

# Evansville Reitz Memorial High School

## 2011/2012

### REITZ MEMORIAL HIGH SCHOOL 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.

### REITZ MEMORIAL HIGH SCHOOL VISION STATEMENT

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

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of emergency, please notify:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

The information in this book was the best available at press time. Watch for additional information and changes.



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# REITZ MEMORIAL HIGH SCHOOL DAILY SCHEDULE

B1/W5:	7:35	–	9:00
B2/W6:	9:05	–	10:30
B3/W7	10:30	–	12:40
A Lunch	10:30	–	11:01
B Lunch	11:04	–	11:34
C Lunch	11:37	–	12:07
D Lunch	12:10	–	12:40
HR/SRB	12:45	–	1:15
B4/W8	1:20	–	2:45

## MASS/ASSEMBLY AT THE END OF THE DAY

B1/W5	7:35	–	8:55
B2/W6	9:00	–	10:20
B3/W7	10:20	–	12:30
A Lunch	10:20	–	10:51
B Lunch	10:54	–	11:24
C Lunch	11:27	–	11:57
D Lunch	12:00	–	12:30
B4/W8	12:35	–	1:55
Mass/Assembly	2:00	–	2:45

## MASS/ASSEMBLY DURING THE DAY

B1/W5	7:35	–	8:55
B2/W6	9:00	–	10:20
Mass/Assembly	10:25	–	11:10
B3/W7	11:10	–	1:20
A Lunch	11:10	–	11:41
B Lunch	11:44	–	12:14
C Lunch	12:17	–	12:47
D Lunch	12:50	–	1:20
B4/W8	1:25	–	2:45

## 2-HOUR DELAY SCHEDULE

B1/W5	9:30	–	10:20
B3/W7	10:20	–	12:30
A Lunch	10:20	–	10:51
B Lunch	10:54	–	11:24
C Lunch	11:27	–	11:57
D Lunch	12:00	–	12:30
B2/W6	12:40	–	1:40
B4/W8	1:45	–	2:45

# THE STUDENT-PARENT HANDBOOK OF REITZ MEMORIAL HIGH SCHOOL

Within the context of our growing and evolving Christian community, our educational philosophy and our mission as a school, the administration and faculty see as a primary responsibility cooperative and consistent efforts to help each student develop self-discipline based on Christian principles and religious values. As active members of this community, both students and parents are responsible to familiarize themselves with the entire *Student-Parent Handbook*, which includes the Code of Christian Conduct covering students and parents/guardians. Enrollment at Memorial indicates acceptance of the rules, regulations and disciplinary procedures stated herein, and willingness to comply with them without reservation.

## 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 Evansville Catholic Interparochial High School Board serves as the governing body of the school.

Reitz Memorial High School exists to provide quality secondary education in the academic areas while promoting the development of both social skills and personal talents. Most importantly, Memorial High School assists parents in their role as the primary teachers of religious values. These high standards of education are achieved by enabling the young people we serve to develop a Christian view of reality through the presentation of the values and 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 Reitz Memorial High School 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.

## NON-DISCRIMINATION

Reitz Memorial High School, a Catholic high school, does not discriminate on the basis of race, sex, color, or national origin. Students of other religious faiths are welcome to attend Memorial based on space availability.

## FEES, TUITION AND FINANCES

Tuition and fees to attend Reitz Memorial High School are set annually. Options include the following:

1. Payment in full via cash, check, Visa/Mastercard/Discover, or tuition loan from the Evansville Teachers Federal Credit Union. Full payment can be made at any time prior to the tuition due date. Payments can be mailed to the business office or can be called into the business office if you are using an ACH method or credit card, or can be brought into the business office during stated hours.
2. Semester Payment Option. 50% of stated tuition plus 100% of student fees due on the tuition due date. The remaining 50% of the stated tuition will be automatically withdrawn on December 1 from a checking or savings account. There is a single page form that needs to be completed on the tuition due date and there is a \$60 per family fee to use this option.
3. Monthly Payment Option. 1/9 of the stated tuition rate plus 100% of the student fees due on the tuition due date. Each month, from August through March, 1/9 of the remaining tuition balance will be automatically deducted from a specified checking or savings account on the 22<sup>h</sup> (or first business day thereafter) of each month. There is a single page form that needs to be completed on the tuition due date and there is a \$100 per family fee to use this option.

**NOTE: Class fees are billed separately and are due in October and February.**

All tuition and standard fees must be paid in accordance to one of the approved payment options provided by Reitz Memorial High School. Until all financial obligations under the approved payment option that has been chosen have been met, students may be prohibited from beginning the school year.

Students who withdraw from school will be given a tuition refund based upon the total annual tuition due. The amount calculated will be compared to the actual amount paid and the difference between the actual amount paid and the amount calculated will be refunded to the payor(s). The following schedule will be followed:

1. 100% refund for all Student Withdrawals prior to July 30 for the new school year.

2. 75% refund for authorized Student Withdrawals received prior to August 31 of the new school year.
3. 50% refund for authorized Student Withdrawals received prior to November 30 of the new school year.
4. 25% refund for authorized Student Withdrawals received prior to January 31 of the new school year.
5. 0% refund for Student Withdrawals received on or after February 1 of the new school year.

All student fees and the freshman tuition deposit are nonrefundable. For purposes of granting refunds, the last date the student attends classes is considered the student withdrawal date. Any other uncollected fees or payments, or financial obligations besides tuition, still due the school, will be subtracted from the refund amount that is due to the student.

## **RELIGIOUS ACTIVITIES**

Since prayer is an important part of our school day, classes ordinarily begin with prayer. Throughout the year, various religious activities take place. All-school masses and prayer services are celebrated at different times. Retreat days are also scheduled for each class. All students are required to attend these and all other religious activities.

## **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., extended care, 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**

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

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

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

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.

## **SERVICE REQUIREMENT**

Memorial High School's philosophy of education accurately states our serious intention to enable our students "to develop a Christian view of reality through the presentation of the values of the Gospel and the exercise of the Christian life." In view of this philosophy and relying on the example of Jesus, who stated that He came among us "not to be served, but to serve..." (Matthew 20:26), Reitz Memorial High School regards Christian service as an integral component of the educational process at every grade level. We are convinced that, in addition to the benefits for the recipients of their service, students who are involved in a serious effort to serve others will find it both rewarding and productive for their own growth. The personal efforts to serve others will add an essential dimension to their educational experience and will provide an appropriate expression of their Christian values.

Because of its significance to the comprehensive educational process described in our philosophy of education, all students must actively participate in the service program as a requirement for graduation from Reitz Memorial High School. All Reitz Memorial High School students are required to perform fifteen (15) hours of service each year for their parish, community, or school. One half of the student's service hours must be completed at the student's parish/church/place of worship while the other half are done according to the student's own interest.

Service hours must be completed and paperwork submitted to the Director of the Student Service Program prior to the end of each school year. Freshmen, sophomores, or juniors who fail to report the required number of service hours are subject to disciplinary action. Seniors must complete their service hours before graduation.

## **ACADEMIC INFORMATION**

### **REQUIREMENTS FOR GRADUATION**

In order to graduate from Reitz Memorial High School, a student must earn a minimum of 45 credits. To be eligible for the CORE 40 with (Technical Honors or Academic Honors Diploma, graduates must earn a minimum of 52 credits.) Those students seeking admission to a four-year public college or university

in Indiana must meet the Indiana CORE 40 requirements. \*The Class of 2013 will be required to earn 46 credits for CORE 40 and 53 credits for the Technical Honors or Academic Honors Diploma. The requirements for each of these areas are listed in the Course Description Booklet.

## GRADING SCALE

The six-point grading scale has the following equivalents:

G.P.A.			
95-100%	- A...	Consistently Superior	6
90-94%	- B+...	Excellent	5
85-89%	- B...	Very Good	4
80-84%	- C+...	High Average	3
75-79%	- C...	Average	2
70-74%	- D...	Lowest Passing Grade	1
69-Below	- F...	Failure	0

## HONOR ROLL

Average	
High Honors	5.45 - 6.00
Honors	4.45 - 5.44
Honorable Mention	4.00 - 4.44

In computing Honor Roll or a student's average, the following subjects are not included: Newspaper, Physical Education I & II (PE I and II - Class of 2010 only), Lifetime Sports, and Yearbook.

## VALEDICTORIAN/SALUTATORIAN

The valedictorian and salutatorian are determined at the end of the seventh semester.

When there are two or more valedictorians, no salutatorian is named. All courses used in computing GPA are weighed equally. Cumulative GPA is accurate to the nearest thousandth.

## 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 Assembly. Students who earn a monogram or certificate at the end of the fourth quarter will receive their award through the mail sometime after final report cards for the year are issued.

## WITHDRAWAL FROM CLASS/SCHEDULE CHANGES

During the school year, schedule change requests may be submitted, IN WRITING, to Assistant Principal for Curriculum and Instruction. Dates for these requests will be announced. Requests for a different teacher or class period will be reviewed on the basis of class availability and the overall impact on the student's schedule. Students will have (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. A \$10 fee is assessed for all schedule changes.

## COUNSELING SERVICES

Counseling personnel are available for spiritual, personal, academic, career, and college counseling. A full-time Youth First counselor provides services in the area of drug, alcohol, sexual concerns and other matters. Catholic Charities provides counseling services on a weekly basis.

## ACADEMIC PROBATION

One of the goals of Reitz Memorial High School 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 "O" at the end of any grading period. The words "Academic Probation" will be stamped on the report card and a letter stipulating the conditions of the probation will be included with the report card.

2. A student placed on Academic Probation will be excluded from some school activities.
3. 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.
4. Any student in grade 11 or 12 that is in danger of not graduating due to loss of credits will also be placed on Academic Probation.

## **ATHLETICS**

To maintain IHSAA eligibility, athletes must be enrolled in five solid full credit subjects for which they are receiving credit. They must also be passing these subjects at the end of each grading period. Semester grades take precedence over second nine-week grades. A solid subject is one in which one full credit is earned each semester. All athletes will be governed by the Evansville Athletic Council Code of Conduct. IHSAA requires that a physical examination and consent and release form must be on file in the Athletic Department office prior to the athlete's first practice.

Students should not participate in non-Memorial High School individual and team sports, camps, clinics, etc. without first checking with the Athletic Director or Principal. Such participation could endanger eligibility.

## **CONNECT-ED**

Connect-ED service is our school-to-parent 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 Connect-ED service also supports our ability to reach you immediately in the event of an emergency.

You will be receiving these messages periodically to notify you about important events such as special school activities, Patron's Club meetings, back-to-school nights, early release days, and report card reminders.

## **EXTRACURRICULAR ACTIVITIES**

Organized extracurricular activities such as ballgames (either home or away), field trips, retreats, performances, and off-campus dances are considered official extensions of the school. All general school rules apply to Memorial students at these activities.

## **OFFICIAL SCHOOL DAY**

The school is not officially open until 7:00 a.m. Students arriving prior to that time need to enter through the front doors and remain in the cafeteria until 7:00 a.m.

The school day ends at 2:45 p.m.; there is no supervision of students after 3:00 p.m. other than those serving detention or participating in an extracurricular activity. All other students are expected to leave the building by 3:00 p.m. Parents unable to arrange for their children to leave the school by that time should provide written notification to the Assistant Principal for Student Services. School officials are not regularly on duty after 3:15 p.m.

## **ATTENDANCE**

### **PHILOSOPHY**

The Reitz Memorial High School faculty and administration believe daily activities that take place in the classroom are a vital part of the learning process. Simply completing written assignments that were missed during the absence cannot make up the student learning that takes place in the classroom. Therefore, to earn credit in a course, the student is obligated to:

1. Fulfill course requirements established by the teacher and school administration.
2. Conform to the attendance policy stated below.

### **ATTENDANCE POLICY**

A student who misses more than three (3) sessions of a specific class per quarter will receive a grade of zero (0) in that class. For the purpose of computing semester grades, a 69% will be assigned to the quarter in which the student received a zero (0) provided the student maintains a passing average. Otherwise, the actual percentage will be used in computing the semester grade.

All parent-verified absences shall be counted toward the three (3) session limit EXCEPT those for the following reasons:

1. Serving as a page in a general assembly.
2. Serving as a verified election worker.

3. School related field trips, musical performances, or other school functions.
4. Suspensions.
5. A death in the immediate family.
6. Extreme illness confirmed by a physician within three days of the student's return. In order for a doctor's note to be considered valid, the student **MUST ACTUALLY BE SEEN** by the doctor.
7. Medical, dental, or other clinical appointments with confirmation from the doctor or dentist.
8. Absences prearranged and approved by the school administration following a conference with student and parents at which time justifiable reasons for absences are given.

**CLARIFICATION.** All absences except 1, 2, and 3 above are counted as *ABSENCES* and will be reflected on the student's record. For example, a student who has been hospitalized for fifteen (15) days during the semester will officially have fifteen (15) days of absence recorded; however, he/she will have no days which are considered in the three (3) day absence policy.

Parents should check their student's attendance through Parent Connection. If they have questions, they should contact the Attendance Office.

If circumstances permit, students whose illnesses require extended home care or hospitalization should contact the school and request assignments to allow them to keep current in their classes. Contact should be made with a counselor *at least 24 hours* before assignments are needed.

In order to practice or participate in an extracurricular or athletic practice or event, a student **MUST BE** in school for the **ENTIRE DAY**. If a student misses more than thirty (30) minutes of a school day, he/she would not be eligible to practice or participate in after school activities. Verified doctor and dental appointments do not count as absences.

## **CLASS ABSENCE**

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

## **ABSENTEE CALLS**

On the day of a student absence, a parent or guardian should inform the school by phone (476-4973 ext. 204) between 7:00 a.m. and 8:30 a.m. If a student is absent and no call is received, the absence will be considered unverified. Class work missed during an unverified absence cannot be made up. The Assistant Principal for Student Services will send a Connect-ed message via e-mail and telephone if no phone call is received.

Calls are not required when absences have been prearranged. In cases where parent/school contact by phone is not possible, a note from the parent and/or doctor verifying the student's absence must be submitted to the Assistant Principal for Student Services by 7:25 a.m. on the first day the student returns to school. At this time the absence will become verified and work missed can be made up.

## **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 Discipline/Attendance Committee made up of faculty members appointed by the Principal.

The appeal by the student and/or parent must be received, in writing, by the Assistant Principal for Student Services within seven (7) calendar days after notification of loss of credit was made to the student.

The student and/or parent 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 will be notified of the committee decision. Credit may be reinstated only if the appeal is consistent with guidelines one (1) through eight (8) as stated in the Attendance Policy.

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

**PARENT VERIFIED ABSENCES** are legitimate absences from school with parental permission. Full credit is given for all make up work after absences for the following reasons: 1) illness, 2) serious illness or death in the immediate family, 3) trip of short duration (less than 3 school days) taken with the family when prearranged and approved by the administration, 4) college visits for seniors.

**UNVERIFIED ABSENCES** indicate that the student has been absent without consent of the parent. No make up work will be permitted. These absences will be considered truanancies if not verified within forty-eight (48) hours of the student's return to school.

## **TARDY POLICY**

A student who arrives after the official start of the school day must report to the Assistant Principal for Student Services for an admit slip. At that point, the student is counted tardy. A student's FIFTH tardy per semester will result in a detention and demerit. The SIXTH tardy will require that the student attend one session of Saturday School. On tardies SEVEN, EIGHT, and NINE, students will receive one day of In-School Suspension. On the TENTH tardy the student will be **SUSPENDED** out of school until the student and parents meet with the Assistant Principal for Student Services.

Parents will be notified via Connect-ED on the day that their son/daughter is tardy to school.

Students will not be permitted to participate in any after school activity the day that they arrive more than thirty (30) minutes after the official start of school unless the late arrival is due to a verified medical appointment.

## **EMERGENCY DISMISSAL**

Before leaving the school ground *at any time* (except authorized senior lunch), a student must obtain permission from an administrator. In case of illness while attending classes, the student should report to the office of the Assistant Principal for Student Services so that a parent can be contacted to give approval before the student is permitted to go home.

## **APPOINTMENTS**

Students who have an appointment and must leave school are required to bring a written note from the parent or guardian to the Assistant Principal for Student Services before 7:25 a.m. Students having a doctor or dentist appointment must provide written verification from that office. Students leaving school should sign out in the Attendance Office; they should sign back in when returning from an appointment.

Parents are strongly urged **NOT TO** ask to take their student(s) out of the building for reasons other than those that are absolutely necessary (e.g., doctor or dental appointments) and, if at all possible, to not schedule any appointments on the days just prior to the end of each grading period or semester.

## **STUDENT RETREATS**

Retreat days are an important part of the spiritual life of our school. All students are expected to participate in scheduled retreats unless they present a medical excuse.

## **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*. Teachers are not expected to make arrangements for missed work if the request is not submitted in the time frame stated above. 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.

Students not following the above procedure risk not being able to make up class work missed during the absence.

## **TRUANCY**

Since students are expected to be in class every day, truancy is considered a serious offense. Students truant from school are subject to the following disciplinary action:

- First Offense:** One day of In-School Suspension.
- Second Offense:** Two (2) Saturday School days and two (2) demerits.
- Third Offense:** Discipline/Attendance Committee hearing and possible expulsion.

Students absent without permission from a class or other assigned area are subject to the following disciplinary action:

- First Offense:** Two (2) demerits and two (2) days in detention.
- Second Offense:** One day of In-School Suspension.
- Third Offense:** Discipline/Attendance Committee hearing for further action.

Students leaving the school building during the school day without permission of the administration will be subject to disciplinary action. Credit is not given for class work and tests missed due to truancy or cutting a class.

According to Public Law 121-1989 and Public Law 51-1990 the Bureau of Motor Vehicles is prohibited from issuing a driver's license to a student less than 18 who is:

1. Suspended from school for a second time during the school year.
2. Expelled from school.
3. Excluded from school due to misconduct.
4. A habitual truant (second truancy in a school year). The law requires schools to report any of the above to the Bureau of Motor Vehicles.

## **DRESS CODE**

THE DRESS CODE IS IN EFFECT FROM 7:30 A.M. UNTIL THE END OF THE NORMAL SCHOOL DAY.

### **WEARING APPAREL**

The Uniform Dress Code of Reitz Memorial High School 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 feel that we have an obligation to help them understand and accept those expectations as part of becoming an adult.

### **GIRLS**

The dress code for all girls consists of uniform pants, a white or light blue blouse, dress shoes and socks or stockings.

**Pants:** The uniform pants are khaki in color. They are pleated or plain front. Pants are to be purchased from the UNIFORM SUPPLIERS. Parents need to purchase pants from Artex, Lands End or Dockers brand; be wary of others that may be marked "uniform approved". The following pants are the ONLY pants that are "uniform approved":

Uniform pants are Khaki in color. They are pleated or plain front. They may be purchased from: ARTEX - Misses #7102 - flat front; #2547 - flat front stretch. LANDS END - Womens: Item #23112-1JU2 - plain front; Womens: Item #23111-5JU7 - pleated front. DOCKERS - Womens: - Khaki in color, Metro pant; Flat Front - ideal fit, mid rise. Pants must have belt loops and cannot have jeans-like stitching or patch pockets. Pants may not have split seams or frayed legs. They must fit properly and be worn at the natural waistline.

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

**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 blouses must be purchased from the UNIFORM SUPPLIER. The blouse must be fully buttoned with the exception of the collar button and be fully and properly tucked in. No additional shirt or blouse may be worn. 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. The shirt, which may be long or short sleeved, must be properly tucked in the slacks.

**Polos:** School uniform monogrammed polos may be worn during the first and fourth quarters. The polo must be white, royal or navy, purchased from a uniform supplier and must have the uniform supplier embroidered Reitz Memorial High School logo

**Sweater:** A school sweater, in a SOLID COLOR, may be worn. It MUST BE PURCHASED FROM A UNIFORM SUPPLIER. The sweater is available in V-neck style. The sweater is to be monogrammed with **Memorial High School**. Memorial letter sweaters are also permitted.

**Sweatshirt:** The authorized school sweatshirt may be ordered from the Assistant Principal for Student Services.

**Jewelry:** Body piercing jewelry, except for earrings, is not permitted. Multiple earrings which could be considered disruptive are not permitted.

**Shoes:** Shoes must be leather and only black or brown in color. "Boat" shoes are acceptable. Moccasins, sandals, canvas, athletic shoes, and boots are unacceptable for school wear. No open back shoes or shoes resembling athletic shoes will be permitted. Shoes must have a closed heel and be properly tied or fastened. The wearing of athletic shoes is permitted for medical reasons, upon the presentation of a note to the Assistant Principal for Student Services from a medical doctor stating their necessity. This permission is limited to one week. A parental note is not sufficient.

## BOYS

The dress code for boys consists of a dress shirt, tie, uniform dress pants and belt, dress shoes, and socks.

**Pants:** The uniform pants are khaki in color. They are pleated or plain front. Pants are to be purchased from the UNIFORM SUPPLIERS or are to be a classic cut khaki style of pants. Parents need to purchase pants from Artex, Lands End or Dockers brand; be wary of others that may be marked "uniform approved". The following pants are the only pants that are "uniform approved". The uniform pants are khaki in color. They are pleated or plain front. Pants are to be purchased from: ARTEX - Gentlemen - #1262 - pleated, regular fit or #1216 - Flat front, relaxed fit. LANDS END - Mens - Item #19113-0JU8, plain front or Mens - Item #23106-6JU7 - pleated front. DOCKERS - Mens - Signature Khaki in color, pleated Original Khaki Classic Fit Pants or 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. The belt must be visible.

**Shirts:** 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. Neckties properly tied and worn from 7:30 A.M. until the end of the school day must be worn with the oxford shirts. Ties will remain during 2nd and 3rd quarter. The shirt, which may be long or short sleeved, must be properly tucked in the slacks. Ties are not required with the dress shirts during these months.

**Polos:** School uniform monogrammed polos may be worn during the first and fourth quarters. The polo must be white, royal or navy, purchased from a uniform supplier and must have the uniform supplier embroidered Reitz Memorial High School logo.

**Shoes:** Shoes must be leather and only black or brown in color. "Boat" shoes are acceptable. Moccasins, sandals, canvas, athletic shoes, and boots are unacceptable for school wear. No open back shoes or shoes resembling athletic shoes will be permitted. Shoes must have a closed heel and be properly tied or fastened. The wearing of athletic shoes is permitted for medical reasons, upon the presentation of a note to the Assistant Principal for Student Services from a medical doctor stating their necessity. This permission is limited to one week. A parental note is not sufficient.

**Sweaters:** A school sweater, in a SOLID COLOR may be worn. It MUST BE PURCHASED FROM THE UNIFORM SUPPLIER. The sweater is available in V-neck style. The sweater is to be monogrammed with **Memorial High School**. Memorial letter sweaters are also permitted.

**Sweatshirt:** The authorized school sweatshirt may be ordered from the Assistant Principal for Student Services.

**Jewelry:** Body piercing jewelry is not permitted.

### **SPECIFICALLY PROHIBITED ITEMS:**

- 1) Shirts or sweaters tied around the waist
- 2) Wallet chains
- 3) Torn, ripped, cut, split, frayed or worn-out clothing or footwear
- 4) Sandals and open heeled shoes

- 5) Coats and jackets intended for outdoor use
- 6) Visible body piercing jewelry except for earrings on the young ladies
- 7) Visible tattoos

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 appropriate dress for school and school-related functions.

### **HAIR**

1. Hair should be kept clean and properly styled.
2. Boys' hair may be no longer than collar length in back and mid-ear on sides. 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. Saturday School will not be an option for this suspension time.
3. A second offense will result in the student being assigned to In-School Suspension.
4. Hairstyles and hair coloring bordering on the extreme will not be permitted.
5. 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**

The first Friday of each month will be Memorial Spirit Day. 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.

Students may wear a professionally made Memorial shirt, T-shirt, sweatshirt, or sweater on first Fridays. Students may wear jeans along with athletic shoes with a Memorial shirt. Jeans may not have rips, tears, split seams, frays, or patches. Belts and socks must be worn.

### **DISCIPLINARY ACTION FOR DRESS CODE VIOLATIONS**

- First Offense: Parents are called to take the student home to correct violations and return him/her to school. Credit will not be given for work missed during the time away from school. The offense will also warrant one (1) demerit and one (1) night of detention.
- Second Offense: The student will be required to be in dress code on spirit days for the remainder of the school year and will also be assigned one session of Saturday School.
- Third Offense: The student will serve In-School Suspension. The student and his/her parent must meet with the Discipline Committee before the student will be permitted to return to classes.

## **LUNCH REGULATIONS**

### **CAFETERIA AND LUNCHES**

Students may bring their lunches or buy them in the cafeteria. No storage area is provided other than student lockers. *With the exception of seniors returning from Open Campus, no food is to be brought into the cafeteria from a restaurant or picked up from a delivery service at any time.* Food should not be passed from the serving line to other students. Line cutting is not permitted.

While waiting in line to be served, students are expected to be orderly and moderately quiet. Students must bring and show their student ID's in order to purchase lunch from their lunch accounts. Chairs are to be returned to their proper places under the table when each student is finished eating. Students are to dispose of drinking cups, papers, straws, refuse, cans, and bottles in the receptacles provided. Each student is expected to dispose of his/her own trash and return his/her tray, dishes, and silverware.

### **OPEN CAMPUS - SENIORS ONLY! (EACH WEDNESDAY)**

1. The responsibility for seniors who choose to leave school during the lunch period rests solely on the parents and the students and not on the school.
2. Seniors who return to school early from lunch are to go directly to the cafeteria. They may bring food for themselves only and eat lunch in the cafeteria. Students should not loiter outside the school or in the hallways within the school.
3. Seniors are not to have non-students meet or pick them up on campus.
4. Seniors should promptly leave their cars upon returning to campus.

5. Smoking on school grounds, drinking, or other violations during open campus carry the regular penalties as established in the *Student-Parent Handbook* and may also result in the cancellation of the open campus lunch privilege for the remainder of the school year.
6. All tardies from open campus lunch are *unexcused* and will count toward the four (4) tardies “allowed” per semester. Two (2) tardies from open campus cancel the privilege for a student for the remainder of the school year. A tardy from an Open Campus cancels Open Campus for the rest of the semester.
7. Seniors who abuse the open campus privilege by being more than five (5) minutes late may be treated as truant from school.

## **HOME FOR LUNCH**

Students who live within six (6) blocks of school may obtain permission to walk to and from home for lunch by returning a properly completed form to the Assistant Principal for Student Services during the first week of the school year

# **SPECIFIC REGULATIONS**

## **AREA PROPERTY**

Due to limited parking facilities on campus, many students who drive to school find it necessary to park on city streets. It is important that Memorial High School and its students act as good neighbors to those who reside in the general area of the campus (six square blocks). Standards for student behavior are the same in this area as they are on campus. Students who must move cars due to parking violations will be assigned one session of Saturday School.

Students should stay out of the yards, garages, and off the property of neighbors. Students who loiter on neighboring property, damage that property, or create a disturbance before or after school will be dealt with by the Assistant Principal for Student Services. Such conduct can result in disciplinary action and a conference with parents.

## **AUDITORIUM**

The auditorium is closed at times when not in use. Food, drinks, and gum are prohibited in the auditorium. Backpacks may not be taken into the auditorium during liturgies and other assemblies.

## **CLASSROOM SAFETY EQUIPMENT**

This misuse of safety equipment including showers and eyewashes in a classroom is a serious offense. Any student misusing any safety equipment in a classroom will be suspended from school for at least one day. If the offense warrants, a more severe punishment may be imposed.

## **COMPUTER SECURITY**

Any student attempting to access information other than that authorized under his/her name is subject to indefinite exclusion from computer use, suspension from school, or possible expulsion. A written policy concerning the use of the INTERNET is a part of this handbook. The accompanying agreement must be signed by each student and his/her parent/guardian before the student is given access to the Internet.

## **CHEWING GUM**

Gum chewing is left to the discretion of the individual teacher in each classroom. Discarded gum is a serious maintenance problem, especially in carpeted areas. Students' cooperation in this area is urged.

## **DRUGS/ALCOHOL**

Students who use, possess and/or distribute alcohol, marijuana, or other drugs/supplements, or who attend school or any other school sponsored function after consuming alcohol, marijuana, or other drugs/supplements are subject to the following action:

### **FIRST OFFENSE:**

1. Suspension (1-3 days) and three (3) demerits. Saturday School will NOT replace the first day of suspension for a drug/alcohol offense.
2. Nine (9) weeks disciplinary probation.
3. Ten (10) days in detention.
4. Assessment by the school's Youth First counselor and participation in the First-Step Education Series, after which the counselor may stipulate further treatment.

5. Parents and the proper authorities will be notified in the event that a student, on school property, or at a school function, is found to be in possession of, or under the influence of unauthorized controlled substances, illicit drugs, or alcohol. Knowing that safety of the student, student body, faculty and staff, and the community is of the greatest concern, authorities will be notified.
6. After an investigation by school authorities, expulsion is possible for the first offense if circumstances warrant. Examples of this would be the **selling** of illegal substances on school grounds or resisting school authorities or law enforcement authorities.

Pursuant to existing binding agreements between the Evansville Catholic Schools and various law enforcement and judicial agencies, the school is obligated, as part of its discipline process, to report to law enforcement any offense involving possession or use of any illegal substance or alcoholic beverage by any student which occurs at any school function or anywhere on school property.

## **SECOND OFFENSE:**

A student is subject to expulsion upon a second alcohol or drug related offense while attending Memorial High School.

## **SCHOOL K-9 DRUG PROGRAM**

In order to provide a safe drug-free environment and to utilize a safe and effective method of determining the presence of illegal drugs on the school campus, Memorial High School participates in the K-9 drug program. A K-9 team of the Evansville Police Department will make a random search and alert school authorities, who will then 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.

## **ELECTRONIC ITEMS**

TV's, radios, recorders, computer games, pagers, cellular phones, and other electronic items brought to school should not be used during the regular school day. Teachers may allow MP3 players in their own classes. Items of this nature will be confiscated if seen being used during that time and placed in the office of the Assistant Principal for Student Services to be picked up after school. If an item is taken the second time, a parent will have to come to school to retrieve it. Cell phones must be turned off during the school day. Inappropriate material on electronic items is prohibited. Social Networking is prohibited.

## **FINAL EXAMS**

Final exams are required in all full credit courses. Students must make every effort to be present for exams. **Exams may not be taken earlier than scheduled.** They can be taken upon the return to school after first semester or immediately after the end of second semester

## **FALSE FIRE ALARMS**

Any student who triggers a false fire alarm will be suspended immediately and may be expelled. In addition, the student will be reported and turned over to law enforcement authorities for prosecution.

## **FALSIFYING RECORDS**

Any student who attempts to falsify official school records is subject to immediate suspension, and may also be expelled.

## **FIELD TRIPS**

1. All student behavior guidelines are enforced on field trips with the addition of the following:
2. Alcohol: Student and adult participants in any school sponsored field trip or athletic trip are not to consume alcohol of any type at any time during the trip. Any student or adult participants violating this alcohol restriction will face dismissal from the group. Students will then face disciplinary action upon return to school as described in the student handbook.
3. Visiting Friends and Relatives: If such visits involve temporarily leaving the trip, students will need a letter of permission from a parent or legal guardian. The letter must be given to the group leader before departure.
4. Motor Vehicles: No motor vehicles of any kind may be rented or driven by students.
5. Curfew: A general midnight curfew applies to all field trips. Unless there is a teacher-supervised activity running past midnight, students must be in the hotel or residence room from midnight until the next morning.

6. Sexual Misconduct: Students will be sent home for inappropriate sexual conduct.
7. Hotel/Bus Behavior Guidelines:
  - a. Students will be held personally responsible for any damage caused and will not be allowed to leave the hotel until the cost of the damage is paid.
  - b. Students will be responsible for phone calls made from their room and for extra hotel expenses (for example, items from a room mini-fridge).
  - c. "Picking up" towels, ashtrays, etc. as souvenirs is forbidden. This is theft.
  - d. Students should show consideration to others by holding down noise after 10 p.m. and being quiet in the hallways.
  - e. Students may not go barefoot or shirtless anywhere in the hotel outside their room.
8. Free Time Periods: Even when no organized group activities are scheduled, the group leader must know where students are, with whom, and when they will return. Students must be in groups of three or four when not with a group leader, and are never to go off on their own. Students should carry the name, address, and phone number of their hotel at all times.
9. The group leader(s) reserve the right to search student participants' possessions for alcohol, drugs, or weapons.

## **FIGHTING**

Fighting, whether in school, on or near Memorial property, at an event sponsored by or authorized by Memorial High School, or resulting from an incident at school, is a serious offense. Students involved in a fight will be suspended out of school for no less than one (1) full day and receive three (3) demerits following an investigation of the incident. All fights are reported to the school liaison officer.

The student and his/her parents must meet with the Assistant Principal for Student Services before the student can be readmitted to school following the suspension. Any additional suspension time will be served as In-School Suspension. Students involved in a fight must complete an anger management program. A student involved in a second fight while a student at Memorial High School is subject to expulsion.

## **FOOD AND DRINK**

Drinks other than water may not be brought to classrooms.

Bottled water and food items may be taken to a classroom with the permission of the teacher.

Canned or bottled drinks may be kept in lockers for consumption at lunch in the cafeteria.

Vending machines may only be used before school, during lunches, or after school.

## **GAMBLING**

Gambling of any kind on school premises is forbidden.

## **HALL PASS**

Students should not be in the hallways during school hours without a pass from a faculty member. The only acceptable pass will be a properly completed hall pass found in the Student Agenda. Failure to have a pass will result in a detention and demerit.

## **HARASSMENT AND BULLYING**

Harassment and bullying can be defined as overt, repeated 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 RMHS staff member with the intent to harass, ridicule, humiliate, intimidate or harm the other student or RMHS staff member. Such behavior cannot be tolerated in a Christian community. Incidences should be reported to a school administrator. All complaints will be investigated. Students guilty of these infractions are subject to suspension or expulsion. All students are expected to embrace the following school beliefs and consider them as rules:

We will not bully others.

We will help students who are bullied.

We will include students who are left out.

When we know someone is being bullied, we will tell an adult at school and at home.

## **FRESHMAN INITIATION**

Any type of initiation of underclassmen is considered harassment and is against school policy. Participation in any initiation activities will result in disciplinary action that may include, but is not limited to, detention, suspension, or Saturday School. This applies to activities both on and off campus.

## **FIRST-STEP EDUCATION SERIES**

Students who experience behavior problems which result in a suspension from school may be required to successfully complete the FIRST-STEP EDUCATION SERIES (2 or 3 days) coordinated through the Youth First counselor before they may return to school. The student must follow the recommendations of the program staff.

The series may include, but is not limited to topics such as conflict resolution, problem solving, drug/alcohol education, discrimination, stereotyping, self-esteem, sexual harassment, pornography, and anger management.

The purpose of this educational series is two-fold: 1) to reduce the possibility of a repeat of the behavior that caused the suspension; 2) to be educational in nature so that the student will accomplish something positive as a result of the suspension.

## **LOCKERS**

A school locker is assigned to each student; this locker is kept during the student's stay at Memorial. Students are required to purchase a blue lock from the bookstore and use it on their lockers; they are not to switch lockers. 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 may not expect privacy in that locker or the locker's contents. The school principal may search student lockers at any time. The principal may also authorize any other school officials to search any student locker at any time.

## **PEER MEDIATION**

Peer mediation is a voluntary program that allows students the opportunity to peacefully resolve conflicts with their peers before the problem becomes more intense. Students will meet with trained student mediators and a faculty sponsor or a faculty member to create a forum where all sides are heard. The mediators will not give advice or fix the problem. They will, however, encourage the participants to really listen to each other and seek a realistic solution. Students seeking a mediation session should fill out the necessary form. They will then be called to mediation during the next available SRB session.

## **SCHOOL ACTIVITIES/ABSENCES**

Students are prohibited from participating in an extracurricular activity if they have not been in attendance for the entire school day. Students must be in school by 8:05 in order to participate in extracurricular activities that day unless the late arrival is due to a verified medical appointment.

## **SCHOOL DECORUM**

Students are expected to observe school decorum at all times. Boisterousness, "rough housing", public displays of affection, and loitering in the halls or on the steps of the school building are unacceptable. Running through the halls is also prohibited. Violation of these expectations of proper behavior may result in demerits and detentions.

## **STEALING**

Stealing personal possessions or school property is a serious offense. Possession of stolen property is also considered a serious violation of our code of conduct. The student involved faces possible suspension, detention time, no less than three (3) demerits, a conference with parents and administrators and/or possible expulsion related to the magnitude of the theft.

## **STUDENT SEARCHES**

Faculty members and administrators may search students and their personal belongings if they have reasonable suspicion, based upon the totality of the circumstances, that the search will provide evidence that the student has violated or is violating either the law or school rules.

## **TOBACCO USE**

Use or possession of tobacco products is not permitted at any time or place on Memorial property or at school sponsored functions. Reasonable evidence of tobacco use or possession will result in the following penalties:

First Offense: Two (2) Saturday School days and two (2) demerits.

Second Offense: One session of In-School Suspension plus two (2) Saturday School days and two (2) demerits.

Third Offense: Discipline/Attendance Committee hearing and possible expulsion.

## **VANDALISM**

Defacing property belonging to the school, to a faculty member, or to another student is a serious matter. The guilty party will be subject to demerits, detentions, and possible suspension or expulsion depending on the degree of seriousness. The cost of replacement or repair of property will be billed to the parents or guardians. Restitution must be made in a reasonable time.

## **VISITING STUDENTS**

Anyone wishing to bring a guest to school should make arrangements for the visit *at least two days in advance*. Requests must be made in writing by the student's parent or guardian to the Assistant Principal for Curriculum and Instruction. All visitors to the school must dress neatly. Dress pants, dress shirt or blouse, and dress shoes are required.

Arrangement for visits may be made for any time during the school year with the following exceptions:

1. The first two weeks of school
2. The last two weeks of each semester.
3. The week prior to Christmas vacation and spring break

## **WEAPONS**

Students who bring weapons (guns, knives, etc.) or items construed to be weapons to school are subject to immediate expulsion.

## **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 fifteen (15) minutes before school begins and one hour after school is dismissed.
3. Students may go to the Media Center during the Student Resource Block. Students entering the Media Center during the SRB must have a pass signed by the Media Center staff prior to reporting to SRB homeroom.
4. Admission of students to the Media Center will be based on the following:
  - a. Students who are part of a class.
  - b. Students who have an assignment requiring computers or materials found in the Media Center.
  - c. Students wishing to have access to the magazines and newspapers for general reading purposes.
  - d. Students seeking a quiet location for study purposes.
5. In order to maintain an atmosphere conducive to quiet study in the Media Center, students are expected to cooperate in the following areas:
  - a. Leave chairs and tables in their proper places.
  - b. Remember that playing games of any kind, eating, or drinking in the Media Center is unacceptable behavior.
  - 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-REGULATIONS**

The number of spaces on the Memorial parking lots is limited. Therefore, parking is reserved for the faculty, staff and senior students who have valid parking stickers.

After the faculty and staff have been assigned parking permit stickers and assigned spaces, the remaining stickers will be issued to seniors by lottery. Parking stickers, which may be purchased from the Assistant Principal for Student Services, cost \$5 and are valid for one semester.

Seniors must apply for a permit to the Assistant Principal for Student Services by 3:00 p.m. on the first full day of school. The application involves registering the student's name, the make of the car and the license number of the vehicle. Names will then be drawn until all available permits have been assigned for each of the two semesters. New stickers will be issued to those students who are selected for second semester parking.

Basic rules of the parking lot are:

1. Seniors must use the designated parking space at least three days per week to maintain the validity of their permit or forfeit the right to park there. They must then return the permit to the Assistant Principal for Student Services.
2. Parking permit stickers should be placed in the lower right corner of the windshield (passenger side).
3. Because space is limited, the possession of a parking sticker is not a guarantee of a space in the lot, especially when guests and visitors are at school.
4. Cars that are not parked in marked spaces or are parked without a valid parking sticker will be ticketed, and a fine of \$5 will be levied against the driver. Tickets must be paid by the end of the semester issued.
5. 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.
6. 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).
7. Students are never permitted to park in the front circle during the school day.
8. Seniors parking in spaces reserved for faculty and staff will have their parking privilege immediately revoked.

## **STUDENT DANCE REGULATIONS**

Student dances must be sponsored by Student Council or a class. Dances must end by 11:30 p.m. The following regulations are in effect at all dances.

1. At regular dances, admission is closed seventy-five (75) minutes after the dance starts.
2. At dances after a game, all students are expected to come straight from the game. No one other than athletes who have just participated will be admitted later than thirty (30) minutes after the game ends.
3. Each student may bring one guest to the Christmas dance or prom. **Guests must be in ninth grade or above or under twenty-one (21) years of age.** A guest request form must be completed and returned to the office of the Assistant Principal for Student Services in sufficient time for the request to be approved. The school reserves the right to deny any guest request. Guests are not permitted at other school dances.
4. Students and their guests are not readmitted after leaving the dance.
5. Congregating of students on the school property is not permitted.
6. All regular school rules and regulations apply at dances.

Organizations sponsoring a dance are required to have as chaperones four (4) parents, five (5) faculty members, and two (2) police officers. Faculty and parent chaperones are expected to remain *until the dance ends*. The organization is also responsible for filing a completed *Dance Activity Form* with the Assistant Principal for Student Services at least two (2) days before the dance.

### **DRESS CODE FOR DANCES**

1. Any person whose wearing apparel would prove embarrassing to the school, other students, the sponsors, or chaperones will not be admitted.
2. Bare midriffs, bare backs, and halter tops will not be permitted.
3. Shirts may not advertise alcohol, tobacco products or drugs.
4. Shirts, which must remain buttoned, may not be of any offensive nature.
5. Any person showing evidence of not practicing reasonable personal hygiene will not be admitted.
6. Shoes must be worn.

THE FACULTY AND ADMINISTRATION RESERVES THE RIGHT TO DENY ADMISSION TO ANYONE WHOSE DRESS IS DEEMED INAPPROPRIATE.

## **SCHOOL FUNCTIONS**

All school-sanctioned functions must end by 11:30 p.m. At that time the building must be emptied and secured. Reasonable and modest dress is required at all functions including sporting events. Students are expected to wear a shirt and other appropriate clothing.

## **DEMERIT/DETENTION SYSTEM**

Any violation of school regulations will carry a penalty of detention and demerits. This penalty may be imposed by anyone on the faculty of Memorial High School. Detentions are not given without demerits.

### **DETENTIONS**

Besides demerit points, a violation of school and classroom discipline is punishable with detention time. This means a student must remain after school for fifty-five (55) minutes in a room designated by the Assistant Principal for Student Services and supervised by a faculty member. Detention hall is held Monday through Thursday beginning at 2:37 p.m.

Detention time to be served is based on the number of demerits received (seriousness of the violation). A two (2) demerit violation requires two (2) nights in detention hall. All violations printed in bold capital letters on the top half of the detention notice are two (2) demerit violations. One (1) demerit violations require one (1) night in detention hall and are listed in regular type on the bottom half of the detention notice.

When a student receives more than one (1) detention in a day, he/she must serve the detention time on consecutive days. All one (1) demerit detentions must be served within two (2) school days (excluding Friday) counting the day the detention is received. All two (2) demerit detentions must be served within three (3) school days (excluding Friday) counting the day the detention is received. Failure to serve in the allotted time will result in the student being given a two (2) demerit, two (2) night detention. Failure to serve these detentions will result in required attendance at Saturday School or suspension. Graduating seniors will not have transcripts released or diplomas granted until all detention time is served. *All dress code rules are in effect during detention hall.*

### **DEMERITS**

Violations vary in seriousness and may merit either one (1) or two (2) demerits. The demerit scale is explained in the section on detentions.

The accumulation of demerits is a serious matter. After five (5) demerits, a letter of warning is sent to the parents. At ten (10) demerits, a student is placed on a nine (9) week probation period. In addition, the student and his/her parents will meet with the Assistant Principal for Student Services to discuss reasons for the accumulation of demerits and a program for improved student behavior. After twelve (12) demerits, a student will receive a one (1) day In-School Suspension and will not be readmitted without a parent conference. A student who accumulates fifteen (15) demerits in a year will receive a two (2) day In-School Suspension and a conference will be held with the student, parents, and the Discipline/Attendance Committee. The Assistant Principal for Student Services and the Discipline/Attendance Committee may recommend expulsion at this time or allow a student to return to school under a strict contract which spells out conditions for continued enrollment.

### **DISCIPLINARY PROBATION**

The accumulation of ten (10) demerit points at any time during the school year places the student on disciplinary probation for a period of nine (9) weeks. This requires the student to do the following during the nine (9) week period:

1. Serve two (2) detention periods for each demerit received during the probation period.
2. Take each detention notice home to be signed by a parent and return the signed detention notice to the Assistant Principal for Student Services on the school day following receipt of the detention.
3. Serve detention on nine consecutive Mondays during the Disciplinary Probation period.

Students placed on disciplinary probation will not be permitted to attend social functions for the duration of the probation. A student who accumulates ten (10) demerits with less than four (4) weeks remaining in the school year will be placed on probation for a nine (9) week period the following fall.

## **SUSPENSION**

Suspension means that a student is excluded from participating in school or any of its extracurricular activities. Students suspended from school will not be readmitted until a parent or guardian has had a conference with the Assistant Principal for Student Services.

Work missed during a suspension must be made up within two (2) school days of the student returning to regular classes. After that, a grade of "0" is given.

Students will be suspended for the following reasons:

### **IN SCHOOL SUSPENSION**

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. Schoolwork will be brought to the student in the suspension room. The student will be dismissed from In-School Suspension at 2:30 p.m. on each day of the suspension. In-School Suspension will be assigned for the following:

1. The accumulation of twelve (12) demerits during the school year. [One (1) day]
2. The accumulation of fifteen (15) demerits during the school year. [Two (2) days or until a conference has been held with student, parents, and the Discipline/Attendance Committee]
3. Repeated violations of attendance and tardy policies.

### **OUT OF SCHOOL SUSPENSION**

1. Serious disciplinary infractions such as fighting, abuse of others, violation of drug/alcohol rules, stealing, vandalism, refusal to serve detention, or other serious infractions listed in this handbook.

The assignment of two (2) sessions of Saturday School may be made by the Assistant Principal for Student Services in lieu of one (1) day of suspension.

## **SATURDAY SCHOOL**

Students may be given the option of attending Saturday School (a) instead of being suspended out of school, (b) for repeated tardies to school, or (c) for repeated failure to serve detentions. The purpose of Saturday School is to enable students who would otherwise be suspended to attend school and thereby provide them an opportunity to improve their academic standing.

Saturday School will be in session from 8:00 a.m. until 12:00 p.m. every other Saturday. Doors will be open from 7:45 to 8:00 a.m. No students will be admitted after 8:00 a.m. Tardy students will be required to report to the Assistant Principal for Student Services at 7:40 a.m. the following Monday morning for In-School Suspension.

1. Saturday School will be used for completing work assigned by classroom teachers and for study after all other work is completed.
2. Students will not be allowed to go to their lockers or use the telephone (emergency excepted).
3. Students will be expected to remain busy throughout the entire morning.
4. A classroom teacher must assign any reading materials.
5. Students must dress appropriately for Saturday School.
6. There will be a short break at 10:00 a.m.

If Saturday School is in lieu of suspension, failure to attend will result in out-of-school suspension for the full term of the suspension. Failure to comply with the rules listed above will result in the student being sent home immediately by the teacher in charge. The student would then need to report to the Assistant Principal for Student Services before 7:25 a.m. on the following Monday morning.

Any student who is ill, has a death in the family, or is otherwise excused should report to the Assistant Principal for Student Services before 7:25 a.m. the following Monday morning for reassignment.

## **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. \*The accumulation of fifteen (15) demerits during a school year or violation of a strict contract.
2. A single offense, which, after a hearing, the Discipline/Attendance Committee may view as so severe that it recommends to the Principal the expulsion of the student committing the offense.

\*At the end of the school year, the Discipline/Attendance Committee may recommend to the Principal that a student be excluded from school the following year even though he/she has not accumulated fifteen (15) demerits. This recommendation may be based on the Committee's belief that the student's record indicates no consistent effort to abide by school regulations including the Code of Christian Conduct and its opinion that allowing the student to remain in school will negatively affect the overall order of the school.

## **EXCLUSION**

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

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

## **DUE PROCESS**

Students accused of major violations which could result in suspension or expulsion from school have the right of a due process hearing before the Principal or his designee(s). In most 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/Attendance 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 Executive Director within ten (10) days.

## **DISCIPLINE/ATTENDANCE COMMITTEE**

The Principal appoints the Discipline/Attendance Committee each school year; this committee consists of six (6) faculty members and the Assistant Principal for Student Services. The committee conducts hearings on major violations of school regulations or conducts an appeal hearing for students seeking reinstatement of lost credit(s) due to excessive absences. This committee submits recommendations to the Principal for a final ruling on action(s) to be taken.



# IHSAA AND EVANSVILLE HIGH SCHOOL ATHLETIC COUNCIL ELIGIBILITY RULES

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

## MEMORIAL ATHLETES

If a student wants to be considered for intercollegiate athletics by college/university coaches, the student **must** be registered with the **NCAA Initial Eligibility Clearinghouse**. This is done on-line at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). 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 by the beginning of 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 to verify that the student is on track or adjust the student's curriculum if necessary. It is the student and parent's responsibility to contact the Counselor to verify eligibility since the Counselor is unaware of which students have the goal of participating in a sport in college. Also, the Counseling Office must be notified of a student's NCAA registration so that a transcript can be sent.

## NCAA ELIGIBILITY

Any student considering participation in a Division I or II NCAA member institution must attain a grade point average of 2.0 on a 4.0 scale in a core curriculum of at least fourteen (14) academic courses. For specific information regarding core courses requirements, students must see a guidance counselor. In addition, the student must achieve a combined score on SAT verbal and math sections or a combined score on the ACT based on a special index, a copy of which is available in the counseling office. Spanish 1A/Spanish 1B are each considered as a one-semester course for NCAA requirements. Students should see a counselor before registration if they have questions or need further information.

Core classes required are listed below:

- 4 year of English
- 3 years of Mathematics.
- 2 years of natural/physical science (at least 1 year of lab).
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science.
- 3 years of additional courses from any area above or foreign language.

**For more information regarding eligibility please go to [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net).** You may direct NCAA eligibility calls to the NCAA Initial Eligibility Clearinghouse at 319-337-1492 or toll-free at 877-262-1492. You may also call the NCAA at 317-917-6222.

## NATIONAL HONOR SOCIETY SELECTION

All juniors and seniors having a minimum grade point average determined by the faculty will be notified of their eligibility for membership consideration in the National Honor Society,

The discipline record of each junior and senior meeting academic requirements will be reviewed by the Assistant Principal for Student Services. A student may be removed from further eligibility if his/her discipline record indicates serious discipline problems.

Every eligible student will be given a *NHS Student Participation Form*, which must be completed and returned to the faculty advisor by the designated deadline if the student wishes to be given further consideration for membership. A minimum number of activity points, as determined by the faculty, must be accumulated for further consideration.

A transfer student must have completed one full semester of study at Memorial High School and may include activities from a previously attended school when completing the student activity form. The one semester requirement may be waived under special circumstances.

A Faculty Council appointed annually by the Principal selects students for membership in National Honor Society. The Faculty Council consists of five (5) faculty members plus the Chapter advisors, who are *ex officio* members.

To assist the council in the selection process, the members of the faculty are asked to complete a faculty survey sheet that lists all students who have met the above criteria. Faculty members are asked to comment on only those students that they know and then return the survey sheet to the NHS chapter advisors. Thus faculty members assist the council, but do not vote in the actual selection process. Faculty members are asked to comment on the candidates' qualities of service, leadership, and character. These qualities may be observed by the faculty member while associating with the students as classroom teacher, club or activity advisor, or coach

### **WELLNESS POLICY**

In the interest of promoting healthier habits in students, the U.S. Department of Agriculture required that all schools that participate in the National School Lunch Act or the Child Nutrition Act must develop a School Wellness Plan. Memorial High School has developed this plan as it applies to school nutrition and physical education policies. One copy of the plan will be placed in the school Media Center and also may be found on the school website.

### **BLOGS**

Engagement of online blogs such as but not limited to MySpace.com may result in disciplinary action if the content of the student's blog includes defamatory comments regarding the school, faculty or other students.

## **CATHOLIC DIOCESE OF EVANSVILLE, RMHS INTERNET USE POLICY AND AGREEMENT**

We are pleased to bring Internet access to Reitz Memorial High School and believe the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation and communication.

If a student violates any of the terms and conditions described below, his or her Internet privileges will be terminated and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abuse of the use of the Internet. This includes communications originating in or outside of the school by mobile devices of any kind (including but not limited to cellular telephones, Blackberries, Pocket PCs, Sidekicks, pagers and other similar devices) which threaten other students or school personnel, violate school rules or disrupt the educational process promoted by the school. Abuse of Internet communications may include, for example, the posting or dissemination of written material, graphics, photographs or other representations which communicate, depict, promote or encourage:

- The use of any illegal or controlled substance, including alcoholic beverages;
- Violence or threats of violence, intimidation, or injury to the property or person of another; or
- Lewd, offensive, sexually suggestive or other inappropriate behavior.

## **STUDENT AGREEMENT CATHOLIC DIOCESE OF EVANSVILLE**

1. **Personal Responsibility**. I will accept personal responsibility for my misuse of the Internet and electronic information system. "Misuse" may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, inappropriate sexual content or intentionally wasting limited resources.
2. **Acceptable Use**. My use of the Internet and e-mail will be in support of educational research and the education goals and missions of Reitz Memorial High School as defined by the teacher in charge. I understand that "surfing" the Internet can result in congestion of the school network slowing it down for others.
3. **Network Etiquette**. I will be polite and will not send or encourage others to send abusive messages. I will use appropriate language and realize that I am a representative of my school community. I will never use swear words, vulgarities, or other inappropriate language.
4. **Privacy**. I will not reveal my home address or my personal or family phone numbers or those of any member of my school community to anyone over the Internet at any time.
5. **Electronic Mail ("e-mail")**. I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.
6. **Security**. Under no circumstances will I order any material over the Internet. I will not download and/or attach file from any user or users I am not familiar with.
7. **Copyright**. I understand that to copy another person's work on the Internet and call it my own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people's work, I will ask permission when possible and credit the author accordingly.

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



## INTERNET USE STUDENT AGREEMENT

I agree to all terms of the student agreement as it is stated above.

**Student's Name:**

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(Printed Name)

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(Signature)

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(Date)

## PARENT AGREEMENT

As the parent/guardian of \_\_\_\_\_, I have read and discussed the attached Internet Use Policy and Agreement with my child. I understand that Internet access is provided by the school for education purposes only. However, I also recognize it is impossible for the school to restrict access to all controversial materials and I will not hold the school or faculty responsible for materials acquired from the Internet. I give my permission for my child to access the Internet pursuant to the attached Agreement while supervised at school.

**Parent or Guardian:**

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(Printed Name)

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(Signature)

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(Date)

## PHOTO RELEASE PERMISSION

Throughout the course of the school year, your child has the possibility of being photographed or videotaped at Reitz Memorial High School 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. Please check all the following according to the permission you grant to Reitz Memorial High School in regard to photo releases.

\_\_\_\_\_ Reitz Memorial High School HAS our permission to use photos of our child on the school internet web-site at any time provided that our child is not identified by name.

\_\_\_\_\_ Reitz Memorial High School HAS our permission to use photos of our child in Memorial publications such as Memorial Memories or school brochures.

\_\_\_\_\_ In the event that the local media is on campus to photograph activities at the school, we DO give our permission to use photos or video of our child on televised news programs or in The Message or the Evansville Courier.

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Parent(s) Signature \_\_\_\_\_

## DIRECTORY INFORMATION

Federal legislation requires secondary schools to provide students' names, addresses, and telephone listings to military recruiters if requested. If you wish your child's name to be taken from any such list, please complete the following:

My child's name should be omitted from any directory list provided to the military.

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

Parent Signature \_\_\_\_\_

# DISCIPLINARY POLICY AGREEMENT

This is to certify that the undersigned have read and agree to comply with the rules and regulations of Reitz Memorial High School, as stated in the Student Agenda.

Student's Signature \_\_\_\_\_

Father's Signature \_\_\_\_\_

Mother's Signature \_\_\_\_\_

TO BE KEPT ON FILE IN THE OFFICE OF THE ASSISTANT PRINCIPAL OF STUDENT SERVICES

## VEHICLE REGISTRATION

From time to time, the school administration needs to contact a student who has driven to school and parked on the surrounding streets. For that reason, we ask that students register vehicles that may be driven to school.

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

Car # 1

Car # 2

License \_\_\_\_\_

License \_\_\_\_\_

Make \_\_\_\_\_

Make \_\_\_\_\_

Model \_\_\_\_\_

Model \_\_\_\_\_

Year \_\_\_\_\_

Year \_\_\_\_\_

Color \_\_\_\_\_

Color \_\_\_\_\_



