

# **Reitz Memorial High School Student/Parent Handbook 2020 - 2021**

## **Mission Statement**

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

## **Vision Statement**

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



## Reitz Memorial High School Student/Parent Handbook Signature Page

I have read the 2020-2021 Student/Parent Handbook and agree to follow the school policies and procedures as stated including the general statements referring to the COVID-19 Pandemic, Telecommunications Use Agreement, the Drug, Alcohol, and Tobacco Use and Testing Policy, the Diocesan Code of Conduct, and the other guidelines needed for the daily operations of the school.

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

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

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

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Signature Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
Signature Student

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Parent/Guardian Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

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# **Welcome to Reitz Memorial High School!**

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

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

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

## **General Statement – Public Health and Safety**

The COVID-19 pandemic has led Catholic schools to plan for continuing operations in cases of public health and safety emergencies and disastrous events. The schools will, where possible, follow State and local public health directives related to public health and safety emergencies, including severe weather events. As in the case of the COVID-19 pandemic, schools may be closed as a social distancing practice recommended by government officials to interrupt the spread of a contagious disease. In the event of an outbreak or any circumstances determined to be a threat to the health or safety of students, students may be excluded from attending school and school-related activities (in some cases for an extended length of time). Or, a school building may be closed as a part of school, Diocesan or community response to a public health, safety, or severe weather event. The school will then transition to its extended learning format to provide continuing education services to students who are impacted, whether that be a select number of students or an entire student body.

### **Academic Integrity and Grading during Extended Learning**

Students will continue their respective academic exercises remotely, should that become necessary. The school's expectations of all students' academic integrity and performance will be upheld and enforced during periods of extended learning. Academic integrity includes honesty in citing sources, sharing work on assignments only with permission, and prohibits cheating of any kind on assignments and assessments. Academic integrity also charges us to demonstrate

responsible stewardship of our gifts and a strong work ethic. Students and families who find challenges during extended learning periods must initiate communications about those challenges to the classroom teachers and school principals in a timely manner.

The school grading policies and practices remain intact and continue during any extended learning period.

### **Tuition**

In case of an extended learning period related to any public health and safety, or severe weather, event, the school will provide continuous education services remotely for students. Tuition agreements, policies and practices, will remain in effect and binding.

### **Attendance**

In the event of an extended learning period arising out of any public health and safety, or severe weather, event, daily attendance for remote instructional days will be required. The principal will communicate how attendance will be taken. During such extended learning periods, current attendance policies will remain in effect and enforceable. In the event a student's doctor recommends the student not return to the school building should his or her health be compromised related to a contagious disease event, the school may provide reasonable alternative accommodations for this student. The school shall determine the level and character of any such reasonable accommodations. Reasonable accommodations may depend on various factors, including class size, grade level, staffing, financial concerns, etc.

### **Bell Schedule**

The daily bell schedule has been adjusted slightly with the movement of homeroom to the end of the day. Parents are strongly encouraged to make appointments during this time block so as to minimize the impact of lost instructional class time.

Block	Time
B1/W1	7:35 - 9:00
B2/W2	9:05 - 10:30
B3/W3 + lunch	10:35 - 12:40
B4/W4	12:45 - 2:10
Homeroom	2:15 - 2:45

## **Masks**

*ALL faculty, staff, personnel, and students* will be required to wear masks at all times! One cloth mask will be provided for each student. However, due to the guidelines for cleaning face masks, everyone will need to also provide their own. Masks should be cleaned each night. Hand sanitizer will be available in each classroom, and *teachers/students are encouraged to have a travel size bottle for personal use.*

## **Morning Arrival**

We will be requiring students and staff to self-screen at home prior to arrival. This will include taking temperatures at home and remaining home if that temperature is at 100.0 degrees or greater. It will also include screening for COVID symptoms. When students arrive, they are required to exit their vehicles with a mask on. Only two doors will be open for student entry. Door #1, main door, and door #11 by the athletic office will be monitored for student arrival. Students may continue to sit in the cafeteria and eat breakfast, sit in the hallways by lockers, or may move directly to classrooms upon arrival.

## **Visitors to the Building**

No visitors will be admitted into the building during the school day from the time doors open in the morning until after student dismissal has cleared out around 2:50PM. This directive includes family members, parents, external coaches, alumni, guest speakers, college reps and recruiters. Parents dropping off items, such as forgotten P.E. clothes, homework, devices, etc. will place those items in a drop box located at Holy Cross Hall and will not be immediately available to the students. Students need to learn responsibility in being prepared for classes with all needed materials.

## **Philosophy of Education**

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

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

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

### **Reitz Memorial Code of Behavior**

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

Here at 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, therefore, 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 regularly and on time.
- Participate in class and complete assignments, projects, and other class work.
- 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.
- Display the highest standard of personal integrity at all times.
- 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 some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child.

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

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

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

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

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

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

### **Crisis Confrontation Policy (Diocese of Evansville)**

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

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

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

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

### **Student Admission Policy**

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

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

### **Tuition and Withdrawal/Refund Policy**

Notice of withdrawal of a student should be made by the parent or guardian to the Principal or Assistant Principal for Curriculum and Instruction in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts.

In the event a student voluntarily withdraws during the school year, a parent/guardian must complete a Student Withdrawal Form available in the Main Office.

*There will be no refund if a student is forced to withdraw or is expelled from Reitz Memorial High School.*

## **Delinquent Tuition and Fees**

Student records, schedules, report cards, and graduation caps and gowns maybe held for any students that has delinquent tuition and fees. All questions should be directed to the Business Manager.

## **Career & Technology Fees**

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 Southern Indiana Career and Technology Center (SICTC) program will receive the following tuition reduction:

- 10% if enrolled in a 1-hour C&T
- 20% if enrolled in a 2-hour C&T
- 30% is enrolled in a 3-hour C&T

Students must have the approval of the President for this tuition reduction. This tuition reduction applies to all students – active Catholic, non-active parishioner, or non-Catholic student. Participation in the C&T program is secondary to the schedules, activities, and requirements of Memorial High School. *When schedules conflict, Memorial as the 'home school' takes precedence. This includes all prayer services and class liturgies.*

## **STUDENT LIFE**

### **Spiritual Life**

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

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

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

### **Prayer and Worship**

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.

#### *Teaching Theology*

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

#### *Nurturing Spirituality*

- Memorial offers many opportunities for spiritual development, growing in one's relationship with God:
  - \* Morning Prayer each day
  - \* All-school Mass every month and holy days
  - \* Penance Services – Advent and Lent
  - \* 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

Each school day begins with prayer over the school intercom system. All teachers integrate prayer into their classroom operations and diverse prayer experiences are provided for the students. The meal prayer is encouraged in all classes before lunches.

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

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

## Courses

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

## Service

All Christians are called to service. “Whoever wishes to be first among you will be the slave of all. For the Son of Man did not come to be served but to serve and to give His life as a ransom for many” (Mark 10:44-45). It is by this principal teaching of Jesus that Memorial regards Christian service as an integral component of the educational process at every grade level and enables the student to develop a Christian worldview and exercise a Christian lifestyle of faith. Therefore, a graduation requirement is that students complete 10 hours of service (5 to parish, 5 to community or school) each year. Theology and homeroom teachers will assist in this process, and many diverse opportunities will be provided.

# ACADEMICS

## School Improvement Goals

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

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

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

## Academic Integrity

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

Plagiarism is defined as taking ideas and words of another and passing them off as one’s own.

Academic integrity includes honesty in citing sources, sharing work on assignments only when permission is given and prohibits any kind of cheating on assignments and assessments.

*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.

Academic integrity includes honesty in citing sources, sharing work on assignments only when permission is given and prohibits any kind of cheating on assignments and assessments.

Academic work is taken seriously, and students should show pride in their own work. Consequences for any student violating the Academic Integrity policy will receive a zero (0%) on the work, and depending on the severity of the offense, may have additional consequences, including but not limited to failing for the quarter, loss of extra-curricular participation, and referral for possible expulsion. *All offenses will be sent to the Assistant Principal for Student Services immediately, regardless of severity.*

### **Concussion Policy**

The effects of concussion on a student's return-to-school experience is 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, health care 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 health care 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 health care professional has given permission for the student to return to the classroom, school professionals can help monitor the student. Any academic accommodations to be set in place must be documented from the health care professional. 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 Assistant Principal for Curriculum & Instruction, to document restrictions and communicate any needed academic accommodations for the student to the teachers of record.

*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 health care professional for a concussion.*

## **Requirements for Graduation/Diploma**

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 Honor's Diploma is an extension of Core 40 and is the highest achievement diploma. Requirements for each of these can be found in the [Course Description Guide](#) located on the school website.

## **Early Graduation Requirement Policy**

Memorial High School is accredited by the Indiana Department of Education. As a result, 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 Memorial High School to be eligible for a diploma. In addition to the academic requirements for graduation, 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 four second semester courses away from graduating

Students who graduate early or do not complete their final semester as a full-time student at Memorial will only be eligible for a Core 40 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 Scale and Term Changes**

Grading scale and term changes for the 2020-21 school year are being made due to a multitude of reasons, ranging from a response to COVID absences to ensuring that our students are on a level playing field in terms of college admittance and scholarships and several reasons in between. While the grading scale has changed, in no way does that mean that the rigor of the class has been diminished. In actuality, the rigor of the class is determined by how the content is

taught and the expectations for learning that are placed upon the student, which remains a key component of our school’s academic philosophy. This grading scale is set for all classroom instruction at all levels.

In addition to the grading scale, we have moved away from arbitrary quarter grades to an accumulative semester term grade, as this allows for a more accurate reporting of student mastery of content. We will still pause for a snapshot in time at the quarter mark, inform parents of this grade in Powerschool, and that grade will be utilized for academic eligibility. However, the grades will continue to accumulate after that quarter mark until the semester is complete. The final transcribed semester grade, which utilizes the GPA values above, will be calculated based on the weight of 85% semester term grade and 15% semester final exam grade.

Reitz Memorial High School has adopted the following grading scale.

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
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

**Honor Roll**

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

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

**Honor Monograms**

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

## **Assessments**

Memorial is accredited by the Indiana Department of Education and AdvancED. Therefore, students must participate in required state assessments which may vary each year, depending upon the most recent legislation and Rules of the Indiana State Board of Education. Final assessments (exams or projects) are required in all full credit courses. Students must make every effort to be present for exams and complete final assessments on time.

## **Grade Appeal**

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

## **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. Students should experience the consequences of a late assignment. Any incomplete reported on a report card must follow school rules. 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 with the School Counselor’s office and the Assistant Principal for Curriculum and Instruction.

## **Buckley Amendment**

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

## **Valedictorian/Salutatorian**

The valedictorian has earned the highest-grade point average in the graduating class and the salutatorian has earned the second highest grade points average. Additional criteria will apply to the Class of 2024 and will be communicated by the Assistant Principal for Curriculum and Instruction. Both are determined at the end of the seventh semester. When there are two or more valedictorians, no salutatorian is named. Cumulative GPA is accurate to the nearest thousandth.

*To be named valedictorian or salutatorian, a student must have completed the junior year and three quarters of the senior year at Memorial High School and be on the Academic Honors diploma track.*

## **National Honor Society**

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

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

## **Withdrawal from Class/Schedule Changes**

During the school year, schedule change requests may be submitted in writing to the student's counselor. Students will have five (5) school days at the beginning of the first and second semesters to make needed schedule adjustments. After that time, no changes will be permitted. **All changes in student schedules must have final approval of the Assistant Principal for Curriculum and Instruction.** The administration reserves the right to deny a schedule change. Memorial strongly advises students to carefully choose courses during the scheduling process that begins after the first of the calendar year. Students are given several weeks to look through the [Course Description Guide](#) and ask questions of parents, teachers, and counselors before making their final selections for the upcoming year. The master schedule is then created based on student course requests, and students are scheduled into classes.

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

1. Error(s) made by the school during the scheduling process. This could include putting a student in the wrong course, failure to put student back in a course that was failed, or allowing a student to advance to the next level course having failed a prerequisite course;
2. Medical reasons with documentation.
3. Change in program placement for students with learning difficulties such as adjustments in/or assignments to special education or resource classes.
4. A level change within a given course (regular to Honors, Honors to AP). Requests to drop down a level must be accompanied by a written explanation and signed by the

parent/guardian.

5. Course is needed to fulfill Academic Honors Diploma or Core 40 requirement.
6. Student has failed a course with a teacher, and he/she gets the same teacher for that course.
7. Replace a study block with a credit-bearing course.
8. Course is needed to meet admission requirements at a college or university.
9. Student requests to keep a teacher for the 2nd semester if class balance is kept in check.
10. Summer school course work necessitates a change.

Schedule change requests for the above reasons will be considered starting one week prior to the start of the school year through the fifth day of the first semester. *Students enrolled in the Driver's Education program that do not obtain their permit prior to the start of the course, will be dropped from the course.*

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

### **Virtual Inclement Weather Policy**

For times when school is closed 1-2 days, we will utilize the IDOE's virtual option to make up lost instructional time *on the actual inclement weather day*. Teachers will be required to have assignments posted on **PowerSchool** by 9:00 a.m. on the day and will be available to answer questions through their Memorial email accounts from 9:00 a.m. – 2:00 p.m. on that particular day. When school is cancelled for a single day, work will be due on the next same color day. However, when multiple days are missed, due dates will be adjusted.

### **Academic Probation**

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

The following conditions will apply to Academic Probation:

1. A student at any grade level will be placed on Academic Probation if he or she receives two or more grades of "F" at the end of any grading period. A letter stipulating the conditions of the probation will be included with the report card.
2. Students on Academic Probation will be assigned to **Homework Help** after school.
3. A student placed on Academic Probation may have restrictions on his or her participation in school activities, including athletic teams and programs.

4. A student who continues to receive two or more failing grades during the semester following the probation will remain on probation and may be asked to withdraw from Memorial.
5. Any student in grade 11 or 12 in danger of not graduating due to loss of credits will be placed on Academic Probation.

## **Field Trips**

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

## **Academic Eligibility for Extra-Curricular Activities**

Our goal is learning, and this must be a prerequisite to participation in after-school activities (e.g. *athletics, drama, band, student council, etc.*) Eligibility for participation requires that students pass 70% of subjects per grading period and be in good standing in the Memorial community. Students taking 8 classes must pass 6, and students taking 7 classes and a study block must pass 5 to meet the 70% state requirement.

## **Student Athlete Handbook**

All students who attend Memorial and their parents must agree to abide by *Indiana High School Athletic Association (IHSAA) and the Evansville High School Athletic Council (EHSAC) rules*, which are, in effect, Memorial rules. Disciplinary action will be taken against students who intentionally violate athletic rules. **All students participating on athletic teams must read and sign off on the Memorial High School's Student Athlete Handbook. Coaches are charged with communicating and directing athletes to the school website prior to their particular season. Signed documents must be completed and on file in the Athletic Office for continued participation.** All questions concerning such rules and regulations should be directed to the Athletic Director and Assistant Principal for Student Services.

## **NCAA Clearinghouse**

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

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

### **Daily Attendance for Extra- Curricular Participation**

Students involved in extra-curricular activities {sports, band, drama, speech, etc.) must be in attendance in class no later than 8:01a.m. to be eligible to participate in practices or competition that day. If an athlete leaves school before 2:45 p.m., he or she will be ineligible to participate in practice or competition that day. If a student has a doctor, dentist note, or is issued an excused absence by the Assistant Principal for Student Services, he or she will be allowed to participate in practice or competition.

## **STUDENT ATTENDANCE**

### **Absences**

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

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

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

1. School related field trips, musical performances, or other school functions;
2. Illness confirmed by a physician within three days of the student's return. The student must be seen by the doctor;
3. Medical, dental, or other clinical appointments with confirmation from the doctor or dentist;
4. A death in the family;
5. Suspensions;
6. Serving as a page in the general assembly or as a verified election worker;

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

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

### **Appointments or Other Absence During the Day**

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

### **Special Release Time**

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

### **Tardiness**

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

## **Habitual Truancy**

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

- When a student has reached eight unexcused absences, the parent/guardian will be notified by letter.
- If the student reaches ten unexcused absences, the associate superintendent for the Diocese of Evansville will be notified, and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to 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.

## **Chronic Absenteeism**

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

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

## **Chronic Tardiness**

A student who has chronic tardiness is defined as being tardy or late to school for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days; thus, ten percent is 18 days of tardies, regardless of whether they are excused or unexcused. Tardy to class is determined by the attendance policy of each school.

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

### **Appealing Loss of Credit Due to Absence**

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

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

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

## **STUDENT RESPONSIBILITIES AND BEHAVIOR**

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

### **Detention**

Detention means a student must remain after school in a room designated by the Assistant Principal for Student Services and supervised by a faculty member. **Detention is held Tuesday and Thursday beginning at 2:50 p.m. for 55-minutes (3:45 p.m.).** Detention time to be served is based on the seriousness of the violation. Detentions may be one or two hours. Two-hour detentions will be served on two different days. Dates and times will be assigned, and any changes must be made with the Assistant Principal for Student Services. Serious violations are likely to result in suspension or expulsion. The following are examples of student conduct which

is unacceptable wherever it appears. Such behavior may constitute grounds for expulsion of a student from school:

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

### **Harassment and Bullying**

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

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

- refrain from any kind of bullying or harassment;
- defend and support any student subject to these behaviors;

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

## **Hazing**

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

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

## **Suspension**

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

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

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

## **Exclusion**

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

1. If he/she has a dangerous communicable disease which poses a substantial threat to the health or safety of the school community.

2. If the student's immediate removal is necessary to keep or restore order or to protect other persons or school property.
3. If the student appears mentally or physically unfit for school purposes.

## **Expulsion**

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

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

## **Due Process**

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

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

## **Discipline/Attendance**

The Assistant Principal for Student Services conducts hearings upon request of the principal on major violations of school regulations. The Assistant Principal for Student Services might also hear an appeal hearing for students seeking reinstatement of lost credit(s) due to excessive absences. The Assistant Principal for Student Services submits recommendations to the principal for a final ruling on action(s) to be taken.

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

## Dress Code

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

We will utilize the 1<sup>st</sup>/4<sup>th</sup> quarter uniform from previous years for the entire school year moving forward. This means that students may be in the school monogrammed polo shirts year-round. Students may choose to wear oxford shirts, but will not be allowed ties, due to the additional contamination risk resulting from the ties dragging the desks throughout the day. Additionally, students will be allowed to wear tennis shoes, in addition to the leather shoes previously allowed. Name badges are part of the daily uniform. The dress code is in effect from 7:30 a.m. until the end of the regular school day.

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

The following items are **prohibited for all students**:

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

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

### Ladies Guidelines

The dress code for all female students consists of khaki **uniform pants** (pleated or plain front), **uniform polo** or **uniform oxford**, belt, shoes, and socks.

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

Pants must have belt loops and cannot have jeans-like stitching or patch pockets. Pants may not have split seams or frayed legs. Pants must fit properly, tight fitting, or “skinny” style pants should not be worn. Uniform pants must be worn at the natural waistline.

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

**Polos:** A school uniform monogrammed polo shirt may be substituted for the uniform blouse. The uniform polo must be white, royal, or navy blue in color. It must be purchased from the Spirit Store or uniform provider and have the appropriate lettering embroidered on it. All shirts must be properly tucked in the pants.

**Blouses:** Blouses must be white or light blue oxford-style with a button-down collar. They are to have long or short sleeves (three quarter sleeves are not permitted) and button all the way down the front. The blouse must be fully buttoned with the exception of the collar button and be fully and properly tucked in. Blouses do not have a monogram or trademark emblem. Undergarments, t-shirts, or thermal shirts worn under the regulation blouse must be solid white, and sleeves may be no longer than those of the blouse. Solid white turtlenecks will be permitted under the regulation blouse only during the winter months. No denim shirts are permitted. The blouse must fit properly; no form-fitting blouses are permitted.

**Sweater:** A school sweater in a solid color must be purchased from the Spirit Store or uniform supplier. The sweater is to be embroidered with the Memorial identifying information. Memorial letter sweaters are also permitted. *Team* jackets/sweatshirts are not to be worn during the school day.

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

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

**Shoes:** Properly tied or fastened dress shoes (black or brown) appropriate for school or clean athletic shoes (limited designs and colors) may be worn. “Boat” shoes are acceptable. Moccasins, sandals, canvas shoes, and boots (work boots, cowboy boots, or seasonal boots) are unacceptable for school wear. Shoes must have a closed heel.

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

## Gentlemen Guideline

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

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

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

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

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

**Polos:** 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 or uniform supplier and have the appropriate lettering embroidered on it. All shirts must be properly tucked in pants.

**Shoes:** Properly tied or fastened dress shoes (black or brown) appropriate for school or clean athletic shoes (limited designs and colors) may be worn. "Boat" shoes are acceptable. Moccasins, sandals, canvas shoes, and boots (work boots, cowboy boots, or seasonal boots) are unacceptable for school wear. Shoes must have a closed heel.

**Sweatshirt:** The school uniform sweatshirt or fleece may be ordered from the Spirit Store. *Team* jackets/sweatshirts are not to be worn during the school day.

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

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

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

## **Memorial Spirit Dress Days**

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

Students are expected to observe the ordinary rules of neatness, cleanliness, modesty, and good taste. Students will not be permitted to attend class unless they meet the dress code. If they choose, students may wear regular uniform dress on these days. *Violations on special dress days may warrant loss of this privilege on future non-uniform dress days.*

## **Disciplinary Action for Dress Code Violations**

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

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

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

## **HEALTH AND SAFETY**

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

### **Reitz Memorial High School Drug, Alcohol, and Tobacco Use and Testing Policy**

Reitz Memorial High School (Memorial) 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 healthy behaviors of our students as part of our wellness program.

Memorial 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:

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

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.

### **I. 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.

This content is included in the student-parent handbook under “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.

## **II. 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 principal or designee will maintain one cross-reference lists of names and numbers. The provider will select the numbers on any given day of the school year.

## **III. Notification of Test Results**

Notification of test results will be kept confidential and will only be given to the principal or his/her designee by the health provider. The principal or designee will notify the parents, guardians, and student of a positive or negative test result as soon as possible. Test results from For Cause screenings will be shared with the appropriate personnel.

If a student has a non-negative result for a banned substance, he or she will be informed and the principal or designee will inform parents immediately by phone. If the non-negative test results from the use of a 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 and support families who choose to enter treatment programs, if such action is appropriate.

### ***Second Offense***

- Meet with principal or designee to discuss the test result and explain the consequences of a second positive test.
- 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 Assistant Principal for Student Services. The student will be required to complete the plan successfully and provide 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.
- Four weeks probation which includes loss of privilege to attend school sponsored activities after school and on weekends.
- 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.

### ***Additional Offense***

- Meet with principal or designee to discuss the report
- Referral to approved agency for assessment and treatment
- Possible referral to the Discipline Committee
- Implementation of a behavioral contract to remain enrolled or possible expulsion

## **IV. 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.

## **V. 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 must be received by the Principal or their designee within 24 hours of the parents being notified of the non-negative test results. The repeat test shall be done by the same lab on 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.

## **VI. Exceptional Circumstances**

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

## **VII. Appeals**

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

## **VII. 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.

Board of Trustees Approved 9-28-2017, Revised June 2020

## **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 Diocese Wellness Policy has been updated to reflect the latest requirements of the USDA. 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.

## **Drug Free Environment**

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

## **Seclusion and Restraint**

Memorial believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this policy is to 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. To access this plan, click on [Seclusion and Restraint](#).

### **Counseling Services**

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

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

### **Immunizations**

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

### **Insurance**

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

### **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.

## **OPERATIONAL PROCEDURES**

### **Laptops/Telecommunications Use Agreement**

All students must have a laptop computer. Specifications for the laptop can be found on the website along with purchasing information for those who are interested.

All students are expected to sign the [Telecommunications Use Agreement](#) and to keep their laptops in good operating condition. Laptops must be fully charged when students report to school, and a fitted sleeve is recommended for transporting them to and from classes.

Inappropriate use of the internet may result in suspension of student use, and these could seriously impact academic progress.

### **Official School Day**

The school is not officially open until 7:00 a.m. Front doors and doors at the Athletic entrance will be open at 6:30 a.m. Students arriving prior 7:00 a.m. need to enter through the front doors and remain in the cafeteria until 7:00 a.m. **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 2:45 p.m.; there is no supervision of students after 3:30 p.m. other than those serving detention or participating in an extracurricular activity. No students are to be in the

building after 3:30 p.m. unless they are participating in a scheduled activity with adult supervision. Students needing to wait for transportation should wait in the main gym area and not in the academic wings of the building. After hour student pick up should be at Door #11, athletic entrance. Parents unable to arrange for their children to leave the school by 3:30 p.m. must contact the Assistant Principal for Student Services.

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

## **Cafeteria**

Breakfast is served daily from 7:00 – 7:30 a.m. Lunch can be brought from home or purchased in the cafeteria. No storage area will be provided for students bringing their lunch. [Menus and price lists](#) can be found displayed in the cafeteria or on the Memorial website on the Cafeteria tab under Student Life.

No food is to be brought into the cafeteria from a restaurant or picked up from a delivery service at any time. *This includes students returning to campus following appointments.* . **No food or drinks are to be carried out of the cafeteria following breakfast and/or lunch periods. Food and drinks should never be kept in school lockers due to ant and pest infestation.** Food should not be passed from the serving line to other students. Line cutting is not permitted.

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

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

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

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

### **Food, Drink and Gum**

In compliance with the Diocesan Wellness Policy, no food may be brought into the school building and taken to classrooms. No classroom celebrations or special occasions can take place in which outside food is consumed. Likewise, food and drinks other than clear bottles of water are not to be carried out of the cafeteria.

*Bottled water may be brought to classrooms at the teacher's discretion. Water bottles must be clear and can be refilled at the touchless water dispensers. Regular drinking fountains have been turned off.*

*No other beverages are permitted to be brought into the building at the start of the school day.*

Gum is not permitted during the school day.

### **Cell Phones and Electronic Items**

It is not the responsibility of Memorial High School to monitor what students place on Twitter, Facebook, or any other similar social media device. However, *information brought to the attention of the Administration*, that confirms or identifies inappropriate activity/behavior, statements, or threats, directed towards Memorial Administration, Faculty, Staff, or Student(s), will be dealt with and could result in disciplinary action and or police notification. Students should be extremely cautious about placing personal information on these types of "easily accessible" sites.

Memorial High School may also require a student to surrender their cell phone as collateral for the use of a school issued device. Once the school device is returned, the cell phone will be returned.

Cell phones, tablets, and other electronic items, with the exception of laptops, may not be used during the class periods without teacher permission. All of these items should remain in lockers. If they are brought to class, they will be placed in a designated area, and the teacher will not be responsible for them.

Cell phones that are confiscated during the school day will be taken to the Assistant Principal for Student Services. Students can pick up their phones at the end of the day. Students will lose the privilege of having their cell phone during the school day. Students will be required to surrender

their cell phone to the Assistant Principal of Student Services office each morning and pick it up at the end of each day for a determined number of days. Repeated violations of this rule may require a parent or guardian to retrieve the device from an administrator.

### **Gambling**

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

### **Hall Passes**

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

### **Lockers**

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

### **Backpacks**

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

### **Witting Media Center Regulations**

1. The Media Center is a place for silent independent study, research, classroom library assignments, and leisure reading.
2. The Media Center is open before school begins and after school is dismissed; times will be announced in the weekly calendar and/or announcements.
4. Students may go to the Media Center after reporting to Homeroom and/or Study Block if they receive permission and a pass from their teacher and if the Media Center is available.
5. Admission of students to the Media Center will be based on the following:
  - a. Students who are part of a class.

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

### **Parking and Driving Responsibilities**

Due to limited availability of parking, juniors and seniors will have first priority for parking passes. Sophomore drivers are not guaranteed a parking permit when they receive their drivers' license. Any student registered with a valid Memorial parking permit must observe the following regulations:

- A registration form/permission slip with parents' signature, student signature, current license plate number, model and color of the vehicle must be returned to the office of the Assistant Principal for 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 Assistant Principal for Student Services.
- Cost is \$5.00. Limited time to register student vehicles at the beginning of the school year will be announced to the students.
- Permits must be visibly hanging on the rearview mirror.
- Students driving unregistered vehicles jeopardize their driving privilege.
- Students are never permitted to park in the front circle during the school day.
- The vehicle is to be parked properly in student parking spaces.
- Spaces marked for visitors, handicapped are off limits.
- Cars must be locked at all times. 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 type of 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 office of the Assistant Principal for Student Services 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 may be purchased from the Assistant Principal for Student Services for \$5 and are valid only for the year printed on the permit. Students must register their vehicle each year and purchase 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 they are on campus.

### **School Messenger**

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

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

### **Military Recruitment List Release**

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

### **Photos of Students**

Throughout the course of the school year, students may be photographed or videotaped at Memorial or at its functions. The photos or video footage are at times used for educational or informational purposes regarding the programs at Memorial. It is possible that the photos or video footage may be used in the Memorial Memories magazine or other school publications, the

Evansville newspaper, or The Message, on TV news programs, and on the school website. Please note that pictures used on the school website will not identify the student by name. If, for any reason, a parent does not want his/her student photographed or videotaped, please notify the Assistant Principal for Student Services in writing by the 10th day of the school year.

### **Student ID**

- All students will be issued a student ID to be *worn at all times* on a school issued clip.
- The ID will be required to purchase lunch, to check out Media Center materials, to print class materials, and to use the schools' laptops.
- Student IDs are required in all classrooms.
- Student IDs are part of the daily uniform.
- Student IDs serve as passes for home athletic events excluding IHSAA and SIAC tournaments.

### **Special Areas of the Building**

Food, drinks, and gum are prohibited in the auditorium and in the gymnasiums, except for during athletic events and performances.

### **Document Links:**

[Enrollment Procedures](#)

[Course Description Guide](#)

[NCAA Initial Eligibility Clearinghouse](#)

[Wellness Policy](#)

[Telecommunication Use Agreement](#)

[Academic Integrity Policy](#)

[Drug Testing Policy](#)

[Drug Testing FAQs](#)

[Drug Testing Consent Form](#)

[Student/Parent Handbook Signature Form](#)

[Seclusion and Restraint in Schools](#)