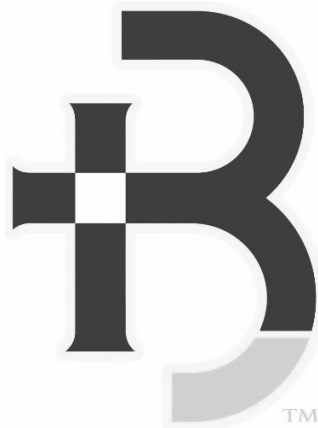




Roger Bacon High School
SPARTANS

Student Handbook 2020-2021

Roger Bacon High School
4320 Vine St.
Cincinnati, Oh 45217

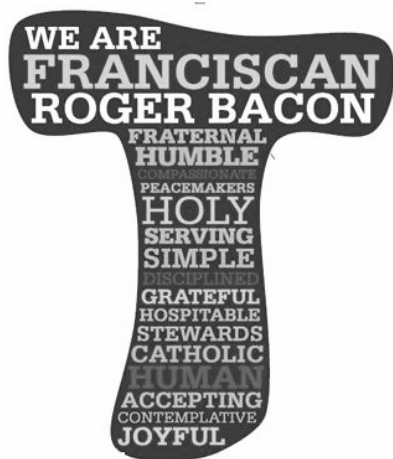
Main Office (513) 641-1300
Attendance Line (513) 618-7021
Alumni Office (513) 641-1313
Guidance Office (513) 618-7050
Fax (513) 641-0498

www.rogerbacon.org

Mr. Tom Burke, President
Mr. Steven Schad, Principal

Revised 04/23/2020

2020-2021 Franciscan Values



Quarter 1: Fraternity

Quarter 2: Incarnation

Quarter 3: Compassion

Quarter 4: Peacemaking

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A. GENERAL INFORMATION

1. **Mission Statement.** Rooted in the Franciscan values of holiness and learning, self-discipline and compassion, Roger Bacon is a Catholic high school which develops the hearts, minds, and bodies of its young men and women in a caring and challenging environment.

2. **School Vision.** Roger Bacon High School will be the preeminent co-educational Catholic secondary school in Cincinnati. Built upon a solid foundation of Franciscan values, Roger Bacon will be a small, coed, diverse, fiscally responsible Franciscan high school known for rigorous academic programs and quality community service initiatives that develop self-discipline and strength of character. Roger Bacon students will be academic achievers, faith-based individuals, and leaders committed to serving their community.

3. School Philosophy

a. The Franciscan ideal of education is “In Sanctitate et Doctrina” (In Holiness and Learning). As such, Roger Bacon guides its students and prepares them to be spiritual and faith based individuals, academic achievers and leaders committed to service and social justice.

b. Dedicated to developing a sound mind in a sound body, Roger Bacon offers diverse spiritual life experiences, comprehensive academic programs, and numerous co-curricular opportunities in the fine arts and athletics.

c. Fostering a caring and challenging culture, Roger Bacon welcomes students of all faith traditions and invites them to actively participate in our Franciscan community.

4. School Objectives

a. Provide a comprehensive academic program that allows students to reach their greatest potential.

b. Encourage and provide support to students as they discern their post-graduation plans whether that be college, career, or military.

c. Teach students the essential technological skills necessary to be successful and competent in their future.

d. Develop the skills of oral and written communication including digital literacy to promote professional and personal growth.

e. Instill a strong work ethic through organizational skills, study habits, and effective time management.

f. Develop a lifelong relationship with God by integrating the Franciscan values into our curriculum.

g. Inspire a lifelong commitment to donating one's time, talent, and treasure towards the betterment of the community.

5. **Profile of a Graduate at Graduation.** A graduate from Roger Bacon is educated with a comprehensive, liberal arts course of studies that enable him/her to deal successfully with the complexities and challenges of life. He/she is cosmopolitan and eclectic in outlook, Catholic in religion or at least in perspective, but with a unique, Franciscan approach to life that is humane, tolerant, service-oriented, positive, humble and joyful. In short, a Roger Bacon graduate is a good citizen and person, prepared for life at the collegiate-level or in the workforce, whose heart, mind and body development are fully integrated.

6. **School Motto.** The motto of Roger Bacon High School is "*In Sanctitate et Doctrina*," "In Holiness and Learning." These are the two goals of Franciscan education.

7. **School Colors.** The official school colors are Brown and White.

8. **Symbolic Name and Spirit.** The symbolic name for the student body is "**The Spartans.**" Our spirit is strictly Spartan. In ancient history the Spartans were always known as a nation of well-trained, courageous warriors, fighters who prided themselves on the "never-say-die spirit." Back in the early days of the school, a spectator at one of Bacon's football games remarked, "Those Bacon boys fight like Spartans!" The name was picked up by a newspaper reporter, and thus it was popularized. Both the name and the spirit implied have become a part of Roger Bacon High School.

9. **School Song (Spartan Fight Song)**

*March, Spartans, down the field. March with battle cry. Fight the foe to Victory;
It's yours to do or die.
But Spartan courage never yields
Whate'er the outcome be,
For Roger Bacon, win or
lose, Is a school of
VICTORY!*

9. **Roger Bacon Alma Mater**

First appearing in the 1934 *Spartan Yearbook*, the Alma Mater is as follows:

*We're gathered here together, as in the days of yore,
To tell our Alma Mater, we love her more and more*
CHORUS

Dear Alma Mater now we plight to you our love unshaken.

*Your name and fame, dear Brown and White, undying love e'er
waken*

*You've been our pal through smiles and tears and sure we're not
mistaken. You'll prove more faithful down the years, our dear old
Roger Bacon.*

Your colors, Brown and White, will be our motto and our goal:

Your rugged Brown means bravery, your White a noble soul.

So, again join in the song, our noble pledge fulfill:

*Hail Brown and White, may she live long in hearts that love her
still!*

B. CLASS SCHEDULES

1. Regular Schedules

Regular Schedule	
1	7:45 – 8:34
2	8:38 – 9:24
3	9:28 – 10:14
4	10:18 – 11:04
5 - 1 st Lunch Class	11:04 – 11:34 11:38 – 12:24
Class 2 nd Lunch	11:08 – 11:54 11:54 – 12:24
6	12:28 – 1:14
7	1:18 – 2:04
Flex	2:08 – 2:45

Early Dismissal Schedule	
1	7:45 – 8:26
2	8:30 – 9:10
3	9:14 – 9:54
4	9:58 – 10:38
5	10:42 – 11:22
Break	11:22 – 11:32
6	11:36 – 12:16
7	12:20 – 1:00

2-Hour Delay Schedule	
1	9:45 – 10:25
2	10:29 – 11:04
3	11:08 – 11:42
5 - 1 st Lunch Class	11:42 – 12:12 12:16 – 12:50
Class 2 nd Lunch	11:46 – 12:20 12:20 – 12:50
4	12:54 – 1:28
6	1:32 – 2:06
7	2:10 – 2:45

Mass Schedule	
1	7:45 – 8:25
2	8:29 – 9:04
3	9:08 – 9:43
Flex	9:47 – 9:50
Mass	9:50 – 11:10
Lunch	11:10 – 12:10
4	12:14 – 12:49
5	12:53 – 1:28
6	1:32 – 2:07
7	2:11 – 2:45

Assembly Schedule	
1	7:45 – 8:34
2	8:38 – 9:24
3	9:28 – 10:14
4	10:18 – 11:04
5 - 1 st Lunch Class	11:04 – 11:34 11:38 – 12:24
Class 2 nd Lunch	11:08 – 11:54 11:54 – 12:24
6	12:28 – 1:14
7	1:18 – 2:04
Assembly	2:08 – 2:45

2. Block Schedules

Regular Block Schedule Day 1	
7	7:45 – 9:10
6	9:15 – 10:35
5 - 1 st Lunch Class	10:40 – 11:10 11:15 – 12:35
Class 2 nd Lunch	10:40 – 12:00 12:05 – 12:35
Activity Period	12:40 – 1:40
Flex	1:45 – 2:45

Regular Block Schedule Day 2	
4	7:45 – 9:10
3	9:15 – 10:35
2 - 1 st Lunch Class	10:40 – 11:10 11:15 – 12:35
Class 2 nd Lunch	10:40 – 12:00 12:05 – 12:35
1	12:40 – 2:00
Flex	2:05 – 2:45

Block Schedule - Day 1 Early Dismissal	
7	7:45 – 9:10
6	9:15 – 10:40
5	10:45 – 12:10
Flex	12:15 – 1:00

Block Schedule – Day 2 Early Dismissal	
4	7:45 – 9:00
3	9:05 – 10:20
2	10:25 – 11:40
1	11:45 – 1:00

Block Schedule - Day 1 2-Hour Delay	
7	9:45 – 10:55
5 – 1 st Lunch Class	11:00 – 11:30 11:35 – 12:35
Class 2 nd Lunch	11:00 – 12:00 12:05 – 12:35
6	12:40 – 1:40
Activity Period	1:45 – 2:15
Flex	2:20 – 2:45

Block Schedule - Day 2 2-Hour Delay	
4	9:45 – 10:55
2 – 1 st Lunch Class	11:00 – 11:30 11:35 – 12:35
Class 2 nd Lunch	11:00 – 12:00 12:05 – 12:35
3	12:40 – 1:40
1	1:45 – 2:45

Block Schedule - Day 1 Mass	
7	7:45 – 9:10
Flex	9:15 – 9:25
Mass	9:25 – 10:55
All School Lunch	10:55 – 11:55
6	12:00 – 1:20
5	1:25 – 2:45

C. ADMISSIONS, TUITION, SCHOLARSHIPS AND FINANCIAL AID

1. Admission Policy

- a. Roger Bacon High School has a four-step application process including:
 - Completion of a high school placement test at Roger Bacon or another area Catholic high school
 - Submission of a completed Application for Admission
 - Submission of two teacher recommendations
 - Submission of records from your elementary or junior high school
- b. Determinations regarding acceptance, conditional acceptance, wait listing and denials will be made by the Admissions Committee. Some applicants may be asked to complete additional testing, course work and/or an interview for admission.
- c. Roger Bacon High School accepts all qualified applicants regardless of race, ethnicity, national origin, religion, gender, disability, age or ancestry.
- d. All applicants must:
 - Be promoted to the ninth grade by their elementary or junior high school
 - Satisfy all prior financial commitments to their elementary or junior high school
 - Meet all immunization requirements established by the Ohio Department of Health

2. **Student School Visits (Shadowing)**. Prospective students may spend the day at Roger Bacon High School by making an appointment through our Admissions Office.

3. **Tuition**. The total cost to educate each student at Roger Bacon High School is \$13,700.00, and the tuition for the 2020-2021 year is \$9,150 for parish affiliated students and \$9,650 for non-affiliated students. The difference between cost and tuition charged is made up through fund raising and the generosity of our alumni and friends. Tuition may be prepaid in full or part, and the balance financed through HLTM Services. There is also a registration fee, a technology fee, and a participation fee for athletics. If a student withdraws or is expelled at any time during either first or second semester, the full amount of tuition for the semester must still be paid. Any outstanding tuition, fees or cafeteria charges past May 20th will result in the deactivation of SpartanLink accounts.

4. **Endowed Scholarships and Education Funds**. Through the generosity of the alumni, friends, and benefactors of Roger Bacon High School, several scholarship and education funds have been endowed. These funds are designed to provide scholarships and tuition grants to the students of Roger Bacon. Each of these funds was established with its own set of criteria. More information is available from the Roger Bacon Advancement Office.

5. **Financial Aid**. Roger Bacon High School annually awards tuition assistance based on financial need. To qualify for tuition assistance, each interested family must complete a FACTS application form. The information collected on these forms is used to evaluate the financial need of each family. Applications are available on the Business Office page of RogerBacon.org.

6. Other Tuition Assistance Opportunities

a. Work Study Program. Roger Bacon offers a limited number of work-study positions to assist in paying tuition. An application must be completed and submitted to the Business Office.

b. Bless Our Children. Roger Bacon partners with *Bless Our Children*, a non-profit organization that provides opportunities for parents, students and family members to work at local venues (i.e., Paul Brown Stadium, Great American Ballpark, etc.) to raise money to assist in paying for tuition and other educational expenses.

c. We firmly believe in the value and importance of a Roger Bacon education and making it attainable. Roger Bacon is willing to work with families who believe in and are committed to receiving a Roger Bacon education.

D. CAMPUS MINISTRY. Campus Ministry promotes Franciscan values through the spiritual development of our students, faculty, and staff. Campus Ministry activities include daily prayer, annual retreats, weekly religious opportunities, monthly liturgical celebrations for the whole Roger Bacon community and service opportunities (including international) offered through the Community Outreach Program.

1. Retreats

a. Underclass Retreats. Freshmen and sophomores participate in a one day retreat. This day is designed to give students the opportunity to examine and develop their relationships with God, with one another, with their families, and with their community. The retreat is structured differently for each grade level. There is an optional off-campus overnight retreat for juniors. There is a fee associated with this retreat.

b. Senior Retreat. Participating in a senior retreat is a graduation requirement. Seniors are given two options to fulfill the graduation requirement. Kairos, a three day (two night) retreat directed by RB faculty/student teams, has become the highlight of the retreat experience for most seniors. Kairos fosters interpersonal sharing of stories that builds a strong sense of Christian community. If a student chooses not to participate in Kairos, then an alternative retreat option will be chosen with approval by the Director of Retreats. Senior retreat fees are not included in the student's tuition and are charged separately based on the student's choice of retreat.

2. Community Outreach Program. As a Franciscan high school, we are called to permeate our society with Gospel values. We are to be instruments of change and heralds of peace in a broken world, reaching out to all people, especially the poor and marginalized, through service, reconciliation and healing. The Community Outreach Board, consisting of selected students, helps plan and organize community service opportunities in conjunction with the Community Outreach Director. These service opportunities include:

a. Assist-A-Family. Every year, hundreds of families in the Cincinnati area are not able to provide Christmas gifts and food. They cannot afford clothing and toys for their families since they are living in poverty. During the Christmas season, the Roger Bacon community of students, faculty, staff, and alumni collect gifts, clothing and grocery gift cards that are donated to several social service agencies that serve the materially poor.

b. **Bacon Buddies.** The purpose of the Bacon Buddies Program is to give the students from Roger Bacon High School an opportunity to serve as big brothers or big sisters to elementary school students. The goal of the program is to develop relationships and serve as healthy role models for our “buddies” through various field trips, parties and activities that we sponsor each month.

c. **Respect Life.** The students who participate in this program are called to promote respect for all life whether it is for the elderly, disabled, or unborn. The Community Outreach Office provides monthly activities between our students and the senior citizens at the Archbishop Leibold Nursing Home. Every January, students, faculty and staff travel to Washington, D.C. to protest abortion by participating in the March for Life.

d. **Mission Trips.** Students have opportunities to participate in mission trips to destinations in and outside of the United States. These trips provide students opportunities to broaden their horizons in service to those less fortunate.

e. **Community Service.** In an effort to make religious teachings more applicable to the real world experience of its students and to help students extend their concerns beyond their immediate area of involvement, Roger Bacon provides freshmen, sophomore and juniors a variety of community service opportunities during the school day. Additionally, seniors are required to perform 20 hours of community service as a part of their senior capstone project. This service must be completed between the summer prior to their senior year and the end of third quarter senior year. Specific directions regarding these service hours are given in Theology and English.

E. ACADEMICS

1. **Academic Placement.** Roger Bacon High School is a comprehensive school with three academic tracks: Honors/AP®, College Preparatory, and College/Career.

a. Placement into an academic track for **incoming freshmen** is based on the following:

- Results of a high school placement test
- Performance in the seventh and eighth grades
- Teacher recommendations
- Standardized and achievement test results
- Consultations with the applicant and parent

b. At the end of each year, teachers and the guidance staff evaluate students to insure that they are performing at their highest potential. Adjustments are made as needed in consultation with parents. Since students progress at different levels, it is common to be placed in more than one academic program; for example, a student may take honors level math and science and college prep level history or English.

2. **Academic Tracks**

a. **Honors/AP® Program:** This accelerated program of studies is designed for our most academically capable students. Students will complete 4 credits each in English, Math, and Science; 3-4 credits of Social Studies and a foreign language; and quality academic electives. Students taking AP® courses may earn college credit. Students in this program are eligible to apply to be **Assisi Scholars**. The Assisi Scholars Program is a small community of learners who take advanced courses across all subject areas. Students apply for the program at the end of their freshman year. Students are required to take Honors or AP® level courses in their core subjects and maintain Honor Roll status each

quarter. In addition, Assisi Scholars participate in enrichment programs, work with a faculty advisor, and present an academic Senior Capstone of their own design and implementation. Their senior year they also participate in a pilgrimage to Assisi, Italy.

b. **College Preparatory Program:** This program is designed to meet the academic curriculum requirements for acceptance at four-year colleges and universities. Students will complete 4 credits each in English, Math, and Science; 3-4 credits in Social Studies; 2-3 credits of a foreign language; and quality academic electives. Students in this program present a Senior Capstone as a culmination of their senior service project.

c. **College/Career Program:** This program is designed to prepare students for post-secondary experiences including community colleges, the military, or other post-secondary training. Students will complete 4 credits in English and Math (including at least Algebra II); 3-4 credits in Science and Social Studies; and quality academic electives. Students in this program present a Senior Capstone as a culmination of their senior service project.

3. **Graduation Requirements**

a. Roger Bacon requires a minimum of 24 credits to graduate including the following courses:

4 credits of English

4 credits Math

3 credits Science

4 credits Theology

3 credits of Social Studies including:

- **½ credit of World History***

- **1 credit of Government**

- **1 credit of American History**

1 credit of Fine Arts

½ credit of Phys Ed

½ credit of Health

b. The following are required for participation in Commencement Exercises at graduation:

- Completing all State of Ohio graduation requirements. For information on graduation requirements, go to education.ohio.gov and search for "Graduation Requirements."
- Not failing more than two classes in senior year
- Meeting all financial obligations
- Attending a senior retreat

4. **Grading System.** A numeric grade is given on report cards for each quarter and each semester exam. In order to pass a subject, students must have a year-end average of 70. The grading scale is listed below:

A = 100 - 93

B = 92 - 85

C = 84 - 75

D = 74 - 70

F = 69 and below

5. **Report Cards.** A copy is available on *SpartanLink* about a week after each quarter. A hard copy can be sent home if requested. Students and parents should regularly review all grades and especially take note of any classes the student is failing or in danger of

failing. Parents are encouraged to contact teachers any time throughout the school year regarding a student's progress.

6. Promotions and Failures

a. Students who have failed any of the subjects listed below must make up those classes in summer school or may not be permitted to return to Roger Bacon the following school year:

- Freshmen: Theology 9, English 9, Math, World History, Biology
- Sophomores: Theology 10, English 10, Math, Science, Government
- Juniors: Theology 11, English 11, U.S. History, Math and Science depending on credits.

b. Students may not be permitted to return to Roger Bacon if they fail four or more classes for the year. (This includes both semester and full year classes).

c. Students may not be permitted to return to Roger Bacon if they fail three classes and any of the following are true:

- They do not have a sufficient number of credits to be promoted to the next level.
- They have not made up essential classes in summer school.
- They have been absent from school an excessive number of days.

7. **Honors**. Students who achieve a 93.0 average in their classes receive first honors. Students who achieve an average of 87.0 in their classes receive second honors. A student who has failed any course cannot achieve honor roll status. A "D" in any subject will also eliminate a student from first or second honors. Students who remain on the honor roll for each of the first three quarters of the school year are honored at the annual Academic Awards Ceremony. Students are required to attend this ceremony - permission from the Principal is necessary to be excused.

8. **Class Rank**. A student's class rank is determined each semester by the grades he/she earns and the difficulty of the classes taken.

9. **Exams**. Exams given at the end of each semester count as 20% of the semester grade and MUST be taken in order to complete that course. Failure to take exams within two weeks of the semester's end results in a grade of zero unless illness is involved. Exam grades and quarter grades are not released to students whose tuition accounts are not up to date. Students who do not take exams are not eligible to participate in ANY extracurricular activities until those exams are taken and grades are given. Seniors with a 90.0 average and underclass students with a 93.0 average in a subject at the year's end will be exempt from final exams in that subject. Teachers may make individual exceptions and require students to take exams. **There are no exemptions from state mandated exams.**

10. **Homework**. In addition to work done during school hours, all students are expected to study at home. Students will have homework (written and/or reading) each night. Parents are encouraged to use *SpartanLink* to access their child's assignments.

11. **Withdrawals**. When a student withdraws from Roger Bacon, the registrar will mail official school records to the new school. Even if a student withdraws, parents are still obligated to pay the full tuition for the semester. **Roger Bacon reserves the right to withhold all grades, transcripts and diplomas until financial obligations are met.**

12. **Transcripts.** For seniors applying to colleges, transcripts are sent through the students' *Naviance* accounts. Transcripts required for scholarships and other programs can be requested by completing the Transcript Request Form available in the Guidance Office. There is no charge for transcripts sent for current students. For Roger Bacon alumni, there will be a \$5 charge for transcripts

13. **National Honor Society.** NHS is an organization whose membership is by invitation only. Students in National Honor Society are well-rounded students who exemplify the main components of NHS: Scholarship, Leadership, Character, and Service. Letters of application are given to sophomores, juniors, and seniors who have achieved a certain minimum GPA at the semester. A teacher-based committee evaluates the applications and selects the members.

14. **Credit Flexibility Policy**

a. Students interested in earning credit through flexible methods must submit a personalized learning plan to the Guidance Department. The personalized learning plan must identify the learning outcomes of the course. Methods chosen to earn credit must be approved in advance by the Principal and cannot rewrite the school's mission or curricular requirements. Roger Bacon High School retains the rights and responsibility to determine what counts as curricular content, learning outcomes, methods of learning, assessments, and criteria for assigning grades. Roger Bacon High School shall not limit the number of credits students can obtain through demonstration of mastery or completion of educational options; however, this does not mean that any and every course can be completed in any way an individual student desires. Roger Bacon will not permit early graduation due to credits earned through the credit flexibility option.

b. Students must submit a personalized learning plan or request a testing out option by May 1st for the following year for approval by the Chair of the department in which credit is being sought or his/her designee, the student's Guidance Counselor, and the Director of Curriculum and Instruction. Final approval will be granted by the principal. Students seeking approval for educational options taking place off-site must submit a liability waiver signed by their parents or legal guardians. Because Roger Bacon High School is a Catholic institution, courses contrary to Catholic teachings will not be approved.

c. Students may test out or otherwise demonstrate mastery of the course content established by the curriculum of Roger Bacon High School by earning a score of a 90% or better on an alternate form of assessment, such as an end of course exam, approved by the Department Chair and the Director of Curriculum and Instruction.

d. Students may earn credit through the following educational option plans:

- Successfully complete a college-level course through College Credit Plus (CCP)
- Successfully complete an educational option plan, including online courses and programs approved by the State of Ohio and Roger Bacon High School
- Successfully demonstrate mastery through methods such as portfolios, internships, work study, independent study plans or any combination of these methods

e. Students are responsible for any costs associated with the personal learning plan including assessment and transportation fees.

- f. Students must attend five classes daily at Roger Bacon High School and pay full tuition. In accordance with the guidelines of the Archdiocese of Cincinnati, all students must attend Theology class daily.
- g. Students will work with a teacher of record at Roger Bacon High School throughout an agreed upon timeline to ensure that curricular objectives are met. Advising teachers are to be compensated by the student at a rate of \$30/hour for their time.
- h. A student who fails to meet the standards for ongoing participation, satisfactory progress and final assessment described in his or her personalized learning plan will not receive credit.
- i. Grades earned by a student will be calculated in the student's GPA and class ranking.
- j. While doing work for an approved personalized learning plan, students are expected to adhere to all of the policies regarding behavior and academic work that are stated in the Student Handbook.
- k. High school athletic eligibility is based on grades reported at the end of each quarter. Students and parents are reminded that credits earned in the summer months through credit flexibility plans do not count for eligibility toward fall sports. Please check the NCAA requirements regarding their recognition of credit flexibility options.
- l. Should students or parents/guardians have a disagreement with a decision or action regarding any aspect of the credit flexibility procedures and guidelines, they may request an appeal and have the right to a hearing. Appeals must be formally written and submitted to the Credit Flexibility Committee. The appeals will be reviewed by the Credit Flexibility Committee comprised of the building Principal, a school counselor, and a teacher representative from the department in the relevant subject area not involved in the original approval and assessment of the student. The student filing the appeal and his or her parent/guardian(s) shall be given an opportunity to present concerns and recommendations to the committee. The committee will review appeals within 10 days from the date the appeal was submitted in writing. The decision of the committee shall be final unless overturned by the President.
- m. To view the full policy and print an application, please visit our website and click on "Credit Flexibility" on the Guidance page.

F. EXTRACURRICULAR ACTIVITIES. Since so many students are staying after school for various reasons, it is the students' responsibility to inform parents they are staying after school. Participation in extracurricular activities is strongly recommended. Extracurricular activities encourage teamwork and responsibility - an essential part of a student's personal education.

1. Eligibility

a. A student's academic eligibility to participate in extracurricular activities and athletics is based on the previous quarter's grades: first quarter grades determine eligibility for the second quarter; second quarter grades determine eligibility for third quarter; third quarter grades determine eligibility for fourth quarter and fourth quarter grades determine eligibility for the first quarter of the next year. August 1st begins the first quarter of eligibility.

b. Students must have passing grades in five courses, not including Physical Education, for the quarter.

c. Students on academic probation are ineligible to participate in athletic contests (i.e., regular season and tournaments games or matches, etc.) or extracurricular events (i.e., competitions, contests, performances, etc.) but may continue practicing with their respective athletic teams or participating with their extracurricular organizations. Students who are on academic probation for two consecutive quarters are ineligible to participate in all extracurriculars and athletics, to include practices, until they are off academic probation.

d. Students on disciplinary probation are ineligible to participate or attend any extracurricular activities, to include athletics and conditioning.

2. Tuition Dependent Eligibility

a. A student who is participating in extracurricular activity becomes ineligible to participate when his/her tuition becomes delinquent by 18% of the total tuition. Participation may not re-commence until all tuition and fees are made current which means that there is no past due tuition or fees.

b. All prior year tuition must be paid in full by June 1st in order for the student to be eligible to attend or participate in summer camps, conditioning and practices of any kind.

c. Students with delinquent accounts at the end of the first semester will not be permitted to begin the second semester.

d. All prior year tuition must be paid in full before a student will be promoted to the next grade.

e. Roger Bacon High School will not issue report cards, transcripts, or a diploma until all financial obligations are met.

f. A copy of the OHSAA policies regarding eligibility may be obtained from the Athletic Director if there is a question. The Roger Bacon Administration can declare any student ineligible at any time at its discretion.

3. Athletics

a. The inscription above the stage in the Fine Arts Center reads “Mens sana in corpore sano” (A sound mind in a sound body). The athletic program has been developed to meet this goal. Roger Bacon teams have always maintained a high standard of excellence, winning championships in the city, district, region and state. Roger Bacon is a member of the Greater Catholic League (GCL) Co-ed Division and the Miami Valley Conference (football only).

b. **Transfer Student Athletic Eligibility.** Any students transferring to Roger Bacon High School must see the Athletic Director upon admission to Roger Bacon to determine athletic eligibility. Explanation of rules and regulations according to Ohio High School Athletic Association and the Archdiocese of Cincinnati will be discussed.

c. **Fees.** This fee is a per sport fee paid by every athlete participating in an organized sport sponsored by the Athletic Department of Roger Bacon High School. The fee is \$200

per sport for the first two sports in which the student participates during one school year. No fee will be assessed for the third sport in which the student participates during the same school year. There will be a family cap of \$600 per school year. The fee is due on meet the team night for all sports which do not cut participants. This fee is **non-refundable**. Each season should be **paid in full before** going to the next sport season or the student will be ineligible. Members of teams who fail to meet the payment deadlines will not be permitted to participate in Roger Bacon interscholastic athletics until the fee is paid.

d. **Physicals.** The State of Ohio mandates that every athlete who competes in inter-scholastic high school sports must have a physical examination by a licensed physician prior to the start of the season. No athlete will be permitted to try out for any team or participate in conditioning until the physical exam is recorded on Roger Bacon medical forms and proper eligibility forms are on file in the Athletic Director's office. There are no exceptions to this policy. Medical examination forms are available in the main office, online, or from the athletic director. In order to participate in the athletic program, students must have the written consent of the parents. Consent forms are available in the athletic director's office.

e. **Teams.** Baseball, Basketball (girls and boys), Bowling (girls and boys), Cross-Country (girls and boys), Football, Golf (boys), Gymnastics (girls), Lacrosse (girls), Soccer (girls and boys), Softball, Swimming (girls and boys), Tennis (girls and boys), Track (girls and boys), Volleyball (girls and boys), Wrestling.

4. **Organizations and Clubs.** There are a wide variety of organizations and clubs available to students. Each organization and club has a faculty sponsor. See the website for a current listing of all organizations and clubs available.

5. **Student Publications.** The student yearbook is known as the ***Troubadour***, in honor of St. Francis of Assisi, the founder of the Franciscans, who was known as God's Troubadour. The yearbook is published annually by a student staff in the Yearbook class, under the supervision of a faculty moderator.

G. STUDENT SERVICES

1. **Guidance Office.** The guidance office is located in the east wing at the top of the north ramp. These facilities are for the use of all students. Normal operating hours are from 7:15 a.m. to 4:00 p.m.

a. **Appointments.** A student may schedule appointments with his or her counselor by signing his or her name in the appointment book (in the guidance office) or by directly contacting a counselor. ONE DAY'S NOTICE is usually required. Except for emergency situations, students should schedule appointments before or after school or during Flex bell. Parents are also welcome to contact counselors for appointments.

b. **Scheduling.** All grade 9, 10, & 11 students will begin to plan their schedules for the next academic year in March. Academic placement will be recommended by the teacher, and courses will be selected for the following year. The master schedule is built using the course requests submitted by the students. AFTER the term has begun, students who request to drop a course must obtain permission from the Principal.

c. **Services.** Besides individual counseling concerning personal problems students may have at home or school, the guidance office handles educational placement and career counseling, group guidance, college scholarship applications, referrals and testing.

d. **Support Programs.** The guidance office staff and auxiliary personnel are also involved in support programs for those students who feel they need help in coping with some situation in their lives. Participation in any group is strictly voluntary. The following groups may be offered during the school year: grief and loss (through Fernside) and stress.

e. **Testing**

(1) Roger Bacon has a well-rounded testing program which assesses the student's abilities and interests. A list of these tests follows:

<u>Grade</u>	<u>Test</u>
9	Pre-ACT
10	Pre-ACT
11	Practice ACT
	ACT (State-funded)
10, 11, 12	Advanced Placement Test (AP®)

(2) Students interested in college should take either the Scholastic Aptitude Test (SAT) or the American College Test (ACT). Students will be encouraged to take these tests in the spring of their junior year. All materials are available through the guidance office. Students are responsible for completing online registration for these tests and requesting approval for testing accommodations in advance of the ACT or SAT.

f. **Naviance.** All students have an account with *Naviance*. This is an online comprehensive college and career readiness platform that enables self-discovery, career exploration, academic planning, and college preparation. Students will first use their *Naviance* account in their Freshmen Seminar class, and then throughout high school and especially during the college application process. Roger Bacon's *Naviance* website is: <https://student.naviance.com/rogerbhs>.

2. **Information and Technology Center (ITC)**

a. Hours of Operation: Monday – Friday 7:15 a.m. – 3:00 p.m.

b. The ITC is available to students, faculty, and alumni. The ITC is equipped with laptops, desktop computers, digital cameras, and video and audio components for creating podcasts and audio presentations. The collection includes eBooks and a wide variety of educational databases.

c. Food, drinks, and gum are not permitted in the ITC.

d. Printers in the ITC are available to students for school use only.

3. **Transportation.** Students living in the Cincinnati Public School District can take the Metro at a discounted rate. Fairfield, Finneytown, Mt. Healthy, North College Hill, Northwest, Winton Woods, Wyoming and Princeton school districts do not provide busing, but Roger Bacon has a large number of students from those areas of town. Many families form car pools in order to save time and money. The Roger Bacon website has a "Carpooling" section that parents/students can use to arrange carpooling. **Families may**

be eligible for reimbursement from their school district if transportation is not provided.

4. Cafeteria

a. Roger Bacon provides a complete lunch service for students including hot and cold items at a very reasonable price. Free and reduced lunch is available for those who qualify. A "special" will be offered each day. A "special" includes: a choice of hot entree, Italian sub sandwich, turkey sandwich, salad bar or peanut butter and jelly uncrustable sandwich; two vegetables; two small fruits; and milk. All items listed must be on the tray to qualify. All of the "extras" – chips, nutrigain bars, rice krispie treats, juice boxes, etc. -- are not included in the "special" or in the free or reduced lunch program.

b. Roger Bacon has a point of sale system in the cafeteria. The system uses electronic accounts for each student thus eliminating the need to handle cash or make change during the "lunch rush." To set up a lunch account, go to www.mylunchaccount.com. You need the student ID number to set up the account. Students and parents can add money to their accounts by bringing a check to the Business Office or the cafeteria prior to the start of the school day. Money can also be added via an online payment through the online portal described above. The Roger Bacon website has complete information on the system, including student expectations and parent interface.

c. If a student's account is in arrears more than \$50, he/she will not be permitted to buy the "special" for the day until their account is brought under \$50, but they will be able to purchase a bagged lunch. Once a week, students who owe more than \$10 will be informed of their balance when they go through the cashier's line. Monthly statements will be sent home for students that owe more than \$10 on their account. Every Wednesday a report will be run for those students who owe more than \$50. They will receive an email indicating they have until the following Monday to pay their account under \$50 or they will be required to purchase the bagged lunch until they do so.

5. Health Services

a. **Nurse.** A licensed school nurse is on campus to promote the physical and emotional health of students and their capacity to learn. The school nurse provides the following services:

- Illness and injury assessments and interventions
- Immunization compliance tracking
- Communicable and chronic disease management
- Administration of medication
- School safety and emergency response support
- Health screenings

b. **Health Screenings.** State laws pertaining to vision and hearing screening will be followed. Currently, all freshmen and new upperclassmen will be screened for hearing and vision. All juniors are required to be screened for hearing. If a reason exists that a parent objects to any of the health screenings, a written statement to that effect must be sent to the nurse.

c. **Illness.** Students who become ill during the school day are to report to the nurse's office **before a parent is notified**. If the nurse determines that the student needs to go home, a parent/guardian will be notified according to the student's medical emergency authorization form.

d. **Immunizations.** Ohio law requires all students to be immunized for school attendance. It is the parent's responsibility to provide written documentation of the student's immunization record (month, day and year) to school personnel by the fourteenth day of school attendance.

e. **Medication.** School personnel are prohibited from giving any medication to a student without written permission from a parent/guardian; in the case of prescription medication, the written order of a licensed prescriber is also required. **Students may not carry or administer their own medications, with the exception of asthma inhalers, Epi-Pens, and insulin.** When it is necessary for medication to be administered during school hours, the following procedures must be followed:

- A Prescription Medication Form or an Over-the-Counter Medication form must be submitted to the school nurse before any medication will be administered.
- The parent/guardian must assume responsibilities for safe delivery of the medication and the signed permission forms to the school nurse. The medication must be received in the original container in which it was dispensed or purchased.
- The parent/guardian shall assume all responsibility for outcomes resulting from failure to provide necessary emergency medications and authorization.
- The school may stock a supply of frequently requested medications such as Tylenol, Ibuprofen and Tums. Other medications may be supplied by the parent/guardian and kept in the nurse's office for student use when accompanied by a written request.
- If there is a change in a student's health status, recent illness/injury, or a new drug allergy diagnosis, the parent/guardian is required to notify the school nurse as soon as possible.

f. **Tuberculosis Test Requirements.** All foreign-born, newly enrolled students who have been in the USA for 5 years or less must provide documented evidence of having a negative TB test within 90 days of enrollment in school. Any current student who travels at any time to a high risk country in a non-tourist capacity, must provide evidence of a negative TB test in no less than 60 days but no more than 90 days after their return from travel.

6. **Spirit Shop.** The Spirit Shop offers a large selection of spirit wear items for any age. Not all of the items offered in the Spirit Shop may be worn to school as part of the dress code. Please consult the dress code section of this handbook for specifics. The Spirit Shop will be open on school days during the lunch period and before some home athletic events.

H. SCHOOL REGULATIONS. All school regulations have been adopted with the spirit of helping students grow in holiness and learning, self-discipline and compassion. Not every expectation of a student may be contained in these school regulations, and all regulations are subject to the discretion and judgment of the administration.

1. **Alcohol and Drugs.** The possession or use of alcohol, drugs-defined as any illegal, prescription, or over-the-counter medication, or drug paraphernalia on school property and/or at school-sponsored events AT ANY TIME is strictly forbidden. The selling, possession, transfer or use of drugs is also strictly forbidden. This includes substances which are thought to be, inferred to be or sold as drugs. Violation of either rule may result in any of the following: detention, work detail, disciplinary probation, a student's

suspension and possible dismissal. The administration will determine any follow-up programs deemed necessary.

2. **Athletic Offices, Locker Rooms and Fitness Center.** Students are NOT to be in the Athletic Director's office or coaches' offices at any time unless a faculty member is present. No students are to be in the locker rooms before 7:45 a.m. Physical education students are the only students who should be in the locker rooms during the day. In-season athletes are the only students who should be in the locker rooms after school. The Fitness Center can only be used under the supervision of a staff member or coach.

3. **Attendance**

a. All parents/guardians have the responsibility to assure regular, daily school attendance of their children. Absences fall in to two general categories - excused and unexcused.

Research shows that the reason a student misses school does not matter, but the amount of days he/she misses has an impact on learning.

b. Definitions. It is important to use common language and definitions when developing student support strategies to reduce absenteeism. Below are several definitions, the school and/or Ohio, uses to describe student attendance and student supports as defined by the Every Student Succeeds Act (ESSA), Ohio Revised Code, and Ohio Administrative Code. For the purpose of recording absences, Roger Bacon records missed time by class periods. Each period equals $\frac{3}{4}$ of an hour.

(1) **Excused/Not Excused.** To be considered excused (i.e., legitimate), positive parental contact regarding the circumstances of the absence must be made. If positive contact is not made, the absence is considered unexcused and can result in disciplinary action. More than 3 unexcused absences during a semester may result in the failure of courses for that semester. Absences can be categorized as unexcused at the discretion of the Administration.

(2) **Excessive Absences.** Ohio Revised Code defines excessive absences as a child of compulsory school age who "is absent **with or without a legitimate excuse** for thirty-eight or more hours in one school month, or sixty-five or more hours in one school year." Roger Bacon uses 80 hours per school year to define excessive absence.

(3) **Chronic Absenteeism.** ESSA defines chronic absenteeism as missing 10 percent or more of the school year for any reason — **excused or unexcused absences**. Students who are chronically absent are missing a significant amount of school, thus, missing out on important classroom time. Roger Bacon's school year consists of 1,124 hours.

(4) **Habitual Truancy.** Ohio Revised Code defines habitual truancy as "any child of compulsory school age who is absent without legitimate excuse from the public school the child is supposed to attend for thirty or more consecutive hours, forty-two or more hours in one school month, or seventy-two or more hours in one school year."

	Consecutive hours	Hours per school month	Hours per school year
Excessive Absences	----	38 (50 class periods)	80 (106 class periods)
Chronic Absenteeism	----	----	112 (150 class periods)
Habitual Truancy	30 unexcused (40 class periods)	42 unexcused (56 class periods)	72 unexcused (96 class periods)

(5) Truancy only looks at unexcused absences, whereas, chronic absenteeism and excessive absenteeism take all absences into account.

c. **Actions.** Schools are directed to reduce absenteeism by implementing strategies to help alleviate future instances and remediate missed instructional time.

(1) Once a student exceeds the absence thresholds (see above), parental contact will be made. A student will be required to attend after school study tables to remediate missed class time. As a general rule, the student will attend 4 days of after school study tables for every 8 class periods missed. After school study tables will begin the first day the student returns to school and will be fulfilled in consecutive order. Attendance at study tables supersedes all work, sports, and extracurriculars. Failure to attend assigned study tables may result in disciplinary action.

(2) In the case of chronic absenteeism, a doctor's note may be required for all future absences. Participation in extracurricular activities, to include sports, field trips, college visits, non-health related absences, etc., may be denied.

(3) **Tardiness.** Students who are not in their classroom and ready for instruction when the bell rings at 7:45 am are tardy and must report to the Main Office to obtain a tardy pass. Excessive tardiness may result in after school study tables to remediate missed class time. As a general rule, one day of after school study tables will be required for every 4 tardy incidents. Disciplinary action may result if the tardiness persists.

d. **Reporting an Absence.** When a child is absent, the following steps should be taken:

(1) On each day of the student's absence, a parent must call the school before 8:00 a.m. to report the reason for the absence. **The attendance phone # is 618-7021.** This is an automated number and can be accessed 24 hours a day. In your message please make sure to include the name of the student and reason for absence.

(2) If a phone call is not placed by 8:00 a.m. by a parent/guardian, then a phone call will be placed by Roger Bacon staff checking on the status of the student. If contact is not made, then a message will be left, and it is the responsibility of the family to make positive contact (attendance line, email, etc.) with the school and report the reason for absence.

e. **Foreseeable Absences.** Absences due to a special family event, travel with the family, or participation in a special event of a religious, educational, civic, cultural, or athletic nature fall into this category. These absences are strongly discouraged when possible - there is no guarantee any request will necessarily be permitted. Though the student is permitted to make up lost work for an absence, classroom time cannot be replaced. These absences can be excused if the following conditions are met:

- The parent informs the Assistant Principal by note or telephone call at least a week in advance.
- Once permission is given, the student must fill out a foreseeable absence form and inform his/her teachers.

f. **Foreseeable Absences on Exam Day.** In order to preserve the integrity of the exams, absences are ordinarily not permitted on exam days. At the discretion of the administration, exceptions may be made for situations or events beyond the control of the student/family.

g. **Extracurricular Activities.** In general, students who are absent from a school day are not permitted to attend extracurricular activities. Sick students are not to come to school for any amount of time merely to secure eligibility. In order to attend or participate in school-sponsored extracurricular activities, students must be in school for the majority of the day which is four complete classes out of seven (flex period is not a class) on a normal day. On days when there is a special schedule due to school-related activities (such as Mass, retreat days or an assembly), the administration will decide what constitutes the majority of the day. Students who are absent due to participation in or attendance at school-approved activities are eligible to participate in extracurricular activities. Students who attend field trips or official state sponsored tournament events are not marked absent.

h. **College Visits. A college visit is considered a school-sponsored activity.** Seniors are permitted three college visits per year and juniors are permitted one visit. The student is responsible for finding out what work he or she missed and for making up all that work (including tests and quizzes) in accordance with the makeup policies established by the classroom teacher. A college visit request must be turned in to the Main Office in advance of the visit. Week-long college tours are not permitted.

i. **Early Dismissal.** If an early dismissal is needed, a written note from the parent giving permission for the student to be dismissed must be brought to the Main Office before 1st period so that an early release pass may be issued. **Students will not be released without a written note.** The note should include the following information: date, reason for early dismissal, and exact time the student should leave the school. If a student is being picked up, that individual's parent/guardian must come into the Main Office to sign out the student. If situations preclude the use of a written note, direct parental contact with a member of the main office is required.

j. **Snow Days.** When there is snow or other bad weather, the presumption is always that there will be school. Students must arrive as soon as possible. Cancellations will be communicated on our School Reach phone system, on TV and the school website. Please do not call school on these days.

4. **Before and After School Hours.** The official school hours are 7:45 a.m. to 2:45 p.m. The Main Office is open 7:00 a.m. to 3:30 p.m. The Guidance Office is open 7:15 a.m. to 4:00 p.m. The Information and Technology Center is open 7:15 a.m. to 3:00 p.m. School rules, including dress code, apply as soon as a student enters and until they leave school

property. Electronics are specifically prohibited from 7:45 a.m. through the end of the normal school day.

a. **Before School Supervision.** The school cafeteria will be open at 7:00 am. Students who arrive early may go to the cafeteria to study or socialize. The Information and Technology Center will open at 7:15 am and is to be used for study purposes only. Students may not be in any other part of the building until the 7:35 am bell rings. However, the main and guidance offices are open prior to 7:45 am for students to conduct business before school, so as not to take time away from their classes.

b. **After School Supervision.** Due to after-school student safety and insurance liability, all students are to leave the building and be off school grounds unless a student is involved in the following: JUG, tutoring, participation on an athletic team or moderated extra-curricular activity, or after-school work. Students who are not involved in one of these things must report to the cafeteria for quiet, supervised studying. Failure to report to the center may result in disciplinary action. **After-school supervision will be provided until 4:15 p.m.** Parents/guardians are responsible for ensuring that arrangements are made for transportation at the end of any given activity.

5. **Cheating/Plagiarism.** Cheating/plagiarism is counter to the educational goals of Roger Bacon and the personal development of every Roger Bacon student. Any form of cheating / plagiarism will result in a lower grade, not excluding the possibility of a zero, and disciplinary action, up to three days of JUG. Consequences will be determined by the individual teacher. Any instance of cheating/plagiarism will also be reported to the Assistant Principal. If a student has repeated infractions, the Administration may assign additional disciplinary consequences up to and including possible dismissal from Roger Bacon.

6. **Classroom.** Each student is to follow the classroom rules set up by the teacher. Classroom misconduct will be dealt with by the teacher. Students should go to their assigned places and be seated before the bell rings for the beginning of the class period. **Students who are dismissed from class must report to the Main Office immediately.**

7. **Communication.** Students are required to daily check email to be aware of essential communications from teachers and the school. Failure to do so may result in detention.

8. **Corridor and Stairway.** Running, horseplay, loud shouting and inappropriate language are prohibited at all times. Students have four minutes to move quietly and directly to their next class. During class periods, no student is permitted outside a classroom without an appropriate pass. Loitering in the restrooms, corridors, gym, locker rooms or stairways is absolutely prohibited at all times during the day.

9. **Dress Code and Personal Appearance.** Students at Roger Bacon are expected to strive for personal excellence and to accept the challenges of human freedom with its accompanying responsibilities. One way Roger Bacon teaches these values is through the school dress code. The school dress code is meant to minimize competition, maximize convenience, be cost conscious as well as promote the individual student's training in self-control and self-discipline. In addition, the uniform should promote self-respect and pride in being identifiable as a Roger Bacon student. Generally, all eccentricity in dress and appearance is discouraged; any extremes in color, style or design are not permitted. Students are to come to school and leave school in conformity with the dress code. Exceptions to the dress code must be cleared by the Assistant Principal, whose decision is final.

a. Dress Code for Males

- (1) **Shirts:** Any solid white, collared dress shirt with long or short sleeve may be worn. A polo style shirt purchased only from the **RB Spirit Shop** is the other option. Shirts are to be tucked in at all times.
- (2) **Pants:** Any solid colored dress pants of the following colors may be worn: khaki, brown, navy blue, or black. Jeans or denims are not permitted nor are any pants which look like jeans. Pants must have belt loops and belts are to be worn to maintain pants at waist level at all times. Draw string pants or pants with pockets on the outside (cargo pants) are not permitted. Pants which are gathered, pinned or torn at the cuff are not permitted.
- (3) **Shorts:** Any dress shorts of the following colors may be worn: khaki, brown, navy blue, or black. Shorts must be modest in length (no more than three (3) inches above the knee). Shorts must have belt loops and belts are to be worn to maintain shorts at waist level at all times. Draw string shorts or shorts with pockets on the outside (cargo shorts) are not permitted.
- (4) **Outerwear:** Any non-hooded Roger Bacon sweatshirt, sweater, fleece or jacket may be worn at any time over a regulation school polo shirt or button down white shirt. They may not be draped over the shoulders nor tied at the waist. Students may not wear non-Roger Bacon jackets or coats during the school day. Students will receive one Roger Bacon sweatshirt from the school. (Students: Remember this saying: "*RB, no hood, you're good!*")
- (5) **Shoes:** Dress, casual or gym shoes must be worn. Shoes with open toes or open heels are not permitted.
- (6) **Socks:** Socks worn with shoes should not be eccentric in design or color.
- (7) **Jewelry & Piercings:** No sunglasses, medallions, pendants, beads or earrings may be worn in school. Tongue piercing, nose piercing, or any other body piercing is not permitted.
- (8) **Hair:** Hair must be cut above the eyebrows and shirt collar. Only natural hair color or natural hair color highlights are permitted. Eccentric hairstyles, designs of any type, ponytails or buns, and hair accessories (rubber bands, hairbands, etc.) of any kind are not permitted. The administration is the final judge on these matters. Students told to get a haircut or change a hairstyle must comply by the date given by the administration, or may not be permitted to attend classes until the changes have been made.
- (9) **Facial Hair:** Students must be cleanly shaven at all times: beards, mustaches, sideburns and goatees are not permitted.
- (10) **Tattoos:** Tattoos may not be visible at any time.
- (11) **Hats:** Hats may not be worn in the school building at any time.

b. Dress Code for Females

(1) **Skirts:** The plaid uniform skirt is optional and may be worn at any time. The skirt may be no shorter than three inches above the knee. Shorts are not to show from under the skirt. Uniform skirts may be purchased from Schoolbelles or Educational Outfitters. Tights may be worn under the skirt, but they must extend down through the foot or down to the ankle. The following colors are permitted: white, black, brown or grey. To promote modesty and self-respect, the length of skirts will be checked. If the skirt is more than three (3) inches above the knee, the student will be issued an official warning that will be registered with the Assistant Principal. The second offense will result in one (1) day of JUG. In the event of a third offense, the student will no longer be permitted to wear the skirt that school year.

(2) **Shirts:** Any solid white, collared dress shirt with long or short sleeve may be worn. A polo style shirt purchased only from the **RB Spirit Shop** is the other option. Shirts are to be tucked in at all times unless they are the banded RB polo style shirt purchased in the RB Spirit Shop.

(3) **Pants:** Any solid colored dress pants of the following colors may be worn: khaki, brown, navy blue, or black. Jeans, leggings, or denims are not permitted nor are any pants which look like jeans. Pants with pockets on the outside (cargo pants) are not permitted. Pants which are gathered, pinned or torn at the cuff are not permitted.

(4) **Capris:** Defined as going below the knee, may be worn in the following colors: khaki, brown, navy blue, or black.

(5) **Outerwear:** Any non-hooded Roger Bacon sweatshirt, sweater, fleece or jacket may be worn at any time over a regulation school polo shirt or button down white shirt. They may not be draped over the shoulders nor tied at the waist. Students may not wear non-Roger Bacon jackets or coats during the school day. Students will receive one Roger Bacon sweatshirt from the school. (Students: Remember this saying: "*RB, no hood, you're good!*")

(6) **Shoes:** Dress, casual or gym shoes must be worn. Shoes with open toes or open heels are not permitted. No shoe of any kind may extend above the ankle.

(7) **Socks:** Socks worn with shoes should not be eccentric in design or color.

(8) **Jewelry & Piercings:** No sunglasses may be worn during school. Girls may wear no more than three (3) earrings per ear and may not wear earrings longer than two (2) inches. Tongue piercing, nose piercing, or any other body piercing is not permitted.

(9) **Hair and Makeup:** Eccentric hairstyles are not permitted. Only natural hair color or natural hair color highlights are permitted. Hair should be neatly groomed. No heavy makeup is permitted.

(10) **Tattoos:** Tattoos may not be visible at any time.

c. **Out of Uniform.** Roger Bacon has specific days (to include Brown/White dress down privileges) in which the regular dress code does not apply. Many times there is a fee of \$1 to participate. The regulations are as follows:

- A RB T-shirt, sweatshirt, warm up jacket or fleece may be worn. RB spirit wear is NOT permitted to be altered or torn in anyway. Athletes or any club members are permitted to wear their team or organization's shirt or jersey.
- Jeans or any Roger Bacon bottoms (i.e., sweatpants, warm-up pants, etc.) may be worn with the appropriate top. Jeans or any bottoms are not to be ripped, frayed or altered in any way.
- Dress code regulations for shoes apply.
- RB hoodies, non-RB sweatpants, leggings/jeggings, jean shorts and sport shorts are NOT permitted.

10. **Driving to School and Parking.** Any student who drives to school is required to register their car with the school and be assigned a parking place on campus. All students are required to park on campus (space permitting). There is no charge for parking. Students should use care when crossing the street around the school and should use only properly marked crosswalks. Sitting in parked cars and continual driving around before school are never permitted.

11. **Electronics.** The use of MP3 players, CD players, cell phones, smart devices (includes smart watches), headphones, laser pointers or any electrical device are not permitted from 7:45 am to the end of the school day. Cell phones and smart devices are to be turned off (powered off) during school hours. Parental communication should be limited to emails to the student's Roger Bacon account or direct contact with main office personnel. A phone is available in the main office for student use. Messages received by the main office will be delivered expeditiously to students.

a. Unintentional disturbance by any electronic device: Device will be confiscated by the Assistant Principal for the day and may result in disciplinary action.

b. Intentional inappropriate use of an electronic device:

- 1st offense: Device will be confiscated by Assistant Principal for the day and not returned until the next morning. Disciplinary action may also result.
- 2nd offense: Device will be confiscated by Assistant Principal and will only be released to a parent/guardian. Disciplinary action may also result.
- 3rd offense: Device will be confiscated. Permission to possess the electronic device in question on school grounds may be denied. Further disciplinary consequences may be incurred.

12. **Fighting.** Fighting on or off school grounds is strictly prohibited and may result in disciplinary action up to and including possible expulsion.

13. **Food and Drink.** No food is permitted in classrooms or hallways. Food is never to be taken out of the cafeteria. Chewing gum on school property is prohibited. Clear plastic water bottles are permitted with water only.

14. **Forgery.** Forgery includes falsifying either a parent/guardian's or teacher's signature and may result in disciplinary action.

15. **Gangs.** Roger Bacon High School recognizes that a school must create a safe environment in which learning can take place. The presence of gangs within a school disrupts that environment by threatening the safety of the students in the buildings and causing disruption to the academic process. As a result of these beliefs, if it is determined that someone belongs to a gang or displays gang activity he/she may be expelled from Roger Bacon High School.

16. **Homework.** Homework is an important component in student learning and success. Failure to do assigned homework on time and as instructed may result in disciplinary action. Students are expected to take appropriate resources home every night to study.

17. **iPads, Books and Personal Property.** Students are responsible for their iPads, books, and personal property. These items should be locked in their lockers if they are not taken home at night. Found iPads and books are kept in the Main Office - and all other lost and found items are handled by the Guidance Office.

18. **Leaving School.** No student may leave school grounds during the day without permission of the Principal or Assistant Principal.

19. **Lockers.** Each student is assigned a locker in which to keep his or her iPad, books and personal belongings. Switching lockers or using unassigned lockers is not permitted. Lockers must be locked at all times, using ONLY locks provided by the business office. Students may not go to their lockers during lunch periods or between lunch times. If a locker is left unlocked, the lock may be confiscated. If a lock is lost, students must purchase a new one from the business office for \$5.00. Lockers are the property of Roger Bacon - the school reserves the right to search student lockers at any time.

20. **Lunch.** Roger Bacon has a closed lunch policy. Students may neither leave school for lunch nor order food to be delivered to school during the regular school day without prior approval from the Principal or Assistant Principal. Students are to:

- Remain quiet in the hallways during lunch; other classes will be in session.
- Go to their lockers before first lunch and after second lunch only.
- Seniors may immediately enter the lunch line. Underclassmen will take a seat in the cafeteria until called to enter the lunch line.
- Eat in the cafeteria. Students may NOT go outside during lunch, nor take food or drink outside the cafeteria.
- Clean off tables when they are finished eating.
- Put trays, dishes, utensils on dish carts, put garbage in the trash cans and recyclables in correct bins.
- Use good table manners.
- Use the bathrooms in the cafeteria; they may not use bathrooms on the second or third floor.

21. **Prohibited Areas**

a. Students are not allowed in the following school areas without supervision:

All Offices (after hours)	Custodial Closets	Fine Arts Center
Faculty Room	Conference Room	Fitness Center
Fan Room	Boiler Room	Fogarty Center Basement
Basement/Attic	Garages	

b. **Loitering.** Students are not to loiter in the hallways, stairways, restrooms, Fogarty lobbies or outside the building at any time before, during, or after school. At the request of our neighbors and the St. Bernard Police, students are not to loiter on or block sidewalks/streets or be on private lawns and driveways. Students are not permitted to remain outside before school.

c. **Front Steps.** Students are not to use the front marble steps before, during or after school; they are reserved for visitors.

22. **Off-Campus Regulations.** Students' behavior affects the reputation of Roger Bacon. Students who are involved in fighting, rowdiness, or general misconduct outside of school will be subject to disciplinary action by the school. Roger Bacon students are not to visit other schools when Roger Bacon dismisses early or has a free day.

23. **Pregnancy.** Roger Bacon believes and upholds the Catholic teaching of the sacredness of all human life and marriage as the proper context for sexual relations. Although never condoning premarital sex, Roger Bacon is dedicated to caring for the mother, father and child when pregnancy occurs. Each case will be individually evaluated by the Principal, and a decision will be made as circumstances warrant.

a. A Roger Bacon student who becomes pregnant may remain in school if she meets the following conditions:

- Attends a meeting involving appropriate school personnel.
- Seeks professional pre-natal care.
- Makes appropriate academic arrangements for classes she will miss.
- Seeks professional counseling to assist in dealing with the situation.

b. When it is no longer possible to conform to the dress code, special consideration will be made.

c. If the father of a baby is a Roger Bacon student, he may remain in school as long as he meets the following conditions:

- Attends a meeting involving appropriate school personnel upon confirmation of pregnancy
- Seeks professional counseling to assist in dealing with the situation.

24. **Public Displays of Affection.** Public displays of affection such as hugging, kissing or holding hands will not be permitted on campus. Violators will be assigned to detention.

25. **School Property.** Students must respect all school property. Any student who deliberately defaces or destroys school property or school uniforms risks expulsion. Horseplay that results in damaged or broken property will result in disciplinary action and payment for damage. Any broken equipment or property should immediately be reported to the business office. Every student is expected to help keep classrooms, corridors and all other parts of the building clean at all times.

26. **Searches.** A student's expectation of privacy exists in a more limited manner within school in order to protect the common good of all students. Therefore, Roger Bacon administration may conduct a search, based on reasonable suspicion, anywhere on school grounds.

27. **Tobacco Products.** Possession and/or use of tobacco products, including vaping, are prohibited at all school sponsored functions and on school grounds regardless of age.

28. **Transportation.** Safe and appropriate behavior is expected while traveling to and from school whether by public transportation or private vehicle. Misconduct will not be tolerated.

29. **Visitors.** All visitors must check in at the main office and wear a visitors badge for the duration of their visit.

I. DISCIPLINARY ACTION. Roger Bacon considers discipline to be important not only because school regulations maintain order, but also because it teaches students responsibility and self-control. School regulations have been adopted for the good of individual students as well as that of the school community and can generally be obeyed by using common sense. All actions are subject to the discretion and judgment of the administration.

1. **Detention.** ("JUG" - Justice Under God). Detention assigned by a teacher for academic reasons will be served with the teacher. Parents will be notified of the time and place the detention will be served. Detention assigned for other reasons will be held on Tuesdays and Thursdays from 3:00 - 3:30 pm and is moderated by the Assistant Principal. Students assigned detention are expected to serve detention the next time it is held (i.e., Tuesday or Thursday). Exceptions to this must be coordinated with the Assistant Principal prior to the date the detention is required to be served. An email with the required serve date will be sent to the student and parent. A student who does not serve detention on the designated date will be given a second day of detention. Sports, extracurricular activities, or other conflicts such as work are not an exemption from detention expectations.

2. **Letter of Warning.** Parents will be sent a Letter of Warning when their son or daughter has a total of ten (10) detentions for separate offense during the school year, excessive tardiness, or for any serious offense. The letter warns parents of excessive misconduct and the possibility of probation if the student is assigned to detention five (5) more times for separate offenses in any future semester or for any further serious offenses during the rest of their time at Roger Bacon. This letter will remain a part of the student's record for as long as he or she is a student at Roger Bacon High School.

3. **Suspension.** Students can be suspended by the Principal or Assistant Principal for serious misconduct. Suspension usually lasts between three (3) and five (5) days but may run longer. Days of suspension count as unexcused absences. Parents must meet with the Assistant Principal before a student may return to school.

4. **Probation**

a. Probation is the most severe penalty short of expulsion. Students are placed on probation if their conduct has not improved after receiving a Letter of Warning. Automatic probation can also be given for more serious infractions such as, but not limited to: truancy, smoking, disrespect to teachers or staff, or fighting.

b. Probation lasts 10 weeks. All holidays (except summer vacation) are counted as part of this 10 week period. During this 10 week period students may be suspended for any/all of the following: participation/attendance at all school activities in which Roger Bacon High School is represented as well as all student privileges. This may include sports, clubs, organizations, activities, and social events (both home and away, wherever Roger Bacon is participating).

c. Probation means that students may continue at Roger Bacon only under the following conditions:

- They are guilty of no further serious misconduct.
- They receive less than five (5) detentions for separate offenses in any given semester while enrolled at Roger Bacon.
- Any further evaluation, education, or follow-up procedures have been met.

d. A student is subject to expulsion if any of these conditions are violated. The student's full participation in school life will be reinstated if the student's conduct improves.

5. **Expulsion**

a. Students are subject to expulsion for any of the following offenses:

- Violation of any conditions of probation.
- Being placed on probation for the second time.
- Skipping detention a third time.
- Repeated issues of academic dishonesty.
- Action, on or off school campus, which is contrary to the mission and values of the school.
- Possession of, or use of alcohol, or the selling, possession, transfer or use of drugs, drug paraphernalia, or substances which are thought to be, sold as, or inferred to be drugs (any illegal, prescription, or over-the-counter), before, during or after school or at a school-related event on or off campus.
- Being truant a second time.
- Stealing.
- Open insubordination, defiance, disrespect or threat to a school official or teacher.
- Willful destruction of school property.
- Possession of or use of a weapon, any object resembling a weapon, or any object having the potential of being used as a weapon on or off campus.
- Menacing, threatening behavior or inducing panic.
- Violent or disorderly conduct.
- Violation of the school's stated policy.
- Possession of flammables or explosives.
- Sexual Harassment: any unsolicited verbal or physical conduct of a sexual nature which is unwelcome directed toward other students or faculty members.
- Serious misconduct on a Kairos retreat, band camp, field trip or the like.
- Sexting: students sending nude or sexually explicit photographs or videos of themselves and/or others through cell phones will not be tolerated at any time. All parties involved in taking, sending, receiving or sharing of these photographs may face expulsion.

b. If a student is expelled from Roger Bacon, the full amount of tuition for the semester in which the expulsion occurred must be paid before records will be released.

c. A student who is expelled is not permitted to return to Roger Bacon for any events.

J. HARASSMENT, INTIMIDATION AND BULLYING POLICY

1. Any form of harassment, intimidation, or bullying, regardless of where, how, or when it takes place, is expressly forbidden. Roger Bacon's internet and computer system may not be used to engage in harassment, intimidation, or bullying. Roger Bacon reserves the right to impose discipline for harassing, intimidating, bullying, and other inappropriate behavior that takes place off school grounds and outside school hours.

2. Harassment, intimidation, or bullying means either of the following: (1) Any intentional written, verbal, electronic, or physical act that a student has exhibited toward another particular student more than once and the behavior both causes mental or physical harm to the other student, and is sufficiently severe, persistent, or pervasive that it creates an

intimidating, threatening, or abusive educational environment for the other student, and (2) violence within a dating relationship.

3. Harassment, intimidation, and bullying can include many different behaviors including, but not limited to, overt intent to ridicule, humiliate, or intimidate another student. Examples of conduct that could constitute prohibited behaviors include (1) engaging in unsolicited and offensive or insulting behavior; (2) physical violence and/or attacks; (3) threats, taunts, and intimidation through words and/or gestures; (4) extortion, damage, or stealing of money and/or possessions; (5) exclusion from the peer group or spreading rumors; and (6) repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies, computers, cell phones, other electronic devices, the Internet, online websites, blogs, or social media/networks (also known as “cyber-bullying”).

4. Students and/or their parents/guardians may report (formally or informally) suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including persons involved, number of times and places of the alleged conduct, the target of the suspected harassment, intimidation, or bullying, and the names of any potential witnesses. Reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Principal or his/her designee. Anonymous complaints can be filed using the *Spartan Tipline* by calling or texting (513) 909-3085.

5. Making deliberately false statements about harassment, intimidation, bullying or violence is prohibited. Any false statements will be dealt with by the administration and may result in expulsion from Roger Bacon.

6. When acts of harassment, intimidation, or bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences, including suspension and expulsion. The decision whether to impose discipline and, if so, to what extent, is left to the professional and educational discretion of the Principal or his/her designee. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

K. CHILD PROTECTION. Roger Bacon High School is dedicated to maintaining a zero tolerance for abuse. We require that every member of our community, including our many volunteers, participate actively in the protection of minors. Any abuse or inappropriate behavior is to be reported to the Principal. These behaviors are outlined in the *Roger Bacon Child Protection Policy* manual.