

## HANDBOOK RECEIPT ACKNOWLEDGEMENT

By signing below, we acknowledge that we have received a copy of the Andean High School Student Handbook. We understand that the handbook contains important information about the school, its administration and the educational and disciplinary policies and procedures that the school maintains in furtherance of its religious mission as a part of the Catholic Diocese of Gary.

We agree to follow all rules and guidelines imposed by the school administration and/or the Diocese of Gary. If we have any questions about the content of the handbook, we understand that it is our obligation to ask questions for clarification. This acknowledgement is to be returned to the school after being signed and dated. The failure to read the handbook or to sign and return this acknowledgement shall not relieve us of our obligation to follow all rules and guidelines that the school and the Diocese of Gary have established, including revisions, or in any way impede or prevent the school administration from operating the school consistent with those rules and guidelines.

Student Name (Print) \_\_\_\_\_

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

Parent / Guardian Name (Print) \_\_\_\_\_

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

Date Signed \_\_\_\_\_

**Note: A couple of parts of the hand book are under review for potential changes and may be updated per Administration approval.**

**WEB/PHOTO AND VIDEO RELEASE FORM**  
**ANDREAN HIGH SCHOOL**  
**DIocese OF GARY**

Andrean High School and the Catholic School Office maintain websites in keeping with the mission of the Diocese of Gary. From time to time it may be deemed beneficial to post student names and/or photos and videos on these sites and in marketing materials.. Reasons for this would be limited to (1) honoring academic achievement, (2) promoting school-sponsored events, (3) highlighting students in school-related occasions, and (4) recognizing students who participate in extracurricular activities, such as sports.

Due to the world-wide scope of the Internet, we recognize that using students' names and/or photos is a sensitive matter, so students and their parents may have privacy concerns and wish to have some control of the use of this information. Please complete the following form below and return it to the school office. Granting permission to publish names and/or photos online or in print does not mean that they will be used, just that they can be used.

**TO CHANGE AUTHORIZATION PREFERENCES AT A LATER DATE,  
PLEASE SEND A WRITTEN REQUEST TO THE ANDREAN HIGH SCHOOL MAIN OFFICE.**

Student's Name \_\_\_\_\_

Grade (Circle One):            9            10            11            12

PLEASE CHECK ONLY ONE OPTION BELOW:

- I grant permissions to use the above student's **name and photo** together on the school / diocesan website and/or print materials when it is deemed appropriate.
- I grant permission to use the above student's **name only** on the school / diocesan website and/or print materials when it is deemed appropriate.
- I grant permissions to use the above student's **photo only** on the school / diocesan website and/or print materials when it is deemed appropriate.
- I **DENY** permissions to use the above student's name or photo on the school / diocesan website and/or print materials when it is deemed appropriate.

Please sign below. If the student is at least 18 years old, he/she may sign, otherwise a parent or guardian must sign.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **HISTORY OF ANDREAN**

Andrean High School, located in Merrillville, Indiana, is a Catholic high school belonging to the Diocese of Gary. The school was opened in 1959, and its nickname is the "Fighting 59ers."

The school colors are red and gold. Red symbolizes the martyrdom of Saint Andrew, patron of the school and patron of Bishop Grutka, the first bishop of the Diocese of Gary. Gold symbolizes the traditional color of victory.

### **HISTORY OF BASILIAN FATHERS**

The Congregation of St. Basil, more commonly known as the Basilian Fathers, is an international community of priests and students for the priesthood who live a community life and bind themselves to God by vows of poverty, chastity and obedience. They dedicate themselves to serve the Church in any priestly capacity, but center their apostolic work on the education of youth.

The Basilian Fathers were founded in 1822 by a group of ten diocesan priests in Annonay, France, where they took their first formal vows. They chose as their special patron St. Basil the Great, a fourth century archbishop of Caesarea, an instructor of youth and Doctor of the Universal Church.

The Basilians are involved in educational institutions in the United States, Canada, France and South America. In addition to their principal apostolic work in education, the Basilian Fathers minister in parishes, retreat houses, hospitals and campus ministry programs.

### **HISTORY OF SISTERS OF SAINTS CYRIL AND METHODIUS**

The Congregation of the Sisters of Saints Cyril and Methodius was founded in 1909 by Rev. Matthew Jankola of the Scranton Diocese, a young priest revered for his zeal, his vision, and his concern for preserving the Catholic faith of people newly arrived in America. Assisted by Slovak American clergy and organizations of the faithful, he established schools, spearheaded parish programs, and took the first steps toward founding this new community of Sisters to help educate the children of Slovak immigrants.

In recent years, particularly since Vatican Council II, the apostolate of the Sisters has expanded to teaching in high schools, directing religious education programs, and serving in pastoral administrative positions. Other ministries include nursing and dietary positions, retreats and spiritual direction, clerical work, and gardening.

Today the Sisters of Saints Cyril and Methodius have their motherhouse and novitiate at Villa Sacred Heart in Danville, Pennsylvania. The Sisters have been at Andrean since its founding in 1959.

### **THE ANDREAN CREST**

The seal of Andrean High School is a circle surmounted by an open book, the symbol of education. The open pages of the book are imprinted with the Alpha and Omega, the first and last letters of the Greek alphabet, and symbols for Christ, the beginning and end of all things. The motto of the school, "Magister Meus Christus" (Christ is my teacher), was the last sentence spoken by Saint Andrew before his martyrdom. These words fill the outer rim of the circle, and incorporate the entire philosophy of the school and the reason for its existence.

Within the circular seal is a shield divided into four parts. The upper left contains a gold x-shaped cross (crux decussata) on a background of blue, symbolizing loyalty and faithfulness, the cross on which St. Andrew died. The lower left consists of a gold double-barred cross, symbol of SS. Cyril and Methodius. The three peaks of blue beneath the double-barred cross are the Tatry Mountains of Slovakia. The red background symbolizes the suffering and oppression endured by the Slavic people. The upper right contains the Greek cross in gold, the symbol of Saint Basil, doctor of the Greek Church, and patron of the Basilian Fathers. The Greek cross is set on a background of red. The

lower right is made up of four black (or gray) and three silver (or white) heraldic bars resembling ingots of steel, signifying the principal industry of Northwest Indiana.

### **ALMA MATER**

To our Alma Mater raise  
Voices filled with love and praise.  
Our covenant with her shall be  
Undying loyalty.  
Proudly wearing red and gold  
Her sons and daughters shall uphold  
Andrean's fame,  
Her glorious name,  
Her honor ever proclaim.

### **FIGHT SONG**

(to the tune of *WASHINGTON AND LEE SWING*)

Oh, when the Andrean Niners fall in line,  
We're going to win this game another time.  
And for the red and gold we'll fight, fight, fight  
And for the red and gold we'll fight with all our might.  
Oh, yes, we'll fight, fight, fight for every point  
We'll hold that line, we'll hold that line.  
We'll bury all our opponents beneath that score,  
We'll beat that score,  
We'll fight, fight, fight.

### **MISSION STATEMENT**

*Distinguished by Catholic values, Andrean High School offers a college preparatory education in a diverse community. We prepare students for a life-long commitment to faith, learning, leadership, and service in an ever-changing society.*

### **FOUR STAR SCHOOL**

Andrean High School is proudly designated a Four Star School by the Indiana Department of Education. Each year, the Indiana Department of Education recognizes schools that perform in the upper 25th percentile of schools in performance on ISTEP+ and ECA state exams.

### **PHILOSOPHY**

The motto "Christ is my teacher" is the foundation for the philosophy of Andrean. Andrean assists in the total development of each student. Without forgetting that parents are "the first to communicate the faith to their children and to educate them" (Apostolate of the Laity, II), Andrean, in cooperation with the home, the Church, and the state, seeks the spiritual, intellectual, physical, and cultural formation of its students in an atmosphere that is Christian.

Andrean seeks to develop in students, an awareness of the ideals on which our country was founded and a desire to safeguard and promote those ideals, such as truth, justice, and human rights, not only in the United States, but throughout the world.

Andrean seeks to assist each student in actualizing his or her potential, and it endeavors to foster in

each student self-reliance and self-discipline. Since the crux of the learning process is reasoning, Andrean attempts to teach its students to organize and arrange their knowledge so that they may grow in the ability to think in abstract terms, to solve their problems, to know the truth, and to benefit from experience.

Christian community is at the heart of Catholic education, not simply as a concept to be taught but as a reality to be lived. Through education, students are moved to build community in all areas of life.

Andrean grows through diversity. Students achieve the highest degree of moral and academic excellence in a safe environment.

### **NON-CATHOLIC POLICY**

Andrean High School is a Catholic high school. While it exists primarily for the education of Catholic families, it welcomes non-Catholic students. However, it should be clearly understood that the following requirements apply to all non-Catholics attending Andrean:

1. A religion course is required for each year of attendance. Each of these courses must be successfully completed before a student is permitted to continue at Andrean.
2. Non-Catholics are required to be present at all religious services scheduled during the school day.

### **NON-DISCRIMINATORY POLICY**

Schools in the Diocese of Gary admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the schools. Schools in the Diocese of Gary do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admission policies, loan programs, and athletic and other school-administered programs.

### **PARENT WALKABOUT**

Parents will have the opportunity to follow their child's schedule and meet their child's teachers.

### **EMERGENCY CLOSINGS**

Since Andrean's student body reaches into many communities, it is impossible to make a blanket policy regarding closings and/or delays. The final decision must rest with the parents. If a parent feels that it is too dangerous to drive or to send the student out into adverse conditions, then the use of prudent judgment is required. Andrean will announce closings or delays on local radio and via other media, the website, [www.EmergencyClosings.com](http://www.EmergencyClosings.com) and via our automated call-out/email/text service, our all-call system for communicating via email, text messages, and phone calls to our entire student, parent, and staff population. This information will also be posted on the Andrean website ([www.AndreanHS.com](http://www.AndreanHS.com)). If a delay or closing is not announced, CLASS WILL BE IN SESSION. If a student is late or absent because the student's home school corporation announces a weather delay or cancellation, the student's parent/guardian must call the Attendance Office to report the tardy or absence and must send a note to the Attendance Office confirming the tardy/absence. The extra time allotted to travel to school during a delay is not to be meant to be used to go out to breakfast or take care of errands, but rather for safety reasons to allow for slower travel.

## **POLICY STATEMENT**

Andrean is committed as a school to the continual pursuit of excellence and to a faithful adherence to its Catholic character. Therefore, all faculty members, staff, students and parents are expected to accept and reflect the basic philosophy of the school. The following policies are meant to be guidelines. Andrean strives to respond to the needs of the individual as best possible. It is in this spirit that these policies are written. Some individual policy statements may contain the sum total of its purpose while others may not.

## **ACADEMICS**

### **ANDREAN HIGH SCHOOL ADMISSIONS POLICY**

Students from more than 30 communities in Northwest Indiana and Illinois combine to form an ethnically and culturally diverse student body with the common goal of academic excellence. As a result, admission is competitive. Interested 8th grade students are encouraged to obtain information early and **MUST** take the entrance examination offered during the student's 8<sup>th</sup> grade year.

### **Freshmen Admission Policy**

STS / High School Placement Test.

- A writing sample is required of all students, an essay to be written during the STS (HSPT) testing period. Paper will be provided.
- The math portion of the test does not allow a calculator.

The Andrean entrance exam is administered 2 times during the student's 8<sup>th</sup> grade year: December and January. Every student entering Andrean High School as freshman is required to take this exam on one of these scheduled dates. After the student has taken an entrance exam, the students are then asked to apply to Andrean for admission.

Andrean will supply each student an application packet with expectations to comply with requirements. The packet will include:

- Intro letter of instruction of admission procedure
  - including Deadline Date for Application
  - including List of requested documentation
  - including Fee required (\$30 non-refundable)
    - Admissions Application
    - One Teacher Recommendation Letter Form

Families return completed application by the deadline set by Andrean and stated in the instruction letter.

When exam results are received from STS, the acceptance discernment begins. Student acceptance to Andrean is determined by an Admissions Committee comprising of Andrean faculty and staff equipped with a fair and just criteria formula. This formula will

be applied to every student with a complete application. The Admissions Committee may offer suggestions on class placement. Families will **not** be sent results of exam. Exam results will be discussed with parents and the student during an interview with an Andrean Guidance counselor after registration.

Acceptance letters are sent out will include registration procedure and academic scholarship awards. Some applicants may be asked to sign a conditional acceptance contract; may be put on a waiting list; some applicants will be denied admission based on admissions criteria formula.

Accepted applicants accept offer of enrollment and register as a student at Andrean by paying the registration fee and signing the tuition agreement for the school year. Families will also be asked to submit Parish Verification Form to determine Diocese of Gary Parish membership.

Now considered enrolled students, the Andrean High School guidance department makes appointments to interview each student along with parents to decide on class placement based on acceptance criteria and recommendations by the Admissions Committee. Some students may, at this time, be asked to take an additional subject exam (ex. Math and foreign language) to properly place the student in the appropriate classes.

All accepted students must also successfully complete elementary education in an accredited elementary school or a home school program, this being evidence of ongoing achievement at a college preparatory level as indicated by testing and grades.

#### **Transfer Student Policy:**

Andrean considers transfer students into the 10<sup>th</sup> and 11<sup>th</sup> grades only. Andrean does not accept 12<sup>th</sup> grade transfers except under unique circumstances. Those students interested in transferring to Andrean must first contact the Andrean Admissions Office. The admissions director will discuss and review all information needed to begin the transfer process. The student's current grade report and transcript are essential to the admission decision. All accepted transfer students must be eligible to graduate with Core 40 or the Academic Honors Diploma. The admissions committee also reviews ISTEP, ECA scores, attendance record and discipline reports as well as a copy of the student's birth certificate. Students that speak English as a second language must also submit English Language Learner Status Information/LAS Links Results/Home Language Survey.

The administration of the school from which the student requests a transfer shall be notified immediately once a request is made. It is expected that a decision agreeable to both schools regarding the requested transfer can be made by the administrations involved.

All financial matters at the original school must be satisfied before an official transcript may be sent to the receiving school.

All rules and regulations of Indiana High School Athletic Association (IHSAA) regarding athletic eligibility shall be strictly enforced.

Andrean also reserves the right to contact the student's current school and speak to the administration regarding the student's character.

If a student is leaving a home-schooled situation and wants to enroll at Andean, the same information is required. Andean can be selective as to which home school organization is acceptable.

### **Subsequent to Evidence of Academic Achievement**

Priority for acceptance is given to incoming freshmen coming from Catholic schools, students with siblings currently attending Andean and children of alumni.

Family ties with Andean and family and student commitment to college preparatory Catholic education are factors in admission.

If the oldest in a family is starting the tradition of Andean education, preference will be given.

### **Special Circumstances Admissions Policy (IEP/504)**

Staying in-line with the Andean commitment to provide a quality education to all members of the student body, it is essential to have current and accurate documentation of all situations that may interfere with the student's ability to perform academically. A student with a documented disability may be eligible for accommodations at Andean High School. Those students who provide the appropriate documentation will be allowed the necessary accommodations to assist them in their academic work.

Documentation must meet the IDEA/504 general guidelines.

1. **State the specific disability**, as diagnosed. Diagnosis should be made by a person with appropriate professional credentials, should be specific, and, when appropriate, should relate the disability to the applicable professional standards.
2. **Be current.** In most cases, the evaluation and diagnostic testing should have taken place within three years of the request for accommodations. For psychiatric disabilities, an annual evaluation update must be within 12 months of the request for accommodations. For visual disabilities, documentation should be within two years, and for physical/medical, an update must be within one year from the time of the request.
3. Provide relevant **educational, developmental, and medical history**.
4. **Describe the comprehensive testing and techniques** used to arrive at the diagnosis. Include **test results with subtest scores** (standard or scaled scores) for all tests.
5. **Describe the functional limitations.** Explain how the disability impacts the student's daily functioning and ability to participate in the test.
6. Describe the **specific accommodations** being requested on College Board tests, including the amount of extended time required or the maximum amount of time the student can be tested in a day, if applicable. State why the disability qualifies the student for such accommodations on standardized tests.
7. Establish the **professional credentials of the evaluator** (for example, licensure; certification; area of specialization).
8. Student interviews with special circumstances should be with IEP/504 coordinator whenever possible.

Not all students with disabilities require accommodations. For example, consider the following:

- Students with visual impairments that are corrected by eyeglasses may not need accommodations;
- Some students with medical conditions who are restricted in physical education in school may not require accommodations on written standardized tests;



- Some students with hearing impairments who need accommodations such as a note-taker in school may not need accommodations on a written test.

To be eligible for accommodations on tests, students must have a physical or mental condition that substantially influences their ability to participate in tests. This is called **functional limitation**.

### **Describe the limitation**

A student's functional limitation results from his or her disability. It describes how the student's daily functioning is affected, as well as how the student's disability affects his or her ability to take College Board tests. A student's functional limitations should be described in his or her documentation.

### **How should functional limitations be documented?**

In most cases, the results of a student's comprehensive testing or evaluation should be included with his or her documentation. However, there are ways to demonstrate functional limitation, and documentation may vary according to disability:

- Psycho educational evaluation, including both test scores and narrative (should always be included when the student is LD or ADHD).
- Standardized test scores, using national norms to support both the diagnosis and functional limitation (Include standard/scaled scores).
- Summary of the student's developmental, educational and/or medical history.
- Teachers' observations.

The following is a list of what can be provided to students at Andrean High School with a diagnosis that interferes with or hinders the student's ability to be successful in school.

1. Extra time on tests.
2. Tests read aloud to the student.
3. When appropriate supplemental class notes may be provided.
4. Preferential seating in class to decrease distractions and/or improve ability to see the board.
5. Use of a calculator.

### **Parental Commitment**

Support the Andrean mission and philosophy, college preparatory philosophy, and school policies as outlined in the Andrean Parent/ Student Handbook.

Pay a Non- Refundable registration fee of \$190.00 at time of registration. This fee is returned only if the student withdraws before June 1 of the affected school year, the family moves or student fails to graduate from grade school with a good conduct record.

All Andrean families are to be enrolled in Smart Tuition for tuition management.

Apply for financial aid and or scholarship by yearly set deadlines of the previous school year if the family is in financial need.

Andrean High School is a private school complying with the following policy of the Diocese of Gary. "In order to protect a student's individual eligibility, schools of the Diocese of Gary support the policies of the Indiana High School Athletic Association. In doing so, Andrean High School may not promise or offer athletic scholarships of any kind. Violations may result in the loss of eligibility for the student, coach and/or school."

Comply with state health regulations: Submit a properly completed IHSAA Physical Examination form and meet Indiana state requirements for proper immunization and any necessary health related documentation.

**All student enrollments at Andean High School are contingent on academic and behavioral expectations of the Andean High School Parent/Student Handbook.**

**Andean High School admits students of any race, color, gender, national origin, or ancestry to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, national origin, or ancestry in administration of its educational policies, scholarships, and loan programs, and athletic or other school administered programs.**

## **COURSE SELECTION**

A major goal of Andean High School is to be sure the student understands what courses of study are available and how to make decisions relative to course selection. There is no magic series of courses, nor one set pattern of courses that is better than another. Only when you, the student, in consultation with your counselor, choose the courses according to YOUR needs will you have the best course of study for YOU. We suggest:

1. Make decisions based on:
  - a) your interests;
  - b) your abilities;
  - c) your personality, attitude, and values;
  - d) the requirements for graduation;
  - e) facts, not rumor;
  - f) pre-requisites for the course, including department recommendations;
  - g) the admission requirements for colleges and universities of interest.
2. Make decisions that are challenging.
3. Seek help from those who have experience and knowledge in making these kinds of decisions.
4. Make decisions that can promote your academic and personal success.

It is imperative that you select your courses for each year wisely, using the criteria in #1 and NOT choose a course because of the teacher or who else might be in the class. Once your schedule is made, based on YOUR choices, there must be SERIOUS reason for requesting a change.

***Any course may be canceled because of low enrollment.***

## **ANDREAN GRADUATION REQUIREMENTS / CORE 40 DIPLOMA**

In order to graduate from Andean High School, a student must have a minimum of fifty-two credits. Following are the minimum course requirements: Andean Graduation Requirements exceed Indiana's Core 40 requirement.

- 8 semesters English
- 1 semester Health and Wellness
- 6 semesters Mathematics
- 2 semesters Physical Education
- 6 semesters Science (Lab)
- 6 semesters Social Studies

- 8 semesters Theology (Andrean Requirement)
- 4-World Languages
- 2 Fine Arts
- 9 additional credits - Elective Courses

### **ANDREAN STATE OF INDIANA ACADEMIC HONORS DIPLOMA**

The Academic Honors Diploma gives honors to high school students who take more difficult courses. The program is designed to give all students, not just a small number of top students, the chance to get this honor.

To receive an Honors Diploma a student must do the following:

1. Complete at least fifty-two high school credits between ninth and twelfth grades, including the courses listed below:
  - 8 semesters English
  - 1 semester Health and Wellness
  - 8 semesters Mathematics
  - 2 semesters Physical Education
  - 6 semesters Science (Lab)
  - 6 semesters Social Studies
  - 8 semesters Theology
  - 2 semesters of Fine Arts
  - 6-8 semester of World Languages (6 credits in one language or 4 credits each in two different languages)
2. Earn at least a C in each course, and have an overall B average, which is a 3.0 grade point average out of 4.0.
3. Students must complete one of the following:
  - Two Advanced Placement courses and corresponding AP exams
  - Academic, transferrable dual high school/college courses resulting in 6 college credits
  - One Advanced Placement course and corresponding AP exam and academic transferrable dual high school/college course(s) resulting in 3 college credits
  - Score 1750 with critical reading/math and writing or higher combined SAT
  - Score a 26 composite ACT

### **ACADEMIC PROBATION**

If a student is failing two or more required subjects at the end of the quarter, the student may be placed on academic probation for the remainder of the given semester. This probation may prohibit the student from participation in any and all extra-curricular activities. If at the end of the probationary period, the student is still failing two or more required courses, the student may be subject to required withdrawal for poor academic performance. The counseling staff and administrators will review each case to determine the best course of action for the student.

### **ACADEMIC DISHONESTY**

Students should aspire to learn and achieve honestly. Their work and achievement should be the result of their own efforts. Cheating or attempted cheating will not be tolerated in any form, including, but not limited to: copying homework from another student, allowing another student to copy one's own work, looking at another's paper during a test or quiz, plagiarism (e.g., copying directly, using partial wording, or using another's original ideas without documentation); providing another student with test answers, providing another student with written work, or gaining an unfair advantage in any dishonest manner. Students found to be cheating or attempting to cheat will be reported to the Dean of Students. Loss of credit for the written assignment and a grade of "F" for tests, quizzes, or exams

will be automatic. **NOTICE WILL BE SENT TO PARENTS AND THE OFFENSE WILL BE DOCUMENTED WITHIN THE STUDENT'S SCHOOL RECORDS. REPEATED OFFENSES MAY MAKE THE OFFENDER SUBJECT TO EXPULSION.**

### **FAILURES**

1. A failure in any required subject (including semester subjects) must be made up in Credit Recovery at Andean before a student will be permitted to return to Andean. If the course is not being offered at Andean, it may be taken elsewhere with approval from the principal. (Only Seniors may make up first semester failed subjects during the second semester.)
3. If a student has three failures in required subjects, including Theology, at the end of the school year, including a first semester failure in a semester course, he/she faces possible dismissal.

### **EXAMINATIONS, MARKING SYSTEM, REPORT CARDS**

At the end of each semester, comprehensive ninety-minute formal examinations are scheduled in most subjects. These exams count for 20% or 25% of the course grade and are recorded directly on the grade report.

Students are responsible for reading the examination schedule and for being present at the time and place where examinations are scheduled. When a student has no exam scheduled, he/she may not need to be in school. Consult the current posted exam schedule for details.

### **FINAL EXAM POLICY**

One of Andean's unique experiences is the 1½-hour formal exam. These dates are published in advance. All students are required to take these exams at the scheduled time and date. The only exceptions are student hospitalization, death in the immediate family, or official representation of the school. These exams cannot be taken prior to the published date for any reason. A student that misses an exam will schedule a make-up time with the administration.

### **ONLINE STUDENT MANAGEMENT / INFORMATION SYSTEM**

Students and parents are each given separate accounts and passwords to monitor academic performance of the student in each class in which they are enrolled. Teachers will post assignments and grades at least weekly, and may also post pertinent information about class assignments. Along with viewing a student's grades, students, parents and faculty have the ability to communicate with each other via e-mail. Because we feel timely communication is important and valuable, all parents

### **CHANGE OF PERSONAL DATABASE INFORMATION**

Parents/Guardians are asked to report any change of address, phone number, and/or work number as appropriate. These changes should be reported to the Main Office. Please be sure to update information immediately. We may need to reach parents/guardians in an emergency.

must activate their account and view it often.

### **GRADE COMPUTATION**

The following procedure will be used in calculating report marks:

### **Grading Scale: Per curriculum guide on website.**

<b>Grade</b>	<b>Course Percentage</b>	<b>College Prep</b>	<b>College Prep Honors</b>	<b>Advanced Placement</b>
<b>A</b>	<b>89.5-100</b>	<b>4.0</b>	<b>4.5</b>	<b>5.0</b>
<b>B</b>	<b>89-79.5</b>	<b>3.0</b>	<b>3.5</b>	<b>4.0</b>

<b>C</b>	<b>79-69.5</b>	<b>2.0</b>	<b>2.5</b>	<b>3.0</b>
<b>D</b>	<b>69-59.5</b>	<b>1.0</b>	<b>1.5</b>	<b>2.0</b>
<b>F</b>	<b>59-0</b>	<b>0.0</b>	<b>0.0</b>	<b>0.0</b>

1. Quarterly grades are based on projects, tests, quizzes, homework assignments and class participation. The calculating of this mark is left to the judgment of the teacher. Under no circumstances will a teacher deduct marks from a student's grade as a punishment for misconduct in class.
2. The semester grade in each subject, as well as the final grade in semester courses, is determined by the average of the two quarterly grades and the semester examination. Where there is no comprehensive semester examination, the semester grade is the average of the two quarterly grades.

### **WEIGHTED GRADES**

Grades are weighted according to the systems 4.00 and 5.00. The rationale for this is as follows:

**4.00 System:** Courses which are offered at the high school level for high school credit and require content mastery that is in accord with the specified grade level expectation are "weighted" with this method. (Note: The majority of courses offered at Andean High School are weighted on the 4.00 system.) Quality point values on the 4.00 system are as follows:

A=4.00  
 B=3.00  
 C=2.00  
 D=1.00  
 F=0.00

**5.00 System:** Courses that are offered at the high school level for high school credit and require content mastery that is above and beyond that which is normally required at the high school level are "weighted" on this system. Admission to such courses is selective and requires that students have attained a high level of mastery to meet the prerequisites. Quality point values on the 5.00 system are as follows:

A=5.00  
 B=4.00  
 C=3.00  
 D=2.00  
 F=0.00

### **GRADE POINT AVERAGE (GPA)**

Grade Point Average (GPA) is determined by dividing accumulated quality points by accumulated credits attempted. Students are ranked (by class) from highest to lowest GPA.

### **HONOR ROLL**

The membership in the following honor categories is determined based on the grade for the quarter rather than the semester. This is different than the determination for academic awards.

#### **Andean Society**

Straight "A" Student

#### **A - Honor Roll**

GPA equal to or greater than 4.00

## **B - Honor Roll**

GPA equal to or greater than 3.00 but less than 4.00

## **HOMEWORK**

Students are given home assignments on a regular daily basis. These assignments will vary in length, but on an average a student should expect 30-45 minutes each night in each subject. The student should, therefore, expect to spend about three hours each day on home assignments.

## **CREDIT RECOVERY**

Andrean High School operates a Credit Recovery program for the benefit of its student body. The program consists of make-up courses for students who failed classes during the regular school year.

## **ACADEMIC AWARDS**

The academic awards take place in the fourth quarter. One or more must be achieved before the Red Chenille academic letter is awarded:

1. Straight "A" student for the semester in June or January;
2. 4.00 or above cumulative GPA in June or January;
3. National Merit Program;
4. Academic team member.
  - ❖ The Red Chenille academic letter is awarded **only** once.
  - ❖ Repeat recipients of the academic letter receive a gold star to be pinned on the letter.
  - ❖ Certificates are awarded to those in **ALL** categories.

## **VALEDICTORIAN AND SALUTATORIAN SELECTION**

The Valedictorian and Salutatorian are determined at the time the third quarter report cards are calculated. **To be eligible for either of these, one must have been a student at Andrean for all four full years.** The class rank issued in January is an indicator; the class rank at the end of the third quarter determines these honors.

## **TESTING PROGRAMS**

### **NWEA**

The Northwest Evaluation Association (NWEA) is administered to the freshmen in the fall term. This assessment assists the student and the counselor in planning future course selections. Such assessments are designed to surface possible career avenues to be pursued during the planning of the high school course of studies.

### **PSAT / NMSQT**

The Preliminary Scholastic Aptitude Test / National Merit Scholarship Qualifying Test, co-sponsored by the College Board and National Merit Scholarship Corporation, is a multiple-choice test of developed verbal and mathematical abilities generally associated with academic performance in college. Types of questions are thoroughly explained, and a full-length practice test is given in the PSAT/NMSQT Student Bulletin, which is distributed to the students before the test administration. The test is administered to sophomores and juniors in October. Scores from this test give a current assessment of a student's developed verbal and mathematical reasoning abilities that are relevant to succeed in college-level work. It should be kept in mind that scores on the test are related to past learning opportunities.

### **STATE MANDATED TESTING**

Indiana Statewide Testing for Educational Progress (ISTEP) Program has transitioned. The core of state required testing is an assessment of Math, English skills, and Biology. These tests are called End of Year Course Assessments (ECA). The subject areas currently included are: Algebra I, Biology and English 10. The ECA for Algebra I and English 10 must be taken and the student **MUST** receive a passing score (designated by the state) in order to earn a High School Diploma in the State of Indiana. The tests are administered upon completion of the course, and if the student's scores are not at

a passing level, the student must attend remediation sessions and will be retested during the next testing opportunity.

### **SAT**

The Scholastic Aptitude Test (SAT) is a three-hour, multiple-choice test that measures the verbal and mathematical abilities the student has developed, both in and out of school. The test is administered by the College Entrance Examination Board and is generally taken in the second semester of the senior year. Students should check the Registration Bulletins of the College Board for testing dates and registration information. Andean generally offers the SAT on campus, two times per year, usually once in the fall and once in the spring.

### **ACT**

The ACT is offered in the spring of each school year. We currently have test prep classes offered for the fall SAT and for the spring SAT and ACT. The Revolution Test Prep service provides in-depth instruction to students and practice tests guaranteed to improve your test scores.

### **ADVANCED PLACEMENT EXAMINATIONS**

Advanced Placement Examinations are offered in U.S. History, Biology, English Language and Composition, English Literature and Composition, Calculus AB, Calculus BC, Chemistry, European History, Government, and Physics. The Advanced Placement Program Educational Testing Service, Princeton, New Jersey, administers the advanced placement examinations in school. There is a fee for this examination that is paid to the Educational Testing Service, and those students receiving a three or above out of five may be granted college credit for the course. However, Andean orders these test from the testing providers. Therefore, students will pay the fee to Andean and not to the testing providers. The State of Indiana does cover cost for Math, Science, and English.

## **ATTENDANCE GUIDELINES**

### **ATTENDANCE OFFICE – 219-887-5284**

The purpose of attendance services shall be to provide an efficient and timely means of insuring that pupils attend school per *Indiana Department of Education, 511 IAC 4-1-8, Attendance Services*. The Indiana Code [20-8.1-3-17](#) is very specific about attendance.

### **ATTENDANCE GRADES 9-12: IC 20-33-2-1**

Regular attendance and punctuality are essential to good performance in school. Absence from school is often the single greatest cause of poor or failing performance or academic achievement. Since the learning process is a progressive activity, each day's lesson is built upon those class activities which took place on previous days. Whenever a class is missed, for whatever reason, that experience cannot be fully duplicated. Since responsibility is a learned behavior, and regular school attendance patterns encourage the development of responsible patterns of behavior, each student attending Andean High School is expected to make every effort to be in school every day. Students are expected to attend all their classes on a consistent basis. Students failing to meet this expectation may suffer disciplinary consequences, referral to the administration, possible expulsion/dismissal, and/or referral to probation in accordance with Indiana's Compulsory School Attendance Law. Factors taken into consideration will be: academic performance, classroom behavior, unexcused absences and/or trancies, and teacher contact/conference with parents. Through the combined efforts of students, parents and school personnel, the goals of punctuality, self-discipline and responsibility can be developed as we prepare students for the adult world.

The attendance policy is intended to be twofold. The first part is a system of rewards and recognitions designed to encourage good attendance. The second part is a series of consequences designed to change the inappropriate behavior of students. Rewards or recognition programs may include such methods as placing a special notation on the transcripts of students with perfect attendance, notifying parents of students' perfect attendance, publishing names of those students with perfect attendance, or exempting graduating seniors with a superior attendance record and achievement level from taking second semester final exams. In addition, many teachers have classroom rewards for good attendance.

### **State law states:**

Pursuant to IC 20-33-2-3.2, "attend' means to be physically present: (1) in a school; or (2) at another location where the school's educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered."

Habitual Absence Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the department of child services shall proceed in accord with IC 31-30- through IC 31-40." Additionally under IC 20-33-2-14, the "governing body of each school corporation shall have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences required by Sections 15 through 17.5 of this chapter or another law. Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be in accordance with the governing body's policy to qualify as an excused absence." Recently IC 20-20-8-8 was amended to define habitual truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.

So that all parties involved can assist in the maintenance of excellent attendance and the development of self-discipline, the following types of absences are defined: Absence from school will fall into one of three categories:

- ❖ **EXEMPT:** The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. There is no limit to these absences.
- ❖ **EXCUSED:** The student is allowed to make up the missed work and the absence is counted against the attendance requirement.
- ❖ **UNEXCUSED/TRUANT:** These absences are counted against the attendance requirement and additional consequences will apply. See Unexcused absence and Truancy Policies.

As a student accumulates absences through a semester and/or school year, the student and his/her family will be reminded of the importance of attendance, updated on attendance status (Watch, Probation, or Review), and notified of potential consequences for attendance accumulation issues.



**Note:** The state of Indiana defines chronic absenteeism as:

**Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason.**

**EXEMPT:**

The following types of absences are considered **EXEMPT**, and are **not** counted toward the attendance limit:

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student: serving as a page or honoree of the General Assembly (IC 20-33-2-14 ); serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2- 15); when subpoenaed to testify in court (IC 20-33-2-16); serving with the National Guard for no more than 10 days (IC 20-33-2-17); or serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2), the student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7). In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school. The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the school principal (IC 20-33-2-17.5). Certain school trips fall under this exception, as well as individual student absences. Students have been excused from attendance to participate in various academic bowls, band or orchestra trips, for attendance at local, state, or federal government proceedings, or to hear various public speakers or performers. To review this statute in entirety, refer to the Compulsory School Attendance Law.

**Note: EXEMPT absences are excused by the state, but must be documented.**

**EXCUSED ABSENCE:**

An excused absence is an absence from school all day or for any portion of the day, under circumstances granted by law or recognized by Andrean High School. It is highly recommended that absences be avoided whenever possible; however, we recognize that on occasion such absences are necessary. These include the following examples which **DO** count toward the attendance requirements per semester and/or school year. Absences recognized by the school:

- Illness verified by note from parent/guardian,
- Illness verified by note from Physician for absence of two or more days
- Family funeral,
- Military Connected Families (e.g. absences related to deployment and return).
- Emergency family situations
- Personal religious observance
- Documented college visits: Juniors will be allowed two (2) excused college visits a school year and Seniors will be allowed three (3) excused college visits a school year.
- Or other similar reasons, which must be approved by Administration prior

Excused family absences should be requested at least five (5) days before the absence. Excused family absences should not be requested during final exams. The Pre-Arranged Absence form should be used to arrange these absences. This form is available on the Andean High School website.

Regular attendance at school is required of all extra- and co-curricular participants. Students must be at school by the beginning of **Second period** in order to participate in the event/practice on that day, unless permission is granted for unusual circumstances by an administrator.

**After the nine day limit, all EXCUSED absences may be considered UNEXCUSED, regardless of how necessary they may seem to be.**

### **UNEXCUSED ABSENCE:**

An unexcused absence is an absence from school for all day or for any single portion of a class period(s) under circumstances not covered by law or recognized by the school, such as oversleeping and car problems. An unexcused absence also includes an absence that is not documented and/or called in by a parent. The deadline to establish an absence as excused is within 48 hours of the absence. The parent/guardian should call to report an absence on the day of the absence. Unexcused absences will receive appropriate disciplinary action including but not limited to:

### **CONSEQUENCES OF UNEXCUSED ABSENCES:**

- ✓ **Unexcused absent from a period:** Student assigned a detention per period missed and parents notified.
- ✓ **1<sup>st</sup> Unexcused absence for the entire day:** Student assigned a combination of Monday and Friday detention and parents notified.
- ✓ **2<sup>nd</sup> Unexcused absence for the entire day:** Student assigned a Saturday detention and parents notified.
- ✓ **3<sup>rd</sup> Unexcused absence for the entire day & subsequent unexcused absences:** Truancy referral (see Truancy)

**Note: Unexcused absences are accumulated for the school year**

### **TRUANCY:**

Any student absent from school all day or for any single portion of the day without parental consent under circumstances not covered by law or recognized by the school is truant. Students not in their assigned classes/area are considered truant. If the school verifies a student is not where he/she is supposed to be, a parent will be contacted. If the parent verifies the student is truant, it will be treated as an unexcused absence. Repeated truancy is a cause for great concern and will be dealt with harshly.

### **THE TRUANCY CONSEQUENCES ARE AS FOLLOWS:**

- ✓ **First Referral:** Student put on **Watch** status, Parent notification, and student will be assigned ISS for a day.
- ✓ **Second Referral:** Parent meeting set up and student will be assigned ISS for two days.
- ✓ **Third Referral:** Student put on **Probation** status, Parent meeting set up, student put on a contract, and student will be assigned three days of ISS.
- ✓ **Fourth Referral:** Any further truancy may result in student being put on **Review** status and recommended for expulsion.

**Note: Excessive truanancies may result in the student being placed on pass denial, loss of driving privileges, and/or other privileges.**

#### **Habitual Truancy (defined by state of Indiana):**

Which must, at a minimum, define the term as a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year. The Bureau of Motor Vehicles will be notified in compliance with IC 9-24-2-1 with a recommendation to invalidate the driver's license for a period of 120 days, completion of semester or until reaching age eighteen (18).

Students who cannot obtain a license or permit as described above are entitled to periodic review of their attendance record to determine whether the prohibition shall continue. Periodic reviews may not be conducted less than 1 time each year. Upon review, a school may find the attendance record has improved and the student may become eligible to be issued a driver's license or permit before February 1, or October 1 of each year and the school must submit the information of eligibility status to the bureau of motor vehicles.

**A student may be expelled from school for habitual truancy under the expulsion procedures described in IC 20-22-8-19.**

**Note: Truanancies are accumulated for the school year.**

#### **SUSPENSIONS:**

While on suspension, student assignments will be gathered by the main office for the home to pick up. Credit will be granted for work completed and returned to teachers within 24 hours after returning to school. Suspension days will not count as unexcused absences.

#### **TARDY POLICY:**

Regular and prompt school attendance is necessary both in the development of students responsibility and in the achievement of academic success. It is further believed that this responsibility and self-discipline can be fostered in students through a shared effort among student, teachers, and the family.

A student is considered tardy after the bell rings for class/start of school. Anything after 15 minutes, the student is considered absent for that class period. Students that are late to school must go to the Attendance Office to sign-in and to obtain a pass to class.

## **Late to School Policy**

### **CONSEQUENCES OF LATE TO SCHOOL TARDIES (PER SEMESTER):**

- ✓ **Tardy 1-3:** These tardies will be documented and the student will be warned.
- ✓ **Tardy 4-6:** The student will receive one detention, student will be put on **Watch** status, and parents will be notified of the issue on Tardy 4.
- ✓ **Tardy 7-8:** The student will serve one Saturday detention per offense, student will be put on **Probation** status, parents will be notified and an attendance contract will be issued.
- ✓ **Tardy 9 +:** The student will serve one ISS (In-School Suspension) per offense, student will be put on **Review** status, a parent meeting will be set up, contract will be reviewed, and student may be in jeopardy of dismissal from school.

**Note: Late to school tardies accumulate for the semester.**

## **Late to Class Policy**

### **CONSEQUENCES OF LATE TO CLASS TARDIES (PER SEMESTER):**

- ✓ **Tardy 1-2:** These tardies will be documented and the student will be warned and/or student may be given an informal detention by the teacher.
- ✓ **Tardy 3-6:** The student will receive one detention per offense and parents will be notified.
- ✓ **Tardy 7-8:** The student will serve one hour of Saturday detention per offense, and parents will be notified.
- ✓ **Tardy 9 +:** The student will serve one ISS from the class the student has accumulated the tardies in per offense. The student will be put on a contract and a parent meeting will be set up.

**Note: Tardies accumulate for the semester.**

## **PROCEDURES FOR CALLING OFF STUDENTS**

The parent/guardian should call to report an absence on the day of the absence by 9:00 am. Although the deadline to establish an absence as excused is within 24 hours of the absence, the parent/guardian should call to report an absence on the day of the absence. However, it is not necessary to call each day of an extended illness. An estimation of the length of illness with a periodic update will be satisfactory. An automatic calling system will call the home number as a reminder to a parent/guardian to report an absence for the entire day or a portion of the day. A student who signs in after the first bell is recorded as absent for a portion of the day. A student's parent/guardian should contact the attendance office (219-887-5284) during school hours to verify an absence. The attendance office voice mail is available 24 hours a day. Please follow all instructions as directed by the prompts.

Parents are expected to use the Andrean Absence Note found on the Andrean website to record an absence. A hand written note explaining an absence may be accepted in emergency circumstances. The student must present this note to the Attendance Office the day of his/her return to school. Failure to document the reason for absence could hurt the student if they exceed the absence limits.

**After the nine day limit, all EXCUSED absences may be considered UN-EXCUSED, regardless of how necessary they may seem to be.**

Upon return, students are to report to the Attendance Office between 7:30-7:55 AM presenting an Andrean Absence Note and/or additional medical documentation explaining the absence to the Attendance Officer.

### **PRE-ARRANGED ABSENCES:**

The school discourages students from taking family trips/vacations during the school year. Extended absences place students at an academic risk. If there is a need for a pre-arranged absence, the school must be notified at least one week in advance. Approval for excused pre-arranged absences will be based on student attendance, disciplinary record, grades, specific reason, and length of the requested absence. The absence may not be excused, especially during final examinations. Prior to leaving, it is the student's responsibility to make arrangements with his/her individual teachers for the work he/she will miss during the pre-arranged absence. Approved Vacation and College days, although they may be excused, count as absences that jeopardize the student's required attendance. College days are granted only to seniors and juniors and will only be excused if the visit is verified in writing on the Admissions Office letterhead and returned to the Andrean High School Attendance Office. See EXCUSED ABSENCES for limit requirements on college visits.

In order to be considered a half day absence a student must be present 4 out of the 7 periods of school. Anything less than 4 periods will be considered a full day absence. If a student must leave during the school day, the student should present a filled out pre-arranged absent form from the parent or guardian to the Attendance Office before the first bell in the morning. Students must provide verification of ALL dental and doctor visits upon their return in order for the absence to be recorded as "excused". A note from the doctor's office or a professional's signature on the pre-arranged/absence form MUST be brought in to the Attendance Office no later than 24 hours after the visit. Note that the Indiana Code allows the school to refuse early dismissal, especially in the case of other absences from school. The student will be picked up in front of the school. The parent/guardian must sign the student out in the Attendance Office. If the student drove to school, he/she must sign-out in the Attendance Office.

### **Make-Up Work Policy**

Make-up work is recommended for all absences. Assignments (includes tests and quizzes) will be credited only for excused absences. If a student is absent, it is the student's responsibility to get missed assignments from the day of absence upon his/her return. Extended illnesses will be handled on an individual basis. Work previously assigned is due upon a student's return to class. Homework assignments may be requested by a parent/guardian if a student is out for two consecutive days. Teachers are given 24 hours to prepare the assignment request. Assignments that are not picked up are returned to the teacher.

## WITHDRAWAL FROM SCHOOL:

The principal or principal's designee must be present at the exit interview for students between the ages of 16 and 18 who wish to drop out of school. If the parent and students cannot agree on the student's desire to drop out of school, the principal could make the final decision. For students under the age of 18 who withdraw from school, a letter will be submitted to the Bureau of Motor Vehicles denying or invalidating a driver's license.

## Field Trips

Teachers have the option of approving student field trip requests. The following guidelines have been developed to aid the classroom teacher in making their decision. **The classroom teacher's decision is final.**

1. **Classroom Academic Progress:** grades, daily classroom preparation, completion of assignments, tests scores.
2. **Classroom Behavior:** referrals to the administration for tardies, truancies, classroom disruptions, general attitude, etc...
3. **Attendance:** the number of absences to the teacher's class, total absences to school - excused/unexcused/truancies.

Students' responsibilities:

1. The student must have his/her Field Trip Permission Form signed by his/her parents/guardians and ALL classroom teachers.
2. The student is responsible for getting all the school work he/she missed on the day of the field trip.
3. Students are reminded that Field Trips and other school sponsored activities are an extension of the classroom. All school rules will be enforced during the field trip. Students MUST ride the transportation provided by the school district.

## GENERAL RULES / DISCIPLINE HANDLING

Discipline of young adults is very important, but also at times, very complicated. The intent of all discipline is to react in what seems to be the best way to promote growth and development in each individual. The administration strives to look at the "big picture" and respond appropriately. What is applicable to one person may not be applicable for another. However, Andrean has a **Discipline Code** that provides a guideline for consequences of specific behavior. It is our goal to help our students to understand that certain behavior is not accepted and teach them to correct their behavior so they may be an example of Christ at Andrean and within the surrounding community. We will strive to work with the students and parents when situations arise. However, using the Gospel of Jesus Christ, a great deal of individual personal responsibility is required, not only on behalf of the school, but also the parents and students.

## INFRACTIONS

The Assistant Principal of Student Life will handle these matters. Each infraction will be reviewed and judged based on the severity of the infraction, the individual's past behavior, and the guidelines established in the **Discipline Code**. Andrean strives to take into account all circumstances before a disciplinary measure is taken. The individual will have an opportunity to discuss with the Assistant Principal of Student Life any mitigating circumstances. The Assistant Principal of Student Life will then make a judgment based on the information presented. In grave matters, the individual may appeal to the Principal and request a hearing before the Discipline Hearing Board. The Principal has the discre-

tion of asking any student to withdrawal or to expel any student for just cause. The parents of the student have the right to ask for a hearing and to appeal the Principal's decision. Disciplinary action may take the form of suspension from school or a referral for expulsion under Indiana Codes 20-33-8-3 and 20-33-8-7. Suspension from school may be up to 10 days and expulsion may be in excess of 10 school days, or for the balance of the semester or school year.

### **Discipline System**

Detentions:

One (1) Detention = 60 minutes

- ✓ Students must be given 24 hour notice prior to serving detention.
- ✓ Students must serve detention within a week it is assigned.
- ✓ Excuses for missing detentions such as work, sports, homework, activities, or tests (but not limited to these excuses) are NOT acceptable.
- ✓ Postponing detentions is not an option unless there is an emergency verified by the proper adults.
- ✓ No student may be taken from the detention area without written permission from an administrator.
- ✓ Students who do not serve their detention will receive two additional detentions and home will be contacted (students that miss chronically will be assigned progressive discipline).
- ✓ If the student does not attend Saturday detention, they will receive an ISS on Monday.
- ✓ Students assigned to detention may be asked to help with work around school
- ✓ Detention: Will be Monday and/or Friday from 3:00 pm to 4:00 pm
- ✓ Saturday School: Will be 8:00 am to 11:00 am. Students will be assessed a \$5.00 fee to attend this detention.

### **ANDREAN TIERED SUPPORT SYSTEM**

The goal of our discipline system is to help a student correct his/her behavior. We believe that we should help provide clear indicators to the student and the home that the student is heading in the right or wrong direction. We also believe that it is important to communicate to all stakeholders what must be done to help the student head in the right direction with his/her behavior. The tiered system is set up to provide this support. We want all Andrean students to be successful and to become Andrean graduates. Andrean is committed to doing everything it can to make this happen. However,

the student must also make this commitment. This system is designed to help a student to understand that commitment and what must be done to make that commitment a reality.

<b>Tier Category</b>	<b>Attendance/Late to School</b>	<b>Behavior</b>
<b>Watch</b>	4 absences, contact home, stipulations for unexcused/Late to school	3 detentions in a semester, contact home
<b>Probation</b>	7 absences, contact home, contract/stipulations for unexcused/Late to school	6 detentions in a semester, contact home, contract/potential stipulations
<b>Review</b>	9 absences, meet with home, stipulations for unexcused/late to school, contract/dismissal	9 detentions in a semester, meet with home, contract/dismissal

Note: Being on **Probation** in 2 or more categories will result in automatic **REVIEW** at the end of the semester.

**Watch** – Any student on this level may be taken off at the end of a semester if they stay below Probation requirements and if they are only on Watch in one category. Any student that is on Watch in 2 or more categories will remain on for the next semester or school year.

**Probation** – Any student on this level may be bumped down to Watch if they prove at the end of the semester that they have earned this right. Student needs to show improvement in that category and may have to provide letters of recommendation from Andrean staff to support their bump down. Otherwise, a decision will be made to either keep the student at Probation level (with revised contract) or student may be moved into Review status.

**Review** – Any student that has been put into Review status will have a meeting with Administration and their parents. The family will be given the opportunity to state their case for why the student should be allowed to stay at the school. Depending on the severity of the case, the situation



may be sent to the Review Board to make a decision, especially in the event of potential dismissal. The Review Board will be made up of a member from: Administration, Guidance, and Faculty.

## **DISCIPLINE CODE**

Discipline Procedures:

Discipline issues in the classroom are handled by teachers, unless it is deemed the behavior is **“beyond the control of the teacher”**. If teachers have tried several interventions, then they may refer the issue to the Assistant Principal of Student Life.

If the situation is deemed **“beyond the control of the teacher”**, then the teacher will call the main office and ask for an administrator to come and get the student for removal from class. Any student that is removed for **“beyond the control of the teacher”** will automatically receive two detentions and be in ISS (In-School Suspension) for that class period the next day. These detentions can be done Mondays and/or Friday after school from 3:00 pm to 4:00 pm. The Assistant Principal of Student Life may assign additional consequences depending on the behavior issue. The Assistant Principal of Student Life will use the Discipline Code as a guide to assign the proper consequence.

### Informal Detention

A teacher may have a student report to him/her at the teacher's convenience for correction of misconduct. If a student fails to show up for an informal detention, the student will not be allowed back into class the following day unless there is a logical explanation for the failure to be present.

### Formal Detention

Formal detentions are held after school on Mondays and/or Friday from 3:00 pm to 4:00 pm. If a student fails to show up for a detention, he/she must make it up, an additional detention will be added, and the home will be notified. Failure to attend multiple detentions will result in progressive discipline (Saturday School, In-School Suspension, etc.) Saturday detentions are held on a needed basis. They will go from 8:00 am to 11:00 am.

### Other forms of Discipline

- ✓ Counseling individually or in groups
- ✓ Parent conferences
- ✓ Assigning students additional work
- ✓ Changing class schedules
- ✓ Restricting extracurricular activities
- ✓ Loss of school privileges
- ✓ Lunch Detention
- ✓ Saturday School
- ✓ Attend counseling

- ✓ Assigned a special course of study
- ✓ An alternative educational program
- ✓ Removed from school-sponsored transportation
- ✓ Referred to juvenile court
- ✓ Community Service (up to 120 hours)
- ✓ In-School Suspension
- ✓ Out of School Suspension
- ✓ Expulsion and/or Dismissal from school

The Discipline Code places violations into four categories: Group 1 (Minor), Group 2 (Mid-Major), Group 3 (Major), and Group 4 (Illegal). When a student commits a violation, it will be documented and referred to the Assistant Principal of Student Life. Below is the guideline for student discipline at Andean:

## **Minor violations – Group 1 Offenses**

- 1-1** Disruptive behavior in the classroom, public areas of the building, during assemblies and at additional school-sponsored activities not held at the school
- 1-2** Improperly dressed and therefore not in conformity with the school uniform/dress code requirement
- 1-3** Foul or offensive language
- 1-4** Loitering, or occupying an unauthorized place in the school or on school grounds
- 1-5** Litter in the classroom or public areas of the building
- 1-6** Pushing or shoving another individual
- 1-7** Use of the Andean network for the purpose of accessing non-educational materials, such as games and other inappropriate materials<sup>4</sup>
- 1-8** Unauthorized use or possession of cellular telephones or other information technology devices at the discretion of administration/faculty
- 1-9** Refusal to comply with a reasonable request
- 1-10** Disregard for cafeteria procedures and regulations

**1-11** Distributions of printed materials on school premises without the permission of Administration

**1-12** Repeated driving and/or parking violations

**1-13** Violation of Public Display of Affection

**1-14** Skipping class(es) or leaving school grounds without the specific consent of the school. The unexcused and truant policies will be applied.

**Notes:**

4 Students may be suspended from Andean network privileges for improper use of the Andean network for one to five days, in addition to any other interventions and consequences listed.

**Consequences Group 1:**

- ✓ Behavior documented by school authority and referred to the designated authorities
- ✓ Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent recurrence
- ✓ Recommended instructive, corrective, or restorative response
- ✓ Detention – Monday and/or Friday, or Saturday
- ✓ Excessive offenses of Group 1 may result in meeting with parents and student consequence being bumped up to Group 2 discipline.
- ✓ School tiered discipline system will be used with repeated offenses that may result in students being put on Watch, Probation, and/or Review.

**Mid-Major Violations – Group 2 Offenses (Automatic Probation)**

**2-1** Initiating or participating in any unacceptable minor physical actions

**2-2** Forgery or intentional falsification of parental/guardian or teacher authorization

**2-3** Interfering with school authorities and programs through walkouts or sit-ins

**2-4** Hazing of another student, i.e. inducing him/her to violate school policy or perform some rite of initiation into a team or activity

**2-5** Failing to abide by school rules and regulations not otherwise listed

**2-6** Exhibiting or publishing any profane, obscene, indecent, immoral, libelous, or offensive materials, or using such language or gestures

**2-7** Plagiarism, cheating and/or copying the work of another student as defined in the school plagiarism policy, first offenses<sup>5</sup>

**2-8** Disregard for the instructions or direction of school personnel causing interruption to other students' participation in school activities

**2-9** Failing to provide proper identification

**2-10** Unauthorized use of school parking lots or other areas

**2-11** Use of the Andean network for the purposes of distributing or downloading non-educational materials

**2-12** Verbal abuse, including the use of racial or ethnic slurs or the use of unacceptable, foul or offensive language, even though it may not be directed to another individual

**2-13** Possession of another person's property or valuables without the consent of the owner. A more serious offense may occur if the individual has accepted stolen or illegal goods in order to protect that individual from discovery

### **Notes:**

<sup>5</sup> In addition to consequence given by school administration, the student will get an automatic zero for the school assignment, and teacher will notify the parent.

<sup>6</sup> Students may be suspended from Andean network privileges for improper use of the Andean network for five to ten days (for first violation) or up to one semester (for second or subsequent violation), in addition to any other interventions and consequences listed.

### **Consequences Group 2:**

- ✓ Behavior documented by school authority and referred to the designated authorities
- ✓ Automatic Parent/Guardian communication about offense

- ✓ Documented Teacher, Student, Parent/Guardian, and/or Administrator Conference focused on expectation violated, cause of behavior, and strategy to prevent recurrence
- ✓ Recommended instructive, corrective, or restorative response
- ✓ Skill-building Saturday Detention, in-school suspension, or a combination of both up to Five days
- ✓ After School Community Service hours
- ✓ Repeated Group 2 behavior can be bumped up to Group 3 (Major)
- ✓ Student will automatically be put on Probation and a contract will be created

## **Major Violations – Group 3 Offenses (Automatic Probation or Review)**

\*\* Behaviors marked with two asterisks indicate that the misconduct may be a violation of the law.

**\*\*3-1** Possession (physical control over, such as contained in clothing, lockers, or bags) and/or use of tobacco or nicotine products, matches, or cigarette lighters, first documented behavior <sup>7</sup>

**\*\*3-2** Gambling – participating in games of chance or skill for money or things of value

**3-3** Fighting<sup>8</sup> – physical contact between two people with intent to harm, but no injuries result

**3-4** Profane, obscene, indecent, and immoral or seriously offensive language and gestures, propositions, behavior, or harassment based on race, color, national origin, sex, gender, sexual orientation, age, religion, gender identity, gender expression or disability

**3-5** Repeated documented violation of a Group 2 behavior category<sup>9</sup>

**3-6** Any behavior not otherwise listed in Groups 1 through 2 that seriously disrupts the educational process

**\*\*3-7** Forgery – false and fraudulent making or altering of a document or the use of such a document

**3-8** Plagiarizing, cheating and/or copying the work of another student or other source, second offense of 2-7, automatic zero for the assignment and additional consequences will apply.

**3-9** Overt display of gang affiliation <sup>10</sup>

**3-10** Bullying/Harassment behaviors – conduct directed towards a student that can be reasonably predicted to cause fear of physical or mental harm, harm to property, and/or interfere with student’s ability to participate in school or school activities (see Anti-Bullying Policy for full definition *before* assigning an intervention or consequence)

**3-11** Use of cellular telephones or other information technology device to harass, incite violence, or interrupt other students’ participation in school activities, including use of device to record others without permission or unauthorized distribution of recordings<sup>11</sup>

**3-12** Use of the Andean network for a seriously disruptive purpose not otherwise listed in this handbook<sup>12</sup>

**3-13** Use or possession of alcohol in school or at, before, or after a school related function, first documented behavior<sup>13</sup>

**Notes:**

7 It is illegal for students below the age of 18 to possess and/or use tobacco products. Schools are also deemed tobacco free zones and additional consequences may be applied according to the law. Repeated offenses may place the offender into Group IV category.

8 It is not an act of misconduct to defend oneself as provided by the law.

9 For example, a student’s first time failing to provide proper identification would be recorded as a 2-9 behavior category and available consequences would include skill-building in-school suspension up to five days. A student’s second time failing to provide proper identification would be recorded as a 3-5 behavior category and available consequences would include skill-building in-school suspension up to five days. A student’s third time failing to provide proper identification would be recorded as a 3-5 behavior category, repeated Group 3 inappropriate behavior, and available consequences would include skill-building in-school suspension, out-of-school suspension, or combination in-school and out-of-school suspension up to ten days.

10 A gang is any ongoing organization or group of three or more persons having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal activity. Gang activity means any act (e.g., recruitment with use of intimidation, tagging or marking, assault, battery, theft, trespassing, or extortion) performed by a gang member or on behalf of a gang, and intended to further a common criminal objective. An overt display of gang affiliation means any act (e.g., wearing clothing or paraphernalia, displaying gang signs, symbols, and signals) that signifies or exhibits affiliation with a gang. Gang activity and overt displays of gang affiliation can be implied from the character of the acts and the circumstances surrounding the misconduct. Repeated violations of Behavior 3-9 of the handbook may result in a referral for an expulsion hearing and should be submitted as Behavior 4-19.

11 Students may be suspended from Andean network privileges for improper use of information technology devices for one semester (for first violation) or up to one year (for second or subsequent violation), in addition to any other interventions and consequences listed.

12 Students may be suspended from Andean network privileges for improper use of the Andean network for one semester (for first violation) or up to one year (for second or subsequent violation), in addition to any other interventions and consequences listed.

13 Second or repeated violations of Behavior 3-13 may result in a request for an expulsion hearing and must be submitted as Behavior 4-13.

14 Principals have discretion to suspend a student for fewer than five days if the student has a disability/impairment, based on the student's age/grade level, or for other good cause as determined by the principal or designee.

### **Consequences Group 3:**

- ✓ Behavior documented by school authority and referred to the designated authorities
- ✓ Documented Teacher, Student, Parent/Guardian, and Administrator conference focused on expectation violated, cause of behavior, and strategy to prevent recurrence
- ✓ Recommended instructive, corrective, or restorative response
- ✓ Automatic Parent/Guardian communication and meeting with Administration
- ✓ Skill-building in-school suspension, out-of-school suspension, or combination in-school and out-of-school suspension for up to five days.<sup>13</sup>
- ✓ After School Community Service hours
- ✓ Repeated offense Group 3 behavior can be bumped up to Group 4 (Illegal)
- ✓ School may contact law enforcement if behavior appears to be illegal
- ✓ When the suspension is assigned, create a plan for preventing future behavior incidents, restoring relationships, and addressing student needs.
- ✓ Student will be put on Probation or Review status. A contract will be created if the student is put on Probation
- ✓ A driver's license or learner's permit may be revoked or not issued to an individual less than eighteen (18) years of age who is suspended or expelled according to Indiana law: **IC 20-33-8-14 / IC 20-33-8-15 / IC 20-33-8-16.**

### **Illegal Violations – Group 4 Offenses (Automatic review for Expulsion)**

\* Behaviors marked with a single asterisk indicate that the misconduct is a violation of the law.

**\*\* Behaviors marked with two asterisks indicate that the misconduct may be a violation of the law.**

**\*\*4-1** False activation of a fire alarm that does not cause a school facility to be evacuated or does not cause emergency services to be notified

**\*\*4-2** Extortion – obtaining money or information from another by coercion or intimidation

**\*\*4-3** Assault<sup>15</sup> – an attempt or reasonable threat to inflict injury on someone with a show of force that would cause the victim to expect an immediate battery

**\*\*4-4** Vandalism (willful or malicious destruction or defacing of the property of others) or criminal damage to property at a cost less than \$500

**\*\*4-5** Battery (unwanted bodily contact with another person without legal justification) or aiding or abetting in the commission of a battery which does not result in a physical injury

**\*\*4-6** Fighting<sup>16</sup> – physical contact between more than two people with intent to harm, or physical contact between two people with intent to harm that results in injury

**\*\*4-7** Theft (unauthorized control over the physical property of another) or possession (physical control over, such as contained in clothing, lockers or bags) of stolen property that costs less than \$150

**\*\*4-8** Possession, use, sale, or distribution of fireworks

**4-9** Any behavior not otherwise listed in Groups 1 through 3 of this handbook that very seriously disrupts the educational process

**\*\*4-10** Trespassing on Andean property – entering Andean property when previously prohibited or remaining on school grounds after receiving a request to depart

**\*4-11** Knowingly or intentionally using the Andean network or information technology devices to spread viruses to the Andean network<sup>17</sup>

**4-12** Possession of any dangerous object as defined by this handbook<sup>18</sup>

**\*\*4-13** Repeated violation of Behavior 3-13, use or possession of alcohol in school or at, before or after a school-related function<sup>19</sup>

**4-14** Initiating or participating in inappropriate physical contact with school personnel, such as pushing school personnel out of the way in order to



physically fight with another student, with no intent to harm school personnel

**\*4-15** Aggravated assault – assault<sup>20</sup> with a deadly weapon or done by a person who conceals his/her identity, or any assault against school personnel

**\*4-16** Burglary – knowingly and without authority entering or remaining in a building or vehicle with intent to commit a felony or theft therein

**\*4-17** Theft (obtaining or exerting unauthorized control over) or possession (physical control over, including in clothing, lockers, or bags) of stolen property that costs more than \$150

**\*\*4-18** Use of intimidation, credible threats of violence, coercion, or persistent severe bullying. Intimidation is behavior that prevents or discourages another student from exercising his/her right to education, or using force against students, school personnel and school visitors. For severe bullying, see the Anti-Bullying Policy *before* assigning an intervention or consequence.

**\*4-19** Gang activity or overt displays of gang affiliation<sup>21</sup>

**\*\*4-20** Inappropriate sexual conduct, including unwelcomed sexual contact, indecent exposure, transmitting sexually suggestive images through information technology devices, or other sexual activities which do not involve the use of force

**\*4-21** Engaging in or attempting any illegal behavior which interferes with the school's educational process

**\*4-22** Persistent or severe acts of sexual harassment – unwelcome sexual or gender-based conduct (either physical or verbal) and/or conduct of a sexual nature which is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the educational program or which creates a hostile or abusive school environment

**\*4-23** False activation of a fire alarm which causes a school facility to be evacuated or causes emergency services to be notified

**\*4-24** Battery, or aiding or abetting in the commission of a battery, which results in a physical injury. Battery means unwanted bodily contact with another person without legal justification.<sup>22</sup>

**\*4-25** Use of any computer, including social networking websites, or use of any information technology device to threaten, stalk, harass, bully or otherwise intimidate others. Or, hacking (intentionally gaining access by illegal means or without authorization) into the Andean network to access stu-

dent records or other unauthorized information, or to otherwise circumvent the information security system<sup>23</sup>

**\*4-26** Vandalism (willful or malicious destruction or defacing of property) or criminal damage to property that results in damage exceeding \$500 or that is done to personal property belonging to any school personnel

**4-27** Inappropriate consensual sexual activity

**\*4-28** Use or possession of illegal drugs, narcotics, controlled substances, “look-alikes”<sup>24</sup> of such substances, or contraband<sup>25</sup>, or use of any other substance for the purpose of intoxication in or before school or a school-related function<sup>26</sup>

**\*4-29** Participating in a mob action – a large or disorderly group of students using force to cause injury to a person or property, or persisting in severe disruption after being directed to cease by school personnel or Police

**\*4-30** Use, possession, and/or concealment of a firearm<sup>28</sup>/destructive device or other weapon<sup>29</sup> or “look-alikes” of weapons as defined in the Reference Guide, or use or intent to use any other object to inflict bodily harm

**\*4-31** Intentionally causing or attempting to cause all or a portion of the Andean network to become inoperable<sup>30</sup>

**\*4-32** Arson – knowingly damaging, by means of fire or explosive, a building and/or the personal property of others

**\*4-33** Bomb threat – false indication that a bomb, or other explosive of any nature, is concealed in a place that would endanger human life if activated

**\*4-34** Robbery – taking personal property in the possession of another by use of force or by threatening the imminent use of force

**\*4-35** Sale, distribution, or intent to sell or distribute alcohol, illegal drugs, narcotics, controlled substances, “look-alikes”<sup>31</sup> of such substances, contraband,<sup>32</sup> or any other substance used for the purpose of intoxication,<sup>33</sup>

**\*4-36** Sex acts which include the use of force

**\*4-37** Aggravated battery (battery that causes great harm, is done with a deadly weapon, is done by a person who conceals his/her identity, or the use of physical force against school personnel) or aiding and abetting in the commission of an aggravated battery

**\*4-38** Murder – killing an individual without legal justification

**\*4-39** Attempted murder – an act that constitutes a substantial step toward intended commission of murder

**\*4-40** Kidnapping – secret confinement of another against his/her will or transportation of another by force or deceit from one place to another with the intent to secretly confine

**\*4-41** Theft (obtaining or exerting unauthorized control over) or possession (physical control over, including in clothing, lockers, or bags) of stolen property that costs more than \$1,000

## Notes:

15 An assault may be committed without actually touching, striking or injuring the victim.

16 It is not an act of misconduct to defend oneself as provided by the law.

17 Students may be suspended from Andean network privileges for improper use of the Andean network for up to one year, in addition to any other interventions and consequences listed.

18 Second or repeated violations of Behavior 4-12 may result in a request for an expulsion hearing.

19 Consider referring students who commit 4-13 behaviors to a substance abuse prevention program or counseling.

20 An assault is an attempt or reasonable threat to inflict injury on someone with a show of force that would cause the victim to expect an immediate battery. An assault may be committed without actually touching, striking or injuring the victim.

21 A gang is any ongoing organization or group of three or more persons having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal activity. Gang activity means any act (e.g., recruitment with use of intimidation, tagging or marking, assault, battery, theft, trespassing, or extortion) performed by a gang member or on behalf of a gang, and intended to further a common criminal objective. An overt display of gang affiliation means any act (e.g., wearing clothing or paraphernalia, displaying gang signs, symbols, and signals) that signifies or exhibits affiliation with a gang. Gang activity and overt displays of gang affiliation can be implied from the character of the acts and the circumstances surrounding the misconduct. Consider referring students who commit 4-19 behaviors to a gang intervention program at a community based organization.

22 It is not an act of misconduct to defend oneself as provided by the law.

23 A student may be disciplined for circumventing the information security system regardless of the student's intent.

24 "Look-alike" means any substance which by appearance, representation, or manner of distribution would lead a reasonable person to believe that the substance is an illegal drug or other controlled substance.

25 Contraband means any instrument used to commit a crime or violation, and any other item, when possessing that item violates any applicable law, City ordinance, rule or policy of the Board or any individual school.

26 Consider referring students who commit 4-28 behaviors to a substance abuse prevention program or counseling.

27 Principals have discretion to suspend a student for fewer than ten days if the

student has a disability/impairment, based on the student's age/grade level, or for other good cause as determined by the principal or designee.

28 The term "firearm/destructive device" as defined in 18 U.S.C. Section 921 includes, but is not limited to, handguns, rifles, automatic weapons, bombs, or other incendiary devices and parts thereof.

29 Weapons include any object that is commonly used to inflict bodily harm, and/or an object that is used or intended to be used in a manner that may inflict bodily harm, even though its normal use is not as a weapon.

30 A network is considered inoperable when it is unable to perform at the level of functionality intended by its maintainers.

31 "Look-alike" means any substance which by appearance, representation, or manner of distribution would lead a reasonable person to believe that the substance is an illegal drug or other controlled substance.

32 Contraband means any instrument used to commit a crime or violation, and any other item, when possessing that item violates any applicable law, City ordinance, rule or policy of the Board or any individual school.

33 It can be assumed that a student in possession of large quantities of alcohol, illegal drugs, narcotics, or controlled substances, or in possession of multiple individually-packaged amounts of alcohol, illegal drugs, narcotics or controlled substances, intends to sell or deliver these substances. Consider referring students who violate behavior 4-35 for substance abuse prevention program or counseling.

### **Consequences Group 4:**

- ✓ Behavior documented by school authority and referred to the designated authorities
- ✓ Automatic Parent/Guardian meeting with Administration
- ✓ Out-of-school suspension for up to ten days.<sup>27</sup>
- ✓ After School Community Service hours
- ✓ Possible recommendation for Expulsion, pending investigation
- ✓ School may contact law enforcement if behavior appears to be illegal
- ✓ When the suspension is assigned, create a plan for preventing future behavior incidents, restoring relationships, and addressing student needs.
- ✓ A driver's license or learner's permit may be revoked or not issued to an individual less than eighteen (18) years of age who is suspended or expelled according to Indiana law: **IC 20-33-8-14 / IC 20-33-8-15 / IC 20-33-8-16.**

### **SMOKING/DRINKING/DRUG POLICIES**

**INTRODUCTION AND PURPOSE:** As a Catholic high school within the Diocese of Gary, we recognize that any illegal use of alcohol, drugs, or tobacco is contrary to the teachings of the Roman Catholic Church. Although there are different perspectives to substance abuse in secular society, the teachings of the Church are unambiguous. The use of alcohol, tobacco, and illegal drugs by our students will not be tolerated. Andrean High School students are prohibited from smoking, consuming alcohol,

or using intoxicants of any kind. The use of tobacco, alcohol, and/or intoxicants of any kind inhibits the growth of young people, places both students and parents in legal jeopardy, harms the students' health, disrupts the educational process, endangers others, destroys the reputation of the Andean High School, and is contrary to the behavioral expectations as established in the Gospel of Jesus Christ. Andean expects the cooperation and collaboration of school personnel, parents, students, law enforcement agencies, and treatment organizations in enforcing the anti-alcohol and anti-drug policies at Andean High School. In furtherance of those policies, Andean will utilize targeted and random searches and drug testing to determine when a student may be using or in possession of such substances as described more fully below.

**DEFINITION OF PROHIBITED SUBSTANCES.** Prohibited Substances include alcohol and other mood-altering substances or drugs (other than those prescribed by a physician for the specific student and administered on school premises according to school policy regarding prescription drugs to be taken at school), including, but not limited to, marijuana, cocaine, alcoholic beverages, caffeine-based pills, stimulants of any kind, any other narcotic drug or synthetic, and any substance which the student has reason to believe is or which has been represented to the student as any of the aforementioned. Most of these substances may not be purchased legally by anyone under the age of 21 and certain substances may not be purchased, used, or obtained legally at any age. Over-the-counter medicine may also be considered a Prohibited Substance. In the event of any uncertainty, the principal of Andean High School will make a final determination on whether a particular item is a Prohibited Substance.

**CONSEQUENCES FOR DISTRIBUTION, POSSESSION, SALE, OR TRANSFER OF PROHIBITED SUBSTANCES.** The sale, possession, distribution, or transfer of a Prohibited Substance by an Andean student is considered grounds for expulsion or suspension. (See *Grounds for Expulsion or Suspension.*) Law enforcement officials may be asked to intervene if deemed necessary. Students are personally responsible for all materials on their person, in their possession, in their lockers, and in cars parked in the School parking lot or in the vicinity of the School. With this in mind, lockers and cars should be locked at all times to avoid unknown material being placed in the student's possession without the student's knowledge or permission. Any student suspected of the sale, possession, distribution, or transfer of a Prohibited Substance may be suspended for up to five (5) days while the incident is being investigated and prior to any disciplinary suspension or expulsion. Once the investigation is completed, additional measures may be enforced, including, but not limited to, temporary suspension or permanent expulsion.

**CONSEQUENCES FOR CONSUMPTION OF PROHIBITED SUBSTANCES.** Any student who consumes or is found to be under the influence of a Prohibited Substance is considered to be in possession of the Prohibited Substance and is subject to the consequences explained above. In addition, the student may be required to submit to a professional drug and alcohol assessment, as well as to participate in a drug and alcohol treatment program (with the results reported to the school). Should the student and/or the student's parents/guardians refuse such professional screening or participation in a drug and alcohol treatment program, the student may be immediately expelled.

#### **SEARCHES**

**Vehicles.** Any vehicle parked in the student parking lot is subject to drug dog searches. Any item that is prohibited in the School is also prohibited in the students' vehicles. Should a drug dog discover any prohibited or illegal item, the same disciplinary procedure would apply as if the item were found on the student's person. If a drug dog indicates the possible presence of any material that the dog is trained to detect within a vehicle, then an immediate search of the vehicle can take place. Any student who drives a vehicle to school is deemed to have consented to such search. Upon a drug dog alerting its handler to a student vehicle, a School administrator will request the student to allow a further search of the vehicle. If a minor student refuses to allow such search, School personnel will immediately contact the student's parent or guardian. Illegal items may be seized by School authorities. These items will immediately be turned over to law enforcement officials for disposition as they see fit. Any student who refuses to allow his or her vehicle to be searched shall be considered to be in possession of Prohibited Substances as explained and is subject to discipline as explained above.

**Lockers.** Lockers issued to students are the property of Andean High School and are subject to inspection and/or search and seizure of its contents at any time at the discretion of the administration. Drug dogs will periodically search student lockers, and any prohibited or illegal items found in the student's locker are considered to be in the possession of the student.

**Classrooms.** Drug dogs will also periodically search randomly selected classrooms. A drug dog alert to an individual, a backpack, or a desk during a search will lead to further searching and investigation by School officials or law enforcement officers.

**Beverages.** All beverage containers, including cups, cans, and bottles (including water bottles), are subject to search and testing by School administration, with or without any suspicion of the presence of a Prohibited Substance.

## **STUDENTS SUSPECTED TO BE UNDER THE INFLUENCE**

**Breathalyzer/Drug Testing.** Any student who the administration suspects to be under the influence of a Prohibited Substance is subject to breathalyzer and/or drug testing pursuant to the testing procedure described below.

**Extracurricular Activities.** Certain extracurricular activities, including dances and prom, will require all students and guests attending to submit to a breathalyzer test prior to admission to the event. Consent forms will be provided and sent home with the student for signature by the student's parent or guardian. Signed consent forms must be presented at the door prior to breathalyzer testing in order for the student to be admitted to the event. Throughout the extracurricular activity, School administration may require students to resubmit to an additional breathalyzer test or tests.

**Random Drug Testing Program.** In order to deter the use of Prohibited Substances at Andean High School, a random drug testing program shall be instituted and carried out as resources permit throughout the school year. Each student and the student's parent/guardian is required to sign and return the drug testing consent prior to the beginning of each school year. Failure to comply will result in the non-enrollment and withdrawal of the student from the School. Students will be randomly selected on a periodic basis to participate in a random drug testing program. All selection will be done using ID numbers and not student's names. The number of random tests and students chosen for testing will be determined according to available resources. Even after being tested, a student's ID number is still eligible to be randomly selected again. No student will be given advance notice or early warning of the testing. All testing will take place pursuant to the drug testing procedures explained below.

## **DRUG TESTING PROCEDURES.**

A student's refusal to submit to the test is considered a "positive" result and will require disciplinary action. The testing procedure will consist of a specimen taken at Andean High School by the principal and/or the principal's designee. The specimen will be immediately sealed, labeled, and sent to a toxicology lab. The sealing of the specimen collected will take place in the presence of the student and another witness. The sealed container will not be opened until it arrives at the toxicology lab and is opened pursuant to the procedures of the lab. The School will notify a parent/guardian of the student whenever a specimen is taken, as well as the results of the test. The testing lab will be authorized to report testing results only to the principal or the principal's designee. The testing lab will not be authorized to release test results to any other individual or agency. Andean will pay for all initial drug tests. Any subsequent test requested by the student or the student's parent/guardian will be the financial responsibility of the student and/or the student's parent/guardian.

## **ELECTRONIC DEVICES:**

Electronic devices can aid or hinder the learning experience in a school environment. With this in mind, it is a teacher's decision when and if students will be allowed to use electronic devices in a

classroom. Otherwise, devices are not to be used anywhere in the building during school hours without the permission of administration/faculty/staff. The following consequences will be issued for electronic device violations in a classroom or other area where electronic devices are restricted:

- ✓ **Violations 1-2:** Item confiscated, student may pick it up at end of school day, and/or teacher may assign informal detention.
- ✓ **Violation 3 and any additional violations** – Item confiscated, formal detention assigned (Group 1 Category), student/parent may pick up at end of school day (main office), and progressive discipline may be applied if further violations.

Taking, displaying, possessing, or transmitting pictures with sexually related content (including nudity) or pictures taken without the consent of the student or staff member in a situation not related to a school purpose or educational function is not permitted and will be subject to consequences beyond the above hierarchy. Refusal to give an electronic device to a staff member when instructed may result in further disciplinary consequences. Students may not photograph or video record other students or staff members at school. If done, the recording device (possibly cell phone) will be confiscated, the photograph or video viewed by administration and erased.

### **IMPORTANT NOTICE TO STUDENTS AND PARENTS REGARDING CELL PHONE CONTENT AND DISPLAY**

- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Level 5 felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography,” a Level 6 felony under I.C. 35-42-4-4(c), for person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16
- “Sexual conduct” is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals or female breasts intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
- The Indiana Sex Offender Registration Statute at IC 11-8-8-4.5 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009 and amended in July of 2014, require persons convicted of or adjudicated as a juvenile delinquent

for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

### **DELIVERY POLICY**

No deliveries of balloons, candy, gifts, flowers, etc. will be accepted at the school. While it may be endearing to surprise a student, such events are very disruptive to the educational process.

### **BUILDING ACCESS HOURS**

Students will not be allowed into the building before 6:30 AM on school days, unless participating in morning practices. Students must go to the cafeteria and stay until 7:30 am. Students will be expected to be out of the building by 3:00 PM unless participating in a practice associated with an extra-curricular activity with supervisor. After 3:00, students waiting for a ride must go to the library. This room will be supervised until 5:00 pm. On early dismissal days, students must leave within 30 minutes after school ends.

### **CAFETERIA**

Students must report to and remain in the cafeteria during their assigned lunch periods. Students are considered truant if not in the cafeteria during their scheduled time. Students may bring their own lunch from home or purchase a full meal from the serving area.

Other than individual lunches, no outside food is to be brought into the cafeteria during lunch hours without the prior consent of the Director of Food Services or Administration. Glass containers of any kind are not permitted in the cafeteria. Students are expected to pick up after themselves when finished in the cafeteria. All uneaten food and trash must be placed in the trash containers. Trays and dishes are to be returned to the designated area. Recent renovations to the cafeteria have made it a much more aesthetically pleasing experience for our students. Everyone is expected to do their part to make sure it remains as such.

**PAYMENT FOR CAFETERIA FOOD** can be made with cash at the register per-transaction, advance funding via check payable to Andrean High School in any amount desired, turned in to the office before school begins, or most conveniently by utilizing our online payment system at [www.MySchoolBucks.com](http://www.MySchoolBucks.com) which allows prepayment by credit care in any amount desired. A student with no funds on deposit and no cash on a given day may be granted credit, at the discretion of the Director of Food Services, conditional that payment is remitted the following school day.

### **ENVIRONMENT**

Food and drink is never allowed outside of the cafeteria’s designated eating areas. This includes classrooms. Orders for outside food delivery from restaurants may not be placed. Attempted deliveries will be refused. Students will be permitted to carry water bottles only outside the cafeteria. Students may not have water in containers other than a water bottle. Water fountains are located throughout the school to assist in the maintenance of body hydration.



## COMMUNITY SERVICE

Community Service is a very important element in the Andrean program. Students are encouraged to work together for their local communities, parishes, and towns. Every student is required to complete sixteen hours of community service per school year.

## DROP OFF AND PICK UP OF STUDENTS

Students are to be dropped off and picked up **behind the school at Door M**. For essential appointments and emergencies, students are to be picked up **in the front of school using Door A**. Persons picking up students for these occasions **MUST** report to the Attendance Office to sign for their release. Please refer back to the **PRE-ARRANGED ABSENCES** in the **ATTENDANCE GUIDELINES** section of this handbook for related procedures.

- Drop off before school: Students should enter through Door M. Students will be allowed to enter the building at 6:30 AM. Students must then go to the cafeteria. At 7:30, students will be allowed to enter the rest of the school.

## DRIVING PRIVILEGES

The school reserves the right to legislate and/or to deprive students the privilege of driving to school. Only two axle vehicles are allowed to be parked in the school parking lot. A parking permit is required.

## PARKING PERMITS

Each student is required to register any vehicle that may be driven to school and parked in the school parking lot during the day with the Main Office. The student must present a valid driver's license and completed application when purchasing a parking permit. Andrean students must pay a fee of \$10 for a parking permit. If a parking permit is lost, a new one must be purchased for \$10. Failure to register a vehicle and obtain and display the parking permit and/or disregard any of the above guidelines may result in towing of the vehicle at the owner's expense. Students must obtain a parking permit within the first 5 days of school.

## PARKING FOR STUDENTS

Students who drive a vehicle to school must follow these guidelines:

- ❖ Observe safe driving rules at all times.
- ❖ All vehicles are to enter the parking lot via the south drive. The south drive is ENTER ONLY. The north drive is EXIT ONLY.
- ❖ Park only in designated parking places. All persons parking in the lot are expected to park BETWEEN the lines properly.
- ❖ Student may not remain in their vehicle before class in the morning, nor may they go to their cars during the school day without express permission in the form of a written pass from the administration.
- ❖ If a car is parked in the lot without a parking pass, said car will be subject to being towed at the owner's expense.
- ❖ Two wheel axle vehicles will be permitted in the school parking lot.

## STUDENT IDENTIFICATION BADGE

Students will be expected to wear their identification badge at all times during school and school-sponsored functions. All IDs must be on an Andrean or other approved lanyard draped around the student's neck, visible to all. If the student loses his/her Andrean ID badge, a duplicate ID must be

purchased at the Main Office. A \$5.00 fee applies for duplicate IDs and a \$2.00 fee for replacement lanyards. *All ID badges contain a barcode which is connected to the student's lunch account. Be sure to report lost ID badges IMMEDIATELY and monitor the student's lunch account for any unauthorized purchases.*

### **Student ID Policy:**

Students that are found in violation by any member of Andean staff will be assigned the following consequences:

- ✓ **Violations 1-2:** Student warned, asked to correct violation, and/or teacher may assign informal detention. Must be documented.
- ✓ **Violation 3 and any additional violations:** Student asked to correct violation, formal detention assigned (Group 1 Category), and progressive discipline may be applied if further violations. Must be documented.

**Note: Correction of violation may include: Asked to get from locker or location, and/or asked to have next day.**

### **LOCKERS**

Lockers issued to students are the property of Andean High School and are subject to inspection and/or search & seizure at any time at the discretion of the Administration and/or in accordance with the law. Students are responsible for proper care and internal upkeep of lockers. No writing may be done on lockers. Decorative temporary items placed on lockers can only be done with preapproval from Administration. Non-Andean locks may not be placed on lockers without approval from Administration. Unauthorized locks will be cut off with no reimbursement entitlement to the owner of the lock. The locker door must fully and securely be closed, meaning without any contents exposed and locked properly, by spinning the combination knob at least  $\frac{1}{4}$  turn. Locker combinations are the equivalent of passwords and must be secured, not shared. Andean High School is not liable for lost or missing items.

### **SCHOOL DANCES AND INFORMAL ACTIVITIES**

Dances and informal activities are optional events which students are privileged to attend. As a part of the student's responsibility for themselves and potential guests, they must exhibit exemplary behavior and follow all school rules including remaining alcohol/drug free. School sponsored dances place a great responsibility on the school. Therefore, no one is allowed to attend school dances if they are not enrolled in a high school. The only exception will be Andean Alumni. If an Andean student wishes to bring a guest to a formal Andean dance, the proper permission slip must be filled out prior to the purchase of tickets. If the guest is attending a Sock Hop, only a student ID will be necessary. Freshmen and sophomores are not permitted to go to Andean's prom. Anyone attending a dance must arrive no later than 30 minutes the dance starts and may not leave prior to 30 minutes before the dance is scheduled to end, unless prior permission has been granted in writing. Identification for a guest must be presented at the time of the ticket purchase for any dance. Identification must also be presented before the guest enters the dance. No guest over the age of 21 may attend. Students are expected to be in class on the day they are participating in any dance activity. This includes the Friday before if the event is held on Saturday. Girls dresses should be modest, appropriate length and style, and in good taste. Length of the dress must be at the girl's fingertips when arms are at the sides. "Cut outs" and two piece dresses are not allowed. The front of the dress must be cut above the breast line in a solid (non-mesh) material. The back of the dress must be cut above and not at the waist line in a solid (non-mesh) material. Appropriate dress for boys includes a tuxedo or suit, dress shirt and tie,

and dress shoes and socks. Gentleman may remove the jacket and tie during the evening but everything else must remain on. Students who violate the dress code will be sent home. Appropriate dancing is a part of the expected exemplary behavior of students. Inappropriate dancing, for instance juking, bumping, grinding or of a sexual nature, does not demonstrate Christian values and morals. Students will be asked to leave the dance and parents will be called. When it is determined that a student has been drinking and/or is in possession of alcohol or an intoxicant of any kind at a dance, regardless of location of the event, the Smoking/Drinking/Drug Policies section of this handbook will apply. Student may be required to appear before the Discipline Hearing Board.

Any disrespect to chaperones or staff may be cause for additional disciplinary measures. Each dance and informal activity is contingent on the preceding rules being followed. If present staff members feel that conduct or dress has been in violation of this policy, the next scheduled corresponding activity may be cancelled and the violation may lead to the cancellation of other activities.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Andrean High School expects its students to act in a dignified manner. Intense romantic gestures, such as kissing or any other physical display of affection, are unacceptable. The only display of affection that is acceptable is hand holding. Violation of the PDA policy will be enforced through the Discipline Code.

### **EMERGENCY DRILLS**

Fire, Tornado, and Lockdown drills are held regularly to develop safety practices that will help students and staff to move in a quick and orderly fashion to designated safety areas during an actual emergency. Rules of safety are reviewed regularly and posted in each classroom. The sounding of an alarm or announcement of a situation / emergency should be assumed to be an actual emergency at all times and never be taken lightly. Personal safety will depend upon the way in which everyone involved carries out procedures or modified instructions that the situation may dictate. DO NOT PANIC during a drill or an actual emergency! Absolute silence is imperative, as the circumstances in an actual emergency, or even deliberately during a drill can drastically change without notice. Any disturbance caused, including unnecessary talking during emergency (drill or otherwise), will result in detention. Teachers should bring their attendance roster and account for all students, reporting any missing students per established procedure.

### **FIRE DRILLS**

At minimum, monthly fire drills be conducted. Whenever a fire drill is held, staff and students are to follow the instructions posted in the room or office they are in Everyone is to WALK briskly and in an orderly fashion to their designated exit. Attendance will be taken outside. If you are not in your assigned area at the time of an alarm sounding, or become separated from your group, you should follow the closest class outside or exit from the nearest door and report to an adult immediately so you can be accounted for. DO NOT attempt to locate your group or return to your classroom. Maintain ABSOLUTE SILENCE from the sounding of the alarm until you have returned to your classroom, keeping in mind that circumstances can drastically change even while returning to class.

### **TORNADO DRILLS**

When a tornado drill is held, follow the instructions posted in the room or office where you are located, including opening one window, closing drapes, turning off lights, and closing classroom doors. The alarm signal will be a horn sounded over the intercom OR an announcement will be made. All staff and students are to go to their designated safe area quickly and in an orderly fashion. Students should be against inside walls with a book over their heads. No one is to move from the safe area until designated personnel (or emergency personnel in the event of an actual tornado) check out the building and issue an ALL CLEAR. Attendance will be taken in the hallway. If you are not in your assigned area at the time of an alarm sounding, or become separated from your group, you should follow the closest class to their designated safe area and report to an adult immediately so you can be accounted for. DO NOT attempt to locate your group or return to your classroom. Maintain ABSO-

LUTE SILENCE from the sounding of the alarm until you have returned to your classroom, keeping in mind that circumstances can drastically change even while returning to class.

**IF A TORNADO DRILL OR ALERT SHOULD OCCUR DURING THE LUNCH PERIOD:**

Cafeteria supervisors will direct students to safe areas. Students from the east door will be directed to the maintenance and gym corridors; students from south door will be directed to main south hallway (or other designated area, if necessary).

## **UNIFORMS**

### **2016-2017 AHS School Uniform Policy**

#### **Seniors**

- ***Only Seniors may wear the "old uniform"***
- Uniforms should not contain large, noticeable tears and stains or extremely worn out.
- Students will be required to wear uniforms that are neat in appearance; shirts must be tucked into pants, shorts or skirts.
- If the "old uniform" is worn out and not acceptable, seniors will adhere to the underclassmen policy.

#### **Underclassmen**

When purchasing uniforms, underclassmen parents and students will utilize Dennis Uniforms. Uniforms may be purchased at the Dennis store, located in Highland, IN, or from the Dennis website ([www.dennisuniform.com](http://www.dennisuniform.com)). Andean High School entered into a five-year agreement with Dennis Uniforms prior to the 2015-2016 academic year.

#### **Boys' Uniform:**

- Dennis khaki pants with Andean Logo
- Dennis khaki shorts with Andean logo must be loose fitted; worn no more than 2 inches above the knee
- Belt (black or brown) is required; pants and shorts must be worn at the waist with a belt.
- Dennis white or red, short or long sleeve Polo with Andean Crest
- Dennis blue or white long sleeve oxford with Andean Crest (Macbeth tie must be worn with this shirt during mass and special occasions when notified by the administration)
- Uniform shirts must be tucked into uniform pants or shorts.
- ***Optional:***
- Dennis red vest or V-neck sweater with Andean Crest; other uniform shirt must be worn under sweater or vest.
- Dennis gray, quarter zip pullover with Andean Crest; other uniform shirt must be worn under gray quarter zip.

#### **Boys' Socks:**

- Pants: black, brown, navy, and gray solid color
- Shorts: white or black calf or ankle
- No logo or design may be on the sock

### **Boys' Shoes:**

- Black/Brown/Tan/Burgundy dress shoes must be worn with pants
  - White or black athletic shoes may be worn with shorts
  - Athletic shoes must be primarily one color (no high tops)
  - Simple logos are acceptable on athletic shoes
- Unacceptable shoes include:** Toms, boots, slippers, moccasins, slides, sandals, flip flops, and high tops

### **Girls' Uniform:**

- Dennis plaid skirt must be worn no more than two inches above the knee (**The tan skirt will not be available this year**)
  - Dennis khaki pants with Andean logo must be loose fitted
  - Dennis khaki shorts with Andean logo must be loose fitted, worn no more than 2 inches above the knee
  - Belt (black/brown/maroon) is required; pants and shorts must be worn at the waist with a belt
  - Dennis white or red, short or long sleeve polo with Dennis Andean Crest
  - Dennis blue or white long sleeve oxford with Andean Crest
  - Uniform shirts must be tucked into uniform skirts, shorts, or pants.
- Optional:**
- Dennis red vest or V-neck sweater with Andean Crest; other uniform shirt must be worn under sweater or vest
  - Dennis gray, quarter zip pullover with Andean Crest; other uniform shirt must be worn under gray quarter zip

### **Girls' Shoes:**

- Black, brown, tan, burgundy dress shoes worn with skirts and pants
  - White or black athletic shoes may be worn with shorts only
  - Athletic shoes must be primarily one color (no high tops)
  - Simple logos are acceptable on athletic shoes
- Unacceptable shoes include:** Toms and Bobs style shoe, slippers, boots, heels, sandals, open toe shoes, flip flops, moccasins, slides, and mules, high tops

### **Girls' Socks:**

- Pants or Skirts: white, navy, and gray solid color
- Shorts: white or black calf or ankle
- No logo or design may be on the sock

### **Girls' Tights:**

- White, navy, and gray solid color tights (no patterns)

### **Mass and special occasion uniform:**

- Seniors: Pending senior privilege approval, seniors may dress up for Masses and special occasions.

- Underclassmen Boys: pants, oxford (worn with tie when required by administration), belt, socks and dress shoes
- Underclassmen Girls: skirt, oxford (or polos when approved by administration), socks and dress shoes

### **Additional Guidelines:**

- Students will be required to wear uniforms that are neat in appearance.
- All shirts are to be tucked in.
- Uniforms should not contain large, noticeable tears and stains or extremely worn out.
- Dress shoes will be worn with uniform pants and skirt.
- Athletic shoes may be worn with shorts only (no high tops).
- Uniform shorts can only be worn August 11<sup>th</sup> through October 31<sup>st</sup>, and April 1<sup>st</sup> through the end of the school year.
- No long sleeve shirts are to be worn under the short sleeve polo.
- If you are to wear a t-shirt under uniform top, only a white t-shirt is acceptable.
- Uniform shirt must be worn under sweater, vest, and pullover.
- Sweatshirts (except the Dennis gray, quarter zip pullover) may not be worn as part of the uniform, except on special dress days determined by the Administration.
- Only Seniors may wear the "old uniform" from previous years.
- Girls: only earrings are acceptable
- Boys: no piercings are acceptable
- No visible tattoos are allowed
- Long underwear, leg warmers, and leggings, or over-the-knee socks are not to be worn with skirts.
- Nose, tongue, eyebrow and other nonstandard jewelry are prohibited, nor may students wear clear plugs to help keep piercings open.
- Coats, jackets, and non-uniform sweaters are to be in lockers the entire day. At no time is a coat or jacket to be brought to a classroom, including last period.
- No head coverings are to be worn at any time for any reason in the school during the school day or at school events. Bandanas are considered a head covering. No sweatbands may be worn. However, females are allowed to wear a small headband.
- No attire that is associated with gangs will be allowed in the building, on school grounds or at school events.
- Clothes deemed as faddish or trendy, as well as many other types of clothing that do not meet the uniform standards are unacceptable. Final determination of unacceptable attire resides with the administration.

### **Student ID's/Lanyards**

- Lanyards must be worn by students to assist with identification and security.

### **Gym Uniforms**

- **Red and Gold Andean T-shirt**
- **Black Andean shorts**
- **Andean combination lock**

***These items can be purchased at Andean high School. The cost for the gym uniform package***

***is \$35. These uniforms will be made available for purchase before school on Orientation day. During the school year, gym uniforms can be purchased from the Niner Nook.***

## **HAIR**

Hair is to be neatly trimmed and groomed. If bangs are worn, hair should be no longer than touching the eyebrow. Boys' hair cannot be touching their collar. Boys may not have pony tails or hair pulled up/back with any kind of headband. There are to be NO extreme fads in hairstyle or cut. All students should have their hair color a natural color. If administration feels that a particular cut or color is inappropriate, a change must be made. Boys are to be clean-shaven. Beards, mustaches, and goatees are NOT acceptable. Sideburns are to be neatly trimmed, and no longer than the bottom of the ear lobe.

## **BACKPACK POLICY**

Andrean students are not permitted to carry book bags or back packs during the school day, unless approved by a faculty/administration. Girls are permitted to carry an appropriate sized purse for personal essentials.

## **ANDREAN SPIRIT WEAR, THEME WEAR, & UNIFORM EXCEPTIONS**

Certain administratively approved occasions / events will relax uniform standards to a certain degree. Details will be given case by case. Students are not required to participate in such exceptions to policy and may choose to wear their regular uniform if desired. Adherence to the special terms / exceptions to standard uniform policy is mandatory if participating. Violators will be considered "out of uniform" and subject to the consequences covered in this handbook. Andrean Spirit Wear is defined as any shirts, sweatshirts or warm-up suits that have the Andrean monogram and/or crest officially inscribed on them, including team wear, club wear, and other officially recognized organizations Handmade t-shirts are unacceptable. Clothing worn with Andrean Spirit Wear should be in good taste. If a student chooses not to participate in the event, then he/she must wear the normal school uniform.

If staff that feels a student is in violation of dress code, the student will be sent to the Assistant Principal of Student Life for determination and disposition.

## **DRESS CODE WHEN REPRESENTING SCHOOL**

Students representing Andrean at any function or when having a photo taken for by the media are required to be in uniform. If the need arises for a uniform deviation, the Principal must approve such exception / adjustment in writing.

### **Uniform/Dress Code Policy:**

Students that are found in violation of the uniform/dress code by any member of Andrean staff will be assigned the following consequences:

- ✓ **Violations 1-2:** Student warned, asked to correct violation, and/or teacher may assign informal detention. Must be documented.

- ✓ **Violation 3 and any additional violations:** Student asked to correct violation, formal detention assigned (Group 1 Category), and progressive discipline may be applied if further violations. Must be documented.

**Note: Correction of violation may include: Asked to change immediately, asked to change the next day, parents bring in proper dress code attire, purchase of proper dress code attire at school store and/or Dennis Uniform, and etc.**

**A good rule of judgment when it comes to the Uniform Policy is if a student wonders if something is acceptable, it probably isn't. Furthermore, if a student wonders if something might be acceptable, then it would be appropriate to ask administration first to clarify.**

## **PHONE CALLS**

Phone calls should be limited to before school and during lunch. Calls can be made in the Attendance Office or the Main Office, with permission. Cell / wireless phones can be used before or after school. **Parents are asked to contact the school in emergency situations, not the student's personal phone.** The staff must be able to coordinate in emergency situations. Cell phones are not to be visible or heard during school hours, unless a student has permission of administration/faculty/staff.

## **PLAGIARISM/CHEATING POLICY**

**Cheating** is defined as a means by which an individual or group or whole by their actions or inactions attempt to receive academic credit/award/recognition by influence, dishonesty and/or deception. Cheating is considered a serious violation at Andean High School.

**Cheating** is to influence or lead by deceit, trick or artifice, to elude or thwart by or as if by outwitting.

**To Cheat** suggests using trickery that escapes observation (i.e. Cheat Sheet)

The copying of homework assignments, classroom assignments for academic credit, award or recognition is considered **cheating**. The exchange of information before and/or during any exam, quiz or testing procedure is considered **cheating**. The use of cell phones, iPods, iPads (unless teacher permission is granted) and/or any digital/electronic device during any test is considered **cheating or an attempt to cheat**.

Cheating includes, but is not limited to, working together with another individual on an assignment when specifically prohibited from doing so by the teacher, looking at text, notes, or other person's paper during an exam. Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. This includes, but is not limited to, giving someone answers to Quiz/Exam/Quizzes/Exams in the same academic term; giving or selling a term paper, report, or other restricted written materials to another student. Forging of signatures and plagiarism are also definitive forms of cheating.

**Plagiarism** is the attempt of an individual to submit/claim the published work of another as the product of his or her own thoughts, whether the other's work is published or the work of a fellow student. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, project, research paper, homework, or other written materials submitted to a teacher as the student's own work. Plagiarism also includes handing in a paper to a teacher which was purchased from a term paper service, or presenting another per-



son's academic work as that of the student's.

**Misrepresentation** is an act or omission with intent to deceive a teacher. This includes, but is not limited to; lying about family or personal circumstances in order to gain academic advantage for yourself or others; changing answers on graded materials and having another person complete an assignment.

All student work submitted for assessment must be written and/or created by the student. Plagiarism, or the copying and use of another's work without proper acknowledgment is not permitted, nor is it permissible for anyone to allow another person to copy their work for the purposes of assessment. The following are a collection of the standard, recognized forms of plagiarism:

- Direct duplication, by copying (or allowing to be copied) another's work, whether from a book, article, website, another student's assignment, etc.
- Paraphrasing of another's work closely, with minor changes but with the essential meaning, form and/or progression of ideas maintained
- Piecing together sections of the work of others into a new whole
- Presenting the work of tutors, parents, siblings, or friends as your own
- Submitting papers from the internet written by someone else as your own
- Submitting one's own work that has already been submitted for assessment purposes in another subject

Any work based on another person's published work may be used if, and only if, that work is properly cited according to the rules of citation and reference.

The consequences for cheating/plagiarism are found in the Discipline Code.

Note: Adapted from the policy of Archbishop McCarthy High School of the Archdiocese of Miami

## **INTERNET & TECHNOLOGY RESPONSIBLE USE POLICY**

Internet access at Andrean is strictly limited to educational use. The purpose of the Internet is to support research and education in and among academic institutions in the US by providing access to unique resources and the opportunity for collaborative work. The use of the school's Internet connection must be in support of education and research and consistent with the philosophy of Andrean High School. In keeping with the mission of Andrean High School, to promote values for a lifetime, the school will instruct about and guard against inappropriate, unethical and illegal use of the Internet by any user. As there is much content considered objectionable that is accessible via the Internet, Andrean High School has incorporated filtration systems to restrict access to such material. However, as the Internet is ever-changing, no filtration system can block all possible objectionable material. Users should immediately report objectionable content to a staff member for review. The use of proxy servers or any other method of attempting to bypass the security and/or filtration systems set in place is strictly prohibited.

**Content:** Transmission, downloading, uploading and/or sharing any material in violation of any US or state regulation or Andrean High School policy is prohibited whether contained on school owned property or user owned property. This includes but is not limited to: copyrighted material, threatening, pornographic or obscene material, or material protected by trade, audio and/or video footage or photographs of Andrean High School students, employees, or the facility without express written consent from authorized personnel. This includes off property school related events involving the same. **All communications and information accessible via the network should be assumed to be subject to being cited properly when used in research, reports, presentations, etc.**

**Commercial Activity:** Use for commercial activities is generally not acceptable. Andrean High School is not liable for loss or damages incurred due to a user's participation in activities involving

financial transactions.

**Privileges:** The use of the Internet and school owned equipment is a privilege, not a right. The administration, faculty or staff of Andrean High School may request that a student's use of any school computer equipment be denied. A record of all network activity is logged and may be audited by authorized staff at any time. Any Andrean High School user that violates any of these provisions will be subject to disciplinary action.

**Guarantee:** Andrean High School makes no guarantee of any kind, whether expressed or implied for the technology service it provides. Andrean High School will not be responsible for any damages incurred. This includes, but is not limited to loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Internet is at user's risk. Andrean High School specifically denies any responsibility for the accuracy or quality of information obtained through its network.

**Security:** Security on any computer system is a high priority, especially when the system involves many users. Bring security concerns to the attention of the staff and do not demonstrate the concern to other users. Do not use another individual's account without written permission from that individual. Always log out of any websites you log into and always log off of the computer when you are done. Attempts to log on to a computer, device, website or program in any method not expressly permitted will result in disciplinary action. Any user identified as a security risk will be subject to investigation and disciplinary action.

**Vandalism:** Vandalism is defined as any malicious attempt to harm or destroy data of other users on our network or any outside network connected to the Internet, included but not limited to hacking or creation/sharing of a bot, virus, spyware, malware, scareware, ransomware etc., and/or to destroy, damage or deface equipment owned by Andrean High School. Vandalism will be subject to disciplinary action, and may include, but is not limited to reimbursement to Andrean High School for losses.

**Internet Blogging and Social Networking Etiquette:** All users are expected to abide by the generally accepted rules of social network etiquette. This includes, but is not limited to: refraining from vulgarities, abusive language/wording, unwarranted tagging, publicizing private conversations and being polite. Illegal activities are strictly forbidden. Never reveal your personal address or phone number or that of other students or colleagues. Any student who receives requests for unsolicited information will immediately report that to the supervising teacher. That teacher will report this incident to appropriate authorities. **Anything that is posted on social resources including, but not limited to websites, blogs, forums, chat rooms, social networking site, etc. inside or outside of school that results in disruption to normal school operations and/or detrimentally impacts a fellow student, faculty or staff member, Andrean High School or Andrean's reputation, will be subject to disciplinary action.** The Andrean administration has the right to pursue legal or civil avenues for on-campus or off-campus Internet use that disrupts the learning environment or is contrary to the principles and teaching of the Catholic Church. While the school does not police social resources as a practice, if sites are brought to our attention by students, parents or other individuals, we reserve the right to address the behavior in line with Diocesan and school policies as well as civil laws. Any violation of this policy will result in disciplinary action, which may include, but is not limited to law enforcement agencies being notified. A violation of this policy by an employee may result in termination of employment with the Diocese. When and where applicable, law enforcement agencies may be notified of any violations of the spirit or letter of this policy.

**Social Networking / Interaction Between Students & Employees:** Students will refrain from interacting with school employees on social networking sites, including, but not limited to: Facebook and Twitter on a personal level. This includes posting and the process of adding them as a friend. E-mail communication from a student to an employee, if necessary, may only be directed to an employee's andreanhs.com email account. Replies from an employee, if any, will only come from their andreanhs.com email account.

**School Issued Email Accounts:** Email addresses issued by Andrean High School are considered the property of the school, including the content within. Users of the Andrean High School email system are not guaranteed privacy. While the school does not intend to police email, under certain circumstances, authorized personnel may conduct actions that include, but are not limited to restricting access or reviewing con-

tent transmitted through the system, as well as sharing of information with appropriate administration or legal authorities.

**User Owned Electronic Devices:** Andrean prides herself in being innovative and flexible. As the trend toward "Bring Your Own Device" (BYOD) increases, so does the need to enhance security of the school's network. Although participation in BYOD is voluntary, it is wholly subject to the Internet & Technology Responsible Use Policy. The incorporation of devices in an organized and academic manner is permitted subject to teacher rejection. An Indiana state law was enacted that gives school systems the right to prohibit students in their district from possessing and using cellular phones and pagers as well as similar electronic devices on school property during school hours. Andrean has a right to use violations of this policy as a basis for disciplinary action. In addition to following policies, common sense should be exercised with use of devices including cameras built into devices, as well as the capability of text messaging, Internet access, etc. Policies will be enforced with great care and severity through the Discipline Code.

**PLEASE NOTE: ALL ELECTRONIC DEVICE USAGE IS SUBJECT TO ADMINISTRATIVE APPROVAL.**

## **Andrean High School Bullying Policy**

### **BULLYING**

Bullying committed by students toward other students is strictly prohibited. In accordance with Indiana Code 20-33-8-0.2, students will not participate in intimidation of any form which includes but is not limited to the following:

- **Physical bullying** – Hurting another student's body by hitting, kicking, punching, spitting, tripping, pushing, or any other physical aggression toward another student(s). Taking, hiding, or damaging another student's belongings.
- **Verbal bullying** – Making hurtful or mean remarks. This would include teasing, name-calling, inappropriate sexual comments, insulting, taunting, racial slurs, or threatening to cause harm.
- **Social/Relational bullying** – Intentionally hurting someone's reputation or relationships. Social bullying involves telling other students not to be friends with someone, excluding someone from social groups, spreading rumors about someone, or embarrassing someone in public in order to harass, ridicule, humiliate, or intimidate the targeted student(s).
- **Electronic/Written Communication** – Any "cyberbullying" that takes place using electronic technology. This type of bullying is communicated through the use of internet or electronic devices and equipment such as computers, cell phones, and tablets. Electronic technology used for sending or posting mean messages or rumors that may include embarrassing pictures, videos, or fake profiles are some examples of cyberbullying. This also includes but is not limited to electronic or digital harassment, threats, or bullying posted on social media sites (e.g. Facebook, Instagram, Twitter, etc.), text messages, chat, websites, or email. This written communication can be collective or group note writing that negatively affects the school's learning environment.

According to this code (IC 20-33-8-0.2), "bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule,

humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- (i) places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - (ii) has a substantially detrimental effect on the targeted student's physical or mental health;
  - (iii) has the effect of substantially interfering with the targeted student's academic performance; or
  - (iv) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
- 1) This rule applies when a student is on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group, including summer school, off school grounds at a school activity, function or event, while traveling to or from school or a school activity, function or event, and also if using property or equipment provided by the school.
  - 2) Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied should immediately report the conduct to the Assistant Principal of Student Life who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the Assistant Principal for Student Life for proper investigation.
  - 3) The Assistant Principal of Student Life shall investigate all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any findings, actions, or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified of the findings of the investigation and of any remedial or disciplinary action that has been taken. The information to be provided to parents includes the nature of the investigation, whether the school found evidence of bullying, and whether consequences were imposed or services provided to address the bullying incident if the evidence of bullying was substantiated.
  - 4) Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct.
  - 5) The Assistant Principal of Student Life will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student(s) and to educate the student(s) engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrators and school counselors will be responsible for determining if the bullying behavior reported and investigated met the criteria definition of bullying by the investigation results gathered through supported evidence.
  - 6) False reporting of alleged bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false. The school administrator is expected to respond

with consequences and remedial actions regarding any person found to have falsely accused another as a means of bullying as permitted under P.L. 285-2013.

- 7) A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion as stated in the Discipline Code and "*Grounds for Expulsion or Suspension.*"

## **HARASSMENT**

Harassment is any activity that humiliates, degrades or puts another at risk of emotional and/or physical harm. Harassment includes but is not limited to unwanted touching, name calling, rumor spreading, hazing and spoken or written intimidation whether physical, emotional or social.

A productive learning environment will be supported and the personal dignity of each individual in the Andean community will always be affirmed. Verbal or physical conduct by any students which harasses another individual will not be tolerated. Students who engage in any type of harassment will be subject to disciplinary action.

### **Sexual Harassment**

For the purpose of this policy, sexual harassment includes any inappropriate behavior of a sexually implicit or obscene nature with intent to demean and/or offend the recipient or that is in violation Andean's ethical standards.

Allegations of sexual harassment are to be reported to a teacher, counselor, or administration. Parents of both the offender and victim will be informed of the allegations. The matter is to be kept confidential and private to all parties involved. The parents of both the offender and the victim are obligated to cooperate in remedying the situation. Allegations of sexual harassment by an employee or by a student to an employee are to be reported directly to the Principal or other administration of the school.

If allegations of any kind of harassment are substantiated, disciplinary action will be taken. Disciplinary action will also be taken if the accuser has purposely presented and/or fabricated false allegations. Disciplinary actions taken will depend on the severity of the action, the history of similar actions by the individual and the circumstances in which the harassment occurred. These disciplinary actions may include suspension, referral to the disciplinary board, probation, expulsion or referral to law enforcement.

## **DISCIPLINARY REFERRALS**

Teachers have the authority to demand proper behavior of students in the classroom and on the school grounds, and are expected to hold students accountable for violation of any school rules. Students are also accountable for acts committed on the way to and from school, and for actions outside of school which reflect upon the discipline and morale of Andean High School.

A Student Disciplinary Referral Report can be filed with the Assistant Principal of Student Life. This referral is the result of the teacher's unsuccessful attempt to modify the behavior of a student or as the result of a chronic behavioral problem on the part of the student. The nature and frequency of these reports will determine the consequences. These reports are kept in a student's file.

## **GROUNDS FOR EXPULSION OR SUSPENSION**

IC 20-33-8-14 - Grounds for suspension or expulsion

(a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter and as stated by school corporation rules:

- (1) Student misconduct.
- (2) Substantial disobedience.

(b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:

- (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
- (2) off school grounds at a school activity, function, or event; or
- (3) traveling to or from school or a school activity, function, or event.

*As added by P.L. 1-2005, SEC. 17.*

In Accordance With Indiana Code 20-33-8:

Grounds for suspension or expulsion are student misconduct or substantial disobedience. A student may be suspended or expelled from school based on accurate information of a student's behavior. The following are examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative of the type of conduct prohibited by this subdivision.

- a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
- b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
- c. Setting fire to or damaging any school building or property.
- d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
- e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his/her supervision.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.

3. Causing or attempting to cause damage to valuable private property, stealing or attempting to steal private property.

4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.

5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.

6. Knowingly possessing, handling, or transmitting a knife, a chain or any other object that can reasonably be considered a weapon.

7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.

8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with

school purposes or an educational function.

11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:

- a. engaging in sexual behavior on school property;
- b. disobedience of administrative authority;
- c. willful absence or tardiness of students;
- d. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
- e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

12. Knowingly possessing or using on school grounds during school hours an electronic paging device or a hand-held portable telephone in a situation not related to a school purpose or an educational function.

### 13. POSSESSION OF A FIREARM

**IC 20-33-8-16** - Possession of firearms, deadly weapons, or destructive devices

- a. As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.
- b. As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.
- c. As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4.
- d. Notwithstanding section 20 of this chapter, a student who is:
  - (1) identified as bringing a firearm or destructive device to school or on school property; or
  - (2) in possession of a firearm or destructive device on school property; must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
- e. The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.
- f. Notwithstanding section 20 of this chapter, a student who is:
  - (1) identified as bringing a deadly weapon to school or on school property; or
  - (2) in possession of a deadly weapon on school property may be expelled for not more than one (1) calendar year.
- g. A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.
- h. A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

As added by P.L.1-2005, SEC.17.

In addition to the grounds listed above, a student may be suspended, expelled or other disciplinary consequences for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other

school functions. Rules are also in effect during Credit Recovery.

## **PROCEDURAL DUE PROCESS**

In cases pending suspension or expulsion the following will take place:

1. A written or verbal notification by the Assistant Principal of Student Life or other member of the administration will be given to the student and parents of the actions warranting possible suspension or expulsion.
2. If the student denies the charges, the Assistant Principal of Student Life or other member of the administration will present a summary of the evidence.
3. An informal opportunity will be given for the student to explain the incident.
4. If a resolution and agreement of consequences is not reached in the informal meeting, the parents of the student may request a hearing. This hearing will be conducted in the presence of the Discipline Hearing Board.

Depending on the nature of the action, an in-school suspension may be levied until the due process procedure is completed.

**NOTE:** Sponsors of athletic and every other extra and co-curricular activity are not permitted to let any student on suspension (either in-school or out of school suspension) attend or participate in any school-related activity or event.

Students who have incurred two or more suspension periods during a given semester will be ineligible to hold or run for a school, class, or club office and may not represent the school in any extracurricular activity during the semester when the disciplinary action is in force.

## **LITIGATION**

If there is a disagreement or dispute between a parent/guardian and the school on a policy matter and/or disciplinary matter, and the parent/guardian seeks civil litigation in the matter, the student in question will be suspended until the civil decision has been made. Thus, the school cannot be accused of being prejudicial toward the student during litigation.

# **EXTRACURRICULAR ACTIVITIES**

## **POLICIES**

Each student is urged to be an active participant in one or more extracurricular activities. Andean offers various opportunities such as Athletic, Music, Drama, subject-oriented clubs, Student Council, Publications, and special interest groups. All clubs are administratively approved. When students commit themselves to an activity, they should put their best effort forward, not only to benefit the club, but themselves.

If the student should fall behind in his / her schoolwork, extra help and teacher conferences take precedence over any extracurricular activity, and it may be suggested that a student limit, to some degree, his/her extracurricular activities. Students under academic and/or disciplinary probation may not participate in any extracurricular activities. Students participating in school sponsored clubs or teams are required to abide by the Student Handbook rules in addition to the rules at other locations where activities are conducted.

In order to take advantage of extra learning opportunities, a student must plan his/her activity schedule carefully, so as not to overload it. Obligations to family, home, church, and in the community should be factors considered. Students must openly discuss any extracurricular activity with parent/guardians. Discussing a student's activity program with his/her parents is necessary, as they need to be aware each extracurricular activity in which a student participates, its hours, practice sessions, and performances /



games.

### **Eligibility-Conduct**

High standards are expected of Andean students.

- Students shall not use any tobacco products in any form.
- Students will not use any non-prescribed drugs, nor show signs of having used, the possession of, consumption of, or the influencing of others to use by the sale of (or any other means) alcoholic beverages or drugs.

Violations of the above mentioned offenses will be dealt with in the following manner. The Principal must approve any standards more severe than these.

**First Offense** - Suspension from extra-curricular activity for an amount equal to 25% of the team/clubs regular season contests. To resume the student and at least one of his/her parents must meet with the principal.

**Second Offense** - Suspension from extra-curricular activity for 365 days. To resume the student must undergo a counseling/treatment program approved by the Administration.

**Third Offense** - Barred from further extra-curricular activities at Andean.

- ❖ For an offense to be acted upon, the act must be observed by a professional staff member, law enforcement officer, or self-reported (by the student or parent of the student involved).
- ❖ If a season ends before a 25% suspension may be served, the suspension will not carry on to the next season. However if the offense occurs before a season has started, the suspension will begin with the season's first contest.
- ❖ Students are bound by these regulations 365 days a year.
- **AFTER SCHOOL PARTICIPATION:** Regular attendance at school is required of all extra- and co-curricular participants. Students must be at school by the beginning of **Second period** in order to participate in the event/practice on that day, unless permission is granted for unusual circumstances by an administrator.
- Any student whose conduct, habits, or character bring discredit upon Andean can be declared ineligible from said activity. This pertains to conduct at any time during the student's high school career. The Discipline Hearing Board and/or the Administration would make such a decision.
- All disciplinary actions are subject to rules identified in this handbook.

To be eligible for practice and competition, students must have met all conditions outlined in the FINANCIAL OBLIGATIONS section of this handbook.

### **MEETING PLACE AND TIME**

School activities will be scheduled during the homeroom period or after school at times convenient to the group and its advisor. Only officially recognized school groups may use the school building or its facilities. Interested students should consult the information bulletin boards for times and places of meetings. School announcements may also provide information regarding extracurricular activities.

### **MODERATORS**

At least one faculty member moderates each extracurricular activity.

### **ACADEMIC SUPER BOWL**

**General Description:** The Academic Super Bowl consists of six squads of three to six students working together answering subject-related questions. A student can be on one to three squads.

**Place & Time of Meetings:** Tryouts occur around Thanksgiving. Weekly meetings are held through May. Study guides and miscellaneous information can be obtained from the moderator.

### **ACROPOLIS (SCHOOL NEWSPAPER)**

**General Description:** The Acropolis published monthly. Most students working on the paper are in one of the Journalism classes, where the bulk of the planning takes place. However, all students are encouraged to share their talents with the paper. Participation gives students the opportunity to be recognized by Quill & Scroll, an international honor society for high school journalists. For more detailed information consult the moderator.

### **CLASS ADVISORS**

**General Description:** Each class has four elected officers. Students in each class are encouraged to get involved in their class' activities. See your class moderator for additional information.

### **ANDREAN AMBASSADORS**

**General Description:** Ambassadors are students in grades all grade levels who have the following responsibilities: Visit & share the Andean experience with area parochial grade schools, serve as tour guides at Andean's open houses, give assistance during entrance exams, serve as tour guides for visiting schools, and other responsibilities during the year. All students are invited to apply. Selection of students and interviews will be conducted in autumn. Training will take place at the beginning of the school year. Public speaking is a requirement as well as willingness to share the Andean experience to a variety of groups. This requires being out of class on several occasions. Being an Ambassador is one of the most important Andean public relations tools, and requires service for the entire school year.

### **ANDREAN THEATRE COMPANY (ATC)**

**General Description:** ATC is for students interested in theatrical & musical productions. Participation is based on auditions. There are three to five major productions yearly which include the fall play, spring musical and choral concerts. All Athletic eligibility rules apply to theatre participation as well.

### **ACADEMIC DECATHLON**

**General Description:** Andean's oldest and most challenging academic team. A, B, & C students compete in ten academic areas. Competition consists of essays, speeches, & Scranton tests. This competition typically takes place in February.

### **BOWLING CLUB**

**General Description:** Students are organized into boys' and girls' teams to bowl competitively. There is a minimum of 5 students per team.

Teams are organized in September. The season runs from October to March.

### **CAMPUS MINISTRY**

**General Description:** Campus Ministry is involved with weekly mission money collections, special prayer services, monthly student masses, penance opportunities, and all of the class retreats.

### **DECUSSATA (SCHOOL YEARBOOK)**

**General Description:** This group produces the school yearbook. Students work at taking pictures, writing copy, and organizing the book.

### **FRENCH CLUB**

**General Description:** French Club lets students experience the French culture through various activities and field trips. Meetings are held after school at a designated location within the building. Meetings are the 1st Tuesday of the month.

### **GERMAN CLUB**

**General Description:** German Club encourages interest in the German culture by participating in several activities such as meetings, Oktoberfest, parties, and bake sales.

### **GERMAN HONOR SOCIETY (GHS)**

**General Description:** German students with a B average after three semesters are invited to join.

Students then sponsor the school-wide Thanksgiving Food Drive, and work at a local soup kitchen. The GHS also has a Christmas & Easter party as well as various field trips.

## **IHSAA SPORTS**

As a member of IHSAA students may participate and earn letters in the following sports:

<b><u>Boys</u></b>	<b><u>Girls</u></b>
Basketball	Basketball
Cross Country	Cross Country
Golf	Golf
Soccer	Soccer
Tennis	Tennis
Track	Track
Baseball	Softball
Football	Volleyball
Wrestling	Cheerleading
Bowling	Bowling
	Ninerettes

More information is available in the Athletic Director's Office.

## **LATIN CLUB**

**General Description:** Latin Club acquaints students with many aspects of the Latin & Roman culture. Students celebrate the Roman festivals & holidays. Students participate in a Roman auction.

## **MUSIC CLUB**

**General Description:** Music Club meets after school. It gives students the chance to sing in a chorus who are unable to fit it into their class schedule. Students sing at all school masses and any other designated programs. Since students are given credit, attendance is mandatory.

## **NATIONAL HONOR SOCIETY (NHS)**

**General Description:** The National Honor Society recognizes and encourages scholarship, leadership, character, and service among its members. Membership is granted only to those students selected by the faculty community in each school. Junior and senior students with a GPA of at least 3.0 are invited to apply for membership. National Honor Society members coordinate a tutoring program for Andean students. Members choose additional individual and group projects each year. As prospective National Honor Society members, you should get involved in various service activities in your school, parish or local community.

**Selection Process:** Students may not apply for membership in the National Honor Society. Membership is granted only to those students selected by the faculty. At the beginning of the fall term, an invitation is given to students with a minimum 3.0 GPA opening an opportunity to document their fulfillment of the guidelines of leadership, service, and character. After the deadline for the process, faculty will convene to evaluate the documentation. They will determine those candidates who best fulfill the guidelines. A ceremony will then be scheduled to induct the new members to the Cardinal Flahiff chapter of the NHS. According to the NHS Constitution, only those students who have been in the school the equivalent of one semester may be considered for membership. This period allows students to establish themselves and for the faculty to get to know them. Even after a semester, however, it may be necessary to contact a transfer student's former school for further information.

Membership is open to qualified sophomores, juniors, and seniors. The faculty may decide to choose only one or a combination of these grades, according to local needs and conditions. Whatever grades are eligible, however, academic requirements must be the same for all candidates in all grades. The GPA requirement for sophomores must be identical to the GPA for juniors and seniors. The National Council considers varying academic requirements for the various classes as inappropriate. Similarly, there can be no specific quota or percentage of members per class. Those students who meet the criteria should be inducted regardless of the number. If it is necessary to limit chapter size, the academic requirement for all candidates

can be raised.

The academic requirement set by the National Council is based on a student's *cumulative* grade point average. The minimum grade point average allowable is 85%, B, 3.0 (on a 4.0 scale), or the equivalent standard of excellence. The faculty may raise the required cumulative grade point average and may also specify a prerequisite number of academic courses, or weight grades in recognition of the varying degrees of difficulty of courses of study. Rules such as "no grade below B" are not acceptable. A failing grade is not an acceptable reason to automatically eliminate a student's candidacy. In all cases, only those students who have a cumulative grade point average of 85%, B, 3.0 (on a 4.0 scale) or equivalent standard of excellence, or a higher cumulative average set by the faculty meet the scholarship requirement for membership in the National Honor Society. These students are then eligible for consideration on the basis of service, leadership, and character.

While the academic criterion is important and should be considered first, membership should never be considered on the basis of grades alone, even though faculty may consider scholarship as the most important of the four criteria. Schools that select members solely on the basis of scholarship are violating the NHS Constitution and placing their charters in jeopardy.

Students who have been arrested and found guilty of civil offenses or who break school rules, will not be considered as a candidate for the NHS, or may possibly be removed from the NHS.

The following guidelines will give further help in the definition of leadership, service, and character.

### **Leadership**

The student who exercises leadership:

- Is resourceful in proposing new solutions to problems, applying principles, and making suggestions.
- Demonstrates initiative in promoting school activities.
- Exercises influence on peers in upholding school ideals.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive attitudes.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently, and without prodding, demonstrates reliability and dependability
- Is a forerunner in the classroom, at work, and in school or community activities.
- Is thoroughly dependable in any responsibility accepted.

### **Service**

The student who serves:

- Is willing to uphold scholarship and maintain a loyal school attitude.
- Participates in some outside activity such as Girls Scouts, Boy Scouts, church groups, family duties, and volunteer services to senior citizens, poor, or disadvantaged.
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in inter-class and inter-scholastic competitions.
- Completes committee and staff work without complaint.
- Shows courtesy by assisting visitors, teachers, and students.

### **Character**

The student of character:

- Takes criticism willingly and accepts recommendations graciously.

- Consistently exemplifies desirable qualities of behavior including cheerfulness, friendliness, poise, and stability.
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
- Uses powers of concentration and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, not cheating on work, and showing unwillingness to profit by the mistakes of others.
- Actively helps rid the school of bad influences or environment.
- Initiation, blackballing, hazing, and the like are expressly prohibited as part of the selection process of any National Honor Society activity whatsoever. **Any chapter found in violation of this regulation risks losing its charter.**

### **QUIZ BOWL**

**General Description:** Quiz Bowl is the equivalent to the show "Jeopardy" for high school students. It also features an electronic buzzer lockout system. Successful team members combine broad knowledge with a fast "buzzer finger."

**Place & Time of Meetings:** Tryouts occur in early December. Season opens mid-January through mid-March. State & National tournaments follow. There is a match and practice each week.

### **SPANISH CLUB**

**General Description:** Spanish Club promotes cultural activities related to the Spanish speaking culture. Some of these include celebrating Hispanic Heritage Month, the Feast of Our Lady of Guadalupe, Cinco de Mayo, etc. Senior officers must be taking Spanish class, but all students are welcomed.

### **SPANISH HONOR SOCIETY**

**General Description:** National Spanish Honor Society is a Nationwide Organization that promotes the Spanish Language and Spanish and Latin American Cultures. Our Chapter is "Los Angeles Custodios" (The Guardian Angels) Members have to be in good standing with at least a 3.2 average in a Spanish Class. Members choose their projects to work on throughout the year. Many students write for Our National Magazine "Albricias" and some are published. We sponsor the International Rosaries and the bilingual Stations of the Cross. We donate to charitable organizations to help the Latino population in the region. We feast on authentic food and enjoy each other's company.

### **SPELL BOWL**

**General Description:** Spell Bowl is a team spelling bee with written words. Ten participants spell nine words, each for a 90 perfect score. All teams spell the same words. Tryouts are held at the beginning of the school year. The team meets twice a week until November.

### **STAGE TECHS**

**General Description:** Stage Techs are a group of "behind the scenes" theater people who build the sets, run lights and sound, and basically keep the auditorium running.

**Place & Time of Meetings:** Variable, depending on need in conjunction with student plays and musicals. Athletic eligibility rules apply to Stage Tech participation as well.

## STUDENT COUNCIL

**General Description:** The Andean Student Council provides a means by which the students can address school-related issues. It promotes school and community activities and school spirit. Students are trained in good citizenship and leadership. Student Council is in charge of all Homecoming activities and sponsors the Winter Formal and Armageddon. Student Council is the avenue, in which allows the student body to have special days, such as Andean spirit wear, dress-up, etc.

Additional Comments: Students are elected in the spring. The Freshmen officers are elected early in the school year.

### ELECTIONS:

1. Elections: Candidates for Student Council and/or class offices must follow the requirements found in school policy and the Student Council Constitution specifically.
  - a. Candidates must have a cumulative C average.
  - b. Candidates must not be on disciplinary probation.
  - c. Students elected to Student Council or class office must maintain a good academic standing and not at any time incur a disciplinary probation.
2. Activities: Any student attending a Student Council sponsored activity will not be admitted unless he/she has a valid Andean ID card.

## YOUNG ADULTS REALLY CARE (YARC)

**General Description:** YARC gives high school students an opportunity to provide service and to interact with disabled children. Students plan and sponsor four seasonal parties yearly at Andean.

Place & Time of Meetings: Meetings, to be announced, are held after school before each event.

### FIELD TRIPS

The following steps should be followed when planning field trips, tours, or excursions:

1. A request must be submitted well in advance to the Principal for approval for all field trips.
2. The necessary forms are to be filled out correctly and returned to those in charge at least five school days before the trip takes place. These forms are available in the main office.
3. The school does not sponsor foreign travel.
4. Field trips are not permitted two weeks before in-class exams, vacation time, or during formal exams.
5. Trips taken during the school day require the school uniform. Any request for an exemption must be made to the Principal.

## FINANCIAL OBLIGATIONS

### REGISTRATION INFORMATION

**The registration fee is charged per student.** It is helpful if you indicate each student's name on your check when you send it in. The REGISTRATION FEE is \$190.00 and covers the cost of non-educational expenses. **The Registration fee must be paid in July before school starts.**

### TUITION

A schedule of fees and payment options is available in the Business Office. Andean High School has partnered with Smart Tuition for collection of all tuition and fees. All families are required to register with Smart Tuition every school year. Please call (219) 887-5281, Ext. 229 or visit the Business Office if you have any questions. **Students may not be admitted to class or receive grades unless the financial obligations have been satisfied.**

### DISCOUNTS:

**Parish Discount:** To receive a parish discount, a parish verification form must be on file in the Business Office. **An updated form is required every year.** In order to qualify for discounted Catholic tuition, membership in a diocesan parish must be active, subject to verification. If you move or

change parishes, please notify the Business Office and obtain a new form. Specific tuition rates, discounts, and payment options are available in the Business Office. If your membership is not active or has been canceled, your tuition will be adjusted accordingly.

**Multiple Student Discount:** There is a \$100.00 reduction in the basic tuition fee for siblings of the oldest child attending.

**Classroom Fees:** There are fees collected in classes, which have student consumable items.

**Graduation Fee:** There is a \$100.00 graduation fee assessed for the year of graduation. **This fee must be paid with the first tuition payment** and covers the cap & gown rental, diploma and cover, and well as other expenses involved with graduation.

**Service Charge Assessment:** Managing outstanding tuition and other student related debt is very costly to Andrean High School. As we are a tuition based school, we can only rely on tuition as our major funding source. If payments are not made pursuant to the agreed upon schedule, the child/student may be suspended from class until payments are received. **Grades and transcripts will not be released for students having an outstanding balance.** Andrean High School reserves the right to withhold any report cards, school records, access to online data, graduation privileges, participation in athletics, and attendance to school activities until tuition is brought to current status. ALL ACCOUNTS MUST BE CURRENT TO BE CONSIDERED FOR FINANCIAL AID. Any outstanding balance **could** prevent reenrollment for the next school year.

## **FINANCIAL ASSISTANCE**

There is some financial assistance available through the school. To be considered for this assistance, an application form must be obtained from the Business Office. Funds are available for those who are registered in a parish in the Diocese of Gary. The parish office can assist with the completion of these forms.

## **RETURNED CHECKS**

**There is a \$30.00 fee assessed each return of a check, regardless of reason.** If a returned item is the result of bank error or other circumstances, it does not waive the fee, but we will provide documentation, at your request, so you can attempt to receive a refund from your bank for the fee. A returned check may be automatically resubmitted from our bank to yours and could result in subsequent fees on the same check. Your check may also be converted to electronic format and presented to your bank as an electronic transaction.

## **WITHDRAWAL PROCEDURE**

Students withdrawing from Andrean High School should first obtain a withdrawal form from the Main Office. An exit interview will take place with the Principal. This form must be completed and signed by both student and parent and returned to Andrean before any records can be sent to the transferring school. All financial obligations must be satisfied before records can be released.

# **STUDENT SERVICES PROCESSES & PROCEDURES**

## **GUIDANCE OFFICE**

The Guidance Counselors are available before, during, and after school for those seeking assistance with questions regarding their future plans, course of studies, to discuss concerning and/or stressful matters, or any other situations for which they feel a need for guidance or assistance.

## **HEALTH SERVICES / POSSESSION & DISPENSING OF MEDICATION**

The Attendance Office coordinates the programs the State of Indiana requires for the prevention and detection of physical ailments. If a student becomes ill in school, he/she should report the illness to a teacher and request a pass to the Attendance Office. The Attendance Officer will decide what action should be taken. In some cases, a call to the parents/guardians will be made requesting pickup of the student. Students may not leave the building because of illness without proper authorization from administration. Students are not allowed to carry medication on their person or store it in their locker

or other storage device. All medication must be turned into the Attendance Office and be taken under administrative supervision.

## **LIBRARY/MEDIA CENTER**

*Hours - 7:30 a.m. to 3:30 p.m.*

The mission of the Andean High Library / Media Center is to encourage all students to become life-long readers, learners and to effectively use information. Andean's library / media center is dedicated to supporting the curriculum and providing access to information, which meets the needs of students as well as the professional needs of the staff. The school Library/ Media Specialist is dedicated to providing an environment, which enhances the students' education through the effective use of the library and the Internet Lab. The Student's ID badge also serves as a library card and must be presented when checking out library materials. Books can be checked out for two weeks with one renewal permitted.

## **PREGNANCY**

The school is required to see that the pregnant girl, as well as the father of the unborn child, if he is also a student, receive(s) adequate counseling and necessary accommodations. In order for a pregnant student to remain at Andean, she must follow the directions of the Guidance Counselors with regard to counseling and other stipulations necessary to maintain good health and safety during the pregnancy. The pregnant girl may resume classes after the birth of the child. Failure to comply with any of these stipulations or demonstrating a defiant attitude toward the ethical and moral position of the school by the parents of the unborn child constitutes grounds for dismissal. In the case of abortion, dismissal will be seriously considered as an option when knowledge of such is brought to the attention of the administration.

## **UTILIZATION OF GUIDANCE OFFICE SERVICES AND RESOURCES**

Students who desire to see a counselor are to leave their names with the secretary in the Guidance Office. Counselors will then set up an appointment with the student and communicate this via department forms, which in turn will be delivered to the student. At the beginning of the class period, the student will show the form his/her subject teacher and ask to be excused. Teachers are asked to approve the student's time out of class by signing the school request form. If the student is absent or if the teacher cannot release the student from class due to testing or other reason, the teacher will state the reason on the form and send the Office Assistant with the school request form to the Guidance Office. The appointment will then be rescheduled. It is important that everyone works together to communicate so as to avoid seemingly missed appointments.

## **STUDENT FAITH ENRICHMENT EXPERIENCES/RETREATS**

To enhance their spirituality and support the mission of Andean High School, students will participate in the following faith enrichment experiences outside of their daily Theology classes:

**Grades 9-10-11:** Students will be a part of a day-long faith enrichment experience each year scheduled and/or facilitated through the Campus Ministry department.

**Grade 12:** Seniors are highly encouraged to participate in the Kairos retreat. This 3 ½ day experience, facilitated by trained staff members and senior peer ministers, is held off campus a minimum of three times each school year. There is a Kairos retreat fee to cover overnight accommodations, meals, and materials. Seniors who choose not to participate in Kairos must meet with the Director of Campus Ministry during the fall semester of his/her senior year to make other suitable arrangements to fulfill the senior retreat experience.

## **WORK PERMITS**

In Indiana, anyone who is between the ages of 14-17 **may not** be employed without a work permit. The permit may be obtained from the Main Office. Before a work permit can be issued, a preliminary form (Intention to Employ) must be filled out. This form is also available in the Main Office. **A work**



permit may only be issued for employment in Indiana.

## **ATHLETICS**

### **STUDENT AND ATHLETIC INSURANCE**

Andrean High School has a continuing concern about the increasing cost of medical care as it relates both student and athletic accidents. Andrean has purchased a program of blanket student and athletic accident coverage for all students. This program is intended to supplement the family or employer group coverage or plan. It is NOT designed to replace a family's present coverage. This 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. An accident is defined as an unexpected, sudden and definable event that is the direct cause of a bodily injury, independent of any illness or congenital predisposition. Conditions that result from participating in school activities do not necessarily constitute an accident. Illnesses, diseases, degeneration and conditions caused by continued stress to a particular area of the body, and existing conditions aggravated or exacerbated by an accident are NOT covered.

This plan is a supplemental coverage, and payment is made only AFTER the primary carrier has made payment. If you are a member of an HMO/PPO, the proper procedures outlined by that plan must be followed before this coverage has any liability.

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. Benefits are determined by REASONABLE AND NECESSARY charges for the geographic region.

If a claim is otherwise payable and it is denied by your family or employer group coverage or plan because your deductible has not been met, this coverage will apply.

If a student should be injured in a school activity, report the accident to the Business Office immediately and obtain an insurance claim form. Student Athletic Protection, Inc. of Kalamazoo, MI, processes the claims. If you should have any questions about the claim filing procedure, please contact them at 1-800-232-1579.

The following items are not covered:

- Suicide or a suicide attempt while sane, or self-destruction, or an attempt to self-destroy while sane.
- Riding in a vehicle or device for aerial navigation, except as a passenger in a scheduled aircraft used for transportation of passengers.
- Loss covered by other valid and collectible insurance or plan.
- Hernia, in any form.
- Sickness or disease in any form.
- Fighting, unless as an innocent victim.
- Expense incurred for the use of orthotics unless used exclusively to promote healing.
- Use of electric, biomechanical devices.
- Non-prescription drugs.

### **AWARD POLICIES**

- The coach, athletic director, and principal reserve the right to withhold an award from an athlete when his/her conduct may be considered inappropriate. Varsity letters are the property of the school. It is a privilege, not a right, to wear a varsity letter.
- All athletes must ordinarily complete the season in order to be eligible for an award.
- All athletic awards will be worn only on an approved Andrean High School letterman's jacket.
- Only a member of an interscholastic varsity team may wear varsity jackets. The school re-

serves the right to withdraw any letter award found in the possession of a person other than the one to whom it was awarded.

- Athletes may put only patches actually won on their jackets. Athletes may display only those patches that have been won in an approved Andrean sport.

## **VARSITY LETTERS**

Varsity letters will be awarded according to the following standards:

**Baseball** - Remain a member in good standing of the varsity team for the entire season.

**Basketball-Boys** - Participate in 50% of the season's quarters.

**Basketball-Girls** - Participate in 50% of the season's quarters.

**Bowling - Boys** - Participate in 50% of the season's varsity matches.

**Bowling – Girls** - Participate in 50% of the season's varsity matches.

**Cross Country-Boys** - Score in the top 7 (dual meets) or top 20 (invitationals) in 1/3 of the meets.

**Cross Country-Girls** - Score in the top 7 (dual meets) or top 20 (invitationals) in 1/3 of the meets.

**Football** - Participate in 50% of the season's quarters or be on the tournament roster for a Sectional Championship Team.

**Golf-Boys** - Participate in 3/4 of the season's varsity matches or participate in the sectional).

**Golf-Girls** - Participate in 3/4 of the varsity matches or average 59 or better (nine hole score) throughout the entire season.

**Ninerettes** - Any ninerette without any un-excused absence from games or practices during the football or basketball season will receive a letter.

In all cases, allowances will be made for injury or other extenuating circumstances. All awards will be presented at the respective athletic program. Student athletes are expected to attend the sports award program.

**Soccer** - Participate in 50% of the season's varsity games.

**Softball** - Be a rostered player eligible for IHSAA tournament play.

**Tennis-Boys** - Participate in 50% of the season's varsity matches.

**Tennis-Girls** - Participate in 50% of the season's varsity matches.

**Track & Field-Boys** - Represent Andrean as a participant at IHSAA sanctioned tournament level or score 25 points.

**Track & Field - Girls** - Represent Andrean as a participant at IHSAA sanctioned tournament level or score 25 points.

**Wrestling**-Participate in 2/3 of the season's varsity matches or qualify for the regional

**Volleyball**-Dress for 90% of the varsity matches or participate in a Sectional Tournament match.

**Cheerleaders** - Any cheerleader without any un-excused absence from games or practices during the football or basketball season will receive a letter.

In all cases, allowances will be made for injury or other extenuating circumstances. All awards will be presented at the respective athletic program. Student athletes are expected to attend the sports award program.

## **SENIOR AWARD**

A blanket will be awarded to any senior boy who earns eight varsity letters and to any girl who earns seven varsity letters and successfully defends each letter during her/his senior year.

## **USE OF FACILITIES**

The facilities can be used for activities other than formal school related activities only when approved by the Athletic Director in advance. Areas used for these approved events are to be left in the same condition they are found in. Completion of a Facility Use Form is required.

## **ATHLETIC ELIGIBILITY**

Athletes must be eligible according to the rules of both Andrean High School and the Indiana High School Athletic Association (IHSAA).

### Eligibility-Academic

A student must be eligible according to present IHSAA rules. More severe standards applied by a coach must be approved by the Principal.

### Eligibility-Conduct

High standards are expected of Andrean athletes.

- Athletes shall not use any tobacco products in any form.
- Athletes will not use any non-prescribed drugs, nor show signs of having used, the possession of, consumption of, or the influencing of others to use by the sale of (or any other means) alcoholic beverages or drugs.

**Eligibility-Financial** Violations of the above mentioned offenses will be dealt with in the following manner. The Principal must approve any standards more severe than these.

**First Offense** - Suspension from competition for an amount equal to 25% of the team's regular season contests. To resume competition the athlete and at least one of his/her parents must meet with the head coach involved.

**Second Offense** - Suspension from athletic competition for 365 days. To resume competition the student must undergo a counseling/treatment program approved by the Athletic Director.

**Third Offense** - Barred from further athletic competition at Andrean.

- ❖ For a coach or administrator to act upon these offenses, the act must be observed by a professional staff member, a contracted athletic coach, law enforcement officer, or self-reported (by the athlete or parent of the athlete involved).
- ❖ If a season ends before a 25% suspension may be served, the suspension will not carry on to the next season. However if the offense occurs before a season has started, the suspension will begin with the season's first contest.
- ❖ Athletes are bound by these regulations 365 days a year.
- **AFTER SCHOOL PARTICIPATION:** An athlete may participate in afterschool activities if the unattended time is less than 50% of the instructional day. The athlete may not participate in that day's activity if the absence exceeds 50% of instructional time.
- Any athlete whose conduct, habits, or character bring discredit upon Andrean or the IHSAA (regardless of method) can be declared ineligible for athletic competition. This pertains to conduct at any time during the student's high school athletic eligibility. The Discipline Hearing Board and/or the Athletic Director and head coaches would make such a decision involved.
- All disciplinary actions are subject to rules identified in this handbook.

To be eligible for practice and competition, athletes must have met all conditions outlined in the FINANCIAL OBLIGATIONS section of this handbook.

### Eligibility-General

- A student may participate in two or more sports at the same time if both coaches agree and, as much as possible, priorities are established and put in writing.
- If during the course of the season, an athlete decides to leave the squad, he/she will return all equipment that has been issued to him/her.
- If an athlete starts a sport and then decides to leave the sport after the first seven days of practice, the athlete will not be able to start another sport or use any athletic facilities (other than during PE class). This restriction will hold until the completion of the first round of the state tournament of the sport left by the athlete. The head coaches involved and the Athletic Director will determine any exceptions to this. They will decide each case on its individual merits.

- At the end of the season all school equipment must be returned to the coach. An athlete who does not meet this requirement may not practice in another sport or use any athletic facilities until the matter is resolved.
- Students must follow any team rules made by the coach. These would include (but not at the exclusion of other items) such items as dress, grooming, practice attendance, transportation and uniforms.

#### **POSSESSION OF ANDREAN ATHLETIC EQUIPMENT**

School issued uniforms and equipment is to be used for Andrean competition, practice and specially designated red and gold days only. The wearing of a team uniform (or part thereof) for physical education classes is inappropriate and unacceptable use of school issued uniforms. Prudence dictates when to wear personally owned clothing that advertises Andrean athletics.

- ❖ **First Offense** - Suspension from athletics until the equipment is returned.
  - ❖ **Second Offense** - Suspension from athletics for the equivalent of 10% of the season's contests (after equipment is returned) and the athlete must satisfactorily complete the season. This will carry over to next season if necessary.
  - ❖ **Third Offense** - Expulsion from all athletics for 365 days, calculated starting when the equipment is returned.
- There shall be no interschool athletic contests, school practices or school-sponsored clinics attended by the Andrean athlete held on Sunday. Calling one or more team members together on Sunday for studying scouting reports, viewing films of games, any kind of participation, etc. will be considered a violation of this rule.
- A student athlete shall attend regularly scheduled practice sessions to be eligible for interschool athletic competition. If, as a result of a school strike, student suspension, athletic suspension, health limitation, or other similar reasons, a student shall fail to attend regularly scheduled practice sessions, such student shall be required to complete the following prior to participation:
- ❖ Attendance and active participation in preseason practices, if applicable.
  - ❖ Attendance and active participation in **four** school-supervised practice sessions of normal length, which shall occur on four separate days prior to the day of the contest, if the student fails to attend and actively participate in more than four but less than 11 consecutive days of regularly scheduled practice.
  - ❖ Attendance and active participation in **six** school supervised practice sessions of normal length, which shall occur on six separate days prior to the day of the contest, if the student fails to attend and actively participate in more than 10 consecutive days of regularly scheduled practice.

***NOTE:** Only two practices are required to satisfy the provisions of this rule in girls' golf.*

#### **INDIANA HIGH SCHOOL ATHLETIC ASSOCIATION**

The purpose of the Indiana High School Athletic Association (IHSAA) is to encourage, regulate and give direction to amateur interschool athletic competition between the schools that are members of the IHSAA. The rules of the IHSAA apply to all athletic teams and all sports contestants enrolled in grades 9, 10, 11, 12 participating in IHSAA recognized contests, tourneys and/or meets.

The following rules of the IHSAA are pertinent to the athletes at Andrean High School:

- Physical Consent and Release Certificates
- Between May 1 and student's first practice in preparation for interschool athletic participation, the student shall have had
  - a physical examination or certification by a physician holding an unlimited license to practice medicine, and
  - written consent of parent or guardian for such participation unless emancipated.

Evidence of both, included on the Physical Consent and Release Certificate (available at school) shall

be on file in the athletic office prior to the student's first practice.

### **AGE**

A student who is or shall be twenty years of age prior to or on the scheduled date of the IHSAA state finals in a sport shall be ineligible for interschool athletic competition in that sport. A student who is nineteen years of age on the scheduled date of the IHSAA state finals in a sport shall be eligible as to age for interschool athletic competition in that sport.

### **SCHOLARSHIP**

To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least 70% of the maximum number of full credit subjects (or the equivalent) that a student can take, and must be currently enrolled in at least 70% of the maximum number of full credit subjects (or the equivalent) that a student can take. Semester grades take precedence.

Two semesters of the state required physical education course may be counted as a full credit subject for eligibility purposes even though a full credit is not granted by the Indiana Department of Education.

NOTE: A full credit subject requires a minimum total of 250 minutes of instruction per week for one semester.

Maximum Classes	Must Pass
4	3
5	4
6	5
7	5
8	6

### **ELIGIBILITY AND TRANSFER**

The privilege of participation in interschool athletics should fundamentally be available to bona fide students in school districts where their parents or legally established guardians reside.

Standards governing residence and transfer are a necessary prerequisite to participation in interschool athletics.

Further questions, contact Athletic Director.

### **SPORTSMANSHIP**

It is of critical importance that members of the Andean Community establish and maintain the principles of good sportsmanship. We must strive toward an ideal that reflects our values-based, Christian heritage and foster a code of conduct that reflects our beliefs in what is morally correct.

The ideals of sportsmanship, integrity and ethical behavior combined with good citizenship shall be an established standard for which we are known and which others may wish to emulate.

This elevated plane of behavior is not easily achieved. It must be taught and reinforced at every possible opportunity. To do what is right rather than what is easy with vigilance and courage shall remain our ultimate goal. It should permeate through every level of every program...from the bleachers to the locker rooms.

At Andean, athletics shall be synonymous with excellence. And it should be our collective mission to insure that excellence is not only an expectation but also a result!

The following guidelines are established with the expectation of compliance.

### **STUDENT ATHLETES**

- ✓ Play hard, have fun and enjoy the game. The game is for YOU!

- ✓ Actively demonstrate good sportsmanship toward your opponents and treat them with respect.
- ✓ Exercise self-control. Accept decisions and abide by them. Negative gestures are unacceptable.
- ✓ Respect the judgment of officials. Never confront an official.
- ✓ "Talking Trash" is unacceptable and inflammatory. Play the game and make performance and class your statement.
- ✓ Win without boasting. Lose without excuses.

The following steps may be employed in the event of unacceptable behavior. Each case will be reviewed on an individual basis.

The **first violation** will be met with a letter from the Athletic Director outlining the offensive behavior with corrective measures included. A single game suspension may be employed by the Athletic Director should circumstances warrant.

The **second violation** will result in an automatic suspension of up to 25% of remaining contests.

The **third violation** will be the last. An offending student-athlete will be removed from the team and excluded from all competition and tournaments.

Student athletes may try out for a team in subsequent years and can be granted full eligibility for remaining programs during school year.

### **SPECTATORS**

The belief that the purchase of a ticket includes an absolute license to be free of all restraint and the rules of proper decorum is erroneous. Our goal is to create an atmosphere of excitement and support. We will maintain an attitude that shows commitment and enthusiasm for our teams and avoids negative comments and gestures directed toward opposing teams, their fans, and the game officials. The occasional and spontaneous reaction to an official's judgment is part of being a fan; however, abusive and derogatory remarks reflect poorly on the school and the Athletic Department. This behavior creates a negative environment that tends to work against our cause rather than for it. Students presently enrolled at Andean will be governed by the rules of the school. Disrespect and vulgarity will be met with standard disciplinary actions and may include exclusion from further contests.

It is our hope that a reminder of these few and simple rules reinforces who we are and what we are about at Andean. In this day of rampant negativism regarding athletics, let it be known to all who encounter us that we travel the high road. We can demonstrate a feverish dedication and loyalty to our teams and show that class and sportsmanship are held in high regard in Andean Athletics.

Failure to behave according to these guidelines may result in the offending spectator being barred from future events.

### **PARTICIPATION IN SCHOOL SPORTS / INJURY RISK**

Sports are very exciting and most of them involve forceful contact with the ground or other players. Sports are played during all seasons in many weather conditions including hot and humid or cold and wet conditions. Several factors may contribute that may result in a serious injury. Athletes are to report all injuries immediately to their coach or trainer. Students are expected to follow procedures directed for their rehabilitation.

Injuries may include, but are not limited to death, paralysis due to serious neck and back injuries, brain damage, damage to internal organs or serious injuries to the bones, ligaments, joints and tendons. Such injuries can result not only in the temporary loss of function, but also in serious impairment of future physical, psychological, and social abilities, including the ability to earn a living.

### **TEAM MEETINGS**

Each team is required to hold a pre-season meeting. Attendance of at least one parent is mandatory. This requirement must be met prior to the student athlete being allowed to participate in interscholastic

tic-competition. Any special team rules are explained at this time.

### **STORAGE & PLAYING FACILITIES**

Every effort is made to outfit all teams with the best equipment and to provide the best playing facilities. The following regulations are to be followed:

- ✓ Students going to and from an outdoor playing field must enter and leave by the outside locker room doors. Wearing cleats in the building is absolutely prohibited.
- ✓ Except when assemblies are held in the gymnasium, students are required to wear gym shoes in the gymnasium at all times. Gym shoes that are worn to the building from outside are not to be worn on the gym floor.
- ✓ If a student has been outside, he/she will see that his/her gym shoes are thoroughly cleaned before entering the building.
- ✓ The gymnasiums are NOT to be used as passageways from one section of the building to another.
- ✓ Without exception, when student athletes use any athletic facility playing field, running track, gymnasium, weight room, training room, locker room, etc., a coach or staff member must supervise them.
- ✓ Andrean High School is not responsible for loss or damage to student owned equipment, gear, or other personal property.

### **LOCKS AND LOCKERS IN ATHLETIC AREAS**

Athletes are assigned lockers. Only locks issued by the school through a coach are to be put on lockers. Personal locks are subject to removal. Student athletes are to secure all personal property and school property in these lockers. Lockers are to be kept clean. At the completion of a particular sport season, locks are to be returned, and personal belongings are to be removed from the lockers. NO personal items are to be on the floor or on top of lockers. Those items not secured will be removed. Student athletes will also abide by the rules in the section titled **LOCKERS** in this handbook.

### **PRACTICES**

Athletes are expected to attend all practices and meetings called by their coach. If they must miss a practice or meeting, they are to notify their coach in advance. If this is impossible, the coach should be notified as soon as possible of the reason for the absence.

Athletes are to have transportation arrangements in place so as not to extend the time coaches have to remain in the building after meetings / practices.

### **TRAINING ROOM**

Athletes are to enter the training room only for treatment, taping, or evaluation. Students are expected to follow any other rules regarding use of the training room. Anyone not being treated by the trainer should not be in the room.

### **TRAVEL - TRANSPORTATION**

When school transportation is provided to a contest student - athletes are to travel to and from the contest site by these means. The coach can make exceptions if a prior parental request is made, in writing and is on file in the school office prior to the event.

### **DRESS**

Athletes are to dress properly and appropriately for games and practices. The coach will provide direction in this area. Only the school issued uniform is to be worn for competition. An exception to this occurs when cold weather necessitates that additional clothing be worn.

Athletic uniforms are to be worn with all buttons buttoned, shirts tucked and socks pulled up from the time it is put on in the locker room or at the athlete's home until it is taken off in the locker room or at home. Spiked shoes are to be carried and put on at the location of the athletic contest. Athletes are not permitted to dress for a contest or practice in a parking lot, nor are they permitted to remove any

part of their athletic uniform before they have returned to the locker room or home.

Partial athletic uniforms, with the exception of team jackets, may only be worn during scheduled Andean Red and Gold days in accordance with the school uniform dress code. When athletic uniforms are not worn while traveling to a contest, athletes are to dress according to standards announced by the coach.

Jeans are not acceptable attire for athletes when traveling as part of an Andean team. Athletes are not to wear any clothing which advertises tobacco or alcohol products, nor which promote any conduct contrary to the philosophy of Andean High School.

### **TEAM SELECTION**

The ultimate responsibility for team selection rests solely with the head coach in a particular sport. Prospective team members are to know what is expected of a team member.

### **HAZING**

Andean's school policy forbids hazing in any form. It is considered a form of harassment and will be handled as outlined in the HARASSMENT section of this handbook.

### **MEDIA**

Athletes are never to make inflammatory comments regarding the coaches, officials, players, schools or teams. Show class at all times and remain above name calling, etc. Athletes that embarrass the school with irresponsible comments or put the school at risk regarding liable and/or slander issues face serious consequences.

### **PRIVACY NOTICE**

This notice applies to insurance products underwritten, or administered by, the Life Insurance Company of North America and CIGNA Life Insurance Company of New York, Life and Disability products underwritten by Connecticut General Life Insurance Company, and insurance products underwritten by Insurance Company of North America administered by the CIGNA companies. Information is the key to our ability to provide you with world-class service. We want to keep your trust so we are committed to protecting and maintaining the privacy of your information in our possession, regardless of whether you are a customer, applicant, insured, or former insured.

### **COLLECTION AND USE OF INFORMATION**

We may collect information about your health including mental, dental and general health, substance abuse treatment and sexually transmitted diseases, including HIV and AIDS. We may also collect financial information relevant to your insurance, such as your income, other sources of benefits, or other types of work or job information. This information will be used for business purposes such as assisting you in your decision to purchase insurance, underwriting your application for insurance, and investigating your claim for benefits. We will only collect information from sources other than you as permitted by law or with your written authorization. This information will be used by authorized company personnel solely for these purposes, and it may be integrated into our databases for statistical and audit purposes.

### **DISCLOSURE OF INFORMATION**

With some exceptions, we will not disclose your protected information without your written authorization. There are circumstances when we will disclose protected information related to medical underwriting or a claims investigation without your authorization to third parties or affiliate assisting us with medical underwriting or claim management, as permitted by law. We will also disclose protected information to third parties without your authorization as required by law such as in the case of subpoenas and mandated governmental disclosures. Protected information means any personally identifiable information including financial information, employment related information, genetic information, and diagnosis, treatment, and evaluation of any past and current medical or other conditions, including laboratory tests or examinations performed.



## **ACCESS TO AND CORRECTION OF INFORMATION**

You have a right to see and obtain copies of protected information in your file by submitting a written request to us. Within 30 business days of our receipt of your request you may have access to information about you that is reasonably located and retrievable. This right does not extend to information which relates to and is collected in reasonable anticipation of a civil or criminal proceeding, suspected fraud, or which we are otherwise permitted to withhold.

If the information is incorrect you have a right to have it corrected or amended. You may request correction or amendment by sending us a written request explaining why you believe the information is incorrect. Within 30 business days of our receipt of your request we will tell you if, in fact, we complied with your request. If we do not agree with you, we will notify you of our refusal, give you our reasons, and give you the opportunity to file a concise statement of dispute with us. Your statement will be sent with any future disclosure of the information that we make to others.

You may also submit a written request for the identity of persons or companies to whom we have disclosed protected information. To the extent we are required to maintain a record of disclosures, we will provide you with the names and addresses within 30-business days of the receipt of your request.

## **OTHER INFORMATION**

We have developed internal policies to maintain the privacy of your protected information. These include policies related to the transmission, storage and disposal of paper and electronic information; the prevention of unauthorized access and damage to systems, including damage due to environmental hazards and assigning and terminating user IDs.

We are required by law to protect the privacy of individually identifiable information, provide a copy of our policies and procedures, and abide by the Privacy Notice currently in effect. You may request a copy of our information policies, standards, and procedures by sending us a written request. We may change these policies, standards, and procedures at any time. If there are material changes, we will notify our customers of the changes by mail.

To request any of the information mentioned in this Privacy Notice, or if you have questions about our privacy policies, please contact,

**Compliance Office  
CIGNA Group Insurance  
1602 Chestnut Street TL23B  
Philadelphia, PA 19192**

## **PARTICIPATION IN SCHOOL SPORTS / INJURY RISK**

Sports are very exciting and most of them involve forceful contact with the ground or other players. Sports are played during all seasons in many weather conditions including hot and humid or cold and wet conditions. Several factors may contribute that may result in a serious injury. Athletes are to report all injuries immediately to their coach or trainer. Students are expected to follow procedures directed for their rehabilitation.

Injuries may include, but are not limited to death, paralysis due to serious neck and back injuries, brain damage, damage to internal organs or serious injuries to the bones, ligaments, joints and tendons. Such injuries can result not only in the temporary loss of function, but also in serious impairment of future physical, psychological, and social abilities, including the ability to earn a living.

## **TEAM MEETINGS**

Each team is required to hold a pre-season meeting. Attendance of at least one parent is mandatory. This requirement must be met prior to the student athlete being allowed to participate in interscholastic-competition. Any special team rules are explained at this time.

## **STORAGE & PLAYING FACILITIES**

Every effort is made to outfit all teams with the best equipment and to provide the best playing facilities. The following regulations are to be followed:

- ✓ Students going to and from an outdoor playing field must enter and leave by the outside locker room doors. Wearing cleats in the building is absolutely prohibited.
- ✓ Except when assemblies are held in the gymnasium, students are required to wear gym shoes in the gymnasium at all times. Gym shoes that are worn to the building from outside are not to be worn on the gym floor.
- ✓ If a student has been outside, he/she will see that his/her gym shoes are thoroughly cleaned before entering the building.
- ✓ The gymnasiums are NOT to be used as passageways from one section of the building to another.
- ✓ Without exception, when student athletes use any athletic facility playing field, running track, gymnasium, weight room, training room, locker room, etc., a coach or staff member must supervise them.
- ✓ Andean High School is not responsible for loss or damage to student owned equipment, gear, or other personal property.

### **LOCKS AND LOCKERS IN ATHLETIC AREAS**

Athletes are assigned lockers. Only locks issued by the school through a coach are to be put on lockers. Personal locks are subject to removal. Student athletes are to secure all personal property and school property in these lockers. Lockers are to be kept clean. At the completion of a particular sport season, locks are to be returned, and personal belongs are to be removed from the lockers. NO personal items are to be on the floor or on top of lockers. Those items not secured will be removed. Student athletes will also abide by the rules in the section titled **LOCKERS** in this handbook.

### **PRACTICES**

Athletes are expected to attend all practices and meetings called by their coach. If they must miss a practice or meeting, they are to notify their coach in advance. If this is impossible, the coach should be notified as soon as possible of the reason for the absence.

Athletes are to have transportation arrangements in place so as not to extend the time coaches have to remain in the building after meetings / practices.

### **TRAINING ROOM**

Athletes are to enter the training room only for treatment, taping, or evaluation. Students are expected to follow any other rules regarding use of the training room. Anyone not being treated by the trainer should not be in the room.

### **TRAVEL - TRANSPORTATION**

When school transportation is provided to a contest student - athletes are to travel to and from the contest site by these means. The coach can make exceptions if a prior parental request is made, in writing and is on file in the school office prior to the event.

### **DRESS**

Athletes are to dress properly and appropriately for games and practices. The coach will provide direction in this area. Only the school issued uniform is to be worn for competition. An exception to this occurs when cold weather necessitates that additional clothing be worn.

Athletic uniforms are to be worn with all buttons buttoned, shirts tucked and socks pulled up from the time it is put on in the locker room or at the athlete's home until it is taken off in the locker room or at home. Spiked shoes are to be carried and put on at the location of the athletic contest. Athletes are not permitted to dress for a contest or practice in a parking lot, nor are they permitted to remove any part of their athletic uniform before they have returned to the locker room or home.

Partial athletic uniforms, with the exception of team jackets, may only be worn during scheduled Andean Red and Gold days in accordance with the school uniform dress code. When athletic uniforms are not worn while traveling to a contest, athletes are to dress according to standards announced by

the coach.

Jeans are not acceptable attire for athletes when traveling as part of an Andean team. Athletes are not to wear any clothing which advertises tobacco or alcohol products, nor which promote any conduct contrary to the philosophy of Andean High School.

### **TEAM SELECTION**

The ultimate responsibility for team selection rests solely with the head coach in a particular sport. Prospective team members are to know what is expected of a team member.

### **HAZING**

Andean's school policy forbids hazing in any form. It is considered a form of harassment and will be handled as outlined in the HARASSMENT section of this handbook.

### **MEDIA**

Athletes are never to make inflammatory comments regarding the coaches, officials, players, schools or teams. Show class at all times and remain above name calling, etc. Athletes that embarrass the school with irresponsible comments or put the school at risk regarding liable and/or slander issues face serious consequences.