program.
5. Signed documentation agreeing to comply with the school's policies and procedures on student athletic concussions and head injuries.
6. Pay required participation fee of \$150 per person/per sports season (fall, winter, spring). **The activity/athletic fee must be paid before a student is allowed to participate in contests for that activity! After the first game/competition, the athletic fee is not refunded should a student no longer participate.**

**Academic Eligibility:** Eligibility for most athletics is also governed by the rules of the Illinois High School Association and, if applicable, these rules will apply in addition to this Extracurricular and Athletic Activities Code of Conduct. In the case of a conflict between IHSA and this Code, the most stringent rule will be enforced.

Selection of members or participants in extracurricular and athletic activities is at the discretion of the designated teachers, sponsors, and coaches. To be eligible to participate in extracurricular and athletic activities, a student must maintain an overall passing grade point average in each class. Any student failing to meet academic requirements will be suspended from the sport or activity for 1 week per occurrence or until all academic requirements are met, or the student has had more than three ineligibilities during a sport season at which they forfeit the privilege to participate on the team. The three ineligibilities do not have to be consecutive, but are rather cumulative per sport. Eligibility is checked each Thursday by the school secretary and will contact the principal, the teachers, and the athletic director. The teachers communicate with the students that they will need to begin ASSH (After School Study Hall) the following week.

On Friday, the school secretary will notify the student and parent, and the coaches of the ineligibility which will begin the following Monday and last for one full week. Students must participate in practices during the time they are ineligible unless their parents, coach, or teacher requests that time to work extra with the students. All students who are ineligible, whether they participate in an extracurricular activity or not, must attend the after-school study hall (ASSH) for the week of the ineligibility unless the student is passing the class

prior to the end of the week of ineligibility and if he/she has teacher permission, he/she no longer has to attend ASSH for the remainder of the week. Students may practice after the study hall during the time they are ineligible unless the teacher(s) want(s) that time for additional work with students. If a student makes arrangements to meet with a teacher in the morning, this may replace the ASSH for that day (teacher option).

Students who are ineligible will not be dismissed early to attend athletic events with the team. If at the next weekly eligibility check the student has not raised the accumulated failing grade, s/he remains ineligible until the weekly eligibility check reflects a passing grade. The guidance counselor will coordinate and monitor the progress of any student on the ineligibility list. Students are encouraged to work with instructors to improve their standing.

The first eligibility check of each semester will be on the first Thursday following the 10th day of student attendance for that semester, with a student having a minimum of three grades per subject.

A student must be passing all academic/behavioral requirements to qualify for elections or tryouts. The following will render a student ineligible: one "F" (academic or elective). Organizations within the school, however, retain the right to set higher standards than those given above. Some of these are listed below:

IHSA Sponsored Athletics/Activities: Students must be passing all classes in which they are enrolled. Any student who receives an F at the weekly eligibility check will be considered ineligible for the next week. If a student fails two classes for a semester, that student will be considered ineligible for all IHSA activities for the following semester. Successful completion of summer school and/or correspondence classes may reinstate a student's eligibility.

Class/Student Council Officers: Students must have a minimum cumulative GPA of 2.45 or better; no record of disciplinary probation or suspension during the past year; and must have completed approved service hours by the Spring elections.

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

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

All Other Extracurricular Activities: Are governed by eligibility rules.

Absence from School on Day of Extracurricular or Athletic Activity: A student must be in school at least **four full class periods** on the day they participate in athletic activities unless the absence has been approved in writing by the principal. Exceptions may be made by the designated teacher, sponsor, or coach for justifiable reasons, including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event.

If a student is absent (full or partial) on the day following a game or activity, they must report to the principal or coach before they will be allowed to participate in the next scheduled game or activity.

Students who leave school early for illness are not allowed to participate in practice or contests later that same day.

A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension. A student who is absent from school on a Friday before a Saturday event may be withheld from Saturday extracurricular or athletic activities at the discretion of the designated teacher, sponsor, or coach and principal.

**Code of Conduct:** This Code of Conduct applies to all extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student will be excluded from extracurricular or athletic activities while the school is investigating the student's conduct.

**The student shall not:**

1. Violate the school rules and policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol (except for religious purposes);
3. Ingest or otherwise use possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Attend a party or other gathering and/or ride in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors;
7. Act in an unsportsmanlike manner;
8. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, arrest ,vandalism and reckless driving;
9. Haze or bully other students;
10. Violate the written rules for the extracurricular or athletic activity;
11. Behave in a manner that disrupts or adversely affects the group or school;
12. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
13. Falsify any information contained on any permit or permission form required by the extracurricular or athletic activity.

*Hazing* is any humiliating or dangerous activity expected of a student to belong to a team or group, regardless of his or her willingness to participate. *Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

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

**Violating the Code of Conduct:** If the administrator finds, after reviewing the evidence, that the violation occurred, he or she will impose sanctions on the student, as follows:

- a. Sanctions for violations other than those related to drugs and alcohol will be based on the nature of the offense and the number of offenses, and may include suspension from all extracurricular or athletic activities for one of the time periods described below:
  - A specified period of time or percentage of performances, activities or competitions;
  - The remainder of the season or for the next season; or
  - The remainder of the student's school career.
- b. Sanctions for alcohol and other drug violations, including tobacco, nicotine in any form, mood-altering or performance enhancing drugs, products composed purely of caffeine in a loose powdered form, paraphernalia, or any other illegal substance, will be based on the following:

#### First Violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of one third of the total number of performances, activities, or competitions or the remainder of the season, whichever is shorter. This penalty will be reduced if the student is enrolled in a school-approved alcohol or drug counseling program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one sixth of the total number of performances, activities or competitions, or the remainder of the season, whichever is shorter.
- The student will be required to practice with the group, regardless of the violation (unless suspended or expelled from school).

#### Second Violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension of 12 weeks or 1 season, including suspension from all performances, activities, or competitions during this period. To participate again in any extracurricular or athletic activity, the student must successfully participate in and complete a school-approved alcohol or drug counseling program and follow all recommendations from that program.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one third of the season and all extracurricular group performances, activities, or competitions during this period.
- The student may be required to practice with the group (unless suspended or expelled from school).

#### Third Violation

- Use, ingestion, possession, buying, selling, offering to sell, bartering, or distributing: A suspension from extracurricular or athletic activities for the remainder of the student's school career.
- Attendance at a party or riding in a vehicle where alcoholic beverages and/or controlled substances are being consumed by minors: A suspension of one calendar year from the date of the suspension, including all extracurricular and athletic activities during this period.

The Principal will make a written report of his or her decision and rationale. The student may appeal the decision to the Executive Board and Principal. All students remain subject to all the school's policies and the school's Student and Parent Handbook.

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

- Required completion, with a parent, of an approved substance abuse rehabilitation program at the family's expense.

- Suspension from extra-curricular activities (as a participant or spectator) for a period equal to 50% of the length of time for the same non-self-reported violation.
- The school may also require additional community service hours.

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

***Athletic Department Media Policy:*** Members of the media can request that our student athletes be available for post-game comments. These interviews should be pre-arranged and the coach will accompany the student athlete to the interview area. Under no circumstances should a student athlete accept an unscheduled interview from a member of the media.

***Awards:*** Ceremonies will be held for extracurricular teams. The ceremony date and time will be scheduled at the end of the season.

Routt Fall Ceremony: Cross Country, Volleyball, Football, Girls' Swimming, & Football Cheer

Routt Winter Ceremony: Girls' & Boys' Basketball, Competitive Cheer, Boys' Swimming, Boys' and Girls' Bowling, Scholastic Bowl, Chess, Wrestling

Routt Spring Ceremony: Baseball, Softball, Girls' & Boys' Track, Bass Fishing

All athletes are encouraged to attend so that final recognition and thank you can be given to the athlete and the parents. All athletes will receive certificates. A breakdown of the awards that will be given to those who participate and letter for the high school sports is outlined below:

Participants Letter winners

1st year certificate letter & pin

2nd year certificate pin

3rd year certificate pin

4th year certificate pin

Other awards given during the high school ceremonies will be Most Valuable (MVP) and Most Improved (MIP). Coaches may choose to give additional individual/team awards. All-Conference team honors will be recognized at each ceremony. At Routt Honor's Night in May, student-athletes may also receive recognition.

***Clubs:*** All school clubs must be officially recognized and approved by the principal in order to meet in the school building and to enjoy the privilege of using school facilities. Recognition requires a faculty advisor or school-appointed leader and a list of membership with the administration.

***Early Dismissal for Contests:*** At various times, athletes may need to be excused from school early to participate in an athletic contest. The athletic director and coach of the team are to notify the principal and teachers in advance, with the time of dismissal and the names of the participants.

Athletes leaving early are expected to turn in their assignments and get the next day's assignment before they leave. If they are to take a test, they will take the test either earlier in the day or the next day. Prior arrangements should be made between the athlete and the teacher.

### ***Fundraising Policy:***

*Purpose*

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

## FUNDRAISING ACTIVITIES

Fundraising activities must be applied for through the Development Director's office. Each organization is allowed a maximum of two approved fundraising activities. Additional fundraising activities that are service-oriented as deemed by the Administrative Team may be permitted. A form is still required for service-oriented activity. Penalties may be levied against any organization that does not comply with the following rules:

- A. Request forms must be submitted a minimum of 30 days before activity is to occur.
- B. The funds raised through the activity should benefit the organization, support a charitable recipient, or must be used to benefit the school.
- C. Funds are kept in an account with the Financial Officer.
- D. All fundraising activities will have a beginning and finishing date.
- E. Any organization related to athletics must follow the guidelines set by the Athletic Director, the Athletic Committee, and Administrative Team.
- F. Fundraising requests forms can be submitted anytime. Blackout periods, such as during the Annual Fund, Ultimate Routt Day will be enforced. No organization may proceed without written permission from the Principal and Development Director.
- G. Student participants in fundraising activities are expected to abide by the school's behavior code of conduct.
- H. All fundraising activities must not be in conflict with the mission of Routt Catholic High School and the teachings of the Catholic Church.
- I. Students may be encouraged but not required to participate in fundraising. Students cannot be required to raise a certain amount or sell a certain number of items. No penalties may be levied for non-participation.
- J. All checks should be made payable to Routt Catholic High School, not to an individual.

**Grievances:** Any player or parent wishing to make a grievance, for any reason, should follow the following process:

1. Discuss the problematic issue(s) with the head coach of the specific athletic program.
2. If a resolution cannot be reached at step one, the player(s) and parent(s) should then take the grievance to the athletic director.
3. On the rare occasion that a resolution to a problem cannot be reached at these two levels, the family may wish to then go to the principal.

**NOTE: No discussion concerning any problematic situation(s) may occur immediately following athletic contest. Meetings should be scheduled the following day to remedy the issue(s) at hand.**

**Injuries:** If an athlete has an injury requiring a doctor's care he/she will not be allowed to participate until the student is released to participate by the doctor. This should be in written form and given to the athletic director or submitted to the office before participation.

If the student has a medical excuse from PE or chooses to not participate in P.E. he/she will not be allowed to participate in athletics until released by the doctor.

**Organizational Meetings:** Organizational meetings will be held before the Fall, Winter, and Spring sports/activity seasons begin. These meetings will be held approximately one (1) week before the official beginning of practice. At least one (1) parent/guardian and

the student participant must attend the meeting. Those who are unable to attend the meeting must meet with the Athletic Director before being allowed to participate.

Fall Sports Meeting – Monday, July 27, 2026

Football, Volleyball, Boys' /Girls' Golf, Girls' Swimming, Football Cheer, Cross Country

Winter Sports Meeting – Sunday, November 2, 2026

Girls' /Boys' Basketball, Boys' Swimming, Bowling, Competitive Cheer, Scholastic Bowl, Chess, Wrestling

Spring Sports Meeting – Sunday, March 1, 2027

Baseball, Bass Fishing, Softball, Boys/Girls' Track

**Practices:** Decisions on canceling contests in the case of inclement weather, bad road conditions, etc. will be made by the principal. If school is dismissed early due to bad weather, all athletic practices will be canceled. Normally contests will be canceled on days when no school is held because of bad weather. The principal will make the decision. Notification will be made through various methods which may include – emergency call system, Routt website, Routt Facebook page, and/or the Routt marquee.

Practices on Sunday or on school holidays such as Thanksgiving, Christmas, etc. will not be permitted unless approved in advance by the principal.

**Requirements for Lettering:** To letter in athletics at Routt Catholic High School, a student must do the following:

1. Be a member of the team for the entire season while in attendance at Routt.
2. Attend all games except when excused by coach.
3. Attend all practice sessions except when excused by the coach.
4. Be recommended by the coach for outstanding service and loyalty.
5. Participate in the following:
  - Baseball - one-half of the team's Varsity games
  - Basketball - one-half of the team's Varsity quarters
  - Bowling – 80% of the Varsity matches
  - Cheer - cheer at 80% of the total games
  - Cross Country – 80% of the Varsity meets
  - Football - one-half of the team's Varsity quarters
  - Golf – 80% of Varsity meets
  - Softball - one-half of the team's Varsity games
  - Swimming – 80 % of Varsity meets
  - Track - 80% of the Varsity track meets
  - Volleyball - one-half of the team's Varsity games
6. A senior who has completed four years in any sport/activity, and has fulfilled all requirements, except for participation, shall be granted a varsity letter in that sport/activity.
7. Abide by other guidelines that are stipulated in the individual team rules by the coach.
8. In certain cases, a coach does reserve the right to grant a varsity letter to an athlete who does not meet all the requirements for lettering. These cases will be decided upon by the coach involved and the athletic director.

In the above, when it reads quarters and games, this means the quarters and or games for which an athlete was dressed so that the injury or illness of a student does not count against him/her. However, quarters and games missed while ineligible, do count against the student.

**School Dances:** Attendance at school-sponsored dances is a privilege. Only students who attend the school may attend school-sponsored dances unless the principal or designee approves a student's guest in advance of

the event. Routt students may bring one guest from outside the school to any dance. The guest must be under 21 years of age, a high school student, and of "good standing" with their school. A guest/escort permission slip must be completed by the Routt student inviting the guest/escort to attend. The permission form is due into the office one week prior to the dance. Each guest from outside the school must arrive at the dance with the RCHS student who has invited him/her.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances. Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent or guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

If a student has purchased a ticket but does not attend, his/her parents will be contacted after the first 30 minutes of the dance. Once a student leaves a dance, s/he is required to contact their parent indicating they are leaving the dance. Pre-sale tickets will ordinarily be required for dances to assure that a sufficient number of students plan to attend. Students may also pay admission at the door. on the date of the dance.

**School Suspensions:** Students placed on out of school suspension will not be permitted to participate in any athletic practice or contest until the suspension is successfully completed and is not allowed on school grounds during the out of school suspension. After completing the out of school suspension, the athlete will sit out his/her next contest, as stated in the behavior policy section of the team rules.

A student who is in internal suspension is not allowed at any school activity as a participant or spectator nor is the student allowed to practice. Parents of each student serving an in-school suspension will pay the total in-school suspension substitute fee of \$120 a day. The total amount is due one week following the last day of suspension.

**Student Athlete Concussions and Head Injuries:** Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies, and bylaws of the Illinois High School Association or Illinois Elementary School Association before being allowed to participate in any athletic activity, including practice or competition.

Students are removed immediately from practice or competition if any statute-specified person believes the student has sustained a concussion. A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, signing the post-concussion consent form and the school's return-to-play and return-to-learn protocols. If the school has high school athletes, it reports instances of concussions to the appropriate organization that governs the school's interscholastic athletic participation.

The school has a principal-appointed or approved concussion oversight team composed of at least one person who is not a coach, and administration or their designee must supervise the individual appointed to implement the return-to-play return-to-learn protocol.

**Team Rules:** Each coach/sponsor is responsible to carry out the minimum-standard team rules set forth by the Routt Athletic Department. The coach/sponsor must make sure each team member has a written copy of the team rules before or on the first day of practice. Parents and athletes must sign a form indicating that they have read and understood the rules before a student may practice. Before their issuance, the Principal and Athletic Director must approve any additions to these rules by individual coaches.

**Regardless of sport/activity, the following rules apply:**

1. ELIGIBILITY - A player declared ineligible during an individual sport season beyond three (3) previous weeks of ineligibility, not necessarily successive, will be dismissed from the team, and no awards will be given.
2. EXCUSED ABSENCES - Family emergency, doctor's appointment and illness are all considered excused. Other reasons must be checked with the coach 2 days in advance.
3. UNEXCUSED ABSENCES - [As defined by the individual coach.]
  - PRACTICE - 1ST OFFENSE - 1 game; may dress, but will not play
  - 2ND OFFENSE - 1 game; NO dress
  - 3RD OFFENSE - Dismissed from team; no awards given
  - GAME - 1ST OFFENSE - 1 game; NO dress
  - 2ND OFFENSE - Dismissed from team; no awards given
4. BEHAVIOR POLICY - In school suspension #2 - 1 game; NO dress  
  In school suspension #3 - Dismissed from team; no awards given
5. UNIFORM/PRACTICE GEAR POLICY - Any article of clothing from an individual's uniform, or practice gear, which is destroyed or lost, will become the individual's financial responsibility to replace
6. DISMISSAL FROM PRACTICE FOR INDIVIDUALS WILL BE TREATED AS UNEXCUSED ABSENCE.

- \*Head coach has the last word on all matters concerning dress code.
- \*Individual coaches may add to these rules if desired.
- \*Tardiness and/or leaving early (Practice) will be handled by the head coach.

**Travel:** All students must travel to extracurricular and athletic activities and return home from such activities with his or her team by use of school approved transportation, when provided. A written waiver of this rule may be issued by the teacher, sponsor, or coach in charge of the extracurricular or athletic activity upon advance written request of a student's parent or guardian and provided the parent or guardian appears and accepts custody of the student. Oral requests will not be honored, and oral permissions are not valid.

**Uniforms:** Students must be responsible for the care and return of all equipment and uniforms. Any uniform lost or damaged will be the responsibility of the individual and a fee will be assessed to replace the uniform. Uniforms will be collected at the last game of the season or the last meeting of the team.

**Modification of Athletic or Team Uniform:** Students may modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of the student's religion or the student's cultural values or modesty preferences.



# Diocese of Springfield in Illinois

## Family School Agreement – Basic Plan

What does discipleship and stewardship ask of active parish stewards? It expects:

- an active witness to the Catholic faith by our daily teaching and living, making discipleship a way of life.
- the entire family's participation at Mass in the parish every Sunday and Holy Day of Obligation.
- active involvement in the various parish ministries, each according to his or her time and talents.
- a respect for and cooperation with those who actually provide Catholic education – the priests, parishioners, and all school personnel – and their policies.
- each family to live as disciples of Our Lord Jesus Christ by giving of their time and talent and striving to fulfill the Biblical command to tithe by donating the suggested amount of at least 8% of their income to their parish, as adopted by our Fourth Diocesan Synod; and
- the full participation of the child, according to age and ability, to practice stewardship as well.

As parents we ask Our Saviour Parish & Routt Catholic High School to help us provide our child(ren) with a Catholic education. We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness even if we are living a way of life that is contrary to those teachings. We also understand that if we do not live in accord with Catholic Church teaching, we are expected to discuss with the pastor of our Catholic parish ways in which we could. We further accept a commitment to the stewardship way of life as practiced in our diocese and in our parish. We pledge our full cooperation with the school and parish to prepare our child(ren) to be a disciple of Jesus Christ. We will make every effort to supervise our child(ren)'s commitment to this agreement.

\_\_\_\_\_  
Father/Adoptive Parent/Legal Guardian's Name      Signature

\_\_\_\_\_  
Mother/Adoptive Parent/Legal Guardian's Name      Signature

\_\_\_\_\_  
Student's Name                      Grade                      Signature


\_\_\_\_\_  
Student's Name                      Grade                      Signature

\_\_\_\_\_  
Student's Name                      Grade                      Signature

\_\_\_\_\_  
Student's Name                      Grade                      Signature

\_\_\_\_\_  
Student's Name                      Grade                      Signature

Our Saviour Parish and Routt Catholic High School accepts your request for a Catholic education and your commitment to the discipleship and stewardship way of life. In order that cost not be a barrier for your children to receive a Catholic education, the Parish is committed to help pay tuition through the use of public and/or private scholarships, as adopted by our Fourth Diocesan Synod. We acknowledge our obligation to assist you in your task of nurturing your child(ren) in the practice of the Catholic faith. We will make our best effort to form your child(ren) as a disciple of Jesus Christ.

  
\_\_\_\_\_  
Principal's Signature

  
\_\_\_\_\_  
Board President's Signature



Diocese of Springfield in Illinois

Family School Agreement Alternate Plan for Families Practicing Other Faith Traditions

As parents we ask Routt Catholic High School to help us provide our child(ren) with a Catholic education. We understand and agree that our child(ren) will be taught the teachings of the Catholic Church in their fullness even if we are living a way of life that is contrary to those teachings. We also understand that if we do not live in accord with Catholic Church teaching, we are expected to discuss with the administration of the school ways in which we could. We agree to pay for our child(ren)'s Catholic education as determined locally. We pledge our full cooperation with the school and parish to prepare our child(ren) to be a disciple of Jesus Christ. We will make every effort to supervise our child(ren)'s commitment to this agreement.

Father/Adoptive Parent/Legal Guardian's Name Signature

Mother/Adoptive Parent/Legal Guardian's Name Signature

Student's Name Grade Signature

Student's Name Grade Signature

Student's Name Grade Signature

Student's Name Grade Signature

Student's Name Grade Signature

Routt Catholic High School accepts your request for a Catholic education and your commitment live in accord with biblical teaching. We acknowledge our obligation to assist you in your task of nurturing your child(ren) in the practice of the faith. We will make our best effort to form your child(ren) as a disciple of Jesus Christ.

Principal's Signature

Board President's Signature



# August 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
0:00	0:00	0:00	0:00	0:00	0:00	0:00
2	3	4	5	6	7	8
			Board Meeting 6:00 pm			
0:00	0:00	0:00	0:00	0:00	0:00	0:00
9	10	11	12	13	14	15
	Teachers' Institute 8:00-3:00	Teachers' Institute 8:00-3:00 Student/Parent Orientation @ MRR 6:30 PM	First Day of School!	Picture Day - Dress Up Day 2:00 Dismissal NO JSD PM BUS	RCHS Mass 8:20 am 2:00 Dismissal NO JSD PM BUS	
0:00	0:00	0:00	5:06	5:06	3:55	0:00
16	17	18	19	20	21	22
OSS/RCHS Blessings of the Backpacks 10:30 am Mass	Scholarship Ceremony - 7:00 pm @ Church			Faculty/Staff Meeting 2:50 pm No Detention or ASSH		
0:00	5:51	5:51	5:51	5:51	5:51	0:00
23	24	25	26	27	28	29
		RCHS Mass 8:20 am Present Bibles				
0:00	5:51	4:40	5:51	5:51	5:51	0:00
30	31					
0:00	5:51	0:00	0:00	0:00	0:00	0:00
All events subject to change. Please check the Routt website for the most up-to-date calendar.						TOTAL HOURS: 77:17

# September 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
				First Eligibility Check		Family Fun Festival
0:00	0:00	5:51	5:51	5:51	5:51	0:00
6	7	8	9	10	11	12
Family Fun Festival	No School Labor Day	RCHS Mass 8:20 am	Board Meeting 6:00 pm		11:40 am Dismissal SIP Day Mid-Term Reports Due <b>NO JSD BUS AT DISMISSAL</b>	
0:00	0:00	4:40	5:51	5:51	3:12	0:00
13	14	15	16	17	18	19
Homecoming Bonfire @ Jr. Irish Field - 6:00 pm	Homecoming Spirit Week Mass Schedule for Cleanup	Homecoming Spirit Week	Homecoming Spirit Week	Homecoming Spirit Week Half Day for Afternoon Activities	Homecoming Mass 8:20 Pep/Coronation-12:45pm Parade - 1:15 pm 2:00 Dismissal <b>NO JSD PM BUS</b>	Homecoming Dance 9:00 pm
0:00	4:40	5:51	5:51	3:32	2:01	0:00
20	21	22	23	24	25	26
			RCHS/OSS Mass 8:20 am <b>NO JSD PM BUS</b>		No School Faculty Retreat	
0:00	5:51	5:51	4:40	5:51	0:00	0:00
27	28	29	30			
0:00	5:51	5:51	5:51	0:00	0:00	0:00
All events subject to change. Please check the Routt website for the most up-to-date calendar.						TOTAL HOURS: 104:39

# October 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
0:00	0:00	0:00	0:00	5:51	5:51	0:00
4	5	6	7	8	9	10
	RCHS Mass 8:20 am				11:40 Dismissal SIP Day End of 1st Quarter <b>NO JSD BUS</b>	
0:00	5:51	4:40	5:51	5:51	3:12	0:00
11	12	13	14	15	16	17
	No School Columbus Day		Board Meeting 6:00 pm			
0:00	0:00	5:51	5:51	5:51	5:51	0:00
18	19	20	21	22	23	24
			RCHS/OSS Mass 8:20 Parent/Teacher Conferences 2:00 Dismissal <b>NO JSD PM BUS</b>	Parent/Teacher Conferences 2:00 Dismissal <b>NO JSD PM BUS</b>	No School	
0:00	5:51	5:51	3:55	5:06	0:00	0:00
25	26	27	28	29	30	31
0:00	5:51	5:51	5:51	5:51	5:51	0:00
<b>TOTAL HOURS: 1:10:29</b>						

All events subject to change. Please check the Routt website for the most up-to-date calendar.

# November 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Daylight Savings Ends (Clocks Back 1 Hour)	2 Winter Sports Meeting @ MRR - 6:00 pm	3	4	5	6	7
8 0:00	9 5:51	10 5:51	11 5:51	12 5:51	13 5:51	14 0:00
	RCHS Mass 8:20 am	Veterans Day Assembly 2:00 pm Board Meeting 6:00 pm	Faculty/Staff Meeting 2:50 pm No Detention or ASSH	Mid-Term Reports Due		
15 0:00	16 5:51	17 4:40	18 5:51	19 5:51	20 5:51	21 0:00
22 0:00	23 5:51	24 5:51	25 5:51	26 5:51	27 5:51	28 0:00
	RCHS/OSS Mass 8:20 am		<b>NO JSD PM BUS</b>	No School Thanksgiving	No School Thanksgiving Break	
29 0:00	30 4:40					
0:00	5:51	0:00	0:00	0:00	0:00	0:00
All events subject to change. Please check the Routt website for the most up-to-date calendar.						<b>TOTAL HOURS: 102:56</b>

# December 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
0:00	0:00	5:51	5:51	5:51	5:51	0:00
6	7	8	9	10	11	12
		RCHS/OSS Mass 8:20 am Immaculate Conception	Board Meeting 6:00 pm	Faculty/Staff Meeting 2:50 pm No Detention or ASSH		
0:00	5:51	4:40	5:51	5:51	5:51	0:00
13	14	15	16	17	18	19
			End of 2nd Quarter	Semester Exams 1-4 2:05 pm Dismissal	Semester Exams 5-8 2:05 pm Dismissal	
0:00	5:51	5:51	5:51	5:00	5:00	0:00
20	21	22	23	24	25	26
	No School Christmas Break	No School Christmas Break	No School Christmas Eve	No School Christmas Eve	No School Christmas Day	
0:00	0:00	0:00	0:00	0:00	0:00	0:00
27	28	29	30	31		
	No School Christmas Break	No School Christmas Break	No School Christmas Break	No School Christmas Break		
0:00	0:00	0:00	0:00	0:00	0:00	0:00
				New Year's Eve		
<b>TOTAL HOURS: 79:01</b>						

All events subject to change. Please check the Routt website for the most up-to-date calendar.

# January 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 No School Christmas Break	2
0:00	0:00	0:00	0:00	0:00	0:00	0:00
3	4 Teachers' Institute	5 Students Return To School	6	7	8	9
0:00	0:00	5:51	5:51	5:51	5:51	0:00
10	11	12 RCHS Mass 8:20 am	13 Board Meeting 6:00 pm	14 Faculty/Staff Meeting 2:50 pm No Detention or ASSH	15	16
0:00	5:51	4:40	5:51	5:51	5:51	0:00
17	18 No School Martin Luther King Jr. Day	19	20	21	22	23
0:00	0:00	5:51	5:51	5:51	5:51	0:00
24	25	26	27 RCHS/OSS Mass 8:20 am	28	29	30
0:00	5:51	5:51	4:40	5:51	5:51	0:00
31 Catholic Schools Week Kick-Off Mass 10:30 am				First Eligibility Check		30
0:00	0:00	0:00	0:00	0:00	0:00	0:00
All events subject to change. Please check the Routt website for the most up-to-date calendar.						TOTAL HOURS: 102:56

# February 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 CSW	2 CSW	3 CSW Mass/HOCO Schedule	4 CSW Mid-Term Reports Due	5 CSW Closing Mass 8:20 am 11:40 Dismissal <b>NO JSD PM BUS</b>	6
0:00	5:51	5:51	2:01	5:51	2:01	0:00
7	8	9	10	11	12	13
			RCHS/OSS Mass 8:20 am Ash Wednesday Board Meeting 6:00 pm	<b>NO JSD PM BUS</b>	11:40 Dismissal SIP Day <b>NO JSD BUS</b>	
0:00	5:51	5:51	4:40	5:51	3:12	0:00
14	15	16	17	18	19	20
	No School Presidents Day					
0:00	0:00	5:51	5:51	5:51	5:51	0:00
21	22	23	24	25	26	27
		Early Registration Begins 2027 - 2028				
0:00	5:51	5:51	5:51	5:51	5:51	0:00
28						
0:00	0:00	0:00	0:00	0:00	0:00	0:00
All events subject to change. Please check the Routt website for the most up-to-date calendar.						TOTAL HOURS: 99:39

# March 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Spring Sports Meeting @ MRR - 6:00 pm	2	3 Stations of the Cross 2:15 pm  <b>NO JSD PM BUS</b>	4	5 End of 3rd Quarter	6
0:00	5:51	5:51	5:20	5:51	5:51	0:00
7	8	9	10	11	12	13
			RCHS/OSS Mass 8:20 am  Board Meeting 6:00 pm		11:40 Dismissal SIP Day  <b>NO JSD BUS AT DISMISSAL</b>	
0:00	5:51	5:51	4:40	5:51	3:12	0:00
14	15	16	17	18	19	20
Daylight Savings Begins (Clocks Ahead 1 Hour)		Early Registration Ends 2027 - 2028	Stations of the Cross 2:15 pm			
0:00	5:51	5:51	5:20	5:51	5:51	0:00
21	22	23	24	25	26	27
			RCHS/OSS Mass 8:20 am		No School Good Friday	
0:00	5:51	5:51	4:40	5:51	0:00	0:00
28	29	30	31			
Easter	No School Spring Break	No School Spring Break	No School Spring Break			
0:00	0:00	0:00	0:00	0:00	0:00	0:00
All events subject to change. Please check the Routt website for the most up-to-date calendar.						TOTAL HOURS: 105:06

# April 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 No School Spring Break	2 No School Spring Break	3
0:00	0:00	0:00	0:00	0:00	0:00	0:00
4	5	6	7	8	9	10
			NO JSD PM BUS			
0:00	5:51	5:51	5:51	5:51	5:51	0:00
11	12	13	14	15	16	17
		RCHS Mass 8:20 am	Board Meeting 6:00 pm	Faculty/Staff Meeting 2:50 pm No Detention or ASSH	Mid-Term Reports Due	
0:00	5:51	4:40	5:51	5:51	5:51	0:00
18	19	20	21	22	23	24
	Emergency Day #1					
0:00	5:51	5:51	5:51	5:51	5:51	0:00
25	26	27	28	29	30	
			RCHS/OSS Mass 8:20 am		Last day for college visits Seniors turn in scholarship info. SERVICE HOURS DUE!	
0:00	5:51	5:51	4:40	5:51	5:51	0:00

All events subject to change. Please check the Routt website for the most up-to-date calendar. **TOTAL HOURS: 114:38**

# May 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Prom 8:30 pm @ The Warehouse
0:00	0:00	0:00	0:00	0:00	0:00	0:00
2	3	4	5	6	7	8
		Honors Night Practice 10:00 am @ Church	Honors Night 7:30 pm @ Church		11:40 Dismissal SIP Day	
			NO JSD PM BUS		NO JSD BUS AT DISMISSAL	
0:00	5:51	5:51	5:51	5:51	3:12	0:00
9	10	11	12	13	14	15
	Senior Finals	Senior Finals	RCHS/OSS Mass 8:20 am 8th Gr./Sr. Recognition Grad. Photo/Rehearsal End of 4th Quarter Board Meeting 6:00 pm	Semester Exams 1-4 2:05 pm Dismissal Faculty/Staff Mtg. 2:10 pm No Detention or ASSH NO JSD PM BUS	Semester Exams 5-8 2:05 pm Dismissal End of 2nd Semester	Baccalaureate 4:30 pm @ Church
0:00	5:51	5:51	4:40	5:00	5:00	0:00
16	17	18	19	20	21	22
Graduation 2:00 pm @ Church						
	Emergency Day #2	Emergency Day #3	Emergency Day #4	Emergency Day #5		
0:00	0:00	0:00	0:00	0:00	0:00	0:00
23	24	25	26	27	28	29
	Memorial Day					
0:00	0:00	0:00	0:00	0:00	0:00	0:00
30	31					
0:00	0:00	0:00	0:00	0:00	0:00	0:00
All events subject to change. Please check the Routt website for the most up-to-date calendar.						TOTAL HOURS: 52:58
						TOTAL FOR YEAR: 949:39

# June 2027

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
0:00	0:00	0:00	0:00	0:00	0:00	0:00
6	7	8	9	10	11	12
			Board Meeting 6:00 pm			
0:00	0:00	0:00	0:00	0:00	0:00	0:00
13	14	15	16	17	18	19
				Juneteenth		
0:00	0:00	0:00	0:00	0:00	0:00	0:00
20	21	22	23	24	25	26
0:00	0:00	0:00	0:00	0:00	0:00	0:00
27	28	29	30			
0:00	0:00	0:00	0:00	0:00	0:00	0:00
All events subject to change. Please check the Routt website for the most up-to-date calendar.						TOTAL HOURS: 10:00