MEMORIAL HIGH SCHOOL

A COMMUNITY OF FAITH, KNOWLEDGE AND SERVICE SINCE 1925

Student and Parent Handbook 2026-2027

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OUR MISSION

Memorial Catholic High School calls each student to be more like Christ through the formation of the whole person while instilling a love for lifelong learning, service to others, and our rich traditions.

OUR VISION

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

CORE VALUES

- Trust in God's Providence.
- Educating Hearts & Minds.
- Integrity.
- Excellence.
- Zeal.
- Service.
- Self-Discipline.

GENERAL INFORMATION

Accreditation

Reitz Memorial School is accredited through Lumen® and the Indiana Department of Education.

Memorial Code of Behavior

We believe that membership in our school community is a special privilege. To create a climate in which a real community can take root and grow, we need a code of conduct and a disciplined structure of rules and procedures to help us work and interact.

Here at Reitz Memorial High School, our code of behavior is rooted in our identity as a Catholic High School – a center of learning for those who believe in

- The sustaining presence of God the Father
- The redeeming presence of Jesus the Son
- The energizing presence of the Holy Spirit
- We accept the moral values and responsibilities that challenge us as Christian men and women, as faculty and students.
- We agree to recognize each person's dignity and to treat all with respect, courtesy, and Christian concern.
- We agree to cooperate with teachers to create an environment of order that makes learning possible
- We agree to care for our learning equipment, our building, our school grounds, and
- We strive to mesh our individual goals with the goals of our school community.

Beyond these minimum expectations, all are encouraged to maximize their opportunities for friendship, learning, involvement, and spiritual growth.

Basic Expectations:

- Attend class and school mass regularly and on time.
- Participate in class and complete assignments.
- Accept direction from faculty and staff as communicated verbally and in writing.
- Be courteous and respectful toward teachers, staff, and classmates.
- Maintain self-discipline, e.g., silence when silence is expected.
- Always display the highest standard of personal integrity.
- Maintain ethical behavior – respect the rights of others.
- Respond cooperatively to directives given by school faculty and staff members.

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 rare instances, however, the school may, in its discretion, require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, that is consistent with the school's Christian principles, 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. Should a revision of a policy or procedure be necessary during the school year, it will be addressed in the monthly Parent Newsletter.

It shall be an expressed condition of enrollment that the parents/guardians of a student shall also conform themselves to standards 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:

- 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.
- Students and parents/guardians may respectfully express concerns about the school operation and personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven, disruptive, threatening, hostile, or divisive.
- 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, at 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, at its discretion, when conduct is of such severe nature as to warrant immediate action without a warning and/or without an intermediate step short of withdrawal.

Crisis/Confrontation Policy

The safety and well-being of every student, the school staff, and our Catholic Schools' educational and disciplinary environment are paramount. 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 that 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 represent 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 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 knowingly possesses, uses, transmits, or has 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 of 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; or
    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.

Crisis Plan

At Reitz Memorial High School, there is a crisis plan in case of a lockdown. All teachers and staff are aware of the procedure to follow to ensure the safety of your children. If such an emergency occurs, the building will be evacuated, and students will be relocated to secure designated areas, circumstances permitting.

Custodial Rights

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. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. It is a great benefit to the child to have both parents involved in his/her education.

Student Admission Policy

Reitz Memorial High recognizes that a student body with diverse backgrounds (racial, ethnic, socioeconomic, and geographic) provides a comprehensive educational experience for all students. Thus, Reitz Memorial High School admits students of any color, racial or ethnic origin, or faith to all rights, privileges, programs, and activities generally made available to students at the school. Although we try to serve the needs of all types of learners, we may not have the necessary resources to accommodate certain learning disabilities and difficulties. If the school becomes aware of additional information after the student has been admitted that impacts the school's ability to service the student, the school reserves the right to change its admissions decision.

All new students (incoming and transfer) are considered probationary students for the first semester of attendance. During this time, grades, attendance, and discipline are monitored. At the semester's end, the student's status is reevaluated and the probationary status may be removed, reinstated, or further admission may be revoked.

Any student who voluntarily withdraws from Reitz Memorial High School will not be re-admitted during the same school year. Transfers must be done in the first two weeks of school.

Reitz Memorial High School does not accept a second-semester senior as a transfer. Reitz Memorial High School will only allow transfers at the semester break unless the student is moving into the area.

Admission Information

Nondiscriminatory Policy

The schools of the Catholic Diocese of Evansville shall be open to qualified students of any sex, race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally made available by such schools. Schools do not discriminate in the administration of their educational policies, scholarship programs, athletics, and other school-administered programs.

Tuition And Withdrawal/Refund Policy

Enrollment at Reitz Memorial High School reflects a family's commitment to embracing the Holy Cross tradition, where the education of both hearts and minds nurtures students in competence, character, and faith. We are grateful for the trust families place in us and value the partnership that makes our mission possible. By joining our school community, families walk alongside us as we prepare students to live with integrity, serve others, and pursue excellence with zeal in every facet of life.

With this shared understanding, we ask families to honor their commitment to enrollment for the entire academic school year. This commitment allows Reitz Memorial High School to provide the resources and consistent

learning environment every student deserves. Together, we foster a strong, nurturing community rooted in our shared mission

The Tuition Payment and Refund Policy for 2026-2027 is available in the tuition and financial aid section of FinalForms.

Withdrawal of Students

Parents withdrawing their child/children from Reitz Memorial High School must notify the school office by completing the withdrawal from school form.

School Office Hours

School office hours are Monday through Thursday, 7:00 am-3:00 pm, and Friday, 7:00 am- 12:00 pm. Morning drop-off begins at 6:30 am.

Delinquent Tuition and Fees

Accounts are reviewed at the beginning of each year to determine the status of an accurate payment plan. All families must be signed up and establish a payment plan for all outstanding balances of tuition and lunch by the end of each year in our FACTS tuition management or LINQ lunch system. Failure to do so may result in student dismissal. All questions should be directed to the Business Manager.

Career/Technology Fee (SICTC)

The amount of tuition and fees will be determined annually by the Evansville Catholic High School Coordinating Council. Keeping current with the tuition payment is required. High school students enrolled in the public school Career, and Technology (SICTC) program will receive the following tuition reduction:

- 20% if enrolled in a 2-hour SICTC

Students must have the President's approval for this tuition reduction. This tuition reduction applies to all students—active Catholic, non-active parishioner, or non-Catholic student.

Students must have the approval of the Assistant Principal for Curriculum and Instruction to enroll in SICTC programs. Participation in the SICTC program is secondary to the schedules, activities, and requirements of Reitz Memorial High School. When schedules conflict, Memorial, as the ‘home school ’, takes precedence. This includes all prayer services and class liturgies.

All SICTC students must ride the EVSC bus to and from SICTC unless approval is given by the Memorial Administration. Students who drive their personal vehicle must have a signed EVSC parking permit on file at Reitz Memorial.

Exchange Students

Reitz Memorial High School is proud of the many exchange students that we have hosted and encourages the continuation of these programs. To better facilitate this experience, the following guidelines have been implemented:

- Exchange students must apply for admissions and have all necessary paperwork turned into RMHS by June 15. Exchange students must be fully enrolled and registered at RMHS by July 1.

- Enrollment may be for either one or two semesters.
- Full tuition is required unless staying with a family from an assessed parish.
- The exchange student may not take a "world language" course in their native tongue.
- No one who has already graduated from high school may enroll as an exchange student.
- Exchange students may not be classified higher than the eleventh-grade level.

STUDENT LIFE

Prayer and Worship

Reitz Memorial High School strives to build a faith community that loves God above all and loves neighbor as self. We strive to reverence the dignity of all members of our community, recognizing the presence of Christ within ourselves and within others.

Building a community of faith involves all of us in all aspects of our responsibilities. It is a process of growth that calls for persistent effort and patience. There are three key and overlapping dimensions in the process of building this faith community.

Nurturing Spirituality

Memorial offers many opportunities for spiritual development and growth in one's relationship with God:

- Morning Prayer each day
- All-school Mass every month and holy days
- Penance Services – Advent and Lent Class
- Retreat day each year
- Prayer service for special occasions and special liturgical seasons
- Environment that offers symbolic reminders of liturgical seasons and special events
- Spiritual counseling
- Integration of faith and learning through the curriculum

Courses

Teaching Theology

Students learn about God within the framework of the Catholic Tradition. Students are required to have 8 credits in religion. 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

Promoting Service

Personal efforts to serve others add an essential dimension to a student's educational experience. Therefore, all students must actively participate in at least 10 hours of community and/or parish service each year. Over the course of four years, a portion of each student's service hours should be dedicated to serving those in need. The Corporal Works of Mercy will serve as a guide in defining those considered to be in need.

Service Hours

Service hours fall into two categories: parish service and community service. We do not require a specific number of hours in either category; however, we encourage students to complete service in both their parish and their community. Students who do not belong to a partner-school parish may complete their parish service hours at their own place of worship.

Mobile Serve App

To track service hours, students will use MobileServe, a free app available for Apple and Android devices. The app may be accessed from a mobile device or a computer. Students will use MobileServe to log their service hours, which will then be reviewed and approved by the Campus Minister and/or the Theology Department.

Freshmen and new students will receive assistance with setting up and accessing the app, and additional information will be provided at the beginning of the school year. Throughout the year, service opportunities will be posted within the app, allowing students to sign up directly. Students seeking additional service opportunities are encouraged to contact the Campus Minister for assistance.

Student Government

The Student Council of Reitz Memorial High School develops leadership skills by empowering students to hold officer positions, committee leadership positions, or at-large positions.

The election process for student officers is through the application, and at large school or class vote. Nominations and elections are conducted in the spring of the year for upper-grade levels and incoming freshmen in the fall. At large members are on a walk-on basis. Student Council elects a President, Vice-President, Secretary, and Treasurer from within the council. The Vice-President runs as a sophomore and serves consecutive terms as Vice and then President their senior year. Four to five class officers represent each class.

Class Officers

Each class has four to five student officers chosen by their classmates through nomination and election after the election. Officers for the senior, junior, and sophomore classes are chosen in April for the next school year.

Officers for the freshman class are chosen in the fall.

Class officers serve as liaisons between the school and their classmates in all matters pertaining to the class as a unit. They conduct all business for the class under the Student Council Advisor and grade-level homeroom teachers.

Students applying for leadership positions must be in ‘good standing’ in academics, attendance, and discipline. (Failing grades, excessive absences, and/or five detentions are examples of unacceptable levels.)

ACADEMICS

Buckley Amendment

Reitz Memorial adheres to the Buckley Amendment (Family Educational Rights and Privacy Act) in regard to the 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 Assistant Principal for Curriculum and Instruction. 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.

Student records will be kept and maintained in compliance with The Family Educational Rights and Privacy Act of 1974 (P.L. 93 380), as amended. Schools, as custodians of their students, official school records, shall allow parents or legal guardians to inspect their child's records upon written request.

Graduation Pathway

Reitz Memorial High School awards two diplomas to our graduates. The Core 40 Diploma is designed for those seeking post-secondary education after graduation. The Academic Honors Diploma is an extension of Core 40 and is the highest achievement diploma. Individual circumstances may dictate a different path of completion. Beginning with the Class of 2029, Indiana will replace the Core 40, Academic Honors, and Technical Honors diplomas with a single Indiana Diploma that all students earn. Students will then personalize their diploma by earning one or more Readiness Seals aligned with their postsecondary goals. During the transition to Indiana's new diploma requirements, Memorial High School will operate under two graduation plans through the 2028–2029 school year.

Graduation Ceremony

To participate in the graduation ceremony, a student must be within two credits of the required credits needed. A student must also not have any unresolved disciplinary or financial issues.

Early Graduation Requirement Policy

Reitz Memorial High School is accredited by the Indiana Department of Education. As a result, Reitz Memorial follows the state's academic requirements for diplomas and also requires students to complete theology courses.

All students are expected to complete their senior year at Reitz Memorial High School to be eligible for a diploma. In addition to the academic requirements for graduation, Reitz Memorial places a high value on the important out-of-class experiences that occur throughout the senior year.

However, there may be circumstances when the student is able to begin college a semester early. These requests will be evaluated on an individual basis by the Administration. To be considered for this option, the following criteria must be met:

- A written request from the student's college of choice must be sent to the Principal.
- The student must be in good academic standing and otherwise eligible for graduation.
- The student must be no more than five courses away from graduating.

Students who graduate early or do not complete their final reporting term as a full-time student at Memorial will only be eligible for a Core 40 diploma or Enrollment diploma. These individual situations require a great deal of planning and effort on the part of the Administration and teachers who may be asked to teach independent study courses. As a result, the family will be charged for a full year of tuition and fees even if they choose to graduate a semester early.

Grading System

Reitz Memorial High School utilizes the following grading scale for all classroom instruction at all levels.

Grade	Percent %	GPA Values
A	92.5 % or above	4
A-	89.5 % or above	3.66
B+	86.5 % or above	3.33
B	82.5% or above	3
B-	79.5% or above	2.66
C+	76.5 % or above	2.33

Grade	Percent %	GPA Values
C	72.5 % or above	2
C-	69.5 % or above	1.66
D+	66.5 % or above	1.33
D	62.5 % or above	1
D-	59.5 % or above	0.66
F	anything lower	0

The final transcript reporting term grade, which utilizes the GPA values above, will be calculated based on the weight of 85% reporting term grade and 15% reporting term final exam grade. The semester term grade is cumulative from the beginning to the end of the semester for student performance as directed by the teacher.

Online Classes

Online classes must also be approved by the Assistant Principal for Curriculum, Counselor, and Department Head.

Grade Changes

Grade change is defined as a change of grade on the report card and, subsequently, the permanent record. Any grade change due to a teacher error must be approved by the Principal. Classroom teachers will determine their evaluation methods within the school's guidelines and are responsible for assigning student grades. If a dispute arises over a student's grade, the Principal has final authority to sustain or overrule student grades. Grades are reported on the permanent record at the end of each reporting term, and all grades are considered final thirty days after the semester ends.

Scheduling Policies and Procedures

Students will be notified of their schedule planning sessions for future terms, where counseling will be available. They are encouraged to use these opportunities to make progress toward graduation. Next year's schedules will be available before school begins.

Schedule Changes

Students will have five school days at the beginning of each reporting term to request schedule changes.

The Administration reserves the right to deny any schedule change or to change a student's schedule at any time if it is deemed educationally appropriate.

Academic Eligibility for Student Activities

Our goal is learning, and this must be a prerequisite for participation in after-school activities (e.g., athletics, drama, speech, band, student council, etc.). Eligibility for participation requires that students pass 70% of subjects per grading period and be in good standing in the Reitz Memorial Community (i.e., students taking 5 classes must pass 4, and students taking 4 classes and a study hall must pass 3 to meet the 70% state requirement).

Late Work Policy

Late work policy is managed at the discretion of each individual teacher.

School Calendar and Standardized Testing

The Memorial High School calendar, including all standardized testing dates, is published in Eventlink and is available to students and families throughout the school year. Families are encouraged to review the calendar regularly and plan vacations, appointments, and other activities around scheduled school events. Standardized testing dates and other school calendar events are established in advance and will not be adjusted to accommodate individual scheduling conflicts. Some testing may have only one date to complete.

Missed Finals/Moving Finals Policies

Missed Finals:

Final examinations are expected to be completed during the scheduled examination period. All assessments are listed on EventLink. Students who are absent for a final examination may be required, at the teacher's discretion, to complete the exam upon their return to school. Teachers are not obligated to provide early final examinations or make special arrangements for students to complete final exams before planned or unplanned absences.

Any request to miss a final exam must be approved by the Assistant Principal for Curriculum. All required documentation or excuses must be submitted for review before students speak with their teachers about missing a final exam or making alternate testing arrangements.

Moving Finals:

Teachers may not reschedule exams at students' request to avoid having students take multiple difficult exams on the same day.

Incomplete Grades

An incomplete grade is defined as a grade that indicates a student has not completed enough of a project or coursework to justify a grade. Incomplete work must be finished within two weeks. After two weeks, the "I" is converted to an "F" if work is not finished satisfactorily. *All incomplete grades must be approved through the Assistant Principal of Curriculum.*

Grade Appeal

If a student wishes to appeal a grade, the appeal request must be submitted within one week of when the academic report is generated. The student must contact the Assistant Principal of Curriculum in writing.

Driver Education Enrollment

Enrollment in Memorial High School's Driver Education program is a privilege and is subject to school policies and state requirements. Memorial High School reserves the right to deny or discontinue a student's enrollment if, in the school's judgment, participation presents a safety risk to the student, other students, staff, or the public, or if the school determines it cannot safely provide the required classroom or behind-the-wheel instruction. Enrollment decisions will be made on an individual basis in accordance with applicable laws and regulations.

Students who withdraw from Memorial High School before completing the Driver Education course forfeit any remaining behind-the-wheel instruction and driving test eligibility through the school. Memorial High School is not obligated or responsible for scheduling incomplete driving sessions or administering the driving skills test after a student is no longer enrolled in the school. Students who withdraw are responsible for completing any remaining Driver Education requirements through another state-approved provider.

Academic Integrity Policy

Memorial recognizes that all students need to 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 prohibiting any kind of cheating on assignments and assessments. Academic integrity charges us to demonstrate responsible stewardship of our gifts and a strong work ethic.

Plagiarism Defined: Plagiarism is defined as taking ideas and words of another and passing them off as one's own. Review https://www.plagiarism.org for more information regarding the definition of plagiarism.

Plagiarism Includes:

1. Turning in someone else's paper as your own
2. Copying a friend's paper or homework assignment
3. Failing to cite a source correctly
4. Copying an author's exact words and passing them off as your own
5. Using someone's ideas, thoughts, or words without giving them credit

Student Agreement:

- I will do my own work. I will not copy another person's work, in whole or in part, and turn it in as my own. I will not receive unfair assistance from another student, parent, computer program, or any other unauthorized source on a project, test, or assignment meant to be completed alone.
- I will not consult other unauthorized material or information during tests unless my teacher gives me permission (notes, calculator, electronic storage, etc.).
- I will not plagiarize. I understand the definition of plagiarism. I will not take material from the Internet or another student's electronic files and use it as my own. I will not copy text, graphics, mathematics solutions, presentations, or any idea in any form from another source without proper citation.
- I will follow my teacher's instructions regarding whether it is acceptable to give, receive, or ask for help with homework.

- I will not communicate exam information or answers during or following an exam.
- I will not claim credit for work that is not the product of my own honest effort.
- I will not provide unwarranted access to materials or information so that credit may be wrongly claimed by others.
- I will not turn in an original paper or project more than once for different classes or assignments.

Potential consequences may include:

- 0% for the assignment
- Saturday School
- Students may also receive a code of conduct offense resulting in losing 20% of their extracurricular activities, including athletic events and school-sponsored field trips.
- Referral to the Board of Student Services, which could result in expulsion.

➢ All offenses will be sent to the Dean of Student Services immediately, regardless of severity.

Honors

Students who earn the Honors or High Honors designation in three reporting terms of one academic year, with at least one semester at High Honors, are awarded the Honor Monogram. After earning the Honor Monogram, the following years will be recognized with a certificate. Honors recognition will take place in the fall of the following academic year.

Seniors earning high honors designation for eight consecutive reporting terms will be recognized with a cord to be presented at Honors Night and worn as part of their graduation regalia.

Honors are designated as follows:

- High Honors 3.55 - 4.00 grade point average
- Honors 3.30 - 3.54 grade point average

Valedictorian/Salutatorian

The valedictorian has earned the highest academic distinction in the graduating class, and the salutatorian has earned the second-highest academic distinction. Both are determined at the end of the 8th reporting term. Students designated as valedictorian and salutatorian are recognized by being given additional graduation regalia.

Right of first refusal to speak at graduation will be based on the following:

- Indiana Academic Honors Diploma
- Unweighted 4.0 GPA
- Cumulative GPA is accurate to the nearest thousandth

In the case of no 4.0 GPA, the highest cumulative GPA will be selected, and the remaining criteria will be in effect.

- Highest number of AP credits earned, with AP exam, throughout the eighth reporting term
- Highest number of AP credits enrolled, with AP exam, during senior year
- Highest number of combined AP and college credits earned/enrolled through all four years.

Salutatorian will be determined based upon the following criteria:

- Indiana Academic Honors
- Unweighted 4.0 GPA
- If the valedictorian has not earned a 4.0 GPA, no salutatorian will be designated.

National Honor Society

The National Honor Society is a national organization that recognizes students who have demonstrated outstanding scholarship, leadership, character, and service. Qualifications, procedures, selection, and membership for the Memorial chapter align with the national organization. Students who meet the eligibility requirements are notified of the application process and the deadlines for submitting application materials. Students who are inducted into the National Honor Society are recognized with additional graduation regalia.

Online/Independent Study/Credit Recovery

Courses taken through summer school must be approved by the Assistant Principal for Curriculum to count toward Reitz Memorial graduation requirements. Approval should be obtained prior to registering. For students taking online courses for credit recovery, the new grade is used in GPA calculations, better or worse than the original grade. Both grades will be listed on the student transcript.

Online Course Final Examinations

Regardless of the provider's policies, Memorial High School requires that all online final examinations be completed on Memorial's campus and be proctored by a Memorial High School official to ensure the integrity of the school's academic standards. Students are responsible for scheduling their final examination with their school counselor within the designated testing window. *Failure to comply with this requirement may result in Memorial High School determining that the coursework is not eligible to be transcribed for credit on the student's official Memorial High School transcript.*

Virtual Day Policy

The Department of Education requires 180 Instructional Days. For times when school is closed for 1-2 days, we will use IDEO's virtual option to make up lost instructional time on the actual inclement-weather day. Teachers will be required to post assignments online by 9 AM on the snow day and will be available to answer questions via their RMHS email accounts from 9 AM-2 PM that day. When school is canceled for a single day, work will be due on return to school. However, when two days in a row are missed, due dates will be adjusted.

- **Asynchronous**: Online classes that allow students to access course materials and complete assignments on their own schedules, as long as they meet deadlines.
- **Synchronous**: Classes that require students and teachers to meet at specific times for live lectures and discussions, offering real-time interaction or availability.

School Closure

If it is necessary to close the school, an announcement will be made via a message sent to the students' contacts via SchoolMessenger. Reitz Memorial will follow the decisions of their local public school corporation regarding school closures/delays due to weather.

Assessments

The State of Indiana mandates that all juniors take the SAT. Memorial also offers the ACT for juniors. Both tests are given on school days in the spring.

All freshmen, sophomores, and juniors take the PSAT in the fall. Students who are enrolled in Biology must take the state-mandated iLearn End-of-the-Course assessment in the spring.

STUDENT ATTENDANCE

Attendance Policy

Student attendance is required by law in the State of Indiana. Parents and students are completely responsible for attendance. Any absence of pupils from regular classroom learning experiences disrupts the continuity of the instructional process, loses the benefit of interaction with teachers and classmates, and misses the opportunity for guided study. The entire education process requires regular continuity of instruction, classroom participation, learning experiences, and study to reach the goal of maximum educational benefits for each student. There is a proven positive correlation between regular attendance, punctuality, and scholastic performance.

Upon arriving at school in the morning until the final dismissal for the day, students are not permitted to leave at any time for any reason without school authorization.

Absences and tardies become part of the student's permanent record. This policy is for the benefit of the pupils, their parents, and the school community at large.

Absences

Procedures For Absences:

1. If a student is not in attendance, a parent/guardian must call the school office by 8 AM each day the student is absent to report an absence on Safe Arrival, along with the reason for the absence. It is acceptable to leave a voicemail prior to school hours with this information. Students must be fever-free and non-contagious for 24 hours before returning to school. The school will contact parents if there is reasonable cause to verify the validity of a student called in as absent.
2. If a student who attends tech school is not in attendance, a parent/guardian must call the tech school and Memorial by 8 AM each day the student is absent.
3. If the school reaches out to a parent after 8:00 am regarding attendance and does not get in touch, the student will be marked truant. (See Truancy on page ?)
4. The school encourages parents to schedule appointments outside of school hours as much as possible. Students are responsible for all work missed due to appointments. Completed work is expected upon return to school. The Dean's Office should have written notification of scheduled appointments prior to the beginning of the school day of the scheduled appointment.
5. The Dean's Office must receive notes from doctors, dentists, or other health care providers upon the student returning to school. Exceptions may be made by the Memorial Administration.
6. Failure to follow the correct procedure may result in conversation with school administration.
7. It is the student's responsibility to check PowerSchool and Google Classroom, or to contact the teacher via email to collect homework.
8. An excuse for a known future absence (appointment, vacation, college visits, etc.) should be written in advance and presented to the Dean of Student Services. Students must make arrangements with their teachers regarding tests, classwork, and homework.
9. Students who are absent from school are not permitted to attend school activities that afternoon or evening. A student is considered absent if they miss more than 30 minutes of a school day. Attendance at a family funeral is an exception; any other exceptions must be approved by the Dean of Student Services.

10. The students must sign out in the office when leaving during the day (appointment, illness, etc.). If they return during the school day, they must sign back in at the Dean's office.
11. Service hour projects must be completed during non-school hours unless previously approved; otherwise, attendance will be marked absent/unexcused.

SPORTS/EXTRACURRICULARS & ATTENDANCE: In order to practice or participate in any extracurricular or athletic practice or event, a student MUST BE in school for the ENTIRE DAY. Missing more than thirty minutes of class is considered an absence; therefore, the student would not be eligible to practice or participate in after-school activities. *Exceptions would be attending a family funeral or an afternoon medical appointment, with an excuse provided upon return.*

Absences/Reduction of Grade

A student who misses more than six sessions of a specific class per trimester may be granted 63% for that trimester in that class. If the student's actual grade is below 63%, it will be used to compute the trimester grade. Exceptions to this rule may be granted only by the Memorial Administration, not by classroom teachers.

Appealing Grade Reduction Due to Unexcused Absence

A student who has been notified of grade reduction due to unexcused absences may appeal to the Dean of Student Services.

- The appeal by the student and/or parent must be received, in writing, by the Dean of Student Services within seven (7) calendar days after notification of grade reduction was made to the student. The Dean of Student Services will review.
- If needed, a meeting with the student, the parent, and the Student Services Committee.
- The student and/or parent/guardian should provide any written documentation, medical slips, etc., which would serve as evidence to the Student Services Committee to explain the excessive or unexcused 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 administration's decision.

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

Excused Absences

Excused absences will be defined as absences the school regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These absences could include, but are not limited to the following:

1. Illness or appointment verified by a note from a physician, dentist, or other qualified professional.
2. Illness confirmed by a physician within one week of the student's return. The student must be seen by the doctor for a doctor's note to be considered valid.

3. Attendance at a family funeral.
4. Absences related to deployment and return for military-connected families
5. Serving as a page in the general assembly
6. Serving as a verified election worker
7. School-related athletic, academic, or club contests
8. Suspensions
9. Absences prearranged and approved by the school Administration following a conference with the student and parents at which time justifiable reasons for the absences are given.

College Visit

An absence for a college visit is arranged with the Memorial Administration in cooperation with the Guidance Office. A written request and communication with the office are required at least one week in advance. Students are responsible for notifying their teachers of their intended visit verbally or via email. Arrangements for class work, assignments, and quizzes/tests must be made before leaving on the visit.

College visits should NOT be scheduled during semester exams. A note, confirmation email, or other supporting documentation from the college or university visited is required upon returning to school.

Field Trips

All students attending school-related field trips (away from school premises) must have a permission slip turned into the Main Office prior to leaving on the trip. Written permission must be secured from the parents of all students planning to attend the scheduled trip. No student is permitted to call home for permission to go on a field trip. A scan of the original permission slip is acceptable, but email or a phone call is NOT. Teachers and/or Administration reserve the right to deny a student permission to attend a field trip due to excessive absences, poor grades, discipline issues, or missing assignments.

Appointments

Missing school for appointments can lead to excessive absences. While such appointments are sometimes necessary, parents and students should attempt to schedule them in such a way that classes are not missed. Appointments for non-emergencies are strongly discouraged during the weeks of trimester examinations.

Appointment Process (To avoid classroom disruptions):

1. Parent or guardian may only submit student absences. Please report the absence by calling the school at 812-476-7973 or completing Safe Arrival on the school website.
2. Students should stop at the Dean's office the morning of their appointment to pick up a class dismissal slip, or one will be delivered.
3. Students are responsible for communicating departure time with the teacher and presenting the dismissal slip.
4. Students leaving school must sign out in the Attendance Office; they should sign back in when returning. Parents are not required to sign students out.
5. Students are expected to return for classes if there is time remaining in the school day. Likewise, students are expected to attend morning classes if an appointment is scheduled later in the day.
6. Students must sign back in upon return from their appointment.

7. Students must submit a Health Care Professional's Statement (excuse) when they return to school to make the absence from their class excused.

Student/Class Retreats

Retreat days are an important part of the spiritual life of our school. All students are expected to participate in scheduled retreats. Retreat days are counted for attendance purposes.

Illness (During the School Day)

If a student becomes ill during the school day, the classroom teacher should be notified, and the student should then report to the school nurse located in the Dean of Student Services Office. If a student needs to go home, office staff must contact a parent or guardian before the student is allowed to leave the building. We require students to call their parents from the Office to discuss leaving school. **Students should NOT phone parents on cell phones.**

Vacation Policy

Reitz Memorial High School STRONGLY encourages parents to refrain from taking family vacations while school is in session. It is very difficult for a student to miss school and still keep up with his studies. Exceptions to this policy must be approved by the Dean of Students, and a note from the parent or guardian is required. Your cooperation in this matter will be greatly appreciated. Absences due to vacations and out-of-town sporting events are considered UNEXCUSED.

Upon returning from vacation, a student must expect to have classwork to make up within five days of returning to school. Please do not expect the teacher to plan a week of work prior to the vacation. The teacher may be able to assign some work in advance, but the student who chooses to be absent must realize that there will be work to make up. Missed tests must be made up at a time that meets the discretion of the individual teachers. Days missed during such absences will count toward the class session limit stated in the attendance policy.

Chronic Absenteeism

A student is considered to have chronic absenteeism when he/she has been absent from 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 absences, regardless of whether they are excused or unexcused.

- When a student has reached 3 unexcused absences per trimester, the parent/guardian will be notified by email.
- When a student has reached 10 absences, for any reason, the parent/guardian will be notified by phone.
- When a student has reached 15 absences, for any reason, the parent/guardian will be notified by letter, using form (SA-1).
- If the student has reached 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.

NOTE: A student with chronic absenteeism may receive a failing grade at the Administration's discretion.

Procedures for Tardies

A student who arrives in class after the 7:30 am bell is considered tardy to school, and the first block teacher will send the tardy student to the Dean of Student Services Office. All tardies to school are unexcused unless: 1) the student is involved in an auto accident on the way to school or 2) a special exception is made by Reitz Memorial Administration. Please note that accumulated tardies are counted by the school year, not the Trimester.

If a student is tardy to class from the previous class, the classroom teacher determines whether the student is excused or unexcused.

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.

- When a student has reached 15 tardies, the parent/guardian will be notified by letter.
- If the student reaches 18 tardies, the Superintendent's Designee 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 attend the hearing.
- The Dean of Students 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.

Truancy

Being truant is defined as an absence from school without parental or school knowledge and consent. When the school does not receive a phone call on a day of absence, we assume the student is truant. A student who arrives thirty minutes after the start of school without a valid reason will automatically receive detention and be considered truant. Truancy entails the following disciplinary sanctions:

- First offense – double hours of detention for any time missed between 7:30-2:15 (Detentions will count as accumulated hours.)
- Second offense – suspension from school pending a conference with parent, student, and the Dean of Students.
- Third offense – suspension pending a Student Services Committee hearing with possible recommendation for expulsion from school.

Habitual Truancy

A student is considered a habitual truant when he/she has been absent from school for 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 10 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 attend 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.

STUDENT RESPONSIBILITIES AND BEHAVIOR

General Responsibilities

Reitz Memorial High School is known for its warm, friendly spirit. To promote this atmosphere, every student is asked to assume certain responsibilities.

- The office phones and classroom phones are for official school business. Students should obtain permission to report to the Dean's Office whenever they need to contact a parent.
- Posters are displayed only with the approval of the Dean of Student Services. Approval will be given with the Tiger Stamp. Posters should be attractive and not in any sense degrading. Posters should be affixed with masking tape only and not placed on painted walls.
- No food is allowed in any classroom unless permission is granted by the Principal or classroom teacher. However, the classroom teacher reserves the right to prohibit food and drink in their classroom.
- The auditorium is off-limits when not in use by school officials. Food, drinks, and gum are prohibited in the auditorium. Feet should remain on the floor at all times and never be put on the backs or armrests of other seats.
- All students are encouraged to protect their electronic devices by using a laptop sleeve. All electronic devices should be marked for identification purposes.
- Backpacks and purses are not allowed to be carried during the school day. All backpacks, duffel bags, purses, and gym bags are to be left in the locker until leaving the premises. (Unless a backpack pass is obtained from the Nurse.)
- School lockers are the property of the school. For safety and security, lockers must not be tampered with in any manner. Detention and loss of locker privileges may result.
- Dignified conduct at assemblies demands attention and courtesy from the entire student body. Students MUST sit in the space assigned to their homeroom or class for assemblies. Students are subject to detention if not in their proper seats and/or are exhibiting improper behavior.

Inappropriate Behavior

Notwithstanding more specific school rules, the following are examples of student conduct that are unacceptable wherever it appears. Such behavior may constitute grounds for expulsion of a student from diocesan schools.

- Using violence, force, noise, coercion, threats, intimidation, or other comparable conduct and thereby interfering with school purposes.
- Damaging or stealing property of another. Threatening or intimidating any student for the purpose of obtaining money or anything else of value.
- Doing harm to a fellow student.
- Threatening or doing harm to a school employee.
- Engaging in any unlawful activity that interferes with the school process.
- Insubordinate conduct.

The above-mentioned applies to conduct both in (during) and at school-sponsored functions.

Major Offenses

- Gambling: Gambling for money is forbidden at school and disciplinary action may be assigned.
- Gang Affiliation: Any suspected or known gang affiliation, which may or may not affect the school climate, is forbidden at Reitz Memorial High School. This includes the use of signals, written codes, language, distinct apparel, etc. Gang affiliation is grounds for immediate expulsion.
- Sexual Harassment: Sexual Harassment is a kind of discrimination defined as a violation of Title VII of the Civil Rights Act of 1964. It is behaviors (jokes, gestures) that are UNINVITED, UNWELCOMED, UNWANTED, and/or UNPLEASANT. This may be a repeated offense, or it may be very offensive on a one-time basis and will not be tolerated. Harassment is forbidden, and suspension/exclusion may be assigned until the investigation is complete.
- Weapons: Any type of weapon or item that resembles a weapon is absolutely forbidden at Reitz Memorial High School. It is sometimes difficult to define exactly what a weapon is; therefore, the Administration reserves the right to make those determinations. Any student possessing or using a weapon will be suspended immediately. Expulsion may follow.
- Use or possession of alcohol or other illegal drugs, look-alike drugs, tobacco products, e-cigs, vapor devices, or any other drug or alcohol paraphernalia or the improper use of prescription drugs is never permitted on or near school property or at or near school functions/events. Students who have consumed, ingested, or are in possession of alcohol, tobacco, or other drugs will be suspended. Any student who provides illegal drugs, look-alike drugs, alcohol, tobacco, or non-authorized prescription drugs to another student may be subject to expulsion. Continued membership in our school community will be determined by the Administration in accordance with our disciplinary code.

The exact specifications for various infractions cannot be completely outlined. Therefore, the Administration, at its discretion, reserves the right to interpret each case. The following are guidelines to assist the Administration.

Disciplinary Procedures

Being a private Catholic educational institution, Reitz Memorial High School operates under contractual law. Thus, students who attend Reitz Memorial are expected to follow the rules and procedures that are expressed in the Student Handbook or the requests made by the faculty and administrators. Students who do not do this will not be allowed to attend Reitz Memorial High School. Because of the uniqueness of being a private Catholic educational institution, students are not guaranteed constitutional due process rights, as are students who attend public schools.

Pursuant to existing binding agreements between the Evansville Catholic Schools and various law enforcement and judicial agencies, the school is obligated, as part of its discipline process, to report to law enforcement any offense involving possession or use of any illegal substance, or any threat of violence or use of a weapon.

Each student has the responsibility to know and follow the rules and procedures of our community. In the case of misconduct, each faculty and staff member has the right and responsibility to address a situation as it arises.

Blatant disrespect and disobedience are referred to the Dean of Student Services. The Dean is responsible for handling normal disciplinary problems and referrals. Each severe disciplinary problem is referred to the Dean of Student Services.

The Student Services Committee is an advisory committee that makes recommendations to the Dean regarding handbook policies in general or concerning individual students who appear before the Committee for a hearing regarding attendance or behavior. The Dean notifies the student, the parents, and others involved of the time and place of the hearing.

Faculty members on the Committee of Student Services, along with the Dean of Student Services, will meet to address disciplinary or attendance problems. Committee hearings may be requested by the Reitz Memorial High School administration, the School Counselor(s), or a student with the approval of the Dean of Student Services. The Dean of Student Services will relay the committee's decision to the Principal. The Principal makes the final decision, and all involved will be informed of it.

Disciplinary Actions

The following disciplinary actions are designed to correct and deter misbehavior. The actions taken by faculty or staff are listed in order of severity. The entire disciplinary program is under the direction of the Dean of Student Services.

Incident Reports will be used when the teacher does not feel a detention is warranted. They will be issued by a faculty or staff member on PowerSchool. The Dean may refer the student to our counseling program or provide discipline. An incident report should be used if a student is removed from class; this will serve as their referral. If the Dean is unavailable, the student should report to the Main Office and meet with the Principal or Assistant Principal.

Detention: The Dean of Students, in consultation with the teacher, may modify the disciplinary penalty. The issuing and receipt of a detention means that the student is required to serve one hour of study after school.

The Dean of Students will monitor incident reports, enter detentions in PowerSchool, and track the number and nature of violations. The Dean will also conference with students who commit more serious violations and notify parents of accumulated disciplinary detentions. Detentions are categorized by violation. Infractions are either one-hour or two-hour detentions.

Levels of Detention

- At five detentions, the Dean of Students will notify the parents in writing. Any serious behavioral violation will automatically result in a phone call to the parents from the Dean of Students.
- A student incurring fifteen detentions in a year may be suspended from school pending a Student Services Committee. Student withdrawal may be recommended at this level.

Detention will be served Monday through Thursday when school is in session and will begin five minutes after the end of school and end at 3:35. Violations occurring on Friday will be served the following Monday.

The student is required to serve his/her detention within two days of receiving it. Students serving detention must be dressed in accordance with Memorial's dress code for the day. Failure to serve detention within two days will warrant another detention.

Community Service hours are given for more serious infractions involving disrespect, harassment, gambling, detentions, tardies, refusal to serve detentions, etc. The student is assigned to the Dean of Students, who determines the number of community service hours and the extent of work detail.

Saturday School will be set up on an "as needed" basis to deal with special disciplinary and/or attendance problems. Saturday School may be set up for infractions dealing with cheating, harassment, bullying, defacing another's property, etc. The Dean of Students determines the time and date on which Saturday School is served.

Disciplinary Probation is imposed on a student because he/she has forfeited the confidence of the school community by receiving 15 or more detentions. The student is required to restore confidence through his/her future behavior. The Dean of Students and/or the Student Services Committee to determine the length, the restrictions, and the details of probation. Disciplinary Probation usually entails exclusion from ALL EXTRA-CURRICULAR ACTIVITIES and loss of privileges such as loss of spirit/free dress days, assemblies, etc.

Suspension is temporary exclusion from the school community. In-school or out-of-school suspensions may last from one (1) to five (5) days. Any student that is suspended may appear before the Student Services Committee or the Principal BEFORE they are allowed to return to the school community.

Out-of-School Suspension may be given for serious infractions such as theft, fighting, violation of probation, illegal drug-related activities, damaging or destroying another's property or school property, vandalism, refusal to serve detention, etc. The student is suspended from all school-related activities and is not allowed on school property. Parents are notified and assume responsibility for the student.

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. Removal from any leadership position is possible, as is ineligibility for the following school year.

Exclusion

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

- The student's immediate removal is necessary to maintain or restore order or to protect the safety of students, staff, visitors, or school property.
- The student appears to be mentally or physically unable to safely participate in the school environment or school-sponsored activities, pending appropriate evaluation or clearance.
- The student has a communicable disease or other health condition that poses a substantial risk to the health or safety of the school community, as determined in accordance with applicable public health guidance and legal requirements.

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:

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

Anti-Bullying Statement

The Catholic Diocese of Evansville and the Catholic Schools Office (CSO) believe that each school in the Catholic Diocese of Evansville must be aware that its purpose is rooted in the mission of the Church. Each school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Bullying is prohibited in all schools in the Catholic Diocese of Evansville. It must not be tolerated on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of "love your neighbor as yourself", and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation, or bullying.

Bullying, as defined by the Catholic Schools Office, is any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on or off school grounds where acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, digital or electronic expressions/threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Any person who has a complaint about bullying must bring it to the attention of the Dean of Student Services. All such complaints will be properly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will maintain documentation of all bullying investigations and allegations and take appropriate corrective action, including disciplinary measures if justified, to remedy violations. A copy of an Incident Form must be sent to the superintendent as soon as possible.

Child Abuse Laws

Reitz Memorial High School abides by the Child Abuse laws of the State of Indiana. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services.

Dress Code

The Uniform Dress Code of Reitz Memorial High School is in effect from 7:30 a.m. until the end of the regular school day. The uniform dress code 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 that 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.

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. We have an obligation to help them understand and accept those expectations as part of being an adult.

We consider proper dress and grooming to be part of the learning process. Students are expected to observe the ordinary rules of neatness, cleanliness, modesty, and good taste. Since the Student Handbook cannot account for

continually changing styles, the school Administration reserves the right to determine what constitutes acceptable and appropriate dress for school AND for school functions.

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

The student dress code is outlined in detail on the following pages. Violations of dress code policy may warrant disciplinary action. Disciplinary action includes, but is not limited to: detention, changing clothes, sending students home, community service, and/or loss of special dress day privileges. All dress code issues are subject to the Administration's approval.

Boys and Girls Attire Requirements

The standard dress code for girls and boys consists of khaki uniform pants (pleated or plain front), uniform polo (10/12 – 3/5), Dress Shirt (acceptable all year), belt, dress shoes, and socks.

Pants:

The uniform pants are solid khaki. Pants are to be pleated or plain-front cotton twill. Pants are to be tapered or straight-legged; no flare-bottom, bell-bottom, Capri pants, or shorts of any kind are permitted. Pants must have belt loops. Pants may not have torn hems, frayed hems, split seams, cuffs, exterior pockets, exterior seams, grippers, rivets, exterior zippers, exterior snaps, excessive stitching, or an elastic/drawstring waist. Pants must fit properly and be worn at the natural waistline. Skinny style or snug-fitting pants are not allowed.

Belt:

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

Dress Shirts:

Students will be required to wear button-down dress shirts from October 12th - March 5th, and boys will be required to wear a tie as part of their uniform. Dress shirts must be white or light blue. They are to have long or short sleeves (three-quarter sleeves are not permitted) and button all the way down the front. The dress shirts must be fully buttoned, except for the collar button, and properly tucked in. Dress shirts do not have a monogram or trademark emblem. Undergarments, T-shirts, or thermal shirts worn under the regulation dress shirts must be solid white, and sleeves may be no longer than those of the dress shirt. Solid white turtlenecks will be permitted under the regulation dress shirt only during the winter months. No denim shirts are permitted. The dress shirts must fit properly; no form-fitting dress shirts are permitted.

Polo Shirt:

During the 1st Trimester and the 3rd Trimester after 3/5 of the school year, a school uniform monogrammed polo shirt may be substituted for the uniform dress shirt. The uniform polo must be white, royal, or navy blue in color. It must be purchased from the Spirit Store and have the appropriate lettering embroidered on it. All shirts must be properly tucked in the pants.

¼ Zip Fleece/Crewneck/Sweater:

The uniform-approved ¼ zip school fleece, crewneck, or sweater may be ordered from the Spirit Store and worn all year. The appropriate school shirt must be worn underneath. Team jackets/sweatshirts/hoodies are not part of the standard uniform attire and are not to be worn during the school day.

Jewelry:

Only females are permitted to wear earrings or nose piercings. Nose piercings can only consist of one small, less than 2- 3 mm stud. Absolutely no hoops, septum, or rhino piercings. A student will be told to remove any unacceptable piercings before they may return to the classroom. Visible tattoos 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, flip-flops, Crocs, house shoes or shoes resembling house shoes, and boots (work boots, cowboy boots, or seasonal boots) are unacceptable for school wear. Shoes must have a closed toe and heel.

The wearing of athletic shoes is permitted for medical reasons upon presentation of a note from a medical doctor to the Dean of Student Services, stating the necessity and the duration required. Students with long-term medical excuses will be required to get black, gray, or brown tennis shoes. A parent note is not sufficient.

Socks:

Socks must be worn at all times.

Hair:

Students are expected to maintain a clean, neat, and appropriate hairstyle that reflects the values of Reitz Memorial High School. The administration reserves the final authority in determining whether a hairstyle meets school expectations for neatness, cleanliness, and moderate appearance.

Girls' hair should be clean and properly styled. Hairstyles that border on the extreme, including multiple or unnatural colors, are not permitted. Makeup, if worn, should be applied modestly and not be distracting.

Boys' hair must be neat, clean, and of moderate length, and must be kept off shoulders, out of the face, and above the eyebrows. Unusual or extreme hairstyles, such as mohawks, shaved designs, or lines cut into the hair, are not permitted. Unnatural hair colors are prohibited. Boys are also expected to be clean-shaven; students in violation will be sent to the Dean's Office and required to shave.

Students who receive a verbal warning for violating this policy will have three (3) school days to comply. Failure to comply within that time will result in suspension until the student adheres to the grooming expectations.

Student ID

All students will be issued a student ID to be worn on a school-issued lanyard. The ID will be required to purchase lunch, check in to LINK, and print class materials. Student IDs serve as passes for home athletic events excluding IHSAA and SIAC tournaments.

Spirit Dress Fridays

The emphasis is on school spirit and modesty. A Spirit Dress Day is designed to promote school spirit by wearing shirts/sweaters that advertise Memorial. Spirit days are usually held on Friday of each week.

- Students may wear professionally made Memorial shirts, sweatshirts, hoodies, or letter jackets with their uniform khakis.
- Footwear: Tennis shoes or dress shoes (legal uniform) only.
- Not allowed: Jeans, plain (non-Memorial) shirts or sweatshirts, sandals, slides, Crocs, etc.
- Hoodies: May be worn, but hoods may not be pulled up over the head while in school.

Free Dress/Sweats Days

Free dress includes the wearing of sweatpants or shorts along with school appropriate t-shirts and tennis shoes. No flip-flops, open-back shoes, or open-toe shoes. Shorts must be of an appropriate length. Students who do not follow these directions may be asked to change clothes or be sent home to change. Students sent home will be counted as an unexcused absence.

Tennis shoes are acceptable. unsafe or inappropriate footwear, bare feet, mini-skirts, tank tops, tube tops, halter tops, and inappropriate messages (satanic musical groups or wording, alcohol advertisements, or suggestive logos) are not permitted. Hats, torn, ripped, and/or cut clothing, and leggings (body-hugging slacks) are not acceptable.

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 the regular uniform dress on these days. Violations on special dress days may warrant the loss of this privilege on future non-uniform dress days.

Specifically Prohibited Dress Code Items

- Plain white undershirts may be worn under polo/dress shirts. Undershirts with any writing, logos, or pictures are unacceptable.
- Shirts or sweaters are not to be tied around the waist.
- No long-sleeve t-shirts are to be worn under short-sleeve polo/dress shirts.
- Torn, ripped, frayed, worn-out, or otherwise altered clothing is not acceptable.
- Visible tattoos are not acceptable.

Disciplinary Action for Dress Code Violations

Violations of dress code policy may warrant disciplinary action. Disciplinary action includes, but is not limited to, detention, changing clothes, sending students home, community service, and/or loss of special dress day privileges.

Students will receive a verbal reprimand and be required to comply with the dress code prior to returning to class. All efforts will be made to correct the violation within the office. Parents may be contacted, and the student may be sent home. Any student sent home for not following guidelines must return in a regulation uniform. Time missed will be considered unexcused. Time missed will also be made up during after-school detention. Example: If a student is out of the building for 20 minutes due to failure to follow the dress code, the student will serve 20 minutes of after-school detention.

Any further offenses will be handled by the Dean of Student Services.

Other Reminders

- Coats/jackets are not to be taken to the last block of the day. If an assembly is the last event of the day, no coats/jackets, books, etc. should be taken to the assembly. Purses and backpacks should be locked in lockers.
- NEVER leave your personal laptop, clothes, books, or purses lying in restrooms, locker rooms, classrooms, on the bleachers, in the cafeteria, or on the steps outside the building.
- NEVER leave LOCKERS unlocked or carry large amounts of money during the school day. Valuables may be left at the office and picked up after school.

School Technology Policy

CELL PHONE POLICY

At Reitz Memorial High School, students are required to keep their cell phones and smartwatches in their lockers during the school day. Students who violate the above cell phone policy will be subject to the following consequences:

- 1st Offense: Students must turn in their phones to the Dean of Student Services by 7:35 AM and pick them up at 2:30 PM for one week.
- 2nd Offense: Students must turn in their phones to the Dean of Student Services by 7:35 AM and pick them up at 2:30 PM for one week. The student will serve detention each day the phone is turned into the office, up to a maximum of 4 days.
- 3rd Offense: Students must turn in their phones to the Dean of Student Services by 7:35 AM and pick them up at 2:30 PM for two weeks. The student will serve detention each day the phone is turned into the office, up to a maximum of 8 days.
- 4th Offense: In-School Suspension: The student will serve a one-day in-school suspension. Phone Restriction: The student is not permitted to bring their phone to school for a period determined by the administration. Additional Consequences: Based on the specific circumstances of the offense, the administration reserves the right to assign additional consequences, such as Saturday school or extended phone restrictions.

Exceptions to this policy are allowed on a case-by-case basis, provided that teachers permit phones for educational purposes or if a student requires them for medical or disability reasons.

The student is solely responsible for any equipment they bring to school. Personal devices are not to be shared with anyone. Reitz Memorial High School is not liable for lost, stolen, or damaged personal equipment. Students are encouraged to secure any devices in their lockers. School-issued locks are available for purchase from Holy Cross Hall. Any student who needs financial assistance to purchase a lock may speak with the administration.

As a reminder, if a parent or guardian needs to communicate with a student during the school day, they can email the student on their @rmhsevdio.org account. Additionally, parents can contact the school if they need to discuss

Student Access To Devices

Reitz Memorial High School is a one-to-one school that assigns each student a Chromebook and charger for both home and classroom use. Students are issued a Chromebook on Wildcat Welcome Day of their freshman year and will return the device at the end of their senior year or when leaving Reitz Memorial High School.

The Chromebook and charger are the property of Reitz Memorial High School and will provide students with access to G Suite for Education, PowerSchool, and other web-based educational tools required by the curriculum.

Chromebook Guidelines

- All students will be issued a Chromebook device and charger.
- All students will use school-issued Chromebooks on campus; personal devices are not permitted and will be taken to the Dean's office.
- Students are responsible for bringing completely charged Chromebooks to school each day for use in their scheduled instructional periods.
  If students forget their device, they must check out a loaner Chromebook from the IT Office. These transactions will be documented and sent to the Dean's office. Frequently unprepared students will be issued a consequence.
- Students are responsible for the general care of their Chromebooks. Chromebooks that are broken, damaged, or fail to work properly should be reported right away to the technology department. The cost of any device/charger that is broken, damaged, lost, or stolen due to student negligence or mishandling is the student's responsibility.
- The Chromebook is an educational tool and is to be used for educational purposes only.
- While in the building, Chromebooks will be connected to the Reitz Memorial network. Personal hot spots are not permitted.

Chromebook Lending Agreement

A Chromebook and charger will be loaned to the student under the following conditions:

The use of this equipment for any purpose other than educational use will result in loss of privileges. Chromebooks will be monitored by Reitz Memorial High School.

- Reitz Memorial High School does not permit unethical use of the internet, email, or any other media. Violation of this policy will result in the loss of Chromebook loan privileges and disciplinary action by the school.
- Parents/guardians accept financial responsibility for the cost of a replacement device due to loss, theft, or damage caused by student negligence.
- The Chromebook, which is the property of Reitz Memorial High School, must be returned when the student graduates or when RMHS requests it be returned.
- Chromebooks and chargers will be issued a barcode sticker that must stay on the equipment at all times. Students must report any stickers that need to be replaced to the IT department.
- Students are permitted and encouraged to customize their Chromebook with stickers. Stickers must be removable and school appropriate.

Diocesan Internet Use INTERNET USE POLICY

In addition to the Catholic Diocesan Internet Use Policy, please note the following Reitz Memorial High School-specific policy:

- Devices are to be used in classrooms at the teacher's discretion with a specific educational purpose. In the classroom environment, the teacher or other designated adult determines the appropriate and inappropriate use of technology, as well as classroom procedures. Students must immediately comply with teachers' requests to shut down their devices or close their screens.
- Inappropriate use of a device may result in confiscation of the device and/or disciplinary action. No intra- or inter-class communication, such as instant messaging, texting, or any type of social media communication, is authorized between students, except as designated and/or supervised by an adult for a specific time period.
- Administrators reserve the right to confiscate any technology "privately owned or school-owned" when it is believed to be used as a means that does not support a wholesome and safe educational atmosphere for our students. Legal authorities may be contacted if any local, state, federal, or FCC policies are broken.

Student Internet Agreement

1. **Personal Responsibility**. Students will accept personal responsibility for their misuse of the Internet and electronic information system. "Misuse" may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, bullying, inappropriate sexual content or intentionally wasting limited resources.
2. **Acceptable Use**. Students' use of the school's Internet and e-mail will be for educational purposes only and in support of educational research and the educational goals and missions of St. Catholic School as defined by the teacher in charge. Students agree to not "surf" the Internet for non-instructional purposes. Students agree to obey all federal and state laws and regulations, as well as any rules put in place by the school or classroom teacher.
3. **Network Etiquette**. Students will be polite and will not send or encourage others to send abusive messages. Students will use appropriate language and recognize that they are representatives of their school community. Students will never use swear words, vulgarities, other inappropriate language, or any language that could be perceived as bullying.
4. **Privacy**. Students will not reveal their full name, usernames, passwords, home address or their personal or family phone numbers or those of any member of their school community to anyone over the Internet at any time.
5. **Expectation of Privacy**. Students understand that electronic mail, Internet history, or other documents accessed or saved on the network are not guaranteed to be private. Students will not send or publish anything that they do not want others to see or read.
6. **Security.** Under no circumstances will students order any material over the Internet. Students will not download and/or attach files from any user or users they are not familiar with. Students will not attempt to gain unauthorized access to resources or files.
7. **Copyright**. Students understand that copying another person's work on the Internet and calling it their own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people's work, students will ask permission when possible and credit the author accordingly.

8. **Chat/Messaging**. Students will not use chat or messaging programs or services unless it is part of a class activity which is supervised by their teacher. When posting messages for an activity, students agree to not post anonymous messages or post messages using a false name or the name of another person.

Use of the Internet and e-mail at our school is a privilege and not a right. Students understand and will abide by the above Internet Use Agreement. Students further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation of their Internet use or access privileges may be revoked, and school disciplinary action may be taken.

Parent Internet Agreement

The parent or guardian will read and discuss the Internet Use Policy and Agreement with his or her child. The parent or guardian understands that Internet access is provided by the school for education purposes only. However, the parent or guardian also recognizes it is impossible for the school to restrict access to all controversial materials and will not hold the school or faculty responsible for materials acquired from the Internet. The parent or guardian gives permission for the student to access the Internet pursuant to the attached Agreement while supervised at school.

Diocesan Social Media - SOCIAL MEDIA USE POLICY

In addition to the Catholic Diocesan Social Media Policy, please note the following Reitz Memorial High School specific policy:

- It is not the responsibility of Reitz Memorial to monitor what students place on Instagram, Snapchat, TikTok, and all other social media apps. However, information brought to the attention of the Administration that confirms or identifies inappropriate activity/behavior, statements, or threats directed towards Reitz Memorial Administration, Faculty, Staff, or Student(s) will be dealt with and could result in disciplinary action and/or police notification.

Engagement in online social media such as, but not limited to, Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. may result in disciplinary actions if the content of the student or parent's blog includes defamatory comments regarding the school, the faculty, other students, other parents, or the parish. Negative or defamatory comments about the school, the faculty, other students, or the parish made on a parent's social media page may result in the children of the parent being separated from school. No parent should open a Facebook®, Twitter®, Instagram®, Snapchat®, TikTok®, etc. account under the name of the school or a particular grade or school organization. The only official Reitz Memorial High School Facebook®, Twitter®, or Instagram® pages are the ones created and monitored by the school.. A parent who chooses to create such an account may result in the children of the parent being separated from school.

Memorial "Bring Your Own Device" (BYOD) program for students in class of 27&28.

This program requires students to bring a laptop to school every day for use on the Reitz Memorial High School wireless network. The device must meet the following specifications:

- Minimum 10 Inch Screen
- Physical Keyboard
- WiFi Compatible
- Google Chrome Browser

- Enough battery capacity to last through the school day

Students using privately-owned electronic devices must follow the policies stated in this document while on school property, attending any school-sponsored activity, accessing Memorial provided resources, using the Reitz Memorial High School network, or interacting in real or delayed time with Memorial community members. The use of these devices gives tacit approval for school IT personnel and faculty/Administration to observe and utilize the devices to confirm compliance with the school policies described.

A filtered Internet connection on our wireless network will be provided for student use. Students may be asked to use devices for but not limited to: Google Suites, web-based software, web searches, presentation development/delivery, and recording of audio and video. Students and parents need to be aware of several rules and requirements before a device is brought to school:

- The student is solely responsible for any equipment that he/she brings to school. Personal devices are not to be shared with anyone. Reitz Memorial High School is not liable for lost, stolen, or damaged personal equipment. Students are encouraged to secure any devices in their lockers.
- Student devices are to be used only in classrooms at the teacher's discretion with a specific educational purpose. In the classroom environment, the teacher or other designated adult determines the appropriate and inappropriate use of technology and procedures in that classroom. Students must immediately comply with teachers' requests to shut down devices or close the screen. Devices must be in silent mode and put away when asked by teachers. Devices cannot be used during assessments or for non-instructional purposes unless otherwise directed by a teacher.
- Inappropriate use of the device may result in confiscation of the device and/or disciplinary action. Teachers may declare technology-free times and require placing the technology under students' chairs/desks, or in a ready-to-use position as designated by the teacher. It is inappropriate to attempt to use technology covertly or overtly in ways that are inappropriate, not indicated by the instructor, or that run counter to the educational purpose of the class. No intra- or inter-class communication such as instant messaging, texting, or any social media communication is authorized between students except as designated and/or supervised by an adult for a specific time period.

The Memorial faculty, staff, and Administration (including IT personnel) will not service any non-school technology, which includes troubleshooting software or hardware issues. However, the staff will assist in connecting students to the wireless network and printers. Students are responsible for enabling proper security features and ensuring that they have up-to-date anti-virus software installed, if applicable.

Administrators reserve the right to confiscate any technology "privately owned or school-owned" when it is believed to be used as a means that does not support a wholesome and safe educational atmosphere for our students. The Dean of Students will hold the confiscated technology until the parents have been contacted and make arrangements to pick up the device. Students involved in such acts will be disciplined according to the handbook policy. Legal authorities may be contacted if any local, state, federal, or FCC policies are broken.

HEALTH AND SAFETY

Indoor Air Quality

We are committed to providing a safe, healthy, and comfortable learning environment for all students and staff. Kyle Clark, Maintenance Supervisor, is our school's Indoor Air Quality Coordinator and can be reached at (812) 604-9951 or kclark@evdio.org.

Wellness Policy

The Catholic Schools of the Diocese of Evansville are committed to providing school environments that promote and protect children's health, well-being, and ability to learn, by supporting healthy eating and physical activity. The Diocesan Wellness Policy has been updated to reflect the latest requirements of the USDA. Reitz Memorial High School will continue to implement and annually update this policy for the health and wellness of all students. The Memorial Wellness Policy can be found on the school website under Cafeteria.

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

Prior to entering school, every student shall be immunized in accordance with Indiana State Department of Health regulations. Records certifying to such immunizations should be obtained and maintained as part of the student's health record located in the school information system.

Pest Control Policy

All applications of pesticides will be made in strict compliance with label instructions and applicable Federal and State law. While pesticides protect children from pests, under certain circumstances, they may pose a hazard to

children. When possible, pesticide applications will be made during the non-instructional time or during vacation periods, and pesticides are prohibited when children are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the Principal. A written notice shall be given no later than 48 hours before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application (necessary to eliminate an immediate threat to human health), notice will be given as soon as possible after such application.

Elevator Policy

The elevator is off-limits to students unless the Administration or a physician requires the use of the elevator due to injury and/or sickness. A teacher may also grant permission for a student to use the elevator when the student is assisting a school employee. Any student who violates the elevator policy will be referred to the Dean of Students.

Medication/Drugs

Students needing to take prescription medications need to have a physician's authorization form on file along with the medication in the original bottle. OTC medications require a consent form to be filled out on FinalForms. The school nurse will administer all medications.

Alcohol/Drugs

Alcohol is a drug. Inherent in alcohol use is the possibility of abuse, including driving while under the influence. Also, none of our students are old enough to use alcohol legally. Therefore, we as a school and parent community must make sure that we do not sponsor activities with students where alcohol is being served. Parents sponsoring student parties have a legal obligation and responsibility to ensure that alcohol and/or other drugs are not present.

Drug, Alcohol, and Tobacco Use and Testing Policy

Introduction and Rationale

Reitz Memorial High School is committed to working with parents and guardians to educate the whole person. In an effort to support the spiritual, emotional, mental, and physical well-being of all students, Memorial has adopted policies and procedures to ensure a drug-free environment and support the healthy behaviors of our students as part of our wellness program.

Reitz Memorial High School must be a safe zone where every student feels valued as the person God created him or her to be. The primary function of this policy is to promote health and safety in our student body and to give our students a reason to say "no" to drugs and alcohol. With this in mind, there are six goals for this policy:

1. to help keep students safe and free from using drugs and/or alcohol;
2. 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;
3. to affirm our students who are choosing to be drug and alcohol-free and provide them with a reason to continue to do so;
4. 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;
5. to provide our students who may have a drug and/or alcohol problem with an avenue to get on the road to recovery; and

6. to work in partnership with parents and guardians to ensure the health, safety, and well-being of their children.

To accomplish these goals, Memorial reserves the right to require drug and alcohol testing when students display behavior that may be related to the use of prohibited substances. In addition, the school will implement procedures for the random drug and alcohol testing of students.

Attendance at Memorial comes with responsibilities. We hold students, parents, faculty, staff, and administration to a high standard of behavior in areas that affect the health and safety of all students.

This policy is not intended to be punitive, but to serve as a diagnostic tool in identifying drug and/or substance abuse among Memorial students so that parents and guardians can seek help for them to make healthier decisions. This program is a part of Memorial's physical and mental wellness educational efforts and is an extension of the school's educational substance abuse programs.

Applicability

The policy applies to every Memorial student, from the day of Freshman Orientation until the student's last school-affiliated event is completed as a senior. The policy applies at all times and in all places, throughout the student's enrollment at Memorial.

A student's behavior away from school and in the school can affect the safety of the student or others. It can also be a sign of a significant issue in the student's life and can affect the overall well-being of the school community. For this reason, all students and parents are required to consent to participation in all aspects of this policy as a condition of the student's continued enrollment at Memorial. As well, parents agree that Memorial has full and complete discretion to impose discipline or take other action, as the administration deems appropriate, for behavior occurring at and/or away from school.

Specific Regulations; Testing for Drug Usage

Students will be tested for drug usage in the following manner:

- For Cause Screening: Any student who displays behavior that may be related to the use of prohibited substances or is otherwise demonstrating conduct that may be in violation of this policy may be required to submit to screening. A student may be directed to submit to screening based upon behavior before, during, or after the school day or at a school-sponsored activity. This also includes any student found to be in violation of this policy due to previous screenings. Any student who tests positive in a screening may be subject to follow-up screenings at the family's expense.
- Random Screening: Memorial will contract with a qualified health provider to conduct random testing for students. The random method could result in the same student being tested more than once per year.
- Transfer Students: Transfer students may be required to produce medical evidence that they are drug and alcohol-free. They will also be entered into the random pool beginning on their first day of school.

Drug Testing Method

Memorial will contract with a health provider to conduct drug testing for students. Each student will be assigned a number, and the Dean of Students and school nurse will maintain one cross-reference list of names and numbers. Numbers will be selected randomly on any given day of the school year.

Notification of Test Results

Notification of test results will be kept confidential and will only be given to the dean of student services by the health provider. The Medical Review Officer (MRO) will notify the parents/guardians of a positive test result by phone as soon as a result is available. The school nurse will notify parents of a negative result by email. Test results from For Cause screenings will be shared with the appropriate personnel.

If the non-negative test results from the use of prescribed medication, the parent will be asked to provide evidence of the prescription to the testing provider. The following will take place for verified positive test results:

First Offense

- Parents and student will meet with the principal or designee and/or designated pastoral team to discuss the next steps.
- Referral will be made to the Youth First social worker to discuss counseling alternatives.
- Student will be required to submit to additional testing during the next twelve months at parent/guardian expense.
- Student is considered to be in violation of the drug, alcohol, and tobacco policy for athletic participation agreed upon by the Evansville Athletic Council Members and is subject to the penalties of this policy.

Memorial will cooperate with and support families who choose to enter treatment programs, if appropriate.

Second Offense

- Meet with the Dean of Student Services to discuss the test result and explain the consequences of a second positive test.
- Suspension for 1-5 days
- Eight (8) weeks of disciplinary probation
- Loss of privilege to attend the next school-wide dance (Homecoming, Christmas Dance, Prom, etc.)
- Meet with Memorial Youth First social worker. The social worker will provide a list of approved agencies for assessment and treatment. The student will provide a copy of the assessment and verification of a plan resulting from the assessment to the Memorial Youth First social worker and the Dean of Student Services. The student will be required to complete the plan successfully and provide the verification requested by Memorial. Any expenses incurred for the assessment and/or any treatment program required by the plan will be the responsibility of the student's family.
- The student is considered to be in violation of the school's drug, alcohol, and tobacco policy for extracurricular participation and is subject to the penalties of this policy accordingly (365 days).
- Removal from leadership or honor organizations
- Student is considered to be in violation of the drug, alcohol, and tobacco policy for athletic participation agreed upon by the Evansville Athletic Council Members and is subject to the penalties of this policy.
- Required meeting with the Student Services Committee. If the student is allowed to continue attending the school, a contract with conditions will be drawn up and signed by the parents and students.

Additional Offense

- Students who have consumed, ingested, or are in possession of alcohol, tobacco, or other drugs may receive:
- Immediate expulsion/withdrawal

Prescription Drugs

- If a student tests positive for a prescription drug, his/her parents will be contacted to provide information to verify the prescription. A student who abuses or misuses prescription drugs will be in violation of this policy.

Suspected Error in Test Results

If a student or parent suspects that the drug test result is in error, the student/parent may request that the test be repeated by providing a written request which the Principal must receive within 24 hours of the parents being notified of the non-negative test results. The repeat test shall be done by the same lab using the original split sample. The cost of the retest shall be borne by the student/parent. If the testing lab confirms a false positive, the cost of the retest will be reimbursed to the parents.

Exceptional Circumstances

Notwithstanding any other provisions of this policy, Memorial retains full and complete discretion to impose any discipline, take any other action, or decline to act, as it deems appropriate for any student behavior occurring anywhere at any time.

Appeals

All appeals of decisions made under the policy shall be made to the Principal of Reitz Memorial High School. In the absence of a Principal, the appeal will go to the President.

Responsible Reporting

Students and adults have an obligation to join in our effort to help keep all students safe and free from drugs and alcohol. With this obligation comes the responsibility to report any unsafe, illegal, and/or dangerous activities involving students

Notes:

- Any student who provides illegal drugs, look-alike drugs, alcohol, tobacco, or non-authorized prescription drugs to another student or is in possession of illegal drugs, look-alike drugs, and alcohol on campus or during a Memorial function may be subject to immediate expulsion.
- Any student who is in possession of illegal drugs, look-alike drugs, and alcohol on campus or during a Memorial function will be turned over to law enforcement authorities.
- Individual coaches and sponsors may impose additional consequences within the context of that activity.

Definitions:

- Use shall be defined as consumption or possession.
- Possession shall mean on the person, or on the property owned and/or used by the person.
- Property shall include a building, vehicle, or other gathering areas.
- Tobacco violation is defined as the use or possession of tobacco, nicotine, or electronic cigarettes in any form at any time.
- Extracurricular activities include school-sponsored teams, clubs, and organizations not directly connected to academic grades.

School K-9 Drug Program

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, Reitz Memorial High School 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 do a manual search.

Any suspected controlled substance 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 ensure that there is no interaction between students and the K-9 teams during the search.

Student Searches

The Principal, Assistant Principal, Dean of Students, School Counselor(s), and teachers may search students and their personal belongings. If they have a reasonable suspicion, based upon the totality of the circumstances, for suspecting the search will turn up evidence that the student has violated or is violating either the law or school rules, parents and law enforcement officials will be contacted.

Locker Searches

A student who uses a school locker may not expect privacy in that locker or the locker's contents. The Dean of Students or administrative designee may search student lockers anytime. The Principal may also authorize any other school official or law enforcement officers to search any student locker at any time.

Items forbidden by civil law or school rules which cause or which can be reasonably foreseen to cause interference with the school climate or educational function must not be stored in school lockers.

Emergency Drills

Reitz Memorial High School will follow all state guidelines regarding emergency drills.

- Drills are held periodically; proper procedures are posted in classrooms.
- Drills are not meaningless but are meant to teach safe, orderly, and quiet methods of seeking protection and/or evacuation.
- Silence must be observed at all times throughout the drills.

Concussion Policy

The effects of concussion on a student's return-to-school experience are unique to each student. In most cases, a concussion will not significantly limit a student's participation in school; however, in some cases, a concussion can affect multiple aspects of a student's ability to participate, learn, and perform well in school. Therefore, supporting a student recovering from a concussion requires a collaborative approach among school professionals, healthcare providers, and parents. Students may need both academic and physical limitations in place while recovering from a concussion.

A student with a concussion should be seen by a healthcare professional experienced in evaluating for a concussion. The health care professional can make decisions about a student's readiness to return to school based on the number, type, and severity of symptoms experienced by the student. Once a healthcare professional has given permission for the student to return to the classroom, school professionals can help monitor the student. With proper permission, school professionals can confer on their observations and share those observations with the family and other professionals involved in the student's recovery.

Upon returning to school, the student and parent are required to meet with the Dean of Students or designee, to document restrictions and communicate any needed academic accommodations for the student to the teachers of record. Reitz Memorial High School reserves the right to define what activities a student is allowed to participate in and/or school events to be attended while under the care of a healthcare professional for a concussion.

Seclusion And Restraint Policy

The Diocese of Evansville 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 statement is to ensure 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.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral crisis interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses an imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordinate, out or seat), as a means of coercion or retaliation, or as a convenience.

Any use of either seclusion or restraint shall be supervised, short in duration, and used only for the purpose of de-escalating the behavior.

School Services

Students may see the Youth First counselor, the school guidance counselor, or members of the Religion Department for personal guidance, spiritual direction, or discussion about problems that concern them.

Services are available with recommendations and/or referrals through the guidance office and/or administrative staff. Parents may inquire by contacting their son/daughter's school counselor. Students may request services in the Main Office.

Insurance

Neither the school, the principal, the 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

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 to 7:00 a.m. need to enter through the front doors and remain in the cafeteria until 7:00 a.m. Students are not permitted to open any doors for students or the public wanting entry at any time during the school day.

The school day ends at 2:50 p.m.; there is limited supervision of students after 3:35 p.m. other than those serving detention or participating in an extracurricular activity. No students are to be in the building after 3:35 p.m., unless they are participating in a scheduled activity with supervision. Students needing to wait for transportation

should wait by door 1 or by door 11 near the athletic office. Parents unable to arrange for their children to leave the school by 3:35 p.m. must contact the Dean of Student Services.

Cafeteria

Reitz Memorial High School participates in the National School Lunch Program and offers a nutritionally balanced lunch daily. Students may choose to bring their lunch each day. Students should not bring glass bottles, soft drinks, or excessive amounts of candy. Parents should not bring lunches or drinks from carry-out restaurants. Any student forgetting a sack lunch will be provided a lunch. Reimbursement for the lunch must be made the next day.

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.

Students may not order lunch to be delivered to the school. In addition, students returning to school from outside appointments may not bring food into the cafeteria. Students are to remain in the cafeteria during assigned lunch periods. Students may be excused by a staff member only.

Each student is responsible for cleaning his/her space at the lunch table, removing and taking the tray to the designated area, removing and stacking his/her own dishes, and disposing of the paper trash in the proper containers.

While waiting in line to be served, students are expected to be orderly and moderately quiet. Students will have a barcode on the back of their student ID to access their account to make a purchase. Chairs are to be returned to their proper places under the table when each student is finished eating.

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 PowerSchool/Titan lunch account. All cafeteria accounts are expected to maintain a positive balance.

Parents can fund their child’s account balance by submitting a check to the Memorial cafeteria to be deposited into the student’s account.

Food and Drink

In compliance with the Diocesan Wellness Policy, no food may be brought into the school building and taken to classrooms without administrative approval. No classroom celebrations or special occasions may include outside food without administrative approval.

Bottled water may be brought to classrooms at the teacher’s discretion. Water bottles are to be clear and can be refilled at the touchless water dispensers.

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.

Students who have a medical reason that justifies carrying a backpack to/from class must see the Dean of Student Services to have a backpack pass issued, which must be displayed on the backpack for as long as the medical reason exists. Students carrying a backpack without a backpack tag are in violation of the dress code and will face disciplinary action.

Parking and Driving Responsibilities

Due to the limited availability of parking, seniors will have opportunity to purchase senior parking spot through student council. All drivers must get a Memorial parking permit when they receive their driver's license. All student drivers must observe the following regulations:

- A Google Form with the student's current license plate number, model, and color of the vehicle must be returned to the office of the Dean of Student Services to be kept on file for the school year.
- A parking permit must be obtained for each vehicle registered. If a student parks a car on a school lot other than the registered vehicle, the change must be reported BEFORE SCHOOL to the Dean of Student Services.
- No Cost to register student vehicles at the beginning of the school year or when students receive a license.
- Permits must be visibly displayed on the bottom corner of the driver-side windshield.
- Students driving unregistered vehicles jeopardize their driving privileges.
- Students are never permitted to park in the front circle during the school day.
- Students are not permitted to park on the Westside of Benninghoff during the school day.
- Spaces marked for visitors, Reserved, or handicapped are off-limits.
- Cars must be always locked. The school cannot assume responsibility for thefts.
- 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 disturbance (such as squealing tires or generating excessive noise of any kind while entering or leaving school property during class time).

PARKING LOT IS OFF LIMITS DURING THE SCHOOL DAY. Students must seek permission from the Dean of Student Services office to return to the parking lot during the school day.

The parking lot is considered private property and will be off-limits by 10:00 p.m. each evening. Only those persons associated with school-sponsored activities will be permitted on school property after hours.

Faculty and staff have assigned parking spaces. Student parking permits are issued out of the Dean of Student Services and are valid only for the year printed on the permit. Students must register their vehicle each year and request a new parking permit.

- 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 on campus.
- Street parking should abide by the local traffic

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 Dean of Student Services by the 10th day of the school year.

Photos of Students

Throughout 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 Dean of Student Services in writing by the 10th day of the school year.

ATHLETICS, EXTRACURRICULAR ACTIVITIES, AND STUDENT PERFORMANCES

Code Of Conduct

Adopted by Reitz Memorial High School for all students involved in school activities.

It is the belief of the Evansville High School Athletic Council and Reitz Memorial High School, that all students participating in any school function have certain obligations pertaining to their conduct both in and out of their season (365 days). Every student is expected to behave in a manner that brings credit to his/her school, squad, and self. When a student's conduct in or out of school reflects discredit upon the school and/or creates a disruptive influence on the discipline, good order, moral, or educational environment in the school, the student may be declared ineligible for further participation.

The Indiana High School Athletic Association's rules must be followed in all cases of eligibility, transfer, physical examinations, insurance coverage, starting dates, use of school equipment, etc.

School Attendance Requirement: Students are expected to attend all classes. Students absent from classes will not be allowed to participate in a practice or contest on the day of their absence. **Unless excused by the Administration, students must be present for the entire school day to participate in that day's events**. Students who are suspended from school may not practice or participate during the time of suspension.

Conduct Rules: All students who choose to participate for Evansville High School Athletic Council member schools shall abide by the rules listed below. These are considered to be minimum standards. Individual coaches and/or sponsors may set standards above these minimums by notifying in writing each student participating and the Principal. All accusations of rule violations will be brought to the attention of the athletic director and head

coach/sponsor. It is their responsibility to investigate all charges to determine disciplinary action to be taken if necessary.

1. At no time is a student allowed to be under the influence of or be in possession of an alcoholic beverage, tobacco products, or illegal drugs not prescribed by a physician licensed by the State of Indiana, for his or her use. The Code of Conduct is in effect for 365 days and begins with the first day of the first fall sports season of the freshman year.
2. "Possession" is defined as having an alcoholic beverage, tobacco products, or illegal drugs on your person or having an alcoholic beverage, tobacco products, or illegal drug in a vehicle in which the student is driving or is a passenger or being convicted in a court of law of illegal possession of alcohol, tobacco, or drugs. Student-athletes are responsible for the contents of their locker or vehicle in which they are driving.
3. If a student is placed on house arrest, he/she will be suspended during the length of the sentence.
4. The Evansville High School Athletic Council, composed of representatives from member schools, believes that athletes representing their schools have certain obligations pertaining to their conduct both in and out of their particular season. Every student-athlete is expected to behave in a manner that brings credit to his/her school and squad. When an athlete's conduct in or out of school (1) reflects discredit upon the school or (2) creates a disruptive influence on the discipline, good order, moral or educational environment in the school, the student may be declared ineligible for further athletic participation for the remainder of his/her high school career.

The following penalties will be enforced for a violation of these rules:

First Offense – The student-athlete shall be suspended for a minimum of 20% of the scheduled events for that sport/program for that school year. Scrimmages and jamborees are not considered a contest. Canceled contests will not count toward the suspension. Before reinstatement to the sport/program, the student must complete a school-approved substance abuse program at the student's expense.

If the suspension falls near enough to the end of a season that the full penalty of 20% of the contests cannot be assessed, the penalty shall carry over to the next sports season/program in which the student participates. If the student is not participating at the time of the violation, the student shall be removed from 20% of the contests of the first sport season/program in which the student would normally participate. Attempts to circumvent this rule by going out for another sport/program in which the student does not normally participate will not be tolerated.

Second Offense – the student-athlete will be suspended from the team or teams for 365 consecutive days from the date of suspension.

Third Offense – the student-athlete will be denied participation for the remainder of his/her high school career.

This code includes standards for student-athletes, managers, cheerleaders, and dance teams and penalties for breaches of these standards. Each athlete is to be given a copy of the policy statement. A parent or guardian and the athlete must sign the form below indicating that they know the rules and pledge to abide by them. Athletes may not practice or participate in any sport until this form is on file in the athletic office.

We have read and understand the Evansville High School Athletic Council Code of Conduct for student-athletes and agree to abide by the rules and procedures of the Athletic Department.

School Activities - Athletic, Extracurricular, and Performances

School and recreational programs are encouraged to foster school and class spirit.

Students who participate in any extracurricular activities are expected to attend all classes. Unexcused absences will prevent a student from participating in a practice or contest on the day of the absence (see Excused Absences). The latest a student may arrive at school and be eligible to participate in an extracurricular activity that day is 8:00 AM. The Principal or Dean of Student Services must approve exceptions to this rule. Students who are suspended from school may not practice or participate during the time of suspension.

Likewise, students who are too ill to be in school are not allowed to participate in or attend extra-curricular activities, including athletics, on the day of their absence. The Principal or Dean of Student Services must approve exceptions to this rule.

Most social functions of the school close by 11:00 PM.

Students who are in eighth grade or younger are not permitted at Reitz Memorial High School dances. Guests 21 years of age or older may not attend Reitz Memorial High School social functions/dances.

Students may not be admitted to school social affairs after the first hour of the activity has passed. Deviations from this rule must be pre-arranged between the student and the Principal or Dean of Students, who will then notify the chaperones and/or moderator. A sign-in-out sheet will be used at school social activities.

Student Behavior at Athletic, Extracurricular Activities, and Student Performances

Memorial students will be seated at away events in the section(s) assigned by the host school and its officials.

The following behaviors are specifically forbidden at events, both home and away:

- Behaving in such a way during the introduction of participants from the opposing school that would be (or appear to be) rude or discourteous.
- Displaying signs, banners, buttons, badges, or the like except as approved by the school and its officials.
- Cheers that are in bad taste, suggestive, or otherwise offensive are forbidden. The school officials at Reitz Memorial High School reserve the right to make the final decision about the appropriateness of cheers and chants used by the Memorial cheering section.
- Inattentive or rude behavior during the playing of the National Anthem is forbidden.
- Disrespect or rude behaviors at student performances (plays, musicals, etc.) will not be tolerated.

Students who violate the rules of good conduct at extra-curricular events will be subject to the school's disciplinary action and may be removed from the event and/or future events.

The following penalties may be imposed on any Reitz Memorial High School student who is removed from an extra-curricular event by a school official, athletic department representative, or law enforcement official at home or away events:

- Indefinite suspension from attendance at Memorial events (home and away).
- Referral to the Dean of Students and/or Student Services Committee for possible detentions, suspension, probation, or expulsion, depending on the individual case.

Regulations For Dances / Events

All school rules and regulations apply at dances.

Dress Code

As a school, we strive to honor God in all aspects of our lives, including how we dress for school functions. We have established the following guidelines to ensure that all students dress modestly and with dignity. Students are encouraged to seek guidance from the Dean of Students or a designated representative before purchasing for school events. We advise students to prioritize modesty and formality in their attire choices. If any student needs clarification about the appropriateness of their dress, they should email a member of the administration or the dance sponsor for approval beforehand. Students who violate this policy will be allowed to enter the event once they meet the appropriate dress requirements.

Ladies:

- Please take note of the following guidelines for the event:
- You may wear a dress, skirt/top, or a pant suit.
- Overall fit should not be too tight or sheer, and undergarment lines should not be visible.
- Dresses must be one piece and have straps over the shoulders. They should cover their legs to at least 6 inches off the knee. Additionally, dresses should cover all parts of the body in such a way that no part of the midriff or cleavage is exposed.
- If your dress has any sheer, lace, or see-through material, it cannot expose areas such as the midriff or cleavage.

Please note that the same dress may meet the criteria for one person but not for another due to differences in body type.

Gentlemen:

- Long pants and button-up shirts are required. It is recommended that gentlemen wear a tie and jacket.
- Shirts must be always worn appropriately. This means in the manner the shirt was made to be worn and buttoned.

Guest Expectations:

Guest passes for non-Memorial high school-age students must be obtained from the Dean of Students and signed by the guests' school and parent/guardian. The guest pass must be completed before purchasing tickets for the dance. Any change to a guest pass must be approved in advance by the Dean of Students.

- The Dean of Students may make exceptions for guests who have graduated high school.
- Memorial students are responsible for the actions of their guests and are subject to disciplinary measures, including suspension and expulsion based on the actions of their guests.
- Guests who arrive with Memorial students after specified arrival times will be subject to substance abuse testing. Any guest who refuses a test will not be permitted to leave and must be picked up by their parent/guardian.

Guests of Memorial students will be held to the same dress code standards outlined in the dance dress code.

Bell Schedules –

