





# CARDINAL RITTER HIGH SCHOOL

**3360 WEST 30TH STREET  
INDIANAPOLIS, IN 46222-2181  
(317) 924-4333**



## ADMINISTRATIVE STAFF

Greg Perkins..... President  
E. Jo Hoy..... Principal  
Ty Hunt..... Dean of Students  
Vince Purichia..... Director of Admissions  
Lisa Baute..... Campus Minister

Attendance Office ..... 924-4333  
Guidance ..... 927-7821  
Advancement Office ..... 927-7825  
Business Office..... 927-7838

## STUDENT COUNCIL

President..... Chrissy Swintz  
Vice-President ..... Jordan Diagostino  
Secretary ..... Jake Sulkoske  
Treasurer ..... Thomas Abraha  
Sergeant at Arms ..... Kelsey Sturgeon

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

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

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

In case of emergency, please notify:

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

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# WELCOME TO CARDINAL RITTER HIGH SCHOOL

## INTRODUCTION

Our faith in Jesus Christ and His Church is the reason why our school exists. Our faith and belief is a part of everything we do at Cardinal Ritter High School. It is through daily prayer and our quest to witness to the morals, principles, and faith on which our school was built that makes us different. Through the utilization of this handbook, we work to attain the same standards as the first Archbishop of Indianapolis, Joseph Cardinal Ritter, the man whose name we have the honor to bear.

### PHILOSOPHY STATEMENT

At Cardinal Ritter High School and St. Michael-St. Gabriel Archangels Elementary, we believe in the education and development of the whole child intellectually, spiritually, morally, emotionally and physically. Our comprehensive academic approach, in partnership with parents and community, assimilates an understanding of the Gospel values through service and worship.

## MISSION STATEMENT

### CARDINAL RITTER HIGH SCHOOL

Cardinal Ritter is a Catholic high school entrusted by the Archdiocese of Indianapolis and the parishes of the West Deanery to provide, within a college preparatory curriculum, the highest standards of academic excellence to students of diverse socioeconomic, racial and religious backgrounds. Cardinal Ritter challenges its students to grow spiritually, intellectually, athletically, and artistically. The Cardinal Ritter community values and fosters the unique intellectual, cultural, social, and physical gifts of each student. As followers of Christ, we encourage our students to share their gifts and talents in service to others.

### PROFILE OF A GRADUATE

Cardinal Ritter High School educates our students with a strong foundation for life and has high expectations for their success. The profile of a Cardinal Ritter graduate represents the qualities we believe every Cardinal Ritter student should strive to achieve

**Academically** Cardinal Ritter graduates are persons who are prepared to succeed in a global environment, because they:

- 1) Utilize critical thinking and can work in teams to solve problems.
- 2) Are proficient in using technology as a tool to communicate, process, and report information.
- 3) Are engaged as life-long learners, and through their study of social sciences, world languages, and fine arts, have gained an appreciation and understanding of cultural diversity found in art, theatre, and music.

**Socially** Cardinal Ritter graduates are persons who have respect for themselves and others, because they:

- Demonstrate an acceptance of others in their variances of culture and beliefs.
- Are self-confident, polite, and appropriate in social settings...
- Are eager to contribute to society.

**Physically** Cardinal Ritter graduates are persons who actively make appropriate wellness choices because they:

- Understand their emotional and physical fitness as well as the financial benefits of a healthy lifestyle.
- Are appropriately groomed to reflect their dignity as human beings.

**Spiritually Cardinal** Ritter graduates are persons who practice their faith openly, enthusiastically, and proudly because they:

- Have developed an understanding of the teachings of the Catholic Church.
- Have developed a prayerful life and participate in their parish or church.
- Are inspired to live a life of service modeled on the life of Christ.

# STUDENT RIGHTS AND RESPONSIBILITIES

## CODE OF CONDUCT

Cardinal Ritter is a Catholic High School where certain standards of conduct are expected. Standards, which by design, help create an atmosphere that is conducive to learning. Students not able or willing to accept these standards will not be considered part of the Cardinal Ritter community.

The standards are as follows:

1. A Cardinal Ritter student is **prepared** for class and therefore takes responsibility for his/her learning.
2. A Cardinal Ritter student shows **school pride** and **enthusiasm** for learning and competing.
3. A Cardinal Ritter student acknowledges everyone's **right to learn** and never is the reason for that learning to stop.
4. A Cardinal Ritter student is **respectful** of teachers, students, and themselves.
5. A Cardinal Ritter student **adheres** to all the **rules** as indicated in the student handbook.
6. A Cardinal Ritter student **follows the dress code** at all times.
7. A Cardinal Ritter student whether Catholic or non-Catholic is always **reverent** and respects Catholic faith traditions.
8. A Cardinal Ritter student is **honest** and **truthful**.
9. A Cardinal Ritter student is always a **positive example** to others, both in and out of school.
10. A Cardinal Ritter student understands that **"Excellence is expected"**.

I hereby acknowledge and accept the aforementioned Code of Conduct and understand that **NOT** adhering to these standards will prevent me from being part of the Cardinal Ritter High School community.

### Student Expectations

They are also expected to be aware of special schedules, listen to announcements. Items that disrupt the educational process such as cell phones, pagers, cameras radios etc. should not be with students during school. Using any of these items inappropriately will warrant discipline action. Any area of the school is school property and may be subject to search by administration.

### FREEDOM OF SPEECH AND ASSEMBLY

Students are entitled to express their personal opinions as long as such opinions do not interfere with the freedom of others to express themselves. The use of obscenities or personal attacks on teachers or students is always prohibited within the school environment and at school functions.

If students feel they are having difficulty with a faculty member, or are dissatisfied with a particular classroom situation, they are encouraged to discuss the difficulty with the faculty member. If the problem remains unresolved, the problem will be handled by a school counselor or a member of the administrative team.

## CARDINAL RITTER HIGH SCHOOL STUDENT & ATHLETIC INSURANCE

Cardinal Ritter High School has purchased a program of blanket student and athletic accident coverage for all students. This program is intended to supplement your family or employer group coverage or plan. It is NOT designed to replace your present coverage.

The coverage is for medical bills resulting from ACCIDENTS that take place during supervised and sponsored school activities including the official play and practice of interscholastic sports.

Treatment by a licensed practitioner of medicine must begin within **60 days** of the accident. Only expenses incurred within **52 weeks** of the date of the original accident are considered. All bills and insurance information must be submitted within **15 months** of the date of the original accident. Benefits are determined by the REASONABLE AND NECESSARY charges for the geographic region.

Please contact the principal's secretary for more information.

### STUDENT RECORDS

Students and their parents/legal guardians have access to their cumulative file. The student file includes a transcript of grades and courses taken, records of attendance, standardized test data, and health records if applicable. Please call and make an appointment with the registrar for access to a student's file.

## **ACADEMIC PROBATION**

All Cardinal Ritter students are expected to maintain continued academic success. If a student receives 3 or more failing grades on the mid-term Progress Report, he or she will be REFERRED TO THE Academic Board for review, placed on academic probation, and the following will occur:

- A letter from the Principal will be sent to the parents reminding them of the mid-term evaluation reports and notifying them of academic probation.
- The student may meet with the Academic Board
- The student will follow a specific plan of study designed with the Academic Board

The Academic Board will meet after the mid-term Evaluations of the following quarter and assess the student's progress.

The recommendations of the committee may be: (a) a return to regular academic status, (b) continued academic probation for another quarter, or (c) the withdrawal of the student from the school. Administration shall inform parents of the decision with regard to (a) and (b) and consult with the Principal who will make the decision to withdraw the student from the school.

**Students must maintain a 2.0 GPA in order to participate in co-curricular activities**

## **MANDATORY STUDY HALL**

A student who has been identified as needing additional academic help due to inadequate preparation may be placed in a study hall which will include study skills information and a study time after school.

## **ACADEMIC STATUS AND FINANCIAL AID**

If a student is placed on academic probation, he/she may lose financial aid for the next semester. For more information please contact the Tuition Manager.

## **RIGHT TO APPEAL**

When a student or his/her parent believes that the student is being improperly treated, or is being subjected to an illegal rule or standard, the student should file a signed complaint with the principal.

# **CURRICULAR DESIGN**

## **GRADUATION REQUIREMENTS**

Students are encouraged to obtain an academic honors diploma.

**48 credits** are required for graduation, please review the course description booklet or see your counselor for more information.

## **CURRICULUM REQUIREMENTS**

Specific curriculum requirements are published in the course description directory.

## **SCHEDULE CHANGES**

A student must have a valid reason for requesting a schedule change. If a change is necessary, parental permission must be obtained by the student.

Changes must be made within the first 2 weeks of each semester.

Parents must sign a waiver for placing students in courses not recommended by the guidance department.

## HONOR ROLL GPA POINTS

Grade/Percent		Regular Courses	Honors Courses
A	95-100	4.00	5.00
A-	93-94	3.67	4.67
B+	91-92	3.33	4.33
B	87-90	3.00	4.00
B-	85-86	2.67	3.67
C+	83-84	2.33	3.33
C	79-82	2.00	3.00
C-	77-78	1.67	2.67
D+	75-76	1.33	1.33
D	72-74	1.00	1.00
D-	70-71	0.67	0.67
F	0-69	0.00	0.00

Honor Roll standing is based on the Grade point average (GPA) of each grading period

\* High Honors = 3.75 - 5.0 G.P.A.

\* Honors = 3.25 - 3.749 G.P.A.

Failure and/or incompletes eliminate the student from the Honor Roll.

### GRADE POINT AVERAGE

Grade point average (GPA) equals the sum of the points received for each grade, divided by the number of credits attempted.

### CLASS RANK

Rank in class is determined by the cumulative grade-point average (GPA) at the end of each semester.

**Student Classification - To identify grade placement, the following number of credits must be earned by a student.**

Sophomore      12 credits

Junior            24 credits

Senior            36 credits

### PROGRESS REPORTS

- At the mid-point of each grading period, a progress report is distributed. (See school schedule).
- Quarterly report cards are distributed to parents one full week after the end of the quarter at Parent Teacher Conferences

### FINAL EXAM POLICY

Students must take their final exams during the scheduled time. Only if there is an **extenuating** circumstance, which must be approved by the **principal**, can arrangements be made for the tests to be taken at a later date. This approval must occur at least 2 weeks prior to the exam time. All arrangement then must be finalized through the Guidance Office. Students whose tuition is not current will be held from taking exams.

### MAKE-UP COURSES FOR GRADUATION

- Failure of a subject required for graduation requires the student to:
  - Retake the course at CRHS
  - Attend summer or night school

- B. A permission form must be obtained from the guidance counselor prior to registration at summer school or night school. The principal or designee will look at individual failure cases as prescribed by the CRHS Mission Statement.
- C. Students who transfer into CRHS and who have failed required courses in their previously attended schools must enroll in those courses at CRHS when possible.
- D. Special cases will be looked at by the principal in consultation with the teacher/parent and student for courses taken outside of CRHS.
- E. Students who attend Cardinal Ritter may not take required courses at summer and night school without the consent of the principal.
- F. Seniors who have not met all graduation requirements and paid all tuition and fees may not be allowed to participate in graduation.

## GRADUATION POLICY

In order for a senior to receive a diploma from Cardinal Ritter High School diploma requirements must be met as outlined by the Indiana Department of Education and Cardinal Ritter High School. Students may not participate in commencement or graduation activities in those cases outlined below in the procedure section of this SOP.

Students who do not meet graduation requirements will be informed that they did not qualify for a diploma and their responsibilities before graduation activities begin. It is a preferred practice to notify a student as quickly as possible that they have not met the requirements of graduation and will not be allowed to participate in graduation activities. However, the enforcement of the policy may be administered at any time before an activity begins.

Seniors who are more than two credits short of meeting the required number of credits for a diploma will not be allowed to participate in commencement.

Seniors who have not met graduation requirements may be allowed to participate in graduation activities with the permission of the principal. Any exceptions to the policies for graduation must be discussed with the president.

The principal may prevent a student from participating in graduation activities, including commencement, if he or she has sufficient reason to believe that the students' involvement in those activities would be detrimental to the school.

Seniors must attend all end of the year activities in order to participate in the graduation ceremony. This includes Baccalaureate Liturgy

No student who has an outstanding balance will be allowed to participate in any graduation activity. **The president of Cardinal Ritter High School is the only person who may grant an exception to this policy.**

In order for a senior to be awarded the status of valedictorian or salutatorian, they must have completed both their junior and senior year at Cardinal Ritter High School. There will be no exception to this rule.

Valedictorian and salutatorian status will be based on the grade point average of a senior at the end of the first semester of their senior year. The principal may, after consultation with the president, revoke the status of these awards for reasons of dereliction of studies, disciplinary issues, or other conduct detrimental to the school.

## POLICY ON EARLY GRADUATION

- A. High school seniors shall graduate from the Catholic Interparochial High Schools of the Archdiocese of Indianapolis after they have earned the credits required by the State of Indiana and CRHS. Graduates of Cardinal Ritter will have attended high school for eight semesters.
- B. Pupils who transfer into an interparochial high school within the Archdiocese of Indianapolis will be expected to earn credits required by that high school from the moment they enter. Requirements are not retroactive, except as mandated by state law; e.g., Indiana State Law requires credits in health and physical education, whereas some other states do not.
- C. Should a senior decide to leave CRHS at the seventh semester to make up the last few credits at an evening school, CRHS shall not issue a diploma to that person. Such withdrawal is to be considered a transfer.

# CARDINAL RITTER HIGH SCHOOL DIPLOMA OPTIONS

## REGULAR DIPLOMA

Theology	8 credits
English/Language Arts	8 credits
Mathematics	4 credits
Science	4 credits
Social Studies	4 credits
Physical Education I/II	2 credits
Health and Wellness	1 credit
Composition	1 credit
Career Academic Sequence	6 credits
Flex Credit	5 credits
Fine Arts	1 credit
Electives	4 credits

**TOTAL 48 CREDITS**

## CORE 40 DIPLOMA

Theology	8 credits
English/Language Arts	8 credits
Mathematics	6-8 credits
Science	6 credits
Social Studies	6 credits
Directed Electives	5 credits
Physical Education I/II	1-2 credits
Health and Wellness	1 credit
Composition	1 credit
Fine Arts	1 credit
Electives	4 credits

**TOTAL 48 CREDITS**

\* Students working towards either Honors Diploma may only have 2 semesters of study hall in four years.

## CORE 40 WITH ACADEMIC HONORS DIPLOMA

A student must have a minimum grade point average of 3.0 and only courses in which a grade of C or above has been earned may count toward a Core 40 with Academic Honors diploma.

Theology	8 credits	Physical Education I/II	2 credits
English/Language Arts	8 credits	Health and Wellness	1 credit
Mathematics	8 credits	Composition	1 credit
Science	6 credits	Fine Arts	2 credits
Social Studies	6 credits	Electives	5-7 credits
World Languages	6-8 credits		

**TOTAL: 55 CREDITS**

Students must also complete one of the following:

- 1) Two Advanced Placement (AP) courses totaling 4 credits and corresponding AP exams.
- 2) Academic, transferable dual high school/college courses resulting in 6 college credits.
- 3) One of each from above (one AP course totaling 2 credits and a 3 college credit course).
- 4) Score 1200 or higher combined SAT math and critical reading.
- 5) Score a 26 composite ACT.

## HIGH SCHOOL DUAL CREDIT

Students who complete high school coursework before entering the 9th grade are eligible to receive high school credit. The course must meet the Indiana Academic Standards for a high school course. The Cardinal Ritter High School Guidance Office must receive the grade on an official transcript from the school where the course was taken. The course will then be on the high school transcript from Cardinal Ritter and will be factored into the student's high school grade point average (GPA).

**Dual College Credit** can be earned by fulfilling the requirements of the college or university with the approval of a CRHS counselor.

Credit can be earned as honors if the course is a 3 or 4 hour credit class.

## **DATES**

### **ISTEP+**

Fall GQE	September 14, 15, and 16
Spring GQE	March 8, 9, and 10
ISTEP+ Applied Skills	<b>Testing Window</b> February 28 - March 9 (junior high)
ISTEP+ Multiple Choice	<b>Testing Window</b> April 25 - May 4 (junior high)
PSAT - October 13 (sophomores and juniors)	
PLAN - January 20 (sophomores and juniors)	

## **DATES**

PSAT - October 12 (sophomores and juniors)
PLAN - January 19 (sophomores and juniors)

### **AP Tests**

Chemistry	May 7 AM
Psychology	May 7 PM
Calculus AB	May 9 AM
Biology	May 14 AM
Physics B	May 14 PM
U.S. Government and Politics	May 15 AM
English Language & Composition	May 16 AM
Job Shadowing Deadline for Juniors -	December 9

**Placement Tests - November 5 and December 3**

## **SACRAMENTAL LIFE**

Each student has a right to express his/her faith and to participate in all religious activities conducted at Cardinal Ritter. These activities include Mass, Penance Services, class retreats, communion services in the chapel and other services offered throughout the year. Spiritual formation at Cardinal Ritter revolves around the presence of Christ in the sacraments, especially the Eucharist. Holy days and other special occasions are marked by all school celebrations of the mass. Students have the opportunity to receive the Holy Eucharist daily during one of two Communion Services. We welcome at Mass and communion services those Christians who are not united with us. It is a consequence of the sad divisions in Christianity that we cannot extend to them a general invitation to receive communion. Catholics believe that communion is the action of a celebrating community signifying an oneness in faith, life, and worship of the community. Reception of communion (Eucharist) by Christians not fully united with us would imply a oneness which does not yet exist and for which all are called to pray for in the future. The Mater Dolorosa is open during school hours for visits to our Eucharistic Lord. Liturgical seasons of the Church Year such as Advent, Christmas, Lent, Easter, and special feasts are given particular attention throughout the school year as we live in Christ. The Sacrament of Reconciliation is offered during Advent and Lent. Private reconciliation is offered by an appointment with the School Chaplain.

As Catholic Christians we ask that our faith, practices and traditions be respected, even as we seek to respect the various faith practices and traditions represented in our school.

### **DAY OF RECOLLECTION/SENIOR RETREAT**

Underclassmen have the opportunity to take part in a Day of Reflection. Attendance is mandatory. All seniors may take advantage of the senior "Christian Awakening Retreat", a four-day opportunity for self examination.

# GUIDELINES FOR STUDENT CONDUCT

Student conduct should be based on common sense, a desire to learn, and respect for others. To achieve these goals, basic rules are necessary.

- A. Infractions contrary to expected behavior will be assigned “detentions”. These detentions are minimum 45-minute periods after school. The detentions will be supervised by teachers and detentions will have guidelines and will be enforced.
- B. The Dean of Students will assign the day, time and length of the detentions, and will record the nature of the disposition of the infraction. Students can be assigned a detention for the same day
- C. Students and faculty are never to be subjected to name calling, racial or sexual harassment, or physical violence. **Complaints concerning any of these must be reported to the principal.**
- D. Teachers will assign detentions to be served in their classrooms first unless the infraction is severe. Teachers will call parents if a detention is issued.

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-8.1-5.1, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** 1) A junior high, or high school teacher may remove a student from the teacher’s class or activity for a period of up to **5 school days** [*not to exceed 5 days*] if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to **10 school days** [*not to exceed 10 days*]. Suspension from school negates participation in co-curricular activities during the time they are suspended.

## DUE PROCESS

After a student receives a fourth detention, their parents are called by the Dean of Students. After a fifth detention the student will be assigned to a Saturday school session. (8:30 to 11:30 noon) This student will also be seen by the Discipline Board. Any further detentions may result in out of school suspension with a parent meeting upon return, up to expulsion.

Students who accumulate excess detentions may also be withheld from attending school sponsored events: extra curricular activities

Prom, Dances, etc.

## BENCH MARKS FOR THE 2011-12 SCHOOL YEAR

Tardies to school - 5th tardy in a semester indicates student will serve Saturday school. \*Failure to serve a Saturday school will result in suspension and that student may not return to Cardinal Ritter High School until the parents (s) meet with the Dean or Principal. \*Every tardy after 5 will be a detention accompanied with a phone call home and the student will serve a detention the same day as the tardy.. If student accumulates 10 tardies they will sit in front of the Discipline Board to discuss the issue and their future at Cardinal Ritter. Excessive tardies may remove a student from participation in co-curricular activities and may revoke the student’s driving privileges.

Parents are called by teachers after each detention. After 4 detentions the parent will receive a call from the Dean and be informed that any further accumulation of detentions will be cause for student to face the Discipline Board or lose participation privileges.

## DISRESPECT TOWARD TEACHERS

The minimum of three detentions with the maximum of expulsion. If this is gross insubordination the Dean will make a recommendation to the Discipline Board and to the Principal which could range from multiple day suspension with a meeting with parents upon their return to school to expulsion. All expulsions are finalized/approved by the Principal. Continued disrespect by any student will place a student before the discipline board.

Cardinal Ritter High School reserves the right to do what is necessary and proper and to impose consequences for student conduct on and off of school grounds, supported by evidence that such a behavior inside or outside of school has a detrimental impact on other pupils, teachers, staff, school activities or the Cardinal Ritter community as a whole.

## DRESS CODE VIOLATIONS

If they do not comply after one warning they will receive a detention accompanied by a phone call to parent/guardian. Excessive dress code violations could result in a student having to appear before the Discipline Board. Students will be withheld from classes until issues are resolved. Broken zippers are considered dress code violations

## ELECTRICAL AND OTHER NON-APPROPRIATE ITEMS

Beezers, weapons, cameras, cellular phones, playing cards, and radios **are not allowed** and will be removed from student's possession. Walkman type players are permitted before school and after school but not in the academic halls. The school is not responsible should they be lost. Students may leave a cell phone in the office to be picked up after school. **Students are not allowed to leave their cell phones in their lockers or book bags. If a student is found with a cell phone it will be taken from them and a parent must come to school to pick it up. A detention will be issued for this infraction. A second cell phone infraction will result in an in-school suspension. Third offense will result in a 2 day suspension and the student must appear before the discipline board.**

## ACADEMIC DISHONESTY

Any attempt to obtain credit for work done by another student is totally unacceptable at Cardinal Ritter High School. This includes cheating on tests, copying work of others, and plagiarism. When a student participates in academic dishonesty the following happens:

1. A zero grade.
2. The teacher must notify the parent(s) and the Dean.
3. A record of the infraction will be in the students' disciplinary file.
4. If there is a second offense there will be a meeting between the parent, teacher, student and administration assistant to determine further consequences.

## THE CARDINAL RITTER STUDENT RESPECTS SELF, OTHERS AND ALL PROPERTY

A student violates another's rights when stealing, vandalizing, or fighting. Punishment for these violations: may include detention, suspension, restitution, and expulsion, depending on the seriousness of the infraction. Misconduct on school vehicles may result in loss of riding privileges. Students not driving properly on school grounds may lose driving privileges.

### Computer Policy

All students have signed an acceptable use policy as regards to the use of the computers. Violations of this policy will forfeit their ability to use the computers in the school.

# CARDINAL RITTER SENIOR HIGH SCHOOL DRESS CODE

Out of respect for our school, the dignity of each person in attendance, and to foster Christian values, we require and enforce the following dress code:

## ALL STUDENTS ARE TO BE IN UNIFORM

### UNIFORMS MUST BE PURCHASED FROM THE SCHOOL VENDOR

- \* Shoes and visible socks/hose must be worn at all times. Sandals are acceptable if worn with socks or hose. All shoes must have a hard sole, no house shoes are allowed.
- \* Pants: Students are to wear uniform pants or shorts. The pants must be worn appropriately. \*Shirts: The uniform shirts and sweatshirts are to be purchased through the student bookstore. **The shirts must be tucked into their waistband.** Belts must ride on the hips not below.  
Pants may not be torn or frayed.
- \* Coats, jackets, hooded shirts, and gloves are not to be worn in the classrooms and hallways unless otherwise specified by the classroom teacher.
- \* All students must wear underwear. All clothing must be clean. No torn, ripped, or patched clothing is allowed.
- \* Jewelry must conform to Cardinal Ritter High School definition of good taste and Christian values. **No piercing other than earrings is allowed.**

- \* Hats, sweatbands, bandanas, and sunglasses are not to be worn during school hours.
- \* During CRHS Spirit Days only CRHS attire may be worn unless otherwise specified. There will be 5 spirit days per semester unless otherwise indicated by the principal.
- \* Uniforms are not to be altered in design. Skirts must be of appropriate length. Skirts may not be rolled up and must be no higher than **4 inches** above the knee. Continued violations will result in the loss of privilege of wearing skirts or skorts.
- \* Red, Black, and white undershirts may be worn under the uniform shirt but **may not be long sleeve.**
- \* **No visible Tattoos. The school recommends that students not get them.**

**During Pre-planned jean days, students must wear CRHS shirts and they must be tucked in to the waistband, unless otherwise approved by the principal.**

## **YOUNG MEN**

- Grooming: You must be clean-shaven 7th -10th grade. Upper classmen can have a light moustache. Hair must be moderate and well groomed. Mohawks and excessive hair designs are not allowed,
- Young men may have a minimum of 1 earring in each ear. No excessive chains are allowed.
- Pants cannot be sagging.

## **YOUNG WOMEN**

- \* Dresses: Dresses are allowed only on dress-up days. Dresses must be of an appropriate length, and spaghetti straps, thin straps, or halter-tops are not allowed. No denim is allowed.
- \* Skirts: Only uniform skirts of an appropriate length are allowed. **Skirts and skorts cannot be shorter than 4 inches above the knee.**
- \* Hose or socks must be worn.

**Violation of the dress code:** A detention will be issued.

A parent will be called to bring appropriate clothing.

Students will not be sent home to change into appropriate attire and **will not be allowed to attend class until in proper uniform.**

**Since the words “good taste and common sense” are interpreted in different ways, the final resolution of any dress code question is at the discretion of the Dean of Students. His (hers) is the final word!**

Any deviations from the dress code will be announced.

## **DRESS UP DAYS/LITURGY DAYS**

Girls may wear dresses of appropriate length (dresses may not be more than 4 inches above the knee). Boys should wear shirt and tie or sweater. Foot attire must also be dress up and cannot include pool or beach wear.

# **ATTENDANCE**

The student is expected to attend school everyday and be on time for all classes.

**Absence from school** - Absences from school must be reported to the attendance office by a parent or guardian **by 9:00 a.m.** Homework requests need to be made **no later than 9:00 a.m. and only if for more than 2 days.** Also, the student **must present a signed parental excuse to the Attendance Clerk upon returning to school.**

## **ABSENCE FROM SCHOOL**

- A. The following are acceptable excuses for absence according to State Law:
  1. Student illness
  2. Serious illness of an immediate family member
  3. Death in the student's family
  4. Serving at the polls or as a page for the State Legislature.
- B. The principal is the only person who may make an exception.
- C. Any unexcused absence from school is the responsibility of parents.

- D. If a student is absent from school (which should be seldom) or misses a class for any reason, it is a student's obligation to make up work that is missed. It is not the teacher's obligation. Unexcused absences will result in no credit given for work missed. **Absence before or immediately after Spring Break or Christmas Break will be considered an unexcused absence and credit will not be given for missed work.**
1. A student has 2 days to make up assignments missed for an excused absence. Extended absences for serious illnesses will be reviewed by the principal.
- E. Students must be in attendance for at least ½ day of school in order to attend school functions that evening.

## PLANNED DAY OF ABSENCE

A preplanned permission slip must be completed to inform his/her teachers of the absence. The teacher's signature shows acknowledgement of the student's absence. The principal or designee approves or disapproves the day(s). The student is responsible for any missed work. Such planned absences include senior college days, working as a page for the state legislature, or any other absence approved by the principal. All "planned absences" are **not** necessarily "excused" absences. The form is available in the office and must have the principal's signature first and then the parent before soliciting the teachers signatures.

## COLLEGE VISITS

Seniors are allowed 3 college visits during regular school days. Juniors may take 2 days during the school year. Arrangements must be made in the guidance office prior to visit. College visits may not take place during May without prior principal's consent.

## EXCESSIVE ABSENCES

Academic performance is often affected by class attendance. Therefore, it is imperative that a student not accumulate excessive absences during the course of the year. In order to obtain credit for a class, **a student must not accumulate more than ten days absence per semester.** Consecutive day's absence, when accompanied by a physician's note, will be counted as single absence. **Absences in excess of 10 days may result in a withdrawal from that class and failure.**

## PERFECT ATTENDANCE

To receive the perfect attendance award a student can have no excused or unexcused absences during their enrollment at Cardinal Ritter High School or have accumulated over 5 tardies a year.

## SCHOOL DISMISSAL PROCEDURE

Following announcements and prayer, all seniors will be released to the parking lot or to their extra-curricular event/practice. In two minutes the Junior High will then be released to their rides. Two minutes later the remainder student body will be released. All students who drive must exit through the southeast corner exit behind the school on 33rd Street that leads to Bonham. **NO CAR MAY ENTER ST. MICHAEL'S BACK PARKING LOT DIRECTLY FROM OUR BACK PARKING LOT. YOU MUST ENTER ST MICHAEL'S FROM THE 30th STREET ENTRANCE.** It is imperative that students who have transportation and that do not have any responsibilities here at Cardinal Ritter High School, must leave the property in a safe and timely manner. **Loitering will not be allowed.**

- \* Students not picked up by 3:30 must report to the designated study until 5:00pm area where they are to wait for a coach or a parent to release them. Students may be allowed in the library with a pass from a teacher to do appropriate assignments until 4:00pm
- \* Students not in compliance to this will be issued a detention and parents will be asked to make accommodations to have their students picked up by 3:30pm

## EARLY DISMISSALS

Students are permitted to leave campus for medical or dental appointments only. **A doctor's note is required upon returning to school.** A student must always obtain permission from the Attendance Clerk before leaving school during the day. **ALL Students must sign out before leaving the building.** Students must be picked up at the attendance office. However, parents are encouraged to schedule these appointments so that students will not miss class. Exceptions to this rule must be cleared through the Administrative Assistant.

**Truancy** (one who stays out of school without proper permission) Not being in the appropriate class is also truancy and may result in a suspension.

Ramifications of Truancy:

- A. Parental contact and 2 day in-school-suspension. The day of the truancy is counted as a day of suspension.
- B. Penalty for individual class cut is one in-school-suspension. (Note: students in halls or restricted areas without passes will be presumed truant from class).

**Tardy to school - Students are expected to be on time.** Students are allowed four tardies to school per semesters. The fifth tardy will be cause for Saturday School. Every subsequent tardy will receive a detention. Students are expected to report to the office to receive a tardy pass. Parents are notified after the fourth tardy to school.

**Tardy to class -** Student will receive a detention after a fifth unexcused tardy to class each semester and will receive a detention for each additional tardy as well. They may be removed from that class for excessive tardies.

**Forging Notes or Signatures -** The minimum penalty is two detentions - maximum penalty is expulsion.

**Giving a False Name to a Teacher -** The penalty is a minimum of two detentions.

**Skipping Detention -** The penalty is a minimum of two detentions. If those detentions are not made up immediately an in school suspension will be issued.

Students missing a Saturday school must serve 3 detentions the following 3 school days...

**Baccalaureate: The Baccalaureate Mass is mandatory for all Seniors eligible for graduation.**

**Student Parking: Students** must register their cars and properly display the CRHS parking Pass with the Dean. Assigned locations must be followed or be towed.

Tardy to school may result in loss of driving privilege accord to Indiana code 9\_24-2-4

"Driving Licenses may be revoked through the State by student's high schools where disciplinary issues warrant the need.

## **SMOKING/SMOKELESS TOBACCO**

Smoking and chewing tobacco is not only physically harmful but forbidden by state law for juveniles. The ideal Cardinal Ritter student must realize that his/her body is a temple of God and smoking destroys the body.

Penalty for smoking or possession on school grounds or at school activities = Two detentions with parent notification for the first offense. Second offense will require a hearing by the principal with possible suspension or expulsion. Possession of Tobacco is illegal under the age of 18 and not allowed at school

## **ALCOHOLIC BEVERAGES AND DRUG ABUSE**

- A. If a student consumes or possesses alcohol or any illegal drug at any school activity or is found to have participated in such activities on or off the premises, his/her parent/guardian must report to the activity to assume care of the student or report to school and meet with administration. A school representative will meet with parent to inform him/her of the incident. The student must leave the activity with his/her parent/guardian. A parent or guardian must report to the school/activity to assume care of the student. A school representative will meet with the parent and apprise him/her of incident and parent responsibility. A minimum 2 day suspension will be issued.
- B. The student will be tested for alcohol or Drug use by an approved agency at the school. The parents will be notified of the testing. **A student may be drug tested upon suspicion of substance use. If the student is tested, the student's guardians will be billed for the drug testing charges.**
- C. If the evaluation reflects no chemical dependency problems, the student will return to school immediately. The student will be on behavioral probation for the remainder of the school year.
- D. If the evaluation reflects chemical dependency or alcohol use, a treatment with a program is required as a condition for re-admission to school. Continued attendance at school is based on reports to school officials by the treatment facility. The student will be on a behavioral probation for 365 days.
- E. In the event of a subsequent incident, the student may be expelled from school.
- F. Students participating in athletics are also required to follow the guidelines as outlined in the athletic handbook.
- G. Students with driving privileges could lose them as a result of any violation.

## **THE CAFETERIA: ORDERLINESS AND CLEANLINESS**

- A. Students may sit at any table, within the specified boundaries of the cafeteria, unless directed to move.
- B. Students should leave their table clean, free of food and litter.
- C. Students must stay in the cafeteria during the lunch period unless excused by the cafeteria monitor. Students are to stand and recite the prayer after meals before being dismissed by the cafeteria monitor.
- D. **Seniors** may purchase a drink from the vending machines before they enter the cafeteria.
- E. Food and beverages are not to be taken out of the cafeteria. Seniors may be given permission to eat outside - as long as they do not litter and the weather permits. No food or beverages are to be taken into the academic wing.
- F. Visitors coming to have lunch must sign in the office and will only be allowed during lunch.

## **CO-CURRICULAR ACTIVITIES**

### **CO-CURRICULAR ACTIVITIES**

All eligible students are encouraged to participate in activities sponsored by the school. The administration reserves the right to dismiss or restrict a student's participation from any activity.

Students are responsible for their conduct at all times. School rules are in effect at all school sponsored activities, even when these activities are not on school property, which also includes athletics.

Any student participating in any co-curricular activity must maintain a "c" average. This includes athletics.

**Dean has the right to refuse any visitor from attending co-curricular activities and being on our premises.**

### **ATHLETICS**

Cardinal Ritter athletes and their teams follow all guidelines as set by the Indiana High School Athletic Association (IHSAA). The Cardinal Ritter High School Athletic Department informs all athletes about rules of participation and collegiate eligibility requirements.

All athletes must have an IHSAA physical form on file in the athletic office. All athletes must also follow the rules outlined in the Athletic Handbook.

### **DANCE POLICY**

- A. Dances are held throughout the school year for grades 9-12. Each student is allowed only one paid entrance. Once a student leaves the building, the student will not be allowed to return. All non-Cardinal Ritter students must be registered before the event. Cardinal Ritter students are asked to show their student identification cards. All dances are over no later than 11:00 p.m. Students may only bring 1 guest not from Cardinal Ritter High School and they are required to show identification and comply with the Cardinal Ritter guidelines of good taste and common sense.
- B. The Junior-Senior Prom is a formal dance for the juniors and seniors of Cardinal Ritter High School. Guests of juniors and seniors must be under the age of 21. Freshmen are not allowed to attend prom and sophomores must be invited guests of juniors or seniors. Students, who do not attend Cardinal Ritter High School, must be the guest of a Cardinal Ritter junior or senior. Students not in attendance the Monday after prom without a doctor's note will be marked unexcused and not be allowed to make up any work that is missed. Out of school guest must be approved prior to the Prom.
- C. Students are expected to conduct themselves in a respectable manner which includes the way that they dance. Inappropriate dancing may result in the students being asked to leave the dance. Parents will be called.

### **SCHOOL CLUBS**

- A. Student Council is the core club of the school which acts as a liaison between the school administration, faculty, and the student body.
- B. The Student Council promotes, coordinates, and directs student activities.
- C. Approval for operation must be received by the Student Council by November 1 of each year.

## **ESTABLISHING CLUBS AND OTHER ORGANIZATIONS**

- A. All clubs which plan to sponsor activities involving students other than their particular members must abide by the following regulations:
  - 1. It must have a teacher moderator
  - 2. It must be approved by the Student Council
- B. The president of an approved club represents that club on the Student Council.

## **STUDENT FUND RAISING**

Student participation in organized fund raising activities for Cardinal Ritter High School and local communities may be conducted in school with the approval of the Principal.

## **INTERNET/TECHNOLOGY ACCEPTABLE USE POLICY**

If any member of the Cardinal Ritter High School family-students, faculty, staff, parents, alumni, friends, - wish to have access to the INTERNET and the use of technology at the school, he/she must sign the CRHS use agreement and such signed agreement must be on file in the library. A violation of the policy forfeits internet use.

Internet use outside of school identifying Cardinal Ritter High school in a negative fashion violates the student Code of Conduct

## **NATIONAL HONOR SOCIETY**

The National Honor Society is an organization whose object is to create an enthusiasm for SCHOLARSHIP, to stimulate a desire to render SERVICE, to promote worthy LEADERSHIP, and to encourage the development of CHARACTER in students.

### **ELIGIBILITY FOR MEMBERSHIP IN THE NATIONAL HONOR SOCIETY**

Juniors and seniors who have spent at least one semester at Cardinal Ritter High School and have a minimum (SCHOLARSHIP) 3.50 grade-point average are eligible. Their eligibility also includes SERVICE, LEADERSHIP and CHARACTER, qualities which are voted on by a faculty committee. It is important to note that the grade-point average used is the cumulative GPA of grades since the student entered high school, not the GPA of a single grading period.

### **DISMISSAL FROM NHS**

If a student fails to maintain the 3.5 cumulative grade-point average each year, or does not meet the standards of the National Honor Society regarding leadership, service and character, a student will lose his/her membership. This includes acts of dishonesty or cheating.

### **National Junior Honor Society**

The NJHS will follow the rules set by the NHS

## **CARDINAL RITTER AWARDS PROGRAM**

Cardinal Ritter High School has a unique student recognition program which recognizes students who exhibit particular talents in the area of curricular and extra-curricular activities with a spirit of Christian concern for the community, the school, adult leaders and fellow students.

Categories of activities from which a student may gain points, which count toward a school award include:

- A. Athletics
  - 1. Maximum of 120 points per year
  - 2. Up to 60 points is possible for one sport. Additional 40 points for a second sport and another 20 for a third sport
  - 3. Team managers, statisticians and Mat Maids are awarded a maximum of 30 points per season.
- B. Academics
  - 1. High Honor Roll - 25 points each quarter (3.75 - 5.00 GPA)
  - 2. Honor Roll - 20 points each quarter (3.25 - 3.749 GPA)
  - 3. Selection to National Honor Society - 20 points
  - 4. Selection to Academic teams - 20 - 40 points

C. Music

Maximum of 50 points may be accumulated each year.

D. Drama

A maximum of 50 points per major play production may be awarded for participation in the all-school dramatic production at Cardinal Ritter. Additional participation in lesser productions may also warrant points, but the maximum of 50 prevails.

E. Organizations

1. Student Council - Maximum 50 points per year
2. Other clubs - 40 points maximum
3. Class officers 40 points per year maximum

F. Special Accomplishments

Additional points (20) may be awarded to students who bring recognition to Cardinal Ritter High School directly or indirectly. Moderator of the award program will authorize and award points in this category. An additional 20 points may be awarded for participating in a special event.

G. GENERAL CONDUCT

1. Student of the Month 10 points
2. Suspensions will result in the loss of 20 points

H. Transfer Students

1. The principal may allow documented points to be accepted from another school

Removal of award points is the result of students' actions contrary to the spirit of the system.

Recommendations for loss of points will be made to the moderator.

## HONOR POINT AWARDS

Awards will be presented to students at sports banquets or at school award assemblies.

100 Point winners receive a Cardinal Ritter High School shield

200 point winners receive a "6" inch "R"

300 point winners receive an "8" inch "R"

400 point winners receive a silver bar

500 point winners receive a gold bar

600 plus points will earn a graduating senior a trophy with the number of points engraved on the award.

## OPERATIONS AND SERVICES

A. The Guidance staff provides personal, career and college counseling. The staff assists the students in strengthening and developing their social, emotional, intellectual and Christian development.

B. The counseling staff provides the following services:

1. Personal and crisis counseling
2. Referrals for students
3. Arrangement of staff consultations
4. Parental support assistance
5. Coordination of educational and occupational planning
6. Assistance of all scheduling and academic placement
7. Arrangement of shadowing programs
8. Assistance in curriculum development
9. Post-secondary financial advisement
10. Coordination of testing programs
11. Coordination of the student college scholarship program
12. Visitations for college and military representatives
13. College planning programs
14. Coordination of college day visitations
15. Admissions counseling
16. Exit interviews

## HEALTH SERVICES

In order to protect the health and welfare of children and school staff members alike, Indiana laws require that school personnel observe certain safeguards in administering prescription medication to pupils. If we are to administer prescription medicine to your child, the following procedures will be observed:

- A. We must have the written request of the parent or guardian.
- B. The prescribing physician must provide a written order stating the amount of medication, the hours for administration, and the period medication is to continue.
- C. Medication that is brought to school must be checked with the school nurse and kept in the pharmacy's original container.
- D. Continuing long-term medication must be re-verified at the beginning of each school year.

We cannot assume responsibility for medication unless these provisions are followed. Non-prescription medication will be given or dispensed by a school employee only upon written request of the parent or guardian, and by phone only in an emergency, which must include the specific instructions for administration.

As a general rule, students should not leave a class to see the nurse or go to the office. However, should a student become ill during class, he/she will get a pass and proceed to the appropriate office. Books should be taken with the student at that time.

**Library** - The library is open from 7:30 a.m. until 4:00 p.m. On all school days, an atmosphere of study is required in the library at all times. All materials must be checked out before removal from the room. There is a fine for overdue, lost, or stolen books.

**The Cardinal Ritter Parents Club (CRPC)** - The Cardinal Ritter Parents Club is comprised of all Cardinal Ritter parents and is active in many areas of the school.

The group contributes funds for many needs of the school.

**Bookstore** - Located in the lower lobby, the bookstore provides all items necessary for class work, some uniform shirts, physical education uniforms, sweat shirts, and other clothing.

**Bus Service** - Buses and vans will be operating to serve the outlying areas of the West Deanery.

**Telephones** - Phone calls may be made to the school office (924-4333) between 7:30 a.m. and 4:00 p.m. The office is not open on weekends or holidays. **Only in extreme emergencies will students be called to the phone. Students should not plan to use the phone on a regular basis.**

**Automobiles** - Students driving to school must register their autos and license plate numbers with Dean of Students and follow the policies set forth by the school. A copy of a student's driver license will be made. Students are not allowed in the parking lot without permission from the office. Students not parking in their assigned spots or not in possession of a parking permit \$10 juniors and seniors only will forfeit their parking privilege for one month. Students with excessive tardies may lose their parking spot.

**Change of Information** - Students are to inform the office immediately of any changes in address, phone number or emergency information.

**Fire Drills** - Fire drills at regular intervals are conducted as required by law.

**Tornado Drills** - Tornado drills will be held twice a semester as required by law.

**Severe Weather** - In case of severe weather (snow, ice, etc.), the official announcement for school closings will come on local TV and radio stations. Please do not call the school.

**Lost & Found** - The Lost and Found is located on the bottom floor in the cafeteria.

**Work Permits** - Work permits are available through the Registrar's Office.

**Transcripts** - Transcripts of courses completed will be issued to another school, place of business, college or the armed forces upon request.

**Transfers** - An exit interview is required of each pupil who transfers. Students who withdraw and transfer to other schools must contact the Guidance Counselor. Cardinal Ritter does not accept transfer students after two weeks of the second semester unless the student has moved to the Cardinal Ritter area.

## ANNOUNCEMENTS AND BULLETINS

All students are to **listen quietly to announcements both AM and PM.** Announcements must be approved by a member of the administrative team.

## **VISITORS TO THE SCHOOL**

With special permission students from other schools are permitted to visit Cardinal Ritter. The principal reserves the right to allow exceptions for educational purposes. Shadowing arrangements are made through the Guidance Office.

**All visitors must report to the office for a visitors pass with permission of the Dean or the principal. Visitors should not interrupt the school day and usually only during lunch period**

## **DAILY TIME SCHEDULE**

- A. Periods are 85 minutes long, with the exception of the lunch and Advisor/advisee periods. Passing time is 5 minutes.
- B. Schedules are altered periodically.
- C. Teachers dismiss classes on time, so that students may make their next class in the five minutes allotted. However, students must remain seated and wait for the teacher to release the class.

## **SEMESTER EXAMINATIONS**

A special examination week schedule is drawn up for both semesters. Semester exams are required in all classes. Seniors will be excused from exams if they have earned a 95% average for the 2nd semester and have fewer than 4 tardies for the 2nd semester.

## **CHRISTMAS AND SPRING BREAKS**

Christmas and Spring breaks are designated by annual calendar and leaving prior to dismissal day will result in a non-excused absence if not pre-approved.

Interpretation and enforcement of this handbook is the responsibility of the principal of Cardinal Ritter High School. Issues that require decisions not covered in this handbook will be the responsibility of the principal in conjunction with the Administrative Team.

# **CARDINAL RITTER JUNIOR HIGH SCHOOL INFORMATION**

## **CAFETERIA**

A hot lunch is available for \$2.50. Other foods are available a la carte. The Snack Shack is open after the food line is closed. Please form an orderly line for food service, decide what you are buying, and have your money ready. Each person must buy his/her own lunch. You may not buy food for other students. After lunch, empty the contents of your tray into the barrel and stack your tray.

## **DETENTION**

Detentions are the result of improper classroom behavior, tardies to class or school, and dress code violations. Detentions will be held every Monday-Friday after school from 3:15 - 4:00. A teacher will supervise the detention. No one is excused. Students will be notified the day before a detention is to be served. Therefore, it is necessary that parents keep the school informed of changes in their address or phone numbers (work and home).

If a student misses his/her detention the penalty is a minimum of two detentions.

The Dean of Students will assign suspensions (either in or out of school) when necessary.

A conference with parents will be conducted during school hours before a suspension. Therefore, it may be necessary for parents to arrange with their place of employment to have some release time to attend the conference. Conferences will be arranged at the discretion of the Dean of Students.

## **DISCIPLINE**

1. Students will be marked tardy for class if they are not in their seats ready to begin when the bell rings or the teacher begins class.
2. Silence is required in the classroom when the class begins. All students will remain in their seats and raise their hands to be recognized before speaking.
3. Any attempt to obtain credit for work done by another student is totally unacceptable at Cardinal Ritter. This includes cheating on tests, copying work of others, and plagiarism.

When a student participates in academic dishonesty the following happens:

1. Student receives no credit for the work.

2. The teacher must notify the parent and the dean of students.
3. A record of the infraction will be in the student's disciplinary file.
4. If there is a second offense there will be a meeting between the parent, teacher, Dean of Students, and student.
5. Cheating or plagiarism will result in a zero grade and a detention.

Gum chewing is not allowed.

## **ARRIVAL AND DISMISSAL**

Students should not arrive before 7:30 a.m. If arrival before this time is unavoidable, please drop the student at the high school cafeteria. Students are not allowed in halls until 7:30 a.m. Dismissal is at 3:05 p.m. All students must leave the premises immediately. BUS RIDERS go directly to the bus. CAR RIDERS may be picked up in the driveway between the high school and the St Francis Center. WALKERS and CITY BUS RIDERS leave immediately. Any student not picked up by 3:30 p.m. will report to the designated study room. Students are to be with a teacher or a coach or in the designated room. Failure to comply will result in the student being able to remain after 3:30. Students using the after school room may not leave the school and return to the room... **Parents must enter the building to pick up their student. There must be a consent form from the parent for students to take advantage of the after school room.**

**Students from other schools are not allowed to loiter in the parking lot.**

## **DRESS CODE (JUNIOR HIGH)**

### **ALL STUDENTS**

- \* Sweat Shirts: Uniform in red, gray or black (may be ordered through the school's vendor)
- \* Shoes, socks/hose must be worn at all times.
- \* Pants: purchased through our approved vendor only.
- \* Shorts: purchased through our approved vendors only **may be worn in August, September and May.**
- \* Uniform Shirts: Red, white or black colors purchased through our approved vendor only. **All shirts must be tucked in.**
- \* Coats, jackets, and gloves are not to be worn in the classroom or hallways unless otherwise specified by the Coordinator.
- \* All students must wear underwear. All clothing must be clean. No torn, ripped, or patched clothing is allowed.
- \* Jewelry worn must conform to principles of good taste and Christian values.
- \* Hats, sweatbands, bandana and sunglasses are not to be worn during school hours.
- \* Hair must be neatly arranged.
- \* Must wear CRHS approved physical education attire.

Since the words "good taste and common sense" are interpreted in different ways, the final resolution of any dress code question is at the discretion of the Principal. His/hers is the final word!

### **BOYS**

Grooming: Must be clean-shaven. Hair styled in moderation. No earrings or excessive chains, etc.

### **GIRLS**

Skirts or Skorts: Purchased through our approved vendor only and worn at appropriate length.

Grooming: Make-up in moderation according to age.

## **ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES**

To be eligible for extra-curricular activities, students must meet the following requirements: 2.0 grade-point average at the quarter or semester. School progress will be evaluated every 4 1/2 weeks. If improvement is not shown, the student is ineligible for participation immediately. Students may be suspended for any discipline program at the discretion of the Dean of Students. Students are expected to follow the Athletic Code of Conduct. School is not responsible for refunds for ineligible participants.

## HALL BEHAVIOR

There will be no loitering in the hall or locker room before the morning bell. Students may go to their lockers and then go immediately into their classroom. Students are expected to speak in low conversational tones. Student may go to their locker between any classes, but will be tardy for class when the bell rings or the teacher begins class and the student is not seated. Students are asked not to be loud or run in the halls. Students should not be outside the chapel in the morning.

Students may not run in the halls. **Students must have a hall pass to be out of class.**

## REQUIRED MATERIALS

Each student will be provided with an Assignment Notebook. All students will record their homework assignment in this handy calendar book and check off the work as it is completed.

Interpretation and enforcement of this handbook is the responsibility of the principal and the dean of students of Cardinal Ritter. Issues that require decisions not covered in this handbook will be the responsibility of the principal in consultation with the Administrative team.

## CRHS - DAILY SCHEDULES 2011-2012

### REGULAR DAILY SCHEDULE

7:55 am - 9:25 am	(1:25)	First Period
9:30 am - 10:55 am	(1:25)	Second Period
11:00 am - 11:30 am	(:30)	Lunch A
11:35 am - 1:00 pm	(1:25)	Third Period A
11:00 am - 11:45 am	(:45)	Third Period B
11:45 am - 12:15 pm	(:30)	Lunch B
12:20 pm - 1:00 pm	(:40)	Third B
11:00 am - 12:25 pm	(1:25)	Third Period C
12:30 pm - 1:00 pm	(:30)	Lunch C
1:05 pm - 1:25 pm	(:20)	Advisor/Advisee
1:30 pm - 3:05 pm	(1:25)	Fourth Period

### 2:00 PM DISMISSAL

7:55 am - 9:16 am	(1:16)	First Period
9:21 am - 10:37 am	(1:16)	Second Period
10:42 am - 11:12 am	(:30)	Lunch A
11:15 am - 11:45 am	(:30)	Lunch B
11:17 am - 12:33 pm	(1:16)	Third Period A
10:42 am - 11:58 am	(1:16)	Third Period C
12:03 pm - 12:33 pm	(:30)	Lunch C
12:38 pm - 1:54 pm	(1:16)	Fourth Period

### LATE START SCHEDULE

9:55 am - 11:01 am	(1:01)	First Period
11:06 am - 12:07 pm	(1:01)	Second Period
12:12 pm - 12:42 pm	(:30)	Lunch A
12:45 pm - 1:15 pm	(:30)	Lunch B
12:47 pm - 1:48 pm	(1:01)	Third Period A
12:12 pm - 1:13 pm	(1:01)	Third Period C
1:18 pm - 1:48 pm	(:30)	Lunch C
1:53 pm - 3:05 pm	(1:01)	Fourth Period

## CARDINAL RITTER ALL- SCHOOL LITURGY SCHEDULE

7:55 am - 9:00 am	(1:00)	First Period
9:05 am - 10:05 am	(1:00)	Second Period
10:20 am - 11:30 am	(1:00)	Mass
11:35 am - 12:05 pm	(:30)	Lunch A
12:10 pm - 12:40 pm	(:30)	Lunch B
12:15 pm - 1:15 pm	(1:10)	Third Period A
11:40 am - 12:40 pm	(1:10)	Third Period C
12:45 pm - 1:15 pm	(:30)	Lunch C
1:20 pm - 1:40 pm	(:20)	Advisor/Advisee
1:45 pm - 3:05 pm	(1:10)	Fourth Period

## PEP RALLY SCHEDULE/EXTENDED AA

7:55 am - 9:21 am	(1:21)	First Period
9:26 am - 10:47 am	(1:21)	Second Period
10:52 am - 11:22 am	(:30)	Lunch A
11:27 am - 12:48 pm	(1:21)	Third Period A
11:30 am - 12:00 pm	(:30)	Lunch B
10:52 am - 12:13 pm	(1:21)	Third Period C
12:18 pm - 12:48 pm	(:30)	Lunch C
12:53 pm - 2:14 pm	(1:21)	Fourth Period
2:20 pm - 3:05 pm	(:35)	Pep Rally/ AA



# COMMON CATHOLIC PRAYERS

## Our Father

Our Father who art in heaven, hallowed be thy name. Thy kingdom come, thy will be done on earth as it is in heaven. Give us this day our daily bread and forgive us our trespasses as we forgive those who trespass against us. And lead us not into temptation, but deliver us from evil.

## Glory Be

Glory be to the Father and to the Son and to the Holy Spirit, as it was in the beginning, is now and ever shall be a world without end, Amen.

## A Student's Prayer

By St. Thomas Aquinas

God our Father,  
source of all light and wisdom,  
You made everything.

Let a ray of your light penetrate the darkness of our minds. Take from us all darkness of sin or ignorance.

Give us a keen understanding,  
a good memory, and the ability to  
understand things  
correctly and completely.

Help us to be exact in our explanations  
and to express ourselves thoroughly and clearly.

Show us how to begin our work,  
direct our progress, and help us complete it.

We ask this through Christ our Lord.

Amen.

## Memorare

Remember, O most Gracious Virgin Mary, that never was it known that anyone who fled to thy protection, implored thy help, or sought thy intercession was left unaided. Inspired by this confidence we fly unto thee, O Virgin of virgins, our mother. To thee we come, before thee we stand, sinful and sorrowful. O Mother of the Word Incarnate, despise not our petitions, but in thy mercy hear and answer us.

Amen.

## Hail Mary

Hail Mary, full of grace, the Lord is with thee. Blessed art thou among women and blessed is the fruit of thy womb, Jesus. Holy Mary, Mother of God, pray for us sinners now and at the hour of death.

Amen.

## Grace after meals

We give you thanks, almighty God, for these and all your gifts which we have received from thy bounty through Christ our Lord.

Amen.

## Act of Contrition

(Said at confession)

My God, I am sorry for my sins with all my heart, and I detest them. In choosing to do wrong and failing to do good I have sinned against you whom I should love above all things. I firmly intend, with your help, to do penance, to sin no more, and to avoid whatever leads me to sin. Our savior Jesus Christ suffered and died for us. In his name, my God, have mercy.

# POLICY ON HARASSMENT

## *Archdiocese of Indianapolis*

### **I. The Policy**

- A. It is the policy of the educational programs governed by the Archdiocese to maintain a learning and working environment that is free from any type of harassment. No employee, volunteer or student associated with these programs shall be subjected to any type of harassment.
- B. It shall be a violation of this policy for an employee, volunteer, or student to harass another employee, volunteer, or student through conduct or communications as defined in Section II below.
- C. Each administrator shall be responsible for promoting understanding and acceptance of and assuring compliance with, local, state and federal laws and board policy and procedures governing harassment within his or her educational program or office.
- D. Violations of this policy or procedure will be cause for disciplinary action.

### **II. Definition of Harassment**

- A. Harassment on the basis of race, color, religion, gender, national origin, age, or disability constitutes discrimination and, as such, violates civil law and the policies of the Archdioceses.
- B. Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates, and that:
  - 1) has the purpose or effect of creating and intimidating, hostile, or offensive environment;
  - 2) has the purpose or effect of unreasonably interfering with an individual's performance; or interfere
  - 3) otherwise adversely affects an individual's opportunities.Harassing conduct includes, but is not limited to, the following: 1) epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts, that relate to race, color, religion, gender, national origin, age, or disability; and 2) written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates.
- C. The standard for determining whether verbal or physical conduct relating to race, color, religion, gender, national origin, age, or disability is sufficiently severe or pervasive to create a hostile

or abusive environment is whether a reasonable student or person in the same or similar circumstances would find the conduct intimidating, hostile, or abusive. The "reasonable person" standard includes consideration of the perspective of persons of the alleged victim's disability. It is not necessary to make a showing that the victim was psychologically harmed.

- D. Prevention is the best tool for the elimination of harassment. And educational program governed by the Archdiocese has an affirmative duty to maintain an environment free of harassment on any of these bases. Harassing conduct may be challenged even if the complaining person is not specifically the intended target of the conduct.

### **III. Procedures**

- A. Any person who alleges harassment by an employee, volunteer or student of an educational program governed by the Archdiocese files a complaint in writing directly to his or her teacher, immediate supervisor, principal or the Superintendent of school for the Archdiocese of Indianapolis. The complaint shall describe the perceived violation, name the perpetrator, and identify any potential witnesses to the incident.
- B. The filing of a grievance or otherwise reporting of sexual harassment will not reflect upon the individual's status, nor will it affect future employment or work assignments. Retaliation against a complainant is strictly prohibited.
- C. The right to confidentiality, both of the complainant and of the accused, will be respected consistent with legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. The person receiving the complaint shall investigate the matter to determine if the charges are substantiated, after which a summary of investigation will be developed.

### **IV. Sanctions**

- A. A substantial charge against an employee or a volunteer shall subject such employee or volunteer to disciplinary action, up to and including discharge.
- B. A substantiated charge against a student in any educational program governed the Archdiocese shall subject that student to disciplinary action which may include suspension or expulsion, consistent with the student discipline code.

## **Code of Cooperation Among Indianapolis Catholic Secondary Schools**

Indianapolis is fortunate to have six Catholic secondary schools to serve the needs of the area's students. Bishop Chatard, Cardinal Ritter, Roncalli, and Fr. Thomas Seccina as Archdiocesan schools, Brebeuf Jesuit Preparatory School (as a private Catholic and Interfaith school), and Cathedral High School (as an independent Catholic school) share a common mission to provide a religiously supportive environment where the ethics and values of the church are taught and lived. It should be recognized that along with the commonality of our mission each of the six institutions has elements which are particular to that school's own mission and constituency. This Code of Cooperation exists to create a spirit of harmony and trust among these Catholic schools and aid in the marketing of their institutions and programs.

- A. Young people should be encouraged to attend our schools for the unique contribution we can make to their personal, social, spiritual, and intellectual development.
  
- B. The primary purpose of our school's marketing and recruitment efforts should be to describe the school's programs and the benefits those programs will offer a student's development, not to diminish the value or merit of other schools and programs. When discussing the merits of the school with a family or with individual students, there should be no reference to other schools.
  
- C. The purpose of financial aid is to ensure that our schools are available to those who are not financially able to pay. Therefore, financial aid will be given only on the basis of family financial need. A school may give scholarship grants for specific non-athletic accomplishment, such as exceptionally high test performance. Statements of the criteria for such grants will be published and shared among the Catholic high schools. They will be distributed at both the fall and spring meetings hosted by the Office of Catholic Education.
  
- D. The motivation for encouraging an individual to attend our schools shall not be athletic prowess.

- E. When individual coaches or activity moderators are involved in the recruitment and marketing of the school, it should be in a broad sense and the focus of the message should be that the school is good for the intellectual, moral, physical, and spiritual development of the student. Coaches and/or activity moderators may help to promote the school through open houses and general marketing endeavors. Letters from coaches and/or moderators to whole teams or groups are permitted.
  
- F. Athletic coaches may, in response to an inquiry from the parent of a prospective student athlete, talk with that parent and/or student concerning the athletic program. Coaches are not permitted to make any in-home visits. Coaches may not initiate contact with an individual prospective athlete or parent.
  
- G. Athletic coaches or individual activity moderators will not discuss with the family financial assistance or work programs associated with reducing or eliminating the full tuition costs. Questions of financial aid and admissions should be handled through the counseling or administrative offices of the school.
  
- H. Administrators should contact his or her counterpart in another school if there are concerns. This would allow administrators to explain the situation and share information in a timely manner.

## FALL SPORTS SCHEDULE

Date	JV/Var. Volleyball	9th Volleyball	Football	Boys Tennis	Cross Country	Girls Golf	Boys Soccer	Girls Soccer
August 5th						Catholic Meet		
Mon 8th								
Tue 9th						Law. Central Inv.		
Wed 10th								
Thur 11th						Park T /Scecina	5 @ Washington Scrim	
Fri 12th			6:30 @ N.Putnam Scr.					
Sat 13th								
Mon 15th		5:30 Scecina						
Tue 16th					5 Beech Gr. Inv.	Heritage /Ben Davis		
Wed 17th				4:30 @ Attucks		Knight./L.C./Lapel	5/6:30 @ Bishop Chataud	
Thur 18th	6:00 Ben Davis	5:00 Ben Davis		5:30 Greenfield				
Fri 19th			7:00 @Heritage Chr.			Ben Davis		
Sat 20th	9am CRHS Invitational		10:30am JV Lutheran		Brebeuf Invitational		2pm @ Greenfield Inv.	
Mon 22nd				4:30 Heritage Chr.				5:30 Monrovia
Tue 23rd					4:30 Spdway/PT	Southport	5:30 @Speedway	
Wed 24th	6:00 Brebeuf	5:00 Brebeuf		4:30 @ Beech Grove		Roncalli		5:00 @ Lebanon
Thur 25th	5 @ Beech Grove	5:00 @ Beech Gr		4:30 Covenant		Pike	5/6:45 @ Tri West	5:30 Cascade
Fri 26th			7:00 Lutheran					
Sat 27th	10am Brownstown Inv.				9am Rushville Inv.			1:00 @ Heritage



Date	JV/V Volleyball	9th Volleyball	Football	Boys Tennis	Cross Country	Girls Golf	Boys Soccer	Girls Soccer
Mon 19th	5:30 @ Speedway		6:00 9th @ Ben Davis					
Tues 20th	6:00 Park Tudor	5:00 Park Tudor	5:00 JV Park Tudor	4:30 Scecina	4:45 Lawrence C. Inv.		5:00 JV @ Howe 5:30 @ Beech Grove	5:30 Beech Grove
Wed 21st								5:00 @ Speedway
Thur 22nd	5:00 @ Chatard	5:00 @ Chatard		4:30 @ Manual			4:45/6:30 @ Scecina	
Fri 23rd			7:00 @ Park Tudor	4:30 City				
Sat 24th				9:00am City	10am Southport Inv.	Regional TBA	City @ Lawrence Pk	City @ Lawrence Pk
Mon 26th		6:00 Lutheran	5:00 9th Beech Gr				City @ Lawrence Pk	City @ Lawrence Pk
Tue 27th	6 @ Covenant Chr	5 @ Covenant Chr						
Wed 28th				Sectional TBA				5:00 @ Tri-West
Thur 29th				Sectional Final	City Meet		5:00/6:30 University	
Fri 30th			7:00 Beech Grove					
Oct 1st			Homecoming				12:00/1:30 Guerin	
Mon 3rd	City TBA		5:00 9th @ Scecina					
Tues 4th	City TBA		5:00 JV Scecina					
Wed 5th	City TBA				5:00 Conf @ Lapel		Sectional TBA	Sectional TBA
Thur 6th	City @ Broad Ripple							
Fri 7th			7:00 @ Scecina					

Sat 8th	9am @ Cascade Inv.	City			10am Horizon Inv.		Sectional Finals	Sectional Final
Mon 10th			6:00 JV @ Brebeuf					
Tue 11th	5:00 Bethesda				Sectional			
Wed 12th								
Thur 13th	5:30 @ Lutheran							
Fri 14th			7:00 @ South Side					
Sat 15th			11:00 9th @ Heritage					
Mon 17th			5:00 JV Heritage					
Tue 18th	Sectional							
Thur 20th	Sectional							
Fri 21st			Sectional TBA					
Sat 22nd	Sectional Finals							
Coaches	Kim Wildman	Susan Gunter	Ty Hunt	Eric Pothast	Rick Ford	Tony Jones	Bashir Birany	Jordan Page
	Holy Daniel		Vince Purichia	Sarah McGary	Sarah Smith		Michael DeChant	Kevin Maloney
	Jennifer Guenin		Zach Dennis / Spencer King				Mike Carney	
			Troy Ballou / Mike Jacob					
			Steve Steinacker/ Thanh Truong					
Tickets	\$5.00	\$4.00	\$5.00	no charge	no charge	no charge	\$5.00	\$5.00
Fall Sports Awards night Wednesday, November 9th 7:00 pm -Cafeteria								

## WINTER SPORTS SCHEDULE

Date	Girls 9th Bball	Girls JV/V Basketball	Boys 9th Bball	Boys JV/V Basketball	Wrestling	Swimming	Bowling
Nov 1st		6:00 Tri-West Scr.					
Tue 8th							
Thu 10th		6/7:30 Broad Ripple					Westernm Bowl
Sat 12th		6/7:30 @ Speedway					
Mon 14th							
Tue 15th		6/7:30 @ University					
Wed 16th	6:00 @ Zionville						
Thur 17th				6:00 @ Scrimmage Sheridan			Brownsburg Bowl
Mon 21st	6:00 Westfield						Sunset Bowl
Tue 22nd		6/7:30 Manual				4:30 Girls @ Tech	
Sat 26th		12:30/2 @ Triton Central					
Mon 28th							
Tue 29th		6/7:30 @ Monrovia				5:30 @ S.Put/TriWest	
Wed 30th	6:00 @ Beech Grove						
Dec. 1st	6:00 Cathedral						Western Bowl
Fri 2nd				6/7:30 Northwest			
Sat 3rd		1/2:30 Elkhart Chr.			9am @ BR/Scel/Chatard	1pm @ Southport Inv	
Mon 5th	6:00 @ Tech						
Tue 6th		6/7:30 Cascade	6:00 @ Westfield		5:30 @ Speedway		
Wed 7th				6/7:30 Indps. Metropolitan			
Thu 8th							Western Bowl
Fri 9th				6/7:30 @ Attucks			



Date	Girls 9th Bball	JV/V Girls Basketball	Boys 9th Bball	JVV Boys Basketball	Wrestling	Swimming	Bowling
Mon 16th							
Tue 17th			6:00 @ Beech Grove	6:7:30 City			
Wed 18th			4:30 Roncalli	JV City			
Thu 19th	6:00 Guerin	6:7:30 @ Park Tudor		V. City @ Tech	6:00 @ Attucks		Western Bowl
Fri 20th		6:7:30 Chatard		JV City			
Sat 21st				City @Tech	9:00am CRHS Inv.	9am @ Warren Invitational	
Mon 23th							
Tue 24th	6:00 @ Chatard			6:7:30 Park Tudor		5 Brebeuf Invite @ IUPUI	
Wed 25th		6:7:30 Northwest	6:00 @ Lutheran				
Thu 26th			6:00 @ Park Tudor				
Fri 27th				6:7:30 @ Roncalli			
Sat 28th	City Inv.@ Chatard	12/1:30 Scecina		6:7:30 @ Washington	Sectional		Sectional
Mon 30th							
Tue 31st			6:00 Lebanon				
Feb 1st	4:30 Tech		6:00 Arlington		Regional Team		
Thur 2nd		6:7:30 @ Roncalli				Girls Sectional	
Fri 3rd				6:7:30 Guerin			
Sat 4th			4:30 @ Scecina	6:7:30 @ Scecina	Regional Individual	Girls Sectional Finals	Regional
Mon 6th			6:00 Chatard				
Tue 7th		Girls Sectional				4:30 Boys @ Tech	
Wed 8th					Semi-State Team		
Thu 9th			6 @ Broad Ripple	6:7:30 Beech Gr.			
Fri 10th		Girls Sectional					

Sat 11th												
Tue 14th			City									
Wed 15th				6:7:30 Chatard								
Thu 16th			City							Boys Sectional		
Fri 17th				6:7:30 @ Covenant Chr.								
Sat 18th		Regional	Finals @ Arlington						State Finals Individual	Boys Sectional Finals	State	
Mon 20th												
Tue 21st										Boys Regional		
Wed 22nd				6:7:30 Lapel								
Thu 23rd												
Sat 25th		Semi-State							State Final Team	Boys State Finals		
Tue 28th								Boys Sectional				
Fri 2nd								Boys Sectional				
Sat 3rd		State Finals						Sectional Finals				
Coaches	Tony Jones	Michael Clark	Andy Maxson	Pete Bitting					Anthony Basso	TBA	Stephen Buell	
		Andy Cain		Cornelius Bambo					Spencer King			
		Michal Owens /Adam Pike		Steve Bacon								
Tickets-	\$4.00	\$5.00	\$4.00	\$5.00				\$5.00	\$5.00	\$5.00	Free	
Awards Night - Thursday, March 15th 7:00pm in the Cafeteria												