

Reitz Memorial High School Student/Parent Handbook 2018 - 2019

Mission Statement

Reitz Memorial High School is a Christ-centered Catholic community which educates all students to their highest potential by developing religious values, providing excellence in education, and fostering a commitment to service.

Vision Statement

Providing an environment where God inspires,
we educate, students thrive.



Reitz Memorial High School Student/Parent Handbook Signature Page

I have read the 2018-2019 Student/Parent Handbook and agree to follow the school policies and procedures as stated including the Telecommunications Use Agreement.

I also understand that Reitz Memorial High School has adopted the goal that all students will demonstrate academic integrity through their academic work. This includes honesty on assignments and assessments, as well as knowledge and application of appropriate practices in writing, speaking, use of media and use of technology. I will demonstrate academic integrity in my work and application of appropriate practices.

I also understand that the administrator reserves the right to amend the handbook at any time, and that changes will be posted in the weekly announcements to parents and students.

The Student/Parent Handbook will be accessible on the school website and on Sycamore.

Printed Student Name

Signature Student

Grade

Date

Printed Student Name

Signature Student

Grade

Date

Printed Student Name

Signature Student

Grade

Date

Printed Parent/Guardian Name

Parent/Guardian Signature

Date

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Welcome to Reitz Memorial High School!

Reitz Memorial High School is a Christ-centered Catholic community which educates all students to their highest potential by developing religious values, providing excellence in education, and fostering a commitment to service.

This handbook contains important information about the policies and procedures of our school. It is provided for students, parents, and staff to assist everyone in carrying out their responsibilities in fulfilling our mission. As active members of the school community, students, parents and staff members are responsible to read this handbook and be familiar with the contents. Students and parents are encouraged to contact an administrator if there are any questions about the information in this handbook. The school reserves the right to amend this handbook at any time. Notification about these changes will be sent to parents and students through School Messenger and the revised handbook will be posted on the school website.

Reitz Memorial students and their parents or guardians are to complete the form at the beginning of this handbook on Page 2.

General Information

Philosophy of Education

Reitz Memorial High School is a Catholic school which carries out the educational mission of the Diocese of Evansville at the secondary level. The Bishop of the Diocese of Evansville serves as the governing body of the school. The Bishop appoints a Board of Trustees to serve as a consulting body in the oversight of school operations, policy development, institutional advancement, and strategic planning.

Reitz Memorial High School (from this point forward referred to as Memorial) exists to provide quality secondary education while promoting the development of religious values, talents and social skills. These high standards of education are achieved by working with parents to develop a Christian view of reality through the presentation of the values, morality of the Gospel, and the exercise of the Christian life. Utilizing the unique gifts and talents of its faculty and staff, Memorial strives to educate students to their highest human potential.

Although Memorial exists primarily for the education of Catholic students, those of other religious backgrounds are welcome to attend. The contributions and questions of students from various belief systems and their exposure to Catholicism and its traditions benefit everyone involved

Student Admission Policy

Memorial is open to students of any sex, race, color, national or ethnic origin to all of the rights, privileges, programs, and activities made generally available by the school. Memorial does not discriminate in the administration of their educational policies, scholarship programs, athletics, and other school-administered programs. Admission preference is given to Catholic students; however, students of other faith communities will be admitted so long as adequate room and facilities are available. Students of other faith communities will be required to assume their full portion of the costs of their education recognizing that the costs to Catholic students are generally subsidized by their parishes.

Enrollment procedures can be found on the website
<http://www.reitzmemorial.org/ProspectiveStudents.aspx>

Withdrawals

Notice of withdrawal of a student should be made by the parent or guardian in writing to the principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts.

Catholic Diocese of Evansville Code of Christian Conduct Covering Students and Parents/Guardians

The students' interest in receiving a quality, morally based education can only be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behave in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school;
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive;
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., athletics, field trips, Baccalaureate, Graduation, etc.).

The school reserves the right to determine, in its discretion, which actions fall short of meeting the Christian principles of the school. Failure to follow these principles will normally result in a verbal or written warning to the student and/or parent/guardian and normally will first result in disciplinary action short of a requirement to withdraw from the school (e.g., suspension of student or suspension of parent/guardian's privilege to come on campus grounds and/or participate in parish/school activities, volunteer work, etc.).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Crisis Confrontation Policy (Diocese of Evansville)

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments that are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either has occurred, is underway, or may occur absent intervention:

1. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
2. A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may or would present a risk of physical harm to any person or persons, whether or not on school property;

3. A student has voluntarily participated in or assisted in any conduct, which, although not itself illegal, encourages, invites, or entices, by word or example, any other person to engage in conduct violative of the law or violative of the Code of Christian Conduct;
4. A student has knowingly possessed, used, transmitted, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind on school property or at any school function;
5. A student knowingly possesses, handles, conceals, or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
6. A student knows, but fails to disclose to school authorities, that another student either:
 - a. has threatened or made plans to engage in conduct that would intentionally present a risk or physical harm to any person or persons; or
 - b. has possessed, handled, concealed, or transmitted any object that could be used as an instrument of destruction on school property or at any school function.
 - c. has used social media to threaten or harm others.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and/or impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinions of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for the immediate expulsion of the student.

Student Life

Spiritual Life

A Catholic high school is not merely an academic institution in which religion is taught. It is an environment in which our faith permeates all that we are and all that we do. There are essential marks of a Catholic school that are identified by the Holy See and described in *The Holy See's Teaching on Catholic Schools*, by Archbishop J. Michael Miller, C.S.B. These five elements that direct our mission include the following:

- Inspired by a Supernatural Vision;
- Founded on a Christian anthropology;
- Animated by Communion and Community;
- Imbued with a Catholic Worldview throughout its curriculum;
- Sustained by Gospel witness.

Our Catholic identity influences all of our policies and procedures, but Memorial's faith formation opportunities specifically include the following components.

Prayer and Worship

Each school day begins with prayer over the school intercom system. All teachers integrate prayer into their classroom operations and diverse prayer experiences are provided for the students.

Mass days and times can be found on the weekly schedule which is included with student and parent announcements that are generally distributed on Mondays. An all school Mass is scheduled about once each month. Students participate in preparation and liturgical roles. All students are expected to participate, and parents and guardians are always welcome.

Reconciliation services are provided for students during Advent and Lent. Mass is celebrated in the Chapel before school on a weekly basis.

One day retreats are provided for each class annually. These days involve opportunities for learning, faith sharing, prayer, and community building. All students are expected to be in attendance.

Courses

Academic requirements include eight credits in theology. Descriptions of these courses can be found in the [Course Description Guide](#). Integration of faith and learning across the curriculum is an ongoing process.

Service

All Christians are called to service. “Whoever wishes to be first among you will be the slave of all. For the Son of Man did not come to be served but to serve and to give His life as a ransom for many” (Mark 10:44-45). It is by this principal teaching of Jesus that Memorial regards Christian service as an integral component of the educational process at every grade level and enables the student to develop a Christian worldview and exercise a Christian lifestyle of faith. Therefore, a graduation requirement is that students complete two service projects each school year. At least one of these must be through their parish or church. Theology and homeroom teachers will assist in this process, and many diverse opportunities will be provided.

Academics

Academic Integrity

Memorial has adopted a school improvement goal that all **students will demonstrate academic integrity through their knowledge and application of appropriate practices in academic work and assessments, writing, speaking, use of media, and use of technology**. Academic integrity includes honesty in citing sources, sharing work on assignments only when permission is given and prohibits any kind of cheating on assignments and assessments. Academic integrity also charges us to demonstrate responsible stewardship of our gifts and a strong work ethic.

School Improvement Goals

Goal #1 Statement: All students will meet the Standards for Technological Literacy as published by the International Society for Technology in Education, or ISTE.

Goal #2 Statement: All students will improve their critical thinking and problem-solving skills across the disciplines.

Goal #3 Statement: All students will demonstrate academic integrity through their academic work, assessments and knowledge and application of appropriate practices in writing, speaking, use of media and use of technology.

Requirements for Graduation

Students graduating from Memorial may earn an Indiana general diploma or an Indiana CORE 40 diploma with Academic Honors, or a CORE 40 diploma with Technical Honors.

Requirements for each of these can be found in the [Course Description Guide](#) located on the school website.

Grading Scale

The 4.0 grading scale has the following equivalents:

| | | | | | | | |
|----------|----|---------|----|---------|----|---------|----|
| 95 – 100 | A | 92 – 94 | A- | 90 – 91 | B+ | 87 – 89 | B |
| 85 – 86 | B- | 82 – 84 | C+ | 80 – 81 | C | 77 – 79 | C- |
| 75 – 76 | D+ | 72 – 74 | D | 70 – 71 | D- | <69 | |

Honor Roll

Honor roll achievement is recognized at the spring academic awards program.

| | | |
|-------------------|-----------|---------------------|
| High Honors | 3.6 - 4.0 | grade point average |
| Honors | 3.1 - 3.5 | grade point average |
| Honorable Mention | 2.6 - 3.0 | grade point average |

In computing Honor Roll or a grade point average, Lifetime Sports class is not included.

Grades for all other classes are computed equally.

Honor Monograms

Honor Monograms or certificates will be awarded to students who earn High Honors or Honors for three of the four grading periods during the current school year. Those students who earn High Honors or Honors for the first three grading periods will receive their award at an Honors Night Assembly. Students who earn a monogram or certificate at the end of the fourth quarter should pick them up once school resumes in August.

Assessments

Memorial is accredited by the Indiana Department of Education and AdvancED. Therefore, students must participate in required state assessments which may vary each year, depending upon the most recent legislation and Rules of the Indiana State Board of Education.

Final assessments (exams or projects) are required in all full credit courses. Students must make every effort to be present for exams and complete final assessments on time.

Grade Appeal

In the instance that a student or parent wishes to appeal a grade received, the request for appeal must be started within two weeks of the time the report card is issued. The student or parent must contact the Assistant Principal of Curriculum and Instruction to begin the process of appeal.

Buckley Amendment

Memorial adheres to the Buckley Amendment (Family Educational Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

Valedictorian/Salutatorian

The valedictorian has earned the highest grade point average in the graduating class and the salutatorian has earned the second highest grade points average. Both are determined at the end of the seventh semester. When there are two or more valedictorians, no salutatorian is named. Cumulative GPA is accurate to the nearest thousandth.

National Honor Society

The National Honor Society is an American organization that recognizes students who have demonstrated outstanding scholarship, leadership, character and service. Qualifications, procedures, selection, and membership for the Memorial chapter are all aligned with the national organization.

All juniors and seniors who have a minimum grade point average determined by the faculty council will be notified of their academic eligibility for membership consideration in the National Honor Society. Notification will include additional eligibility requirements in the areas of leadership character and service., procedures for application, and a candidate information form. The induction ceremony is held in the spring.

Withdrawal from Class/Schedule Changes

During the school year, schedule change requests may be submitted in writing to the student's counselor. Students will have five (5) school days at the beginning of the first and second semesters to make needed schedule adjustments. After that time, no changes will be permitted. All changes in student schedules must have final approval of the Assistant Principal for Curriculum and Instruction. The administration reserves the right to deny a schedule change.

Memorial strongly advises students to carefully choose courses during the scheduling process that begins after the first of the calendar year. Students are given several weeks to look through the [Course Description Guide](#) and ask questions of parents, teachers, and counselors before making their final selections for the upcoming year. The master schedule is then created based on student course requests, and students are scheduled into classes.

Due to the complex nature of the scheduling process, changes will be granted only for the following reasons:

1. Error(s) made by the school during the scheduling process. This could include putting a student in the wrong course, failure to put student back in a course that was failed, or allowing a student to advance to the next level course having failed a prerequisite course;
2. Medical reasons with documentation.
3. Change in program placement for students with learning difficulties such as adjustments in/or assignments to special education or resource classes.
4. A level change within a given course (regular to Honors, Honors to AP). Requests to drop down a level must be accompanied by a written explanation and signed by the parent/guardian.
5. Course is needed to fulfill Academic Honors Diploma or Core 40 requirements.
6. Student has failed a course with a teacher and he/she gets the same teacher for that course.
7. Replace a study block with a credit-bearing course.
8. Course is needed to meet admission requirements at a college or university.
9. Student requests to keep a teacher for the 2nd semester if class balance is kept in check.
10. Summer school course work necessitates a change.

Schedule change requests for the above reasons will be considered starting one week prior to the start of the school year through the fifth day of the first semester.

Mid-year schedule change requests will be considered starting the Monday after Thanksgiving through the fifth day of the second semester. Teacher change requests will not be granted. (Exceptions #6 and #9 as stated above) Exceptions #'s 5, 7, 8, and 10 as stated above)

Academic Probation

One of the goals of Memorial is for students to make an orderly academic progression toward graduation. This requires that a certain number of credits be achieved in each semester and in each year as well as over the sequence of years. Repeated failures make it impossible to graduate.

The following conditions will apply to Academic Probation:

1. A student at any grade level will be placed on Academic Probation if he or she receives two or more grades of “F” at the end of any grading period. The words “Academic Probation” will be stamped on the report card, and a letter stipulating the conditions of the probation will be included with the report card.
2. Students on Academic Probation will be assigned to Homework Help after school.
3. A student placed on Academic Probation may have restrictions on his or her participation in school activities.
4. A student who continues to receive two or more failing grades during the semester following the probation will remain on probation and may be asked to withdraw from Memorial.
5. Any student in grade 11 or 12 in danger of not graduating due to loss of credits will be placed on Academic Probation.

Field Trips

When opportunities for learning that align with the curriculum are provided outside the school, teachers may arrange field trips with the permission of the administration. Field trips are co-curricular activities. Written permission from a parent or guardian must be submitted on the form provided by the teacher in advance of the trip.

Athletics

All students who attend Memorial and their parents must agree to abide by Indiana High School Athletic Association (IHSAA) and the Evansville High School Athletic Council (EHSAC) rules, which are, in effect, Memorial rules. Disciplinary action will be taken against students who intentionally violate athletic rules. All questions concerning such rules and regulations should be directed to the principal or Athletic Director.

Memorial Athletes

If a student wants to be considered for intercollegiate athletics by college/university coaches, the student must be registered online with the [NCAA Initial Eligibility Clearinghouse](#). It is important that the student talk to a high school counselor as early as freshman year to determine if NCAA guidelines for required courses are being met. It is recommended that students register

before beginning their senior year. Informing the Counseling Office as soon as possible that there is an interest in playing a college sport will enable the student and parent/guardian to verify that the student is on track or adjust the student's curriculum if necessary. It is the student and parent/guardian's responsibility to contact the counselor to verify eligibility since the counselor is unaware of which students have the goal of participating in a sport in college. Also, the Counseling Office must be notified of a student's NCAA registration so that a transcript can be sent.

Athletes must be in attendance in class no later than 8:01a.m. to be eligible to participate in practices or competition that day. If an athlete leaves school before 2:45 p.m., he or she will be ineligible to participate in practice or competition that day. If a student has a doctor, dentist note, or is issued an excused absence by the Assistant Principal, he or she will be allowed to participate in practice or competition.

An athlete who is absent from practice or school five or more consecutive days due to illness or injury must present written verification to the coach or Athletic Director from a licensed physician stating the athlete may resume competition (IHSAA By-Laws).

Days Missed

Five (5) to 10 days absent from school or practices requires four practices before the athlete can resume competition. More than 10 consecutive days absent from school requires six (6) practices before the athlete can resume competition. (IHSAA By-Laws)

Athletic Code of Conduct

RULE 1: Students participating in athletic activities who are found to be in violation of the Southern Indiana Athletic Conference (SIAC) Athletic Code of Conduct will face the following consequences in addition to those set forth in the Student Handbook.

Penalty period:

1st offense: Athletic suspension for 20% of athletic contests

2nd offense: Athletic suspension for one year

3rd offense: Athletic suspension remainder of student's school career

RULE 2: Students who are removed from school (including in-school suspension) as part of any disciplinary process, shall not participate in any athletic practices, meetings, or competitions during stated removal.

RULE 3: Students participating in athletics who are found in violation of school rules other than the drug, alcohol, and tobacco policy, shall be disciplined in accordance with the school's Student/Parent Handbook.

RULE 4: The coach may set specific rules and guidelines for each team. These rules and any stated penalties will be given to the athletes during the first week of practice. A copy will be given to each parent/guardian at the parent meeting. These written regulations will be on file in the Athletic Office.

RULE 5: Any athlete on Academic Probation will be given two weeks to show improvement. Improvement will be determined by the teacher. If at the end of the two weeks there has been no improvement, the athlete will go on a two week athletic probation. During the probation, the athlete will be suspended from athletic contests. The athlete will be allowed to practice. He or she may be with the team for contests but not allowed to be in uniform. This process will continue until the athlete shows improvement in the classroom.

RULE 6: Any athlete who quits a team in season will not be allowed to work out with another team. This includes meeting, conditioning, and weightlifting. Any exceptions would have to be granted by the Athletic Director.

RULE 7: An athlete participating in a sport will not be allowed to attend any activities in another sport until the sport in which they are participating has been completed.

Upon reasonable suspicion of a student's violation of Rule 1, the Athletic Director will conduct an investigation. If the student is found in violation, a conference will be held with the student athlete. Following the meeting, the athlete's parents or guardian will be notified in writing of the offense and consequences. One copy of the violation record will be given to the student, one mailed home, another given to the coach, and one retained on file in the Athletic Office.

Upon reasonable suspicion of a student's violation of Rule #3, the assistant principal in charge of discipline will conduct an investigation. If the student is found in violation, a conference will be held with the student. Following the meeting, the student will be notified by the assistant principal as to the consequences.

Enforcement

All coaches, teachers, administrators, staff, athletes, and parents should work together to uphold and enforce the Student-Athlete Handbook. A possible code violation shall be reported promptly to the Athletic Director, who will include athlete, parent/guardian, and coach when needed in an investigation of the matter.

If the athletic director concludes that an Athletic Code of Conduct violation might have occurred, the athletic director will contact the athlete and his or her parent/guardian immediately.

Upon further investigation, if it is decided that an athlete has violated the Athletic Code of Conduct, the athlete will be temporarily or permanently excluded from interscholastic athletic participation. The Athletic Director will inform the athlete and his or her parent/guardian of the decision and the consequences of the athlete's actions.

Transfer Students

A student who transfers his or her enrollment to Memorial from a different high school, or from a junior high school if that school includes a freshman class, is required to complete an IHSAA Athletic Transfer Report. The parent or guardian of the transfer student must contact the assistant principal or Athletic Director as soon as possible upon enrollment at Memorial to begin the reporting process. The report is then sent to the student's former (sending) school and the IHSAA. The IHSAA makes the eligibility determination for the athlete (IHSAA By-Laws).

Weight Room

The weight room is available for use by athletes both before and after school as scheduled by the head varsity football coach. No student shall use the weight room facilities without qualified adult supervision.

Insurance

The Memorial coaching and athletic training staffs prioritize the health and safety of our student athletes. The staff is trained to instruct athletes in the safe and proper skill and training techniques of their individual sport(s). Due to the nature of athletic activity, however, injury, sometimes serious, may occur.

Student athletes are required to have physicals prior to participation. Part of the IHSAA physical form to be filled out requests insurance information. Each student athlete must have health insurance to participate. Memorial DOES NOT carry insurance on any of their student-athletes. All parents/guardians are responsible for all of the insurance needs of their student athlete.

The IHSAA carries insurance to cover catastrophic injuries incurred during participation in IHSAA-sanctioned competitions only.

Athletic Facilities and Individual Items

All athletes and team members are expected to care for equipment, uniforms, supplies, and facilities as if they were personally owned. This responsibility includes proper attention to washing and drying instructions, inspections, and security of all items.

Locker rooms should be clean and safe areas. All team members share in the responsibility to fulfill this expectation for the health and safety of the team. Athletes are expected to keep their personal areas organized and their personal items clean. Unauthorized use of another person's personal or school-issued items will not be tolerated. Participants will be expected to reimburse the school for school-owned items that are not returned at the designated time in specified condition. A bill for such items will be passed on to the Business Office and will appear on future tuition billings.

All personal items must be stored and properly locked in the athlete's assigned locker within the athletic locker rooms. All personal items left inside the locker rooms are the sole responsibility of the student athlete.

Memorial is not responsible for lost or stolen items that are not properly secured.

Student Attendance

Absences

When a student is absent, parents must call the school before 8:00 a.m. to verify the absence. If a student is absent without an excuse, or if the school has reason to suspect the validity of the excuse, the assistant principal will investigate the matter.

Students who miss more than thirty (30) minutes of a class are considered absent from that class and will be recorded as such by the classroom teacher.

A student who misses more than three sessions of a specific class per quarter will receive a failing grade in that class. All parent-verified absences will be counted toward the three session limit except those for the following reasons:

1. School related field trips, musical performances, or other school functions;
2. Illness confirmed by a physician within three days of the student's return. The student must be seen by the doctor;
3. Medical, dental, or other clinical appointments with confirmation from the doctor or dentist;

4. A death in the family;
5. Suspensions;
6. Serving as a page in the general assembly or as a verified election worker;

If a parent/guardian does not send his/her child to school because of the child's frequent or extended illness or mental or physical incapacity, it is unlawful for the parent/guardian to fail or refuse to produce a certificate of the incapacity for the school's administration within six (6) days if requested. The certificate required must be signed by a physician.

Parents or guardians who wish to take their children out of school for several days for family emergencies or vacations must make adequate provisions consulting with the assistant principal. The student's progress and plans to provide for the contingency will be considered. The final decision for such temporary nonattendance is the responsibility of the parents. Unless there is a family emergency, consultation with the assistant principal for student services must take place at least one week in advance of the anticipated absence.

Appointments or Other Absence During the Day

Parents must contact the school if a student must leave school during the day. Students who have an appointment should bring a note to the attendance office by 7:30 a.m. on the day of the appointment. Students having a doctor or dentist appointment must provide written verification from that office. Students leaving school must sign out in the Attendance/Main Office; they should sign back in when returning.

Special Release Time

Families taking their children from school for one or more days in situations other than emergencies must notify the administration, in writing, *at least five school days in advance*. The student involved will be issued a form, which his/her teachers will complete stating the academic risk incurred by the absence. Forms containing teacher concerns about proposed absences will be forwarded to the parents. Days missed during such absences will count toward the three (3) class session limit stated in the attendance policy. Parents are discouraged from arranging student vacations during school time.

Tardiness

A student who arrives after the start of the school day will be reported to the Attendance Office by the first block teacher. A student's fifth (5th) tardy at the start of the day in a semester will result in a detention. Additional tardiness may result in additional consequences, including in-school suspension.

Habitual Truancy

A student is considered a habitual truant when he/she has been absent from school ten days or more without being excused.

- When a student has reached eight unexcused absences, the parent/guardian will be notified by letter.
- If the student reaches ten unexcused absences, the associate superintendent for the Diocese of Evansville will be notified, and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to be a habitual truant may only miss additional days of school if the absence is excused.
- The principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

Chronic Absenteeism

A student is considered to have chronic absenteeism when he/she has been absent from school for ten percent or more of a school year for any reason. A school year consists of 180 days, thus ten percent is 18 days of absences, regardless of whether they are excused or unexcused. Phone call, letter?

- When a student has reached 15 absences, for any reason, the parent/guardian will be notified by letter.
- If the student reaches 18 absences, for any reason, the associate superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to have chronic absenteeism and sustains any further illness is required to provide a note from a physician or other qualified professional to verify the illness.
- The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

Chronic Tardiness

A student who has chronic tardiness is defined as being tardy or late to school for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten

percent is 18 days of tardies, regardless of whether they are excused or unexcused. Tardy to class is determined by the attendance policy of each school.

- When a student has reached 15 tardies, the parent/guardian will be notified by letter.
- If the student reaches 18 tardies, the associate superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- The assistant principal will report a child who is chronically tardy from school without verification of illness to the Department of Child Services and/or the Juvenile Court System.

Appealing Loss of Credit Due to Absence

A student who has been notified of loss of a credit or credits due to excessive absences may appeal to the assistant principal. The appeal by the student and/or parent must be received, in writing, by the Assistant Principal for Student Services within seven (7) calendar days after notification of loss of credit was made to the student.

The student and/or parent/guardian should provide any written documentation, medical slips, etc. which would serve as evidence to the committee to explain the excessive absences. He/she should be prepared to explain why an extension of the attendance limit should be considered. After review, the student and parents/guardians will be notified of the committee decision.

A student who fails two or more of his/her classes due to excessive absences may be asked to withdraw from school.

Student Responsibilities and Behavior

Students are expected to observe school decorum at all times. Boisterousness, “rough housing,” public displays of affection, loitering in the halls or on the steps of the school building and disrespectful language are unacceptable. Violation of these expectations and school regulations will often carry a penalty of detention. This penalty may be assigned by any member of the faculty or staff.

Detention means a student must remain after school for fifty-five (55) minutes in a room designated by the Assistant Principal for Student Services and supervised by a faculty member. Detention is held Tuesday and Thursday beginning at 2:50 p.m.

Detention time to be served is based on the seriousness of the violation. Detentions may be one or two hours. Two hour detentions will be served on two different days. Dates and times will be assigned, and any changes must be made with the Assistant Principal for Student Services.

Serious violations are likely to result in suspension or expulsion. The following are examples of student conduct which is unacceptable wherever it appears. Such behavior may constitute grounds for expulsion of a student from school:

1. Using violence, force, noise, coercion, threats, intimidation, or other comparable conduct and thereby interfering with school purposes;
2. Fighting
3. Damaging or stealing school property;
4. Damaging or stealing the property of others;
5. Threatening or intimidating any student;
6. Doing harm to a fellow student;
7. Threatening or doing physical harm to a school employee;
8. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, tobacco or e-cigarettes;
9. Knowingly possessing, handling, or transmitting any object that might be considered a weapon;
10. Engaging in any unlawful activity that interferes with the school process including falsifying records;
11. Insubordinate conduct;
12. Violation of school attendance policies;
13. Sexual harassment;
14. Use of social media to defame individuals or organizations, including Memorial High School;
15. Tampering with safety equipment or triggering a false fire alarm;
16. Harassment, bullying, or hazing.

Harassment and Bullying

Harassment is defined as overt, unwanted, acts or gestures including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student or Memorial staff member with the intent to ridicule, humiliate, intimidate, or harm the other student or Memorial staff member. This includes social media and internet usage.

Repeated harassment is defined as **bullying**. Such behavior cannot be tolerated in a Christian community. Incidences should be immediately reported to a school administrator who will initiate an investigation. Students guilty of these infractions are subject to suspension or expulsion. All students are responsible for the following:

- refrain from any kind of bullying or harassment;

- defend and support any student subject to these behaviors;
- report any harassment or bullying to a teacher, administrator, or supervising adult;
- create and sustain a welcoming and inclusive environment for all persons by seeking to be sure no students are isolated or left out.

Hazing

Hazing is defined as committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing on or off campus shall report the alleged acts immediately to an administrator or teacher. Upon receipt of a complaint or report of hazing, the administration will start an immediate investigation. Upon completion of the investigation, appropriate action will be taken by the school. Such action may include, but is not limited to, warning, suspension, and expulsion.

Suspension

Suspension means that a student is excluded from participating in school and any extracurricular activities. Students suspended from school will not be readmitted until a parent or guardian has had a conference with the Assistant Principal for Student Services. Work missed during a suspension must be made up within two (2) school days of the student returning to regular classes. After that, a grade of “0” is given.

Suspensions may be in school or out of school. A student serving an in-school suspension is to report to the office of the Assistant Principal for Student Services at 7:25 a.m. on the morning of the scheduled suspension. School work will be brought to the student in the suspension room. The student will be dismissed from in-school suspension at 2:45 p.m. on each day of the suspension.

Serious disciplinary infractions such as fighting, abuse of others, violation of drug/alcohol rules, stealing, vandalism, refusal to serve detention, or other serious infractions will most likely result in out of school suspension.

Expulsion

Expulsion is the final dismissal of a student from school. Expulsion brings with it the loss of credit for the semester during which the student is expelled. A student may be expelled for the following reasons:

1. A single offense which is so serious it causes a threat or disruption in the school;
2. Violation of an individualized contract with the student and parent or guardian that has been agreed upon due to a pattern of disciplinary problems.

Exclusion

A student may be excluded from school in the following circumstances:

1. If he/she has a dangerous communicable disease which poses a substantial threat to the health or safety of the school community.
2. If the student's immediate removal is necessary to keep or restore order or to protect other persons or school property.
3. If the student appears mentally or physically unfit for school purposes.

Due Process

Students accused of major violations which could result in suspension or expulsion from school have the right of a due process hearing before the principal or designee(s). In some cases, this is the Discipline/Attendance Committee.

During the hearing, the student will have the opportunity to present his/her side of the case after specific charges have been presented. If the Discipline Committee conducts the hearing, it makes a recommendation of disciplinary action to the principal. The decision of the principal shall be final, subject only to appeal by the student (with parents/guardians) to the president within ten (10) days.

Discipline/Attendance Committee

Each school year, the principal appoints the Discipline Committee which consists of faculty members, guidance counselors, and the Assistant Principal for Student Services. The committee conducts hearings upon request of the principal on major violations of school regulations. The committee might also hear an appeal hearing for students seeking reinstatement of lost credit(s) due to excessive absences. This committee submits recommendations to the principal for a final ruling on action(s) to be taken.

The school reserves the right to discipline students for conduct, whether inside or outside school, that is detrimental to the reputation of the school.

Dress Code

The dress code is in effect from 7:30 a.m. until the end of the regular school day.

The uniform dress code of Memorial is based on our belief that students should present an image that reflects a sense of pride in themselves, their families, and their school. In a society which places much emphasis on fashion, where consumerism attempts to define social position and self-worth by the price, label or logo which appears on clothing, our dress code is a reminder that clothing can be simple and uniform, and the real worth of the individual is in what he or she accomplishes with the gifts God has given. Our students will enter careers and professions where what they wear or their general appearance will not be their choice.

Men's & Ladies'—polo shirts and quarter zip sweatshirts are available for purchase in the Spirit Store at Memorial.

The following items are prohibited for all students:

1. Shirts or sweaters tied around the waist
2. Wallet chains
3. Torn, ripped, cut, split, frayed, or worn-out clothing or footwear
4. Coats and jackets intended for outdoor use
5. Visible body piercing jewelry except for earrings on females
6. Visible tattoos
7. Tight fitting jeans, leggings, spandex, etc.

Since the Student/Parent Handbook cannot make provisions for the continual changing of clothing styles, the school administration reserves the right to decide what is acceptable and what is appropriate dress for school and school-related functions.

The following information outlines the details of our school dress code:

Girls

The dress code for all female students consists of khaki **uniform pants** (pleated or plain front), **uniform polo** (first and fourth quarters during the school year) or **uniform oxford** (acceptable all four quarters), belt, dress shoes and socks.

Pants to be purchased:

LANDS' END:

- Women's #23112-1JU2 - plain front

- Women's #23111-5JU7 - pleated front

DOCKERS:

- Women's Metro pant - Flat Front, ideal fit, mid rise

Parents/guardians need to purchase designated pants from Lands End or Dockers or as described from another provider; be wary of other pants that may be marked "uniform approved."

Pants must have belt loops and cannot have jeans-like stitching or patch pockets. Pants may not have split seams or frayed legs. Pants must fit properly and be worn at the natural waistline.

Belt: A dress belt, appropriate for school, is required at all times.

Blouses: Blouses must be white or light blue oxford-style with a button-down collar. They are to have long or short sleeves (three quarter sleeves are not permitted) and button all the way down the front. The blouse must be fully buttoned with the exception of the collar button and be fully and properly tucked in. Blouses do not have a monogram or trademark emblem.

Undergarments, t-shirts, or thermal shirts worn under the regulation blouse must be solid white, and sleeves may be no longer than those of the blouse. Solid white turtlenecks will be permitted under the regulation blouse only during the winter months. No denim shirts are permitted. The blouse must fit properly; no form-fitting blouses are permitted.

During the first quarter and the fourth quarter of the school year, a school uniform monogrammed polo shirt may be substituted for the uniform blouse. The uniform polo must be white, royal or navy blue in color. It must be purchased from the Spirit Store or uniform provider and have the appropriate lettering embroidered on it. All shirts must be properly tucked in the pants.

Sweater: A school sweater in a solid color must be purchased from the Spirit Store or uniform supplier. The sweater is to be embroidered with the Memorial identifying information. Memorial letter sweaters are also permitted.

Sweatshirt: The school sweatshirt or fleece may be ordered from the Spirit Store.

Jewelry: Body piercing jewelry, except for earrings, is not permitted. Multiple earrings are not permitted.

Shoes: Properly tied or fastened dress shoes appropriate for school are to be worn. Shoes must be leather and only black or brown in color. "Boat" shoes are acceptable. Moccasins, sandals, canvas shoes, athletic shoes, and boots are unacceptable for school wear. Shoes must have a closed heel. The wearing of athletic shoes is permitted for medical reasons upon the presentation of a note to the Assistant Principal for Student Services from a medical doctor stating their necessity and length of time necessary.

Hair: Hair should be kept clean, properly styled, and of a natural color. Distracting hairstyles are not permitted.

Boys

The dress code for all male students consists of khaki **uniform pants** (pleated or plain front), **uniform polo** (first and fourth quarters) or **uniform oxford** (acceptable all four quarters) with tie, belt, dress shoes, and socks.

Pants to be purchased:

LANDS' END:

- Men's #19113, plain front
- Men's #23106, pleated front

DOCKERS:

- Men's Signature Khaki in color, pleated Original Khaki Classic Fit Pants
- Men's Signature Khaki in color, flat Original Khaki Classic Fit Pants

Parents need to purchase pants from Lands End or Dockers or as described from another provider; be wary of other pants that may be marked "uniform approved."

Pants must have belt loops and cannot have jeans-like stitching or patch pockets. Pants may not have split seams or frayed legs. Pants must fit properly and be worn at the natural waistline.

Belt: A dress belt, appropriate for school, is required at all times.

Shirts: Dress shirts must be white or light blue oxford style with button-down collar. The shirt may be long or short sleeved and must button all the way down the front. The shirt must be fully and properly tucked in. The shirt may not have a monogram or trademark emblem. Any t-shirt worn under the dress shirt must be solid white, and sleeves may be no longer than those of the uniform shirt. No denim shirts are permitted.

During the months of the first quarter and the fourth quarter of the school year, a school uniform monogrammed polo shirt may be substituted for the uniform dress shirt and tie. The uniform polo must be white, royal or navy blue in color. It must be purchased from the Spirit Store or uniform supplier and have the appropriate lettering embroidered on it. All shirts must be properly tucked in pants.

Ties: Neckties are to be properly tied, be visible, and worn from 7:30 a.m. until the end of the school day during the second quarter and the third quarter of the school year.

Shoes: Properly tied or fastened dress shoes appropriate for school are to be worn. Shoes must be leather and black or brown in color. "Boat" shoes are acceptable. Moccasins, sandals, canvas shoes, athletic shoes, and boots are unacceptable for school wear. Shoes must have a closed

heel. The wearing of athletic shoes is permitted for medical reasons upon the presentation of a note to the Assistant Principal for Student Services from a medical doctor stating their necessity and specific length of time necessary.

Sweatshirt: The school uniform sweatshirt or fleece may be ordered from the Spirit Store.

Jewelry: Body piercing jewelry is not permitted for male students.

Hair: May be no longer than collar length in back and mid-ear on sides and must be a natural color. Hair should be clean, properly styled, and not distracting. Students will be given three (3) days in which to comply with this rule after a warning is given. Failure to do so will result in the student being suspended from school until he complies with the rule.

Boys must be clean-shaven; mustaches and beards are not permitted. Sideburns should be no longer than the bottom of the ear.

Memorial Spirit Dress Days

Memorial spirit dress days will usually be the first Friday of each month. Spirit dress days will listed on the weekly schedule. A professionally made Memorial shirt, T-shirt, sweatshirt, or sweater will be permitted on spirit days. Students may wear jeans along with appropriate shoes, excluding sandals and flip-flops. Jeans may not have rips, tears, split seams, frays, or patches. Belts and socks must be worn.

Students are expected to observe the ordinary rules of neatness, cleanliness, modesty, and good taste. Students will not be permitted to attend class unless they meet the dress code. If they choose, students may wear regular uniform dress on these days.

Disciplinary Action for Dress Code Violations

First Offense: Parents/guardians are called to bring proper clothing to school. The offense will also warrant one afternoon of detention.

Second Offense: No more spirit dress for the remainder of the quarter.

Third Offense: The student will serve in-school suspension. The student and his/her parent/guardian must meet with the Assistant Principal for Student Services before the student returns to class.

Health and Safety

Memorial must be a safe zone where every student feels valued as the person God created him or her to be. Health and safety policies and procedures are designed to meet this goal and are aligned with policies of the Catholic Diocese of Evansville and the Indiana Department of Education.

Wellness Policy

The Memorial [Wellness Policy](#) can be found on the school website under Cafeteria.

Drug Free Environment

In order to provide a safe, drug-free environment and to utilize a safe and effective method of determining the presence of illegal drugs on the school campus, Memorial participates in the K-9 drug program. A K-9 team of the Evansville Police Department will make a random search and alert school authorities, who will then make a manual search. Any suspected controlled substances found will be turned over to the police for testing. Any detected violation of school rules will be handled using school policies found in the handbook. Any detected violation of laws will be handled by, and at the discretion of, investigating law enforcement officers. The school will assure that there is no interaction between students and the K-9 teams during the search.

Random Drug Testing

In April of 2017 the Board of Trustees adopted a random [drug testing policy](#) that can be found on the website, along with [frequently asked questions](#) and answers. The program works toward the following goals:

- to help keep students safe and free from using drugs and/or alcohol;
- to arm our students with a reason to say “no” when they are faced with a situation where they are pressured to use drugs and/or alcohol;
- to affirm our students who are choosing to be drug and alcohol free and provide them with a reason to continue to do so;
- to educate our students who are choosing to experiment with drugs and alcohol that there are serious consequences for their choices, and their choices are unacceptable;
- to provide our students who may have a drug and/or alcohol problem with an avenue to get on the road to recovery; and
- to work in partnership with parents and guardians to ensure the health, safety and well-being of their children.

Seclusion and Restraint

Memorial believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this policy is to insure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint. To access this plan, click on [Seclusion and Restraint](#).

Counseling Services

Counseling personnel are available for spiritual, personal, academic, career, and college counseling. A full-time Youth First social worker provides services in the areas of drug, alcohol, sexual concerns, and other matters.

Youth First Inc., in partnership with Memorial, provides confidential no-cost services to the school, students, and families. The counselor provides the following types of services: assessments; individual and small group work; referral services; and prevention programs.

Asbestos Management Plan

The Asbestos Hazard Emergency Response Act (AHERA) of 1987 required the compilation of all asbestos-containing building materials (ACBM) within public and private schools (K-12 grades). This compilation was designed to identify not only if asbestos was present, but its location, amount, and condition. The compiled data, assessments, and recommendations along with other pertinent information were to be assembled into an Asbestos Management Plan for each school building.

AHERA also requires that asbestos materials identified in the Management Plan be checked every six months by trained school maintenance personnel and that these materials be re-inspected by accredited asbestos inspectors every three years to ensure that the materials are maintained in a safe condition. The six-month surveillance and the three-year re-inspections must continue for as long as asbestos remains in the building.

The Evansville Catholic Diocese has complied with the AHERA by developing Asbestos Management Plans for each of the Diocesan Schools, including Memorial High School.

The Asbestos Management Plan for Memorial is available for your review. The Plan is located in the Business Manager's office at 1500 Lincoln Avenue. The management plans for all of the Catholic Diocese of Evansville schools are available for your viewing in the Administration Office at 4200 N Kentucky, Evansville, Indiana. The management plan may be copied at a

nominal fee of 10 cents per page during regular school hours by notifying the school in advance to prevent scheduling difficulties.

For questions concerning the AHERA Program at Memorial High School, please call 812-476-4973.

Immunizations

Every student shall be immunized in accordance with Indiana State Department of Health regulations. Records certifying to such immunizations are maintained as part of the student's health record located in the school information system. Updated documentation of student immunizations is due to the school office no later than 30 calendar days after the beginning of the school year.

Insurance

Neither the school, the principal, teachers, nor the Catholic Diocese of Evansville will be the insurer of a student's health and safety while the student is at school or engaged in school-supervised activities, including sports. Parents or guardians are obligated to provide such insurance as they deem necessary to protect themselves and their students against the costs or other adverse effects of sickness or injury.

Operational Procedures

Laptops/Telecommunications Use Agreement

Beginning in the 2018-2019 school year, all students must have a laptop computer. Specifications for the laptop can be found on the website along with purchasing information for those who are interested.

All students are expected to sign the [Telecommunications Use Agreement](#) and to keep their laptops in good operating condition. Laptops must be fully charged when students report to school, and a fitted sleeve is recommended for transporting them to and from classes. Inappropriate use of the internet may result in suspension of student use, and these could seriously impact academic progress.

Cafeteria

Breakfast is served daily from 7:00 – 7:30 a.m.

Lunch can be brought from home or purchased in the cafeteria. No storage area will be provided for students bringing their lunch.

[Menus and price lists](#) can be found displayed in the cafeteria or on the Memorial website on the Cafeteria tab under Student Life.

No food is to be brought into the cafeteria from a restaurant or picked up from a delivery service at any time. Food should not be passed from the serving line to other students. Line cutting is not permitted.

While waiting in line to be served, students are expected to be orderly and moderately quiet. Students will type in their student ID number to access their account in order to make a purchase. Chairs are to be returned to their proper places under the table when each student is finished eating. Students are to dispose of their own trash in the receptacles provided and return their tray.

Memorial has a policy that requires students to pay for items classified as “a la carte” by using positive student account balances or cash. If a student does not have a positive account balance or cash, he or she will be asked to return the a la carte items to the cafeteria personnel. Examples of a la carte items include bottled drinks, cookies, chips, etc. Low balance notifications are emailed out weekly. Parents can monitor cafeteria balances by logging into their Sycamore account. All cafeteria accounts are expected to maintain a positive balance.

Parents can fund their child’s account balance in the following manner:

1. Submit a check to the Memorial cafeteria to be deposited into the student’s account;
2. Add money online by logging into the Sycamore account.

Cell Phones and Electronic Items

Cell phones, tablets, and other electronic items, with the exception of laptops, may not be used during the class periods without teacher permission. All of these items should remain in lockers. If they are brought to class, they will be placed in a designated area, and the teacher will not be responsible for them. Repeated violations of this rule may require a parent or guardian to retrieve the device from an administrator.

Parents should not expect students to return text messages during class time.

Food and Drink

Bottled water may be brought to classrooms, but food items may be brought only with teacher permission unless medically necessary. Soft drinks, other than fruit juices and water, are not allowed in school including the cafeteria.

Gambling

Gambling of any kind is forbidden on school premises and at school activities.

Hall Passes

Students who are outside the classroom during class periods must have their Student Agenda pass signed or a written pass from a staff member.

Lockers

A school locker is assigned to each student. This locker will remain the student's locker throughout their enrollment at Memorial. Students are required to purchase a lock from the Spirit Store and must use it on their lockers in a locked position at all times when the locker is not in use. Lockers or locks may not be exchanged with other students. Any locker concerns should be addressed to the Assistant Principal for Student Services. School lockers are the property of the school. A student who uses a school locker should not expect privacy in that locker or for the locker's contents. The school principal or designee may search student lockers at any time.

Backpacks

Backpacks may be brought to school but must be kept in lockers from the time the student arrives until he or she leaves at the end of the day. Students may carry a small pouch (no larger than 13"x13") for utensils or personal items, and laptops may be carried in a fitted sleeve.

Witting Media Center Regulations

1. The Media Center is a place for silent independent study, research, classroom library assignments, and leisure reading.
2. The Media Center is open before school begins and after school is dismissed; times will be announced in the weekly calendar and/or announcements.
3. Students may go to the Media Center after reporting to Homeroom and/or Study

Block if they receive permission and a pass from their teacher and if the Media Center is available.

4. Admission of students to the Media Center will be based on the following:
 - a. Students who are part of a class.
 - b. Students who have an assignment requiring computers or materials found in the Media Center.
 - c. Students wishing to have access to the magazines and newspapers for general reading purposes.
 - d. Students seeking a quiet location for study purposes.
5. In order to maintain an atmosphere conducive to quiet study in the Media Center, students are expected to cooperate in the following areas:
 - a. Leave chairs and tables in their proper places.
 - b. Remember that playing games of any kind, eating, or drinking in the Media Center is unacceptable.
 - c. Leave jackets and coats in student lockers until final dismissal.
 - d. Study individually unless permission has been given for quiet study with another student.
6. Students who create disturbances or misuse the Media Center will forfeit the privilege of using the Media Center for a designated period of time.

Parking

Parking is reserved for the faculty, staff and senior students who have valid parking stickers. Faculty and staff have assigned parking spaces. Student parking stickers may be purchased from the Assistant Principal for Student Services for \$5 and are valid for the years a student is enrolled at Memorial.

Basic rules of the parking lot are:

1. Parking permit stickers should be placed in the lower right corner of the windshield (passenger side).
2. If a student parks a car on a school lot other than the registered vehicle, the change must be reported BEFORE SCHOOL to the Assistant Principal for Student Services.
3. The privilege of parking on the school lot may be IMMEDIATELY REVOKED if, while on school property, the student speeds, drives dangerously, fails to follow proper traffic patterns, or causes any type of disturbance (such as squealing tires or generating excessive noise of any kind while entering or leaving school property during class time).
4. Students are never permitted to park in the front circle during the school day.

Some students who drive to school may find it necessary to park on city streets. It is important that Memorial and its students act as good neighbors to those who reside in the general area of the campus. Standards for student behavior are the same in this area as they are on campus.

Vehicle Registration

Student drivers are asked to register their vehicle with the office of the Assistant Principal for Student Services.

School Messenger

School Messenger is our school-to-parent/guardian communication service which allows us to send periodic and personalized messages. This service enables us to deliver important school information in a timely manner. The School Messenger service also supports our ability to reach parents/guardians immediately in the event of an emergency.

Parents/guardians will receive these messages periodically to notify them about important events such as special school activities, meetings, back-to-school nights, early release days, and report card reminders.

Military Recruitment List Release

Federal legislation requires secondary schools to provide male and female students' names, addresses, and telephone listings to military recruiters if requested. If a parent wants his or her child's name to be taken from any such list, please notify the Assistant Principal for Student Services by the 10th day of the school year.

Official School Day

The school is not officially open until 7:00 a.m. Front doors and doors at the Athletic entrance will be open at 6:30 a.m. Students arriving prior 7:00 a.m. need to enter through the front doors and remain in the cafeteria until 7:00 a.m.

The school day ends at 2:45 p.m.; there is no supervision of students after 3:30 p.m. other than those serving detention or participating in an extracurricular activity. No students are to be in the building after 3:30 p.m. unless they are participating in a scheduled activity with adult supervision.

Parents unable to arrange for their children to leave the school by 3:30 p.m. must contact the

Assistant Principal for Student Services. School officials are not regularly on duty after 3:30 p.m.

Memorial operates on a block schedule with four class periods and a homeroom each day. Students will be assigned eight classes. Four of these will meet on blue days, and four will meet on alternating white days. The daily schedule and alternative schedules for special activities and school delays are printed in the front of the school agenda. Weekly and daily announcements will designate blue and white days, along with alternative schedules.

Photos of Students

Throughout the course of the school year, students may be photographed or videotaped at Memorial or at its functions. The photos or video footage are at times used for educational or informational purposes regarding the programs at Memorial. It is possible that the photos or video footage may be used in the Memorial Memories magazine or other school publications, the Evansville newspaper or The Message, on TV news programs, and on the school website. Please note that pictures used on the school website will not identify the student by name. If, for any reason, a parent does not want his/her student photographed or videotaped, please notify the assistant principal for student services in writing by the 10th day of the school year.

Student ID's

Student identification cards will be issued to all students at the beginning of the school year. These are to be worn during the school day and serve as passes for home athletic events excluding IHSAA and SIAC tournaments.

Special Areas of the Building

Food, drinks, and gum are prohibited in the auditorium and in the gym except for during athletic events. Backpacks must be placed in lockers upon arrival at school and remain in lockers until the end of the school day.

Document Links:

[Enrollment Procedures](#)
[Course Description Guide](#)
[NCAA Initial Eligibility Clearinghouse](#)
[Wellness Policy](#)
[Telecommunication Use Agreement](#)

[Drug Testing Policy](#)
[Drug Testing FAQs](#)
[Drug Testing Consent Form](#)
[Student/Parent Handbook Signature Form](#)
[Seclusion and Restraint in Schools](#)