



Andrean Student Handbook 2017-2018

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.

I. ABOUT ANDREAN HIGH SCHOOL

HISTORY OF ANDREAN

Andrean High School, located in Merrillville, Indiana, is a Diocesan Catholic high school supported by the Diocese of Gary. The school was opened in 1959 under the nickname of 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 Andrew Grutka, the first bishop of the Diocese of Gary (1957-1984) and founder of Andrean while 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.

HISTORY OF SISTERS OF SAINTS CYRIL AND METHIDIUS

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. Today the Sisters of Saints Cyril and Methodius have their motherhouse and novitiate at Villa Sacred Heart in Danville, Pennsylvania.

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.

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.

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.

PHILOSOPHY

The motto "Christ is my Teacher" is the foundation for the philosophy of Andrean High School. 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 Diocesan 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.
3. Be respectful of daily prayer by standing

NON-DISCRIMINATORY POLICY

Schools in the Diocese of Gary admit students of any race, color, economic background, 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, economic background, national and ethnic origin in administration of educational policies, admission policies, loan programs, and athletic and other school-administered programs.

II. ADMISSION / ENROLLMENT

ANDREAN HIGH SCHOOL ADMISSIONS POLICY

Students from more than thirty 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 8th grade year.

A. FRESHMEN ADMISSION POLICY

The Andrean entrance exam is administered several times during the student's 8th grade year. 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.

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 a fair and just criteria formula. This formula will

be applied to every student with a complete application. Andrean may offer suggestions on class placement. Families will not be sent results of exam. Acceptance letters are sent out will include registration procedure. 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.

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. 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.

B. TRANSFER POLICY

Andrean considers transfer students into the 10th and 11th grades only. Andrean may accept 12th grade transfers 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. ISTEP, ECA scores, attendance record and discipline reports are also reviewed.

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

D. 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. Parents/Guardians must activate their online account and view it often.

E. SPECIAL CIRCUMSTANCES ADMISSION, ISP

Staying in-line with the Andrean 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. Although not all disabilities can be accommodated due to limited resources, students with a documented disability may be eligible for accommodations at Andrean High School. Those students who provide the appropriate documentation may be allowed the necessary accommodations to assist them in their academic work.

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. In most cases, the results of a student's comprehensive testing or evaluation should be included with his or her documentation.

The following is a list of what can be provided to students at Andean 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. Supplemental class notes may be provided.
4. Preferential seating in class.
5. Use of a calculator.

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

F. FINANCIAL OBLIGATIONS:

REGISTRATION INFORMATION

The registration fee is charged per student. It covers the cost of non-educational expenses and 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 or visit the Business Office if you have any questions. Andean relies on timely paid tuition to pay its teachers and other bills. When families choose not to pay their tuition in a timely manner, the entire school suffers. If your student's tuition is 30 days past due your student's name will be put on the Exclusion List which means they will not be able to attend classes or participate in any school related activities until tuition is current. This policy supersedes any other agreements mentioned in the Tuition Contract.

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. 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.

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

Graduation Fee: There is a 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.

FINANCIAL ASSISTANCE

There is some financial assistance available through the school in addition to the Parish Discount. To be considered for this assistance, an application form must be obtained from the Business Office.

RETURNED CHECKS

There is a fee assessed for 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.

III. ACADEMICS / CURRICULUM

A. ACADEMIC EXPECTATIONS

I. ANDREAN GRADUATION REQUIREMENTS / CORE 40 DIPLOMA

In order to graduate from Andrean High School, a student must have a minimum of fifty-two credits. The following are the minimum course requirements which exceeds the 40 required credits.

- 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 credits - World Languages
- 2 credits - Fine Arts
- 9 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 semesters of World 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

II. HOMEWORK

Students are given homework 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.

III. 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 or received a D in classes during the regular school year.

B. GRADING SCALE

The following procedure will be used in calculating report marks:

Grading Scale: Per curriculum guide on website.

Grade	Course Percentage	College Prep	College Prep Honors	Advanced Placement
A	89.5-100	4.0	4.5	5.0
B	89-79.5	3.0	3.5	4.0
C	79-69.5	2.0	2.5	3.0
D	69-59.5	1.0	1.5	2.0
F	59-0	0.0	0.0	0.0

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 Andrean High School are weighted on the 4.00 system.)

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.

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.

Andrean Society

Straight “A” Student regardless of GPA formula; recognized at Awards Ceremony.

A - Honor Roll

GPA equal to or greater than 4.00

B - Honor Roll

GPA equal to or greater than 3.5 but less than 4.00

C. 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. Andean Society for the semester;
2. 4.00 or above cumulative;
3. National Merit Program;
4. Academic team member.

The Red Chenille academic letter is awarded **only** once.

Repeat recipients receive a gold star to be pinned on the letter.

VALEDICTORIAN AND SALUTATORIAN SELECTION

The Valedictorian and Salutatorian are determined at the end of the third quarter. Criteria for title includes cumulative GPA as well as consistent and full embodiment of the Andean mission as interpreted by administration.

E. 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. Few exceptions to this apply.

G. 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.

I. 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, 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 administration and follow Behavior Policies as indicated in the handbook.

J. 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. The 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 withdrawal for poor academic performance.

K. EXTRA-CURRICULAR ACTIVITIES POLICIES

Each student is urged to be an active participant in one or more extracurricular activities. Andean offers various opportunities to get involved. All clubs are administratively approved. When students commit themselves to an activity, they should put their best effort forward, not only to benefit themselves, but the club.

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 watch or review may not participate in any extracurricular activity. 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.

Regular attendance at school is required of all extra and co-curricular participants. Students must be at school by the **End 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, Academic, and Behavior Policy section of this handbook.

MEETING PLACE AND TIME

School activities will be scheduled during the day as well as before 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.

EXTRA CURRICULUARS OFFERED

Academic Decathlon
Academic Super Bowl
Acropolis (School Newspaper)
Andean Ambassadors
Andean Class Officers
Andean Theatre Company (ATC)
Bowling Club

Campus Ministry
Decussata (School Yearbook)
Guitar Club
French Club
IHSAA Sports
Multi-cultural Club
Latin Club
Music Club
National Honors Society
Quiz Bowl
Spanish Club
Spanish Honor Society
Spell Bowl
Stage Techs
YARC (Young Adults Really Care)

IHSAA SPORTS

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

Boys

Baseball
 Basketball
 Bowling
 Cross Country
 Football
 Golf
 Soccer
 Tennis
 Track
 Wrestling

Girls

Basketball
 Cheerleading
 Cross Country
 Dance (Ninerettes)
 Golf
 Soccer
 Softball
 Tennis
 Track
 Volleyball

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

IV. STUDENT SERVICES PROCESSES & PROCEDURES

A. UTILIZATION OF GUIDANCE OFFICE SERVICES AND RESOURCES

Students who desire to see a guidance representative are asked to set an appointment with their assigned counselor. 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.

B. STUDENT FAITH ENRICHMENT EXPERIENCES/RETREATS

To enhance student spirituality and support the mission of Andrean 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 Campus Ministry.

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 make suitable arrangements to fulfill the senior retreat experience.

C. LIBRARY MEDIA CENTER

The mission of the Andean High Library / Media Center is to encourage all students to become life-long 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 Student's ID badge also serves as a library card and must be presented when checking out library materials.

D. HEALTH SERVICES / POSSESSION & DISPENSING OF MEDICATION

The School Nurse 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 to see the nurse. 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 and parents. 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 School Nurse and taken under supervision.

E. PREGNANCY

The school will attempt 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 and administration 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.

V. ATTENDANCE

The purpose of attendance services shall be to provide an efficient and timely means of insuring that pupils attend school pursuant to *Indiana Department of Education* requirements.

A. ATTENDANCE GRADES 9-12:

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 Andrean High School is expected to make every effort to be in school every day. 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.

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 semester final exams. In addition, many teachers have classroom rewards for good attendance.

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 may apply.

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 or Review), and notified of potential consequences for attendance accumulation issues.

Note that 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."

A EXEMPT:

The following types of absences are considered EXEMPT, and are not counted toward the attendance limit nor can the student be penalized in any way by the school:

Serving as a page or honoree of the General Assembly; 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; when subpoenaed to testify in court; serving with the National Guard for no more than 10 days; or serving with the Civil Air Patrol for up to 5 days, the student or a member of the student's

household exhibits or participates in the Indiana State Fair for educational purposes.

The administration may excuse 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; 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. School trips fall under this exception, as well as individual student absences.

B. 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 through administrative approval. It is highly recommended that absences be avoided whenever possible; however, we recognize that on occasion such absences are necessary. These include, but are not limited to, the following examples:

- 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 and Seniors will be allowed two excused college visits a school year.

Regular attendance at school is required of all extra- and co-curricular participants. Students must be at school by the **End 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.

C. 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. An unexcused absence also includes an absence that is not documented and/or not called in by a parent. Unexcused absences will receive appropriate disciplinary action. Unexcused absences are accumulated for the school year.

CONSEQUENCES OF UNEXCUSED ABSENCES:

- Unexcused absent from a period: Student assigned a detention.
- 1st Unexcused absence for the entire day: Student assigned detention
- 2nd Unexcused absence for the entire day: Student assigned a Saturday detention.
- 3rd Unexcused absence for the entire day +: Student placed on ISS and Watch.

D. 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

Second Referral: Student put on Probation status

Third Referral: Student put on Review status.

Habitual Truancy:

A student who is chronically absent, by having unexcused absences from school for more than ten days of school in one school year is Habitually Truant. 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. A student may be expelled from school for habitual truancy following school policy.

E. TARDY POLICY:

Regular and prompt school attendance is necessary both in the development of student 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. Students that are late to school must go to the Attendance Office to sign-in and to obtain a pass to class. 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.

CONSEQUENCES OF LATE TO SCHOOL 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.

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.

F. PROCEDURES FOR CALLING OFF STUDENTS

The parent/guardian should call to report an absence on the day of the absence by 9:00 am. The attendance office voice mail is available 24 hours a day. Please follow all instructions as directed by the prompts. The student must present a note to the Attendance Office the day of his/her return to school. Failure to document the reason for absence could affect the student if they exceed the absence limits. After the nine-day limit, all excused absences may be considered unexcused, regardless of how necessary they may seem to be.

G. 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 in advance. 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.

In order to be considered a half day absence a student must be present 5 out of the 7 periods of school. Anything less than 5 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 from MUST be brought in to the Attendance Office no later than 24 hours after the visit. 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.

H. EMERGENCY CLOSING DAYS

Since Andean'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. Andean will announce closings or delays on local radio and via other media, the website, www.EmergencyClosings.com and via our automated call-out/email/text service. This information will also be posted on the Andean website. If a delay or closing is not announced, CLASS WILL BE IN SESSION. If a student is late or absent because the student's local school corporation announces a weather delay or cancellation, the student's parent/guardian must call the Attendance Office should report the tardy or absence.

VI. DRESS CODE

A. See Current Edition of AHS School Uniform Policy

We believe the uniform policy to be an important aspect of the Andrean mission and ask our students to adhere to these policies. We will treat uniform infractions with disciplinary consequences as outlined in the Student Handbook. Students may be placed on probationary status limiting them from their activities for excessive uniform infractions.

Students will be expected to wear their identification badge at all times during school and school sponsored functions. All identification must be on an Andrean lanyard draped around the student's neck, visible to all. If the student loses his/her Andrean ID badge or lanyard, duplicates must be purchased in the Main Office.

VII. BEHAVIOR POLICIES AND PROCEDURES

A. CODE OF CONDUCT

According to the mission and vision of Andrean High School that emphasizes deep respect for the human dignity and the value of every individual, each student is to be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development, personal responsibility and a Christian attitude. Each student is expected to behave appropriately at all times, respect the rights of others, and adhere to all classroom rules and school regulations.

B. CONFERENCES FOR BEHAVIORAL CONCERNS

Conferences to discuss behaviors that affect successful school performance are scheduled by a school administrator and usually include the school administration, teachers, and parent(s). The use of recording devices during conferences is prohibited. The secretive recording by a student or parent may result in immediate withdrawal or expulsion of the student. Because parent cooperation is essential to successful education and discipline, the administration of Andrean High School has the right to involuntarily withdraw a student when the parent/guardian of the student acts in ways not helpful to the successful education of the student as determined by the administration. If a member of administration or faculty is not permitted to communicate or meet with a student per a parent's instructions or the parent participates in disrespect and ridicule of staff members, the student may be withdrawn from the school.

C. DISCIPLINARY CONSEQUENCES

Classroom teachers are responsible for discipline in their rooms. Students are expected to comply with all class rules set forth by a teacher, as well as whatever disciplinary actions are imposed for noncompliance. When a teacher judges that a student's discipline problems have become excessive and/or all reasonable courses of action have been tried or considered, the student will be sent to the school administration for further action.

Administrators and teachers document behavior incidents in student files when appropriate. When a behavior infraction is entered, a consequence is determined and the incident will be reported to the parent(s).

1. Level-One infractions may incur a verbal warning and/or detention.

Level-One includes, but is not limited to:

1. Classroom disruption as defined by the teacher
2. Tardy to Class
3. Multiple Dress Code Violations
4. Profanity, inappropriateness
5. Violation of Electronic Device Policy as defined by the teacher

2. Level-two infractions may incur a detention and/or suspension.

Level-Two includes, but is not limited to:

1. Repeated Level One Violation (regardless of whether violation was disciplined)
2. Academic Dishonesty
3. Threatening, Bullying, Fighting
4. Possession of inappropriate items
5. Defiance, Insubordination, Non-Compliance, Disrespect of school staff

3. Level-Three infractions may incur suspension or expulsion.

Level-Three including, but not limited to:

1. Repeated Level Two Violation (regardless of whether violation was disciplined)
2. Weapon Possession
3. Threat or attack on school staff or student
4. Leaving campus without permission
5. Drug, Drug Paraphernalia, Tobacco, or Alcohol Possession / Influence
6. Excessive Defiance, Insubordination, Non-Compliance, Disrespect of school staff
7. Serious Inappropriate Behavior as defined by administration

Using this system as a guide, the School Administration reserves the right to determine consequences according to the seriousness of the infraction. Consequences may include, but are not limited to:

1. DETENTION

Detentions are time spent before or after school fulfilling service to the school. The purpose is to discourage negative behaviors and/or activities, and give back to the school. Parents are notified 24 hours in advance of a detention, and are responsible for providing transportation for their

child. Students failing to report for an assigned detention are given further disciplinary action. Detentions have priority over extra-curricular activities.

2. SUSPENSION

Suspension tells the student that if continued, such undesired conduct will cause a permanent separation. If a student is placed on in-school or out-of-school suspension, parents are notified immediately by school administration. Students must complete all assignments and assessments missed during the suspension. During a behavioral suspension the student is not permitted to participate in extra-curricular activities and school-related functions including but not limited to, team practices, contests, dances, club meetings, games, team try-outs, award ceremonies, and any other Andean High School event.

3. WATCH

The administration monitors the academic and behavioral records of students throughout the school year. A student may be placed on watch if a number of disciplinary incidents occur. Probation is effective for a period of time determined by administration, at which point the student may not participate in any school activity or be a member of an Andean High School athletic team. If the student's behavior does not improve during this period, the School administration will decide if review for withdrawal is appropriate.

4. REVIEW FOR WITHDRAWAL

Student behavior that is a continual source of disturbance to teachers and/or fellow students, may result in involuntary withdrawal or expulsion from the school. Such a request is made at the discretion of the school administration. Any conduct not consistent with Catholic moral teaching and the philosophy of Andean High School constitutes grounds for possible expulsion. The school administration will in all instances be the final arbiter in determining the grounds for expulsion.

D. OFF CAMPUS CONDUCT

The administration of Andean High School reserves the right to discipline its students for off-campus actions that are in violation of the Code of Conduct and behavioral expectations of students. This includes social media and other forms of technology.

E. SEARCHES

Vehicles. Any vehicle parked in the student parking lot is subject to search. 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.

F. 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.

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. Students may be randomly selected on a periodic basis to participate in a random drug testing program. The number of random tests and students chosen for testing will be determined according to available resources. 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.

G. 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 school administration. 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 school administration. 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.

VIII. GENERAL INFORMATION

A. BUILDING ACCESS HOURS

Students will not be allowed into the building before 6:45 AM on school days, unless

participating in morning practices. Students must supervised until the start of the school day. Students will be expected to be out of the building by 3:15 PM unless participating in a practice associated with an extracurricular activity with supervisor. After 3:15, 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.

B. DELIVERY POLICY

No deliveries of food, balloons, candy, gifts, flowers, etc. will be accepted at the school.

C. 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. 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. Locker combinations are the equivalent of passwords and must be secured, not shared. Andean High School is not liable for lost or missing items.

D. 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. 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.

Payment for cafeteria food can be made with cash at the register per transaction, advance funding via check payable to Andean 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 which allows prepayment by credit card 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.

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 outside the cafeteria. Water fountains are located throughout the school to assist in the maintenance of body hydration.

E. COMMUNITY SERVICE

Community Service is a very important element in the Andean program. Students are

encouraged to work together for their local communities, parishes, and towns. Every student is required to complete a specified number of hours of community service per school year.

F. DROP OFF AND PICK UP OF STUDENTS

Students are to be dropped off behind the school at Door M no earlier than 6:45 and picked up after 3:00 and before 5:00. 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.

G. 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.

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. If a parking permit is lost, a new one must be purchased. 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 week of school.

H. 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.
- Park only in designated parking places.
- Student may not remain in their vehicle before class in the morning
- Student may not go to their cars during the school day without permission
- Car will be subject to tow at the owner's expense without parking pass
- Two wheel axle vehicles will be permitted in the school parking lot.

I. PHONE CALLS

Phone calls should be limited. Land line calls can be made in the Attendance Office or the Main Office with permission. Cell 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.

J. ELECTRONIC DEVICE POLICY

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.

K. 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. If an Andrean student wishes to bring a guest to a formal Andrean dance, the proper permission slip must be filled out prior to the purchase of tickets. 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. Freshmen and sophomores are not permitted to go to Prom. Anyone attending a dance must arrive no later than 30 minutes from when the dance starts and may not leave prior to 30 minutes before the dance is scheduled to end, unless prior permission has been granted. 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. 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. Any disrespect to chaperones or staff may be cause for additional disciplinary measures.

L. 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 Behavior Policies and Procedures.

M. 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. 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 disciplinary action.

N. 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 school administration. 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.

IX. INTERNET & TECHNOLOGY RESPONSIBLE USE POLICY

Internet access at Andrean is limited to educational use. The purpose of the Internet is to support research and education in and among academic institutions 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. 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.

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. Do not use another individual's account without 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.

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. Anything that is posted on social resources 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. We reserve the right to address that behavior is 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.

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.

User Owned Electronic Devices: 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 school policy. The incorporation of devices in an organized and academic manner is permitted subject to teacher rejection.

X. ATHLETICS

A. 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.

B. ATHLETIC ELIGIBILITY

Athletes must be eligible according to the rules of both Andrean High School and the Indiana High School Athletic Association (IHSAA). A student must be eligible according to present IHSAA rules as well as school policy as determined by administration in the areas of academic, financial obligation, and behavior policy. More severe standards may be applied by a coach, but must be approved by the school administration.

C. 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 works 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 and disciplinary action.

AGREEMENT FOR STUDENT ENROLLMENT

All parents and guardians (herein "parents") who believe that a Catholic School is a proper educational and religious environment for their child, and would like their child to attend a Catholic School, must adhere to the following agreement with their Catholic School:

Parents agree that the learning environment and religious nature of the school are guided by the Catechism of the Catholic Church. Among other things, the Catholic Catechism states: "*By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity.*" (2393 Catechism of the Catholic Church.)

Further, they acknowledge that a Catholic School looks to the recent encyclical, *Laudato Si*, wherein Pope Francis stated "*Our body itself establishes us in a direct relationship with the environment and with other living beings,*" and that "*learning to accept our body, to care for it and to respect its fullest meaning, is an essential element of any genuine human ecology.*" "*Valuing one's own body in its femininity or masculinity is necessary if I am going to be able to recognize myself in an encounter with someone who is different. In this way we can joyfully accept the specific gifts of another man or woman, the work of God the Creator, and find mutual enrichment.*"

In application of these religious beliefs, students will be limited to using the restroom/locker room matching the student's biological gender as created, meaning as it would be defined by the student's chromosomes. This means, for example, that no person with a Y chromosome may enter the girls restroom/locker room.

If serious concerns arise as to a student's and/or parent's position or action(s) with respect to the tenets of the Catholic faith, then parents will be counseled by School. If the matter involving the parents/student(s) is not resolved to the satisfaction of the School, which is seeking to uphold Catholic principles, then the parent will be asked to withdraw child(ren) from School and they agree to do so immediately. If they fail to do so, parents understand that child(ren) will be

expelled from the Catholic school.

Parents understand and acknowledge that prior enrollment in a Catholic School does not establish a precedent for further schooling by Catholic School nor constitute a guarantee of placement for subsequent years.

Parents agree to share with the school administration and classroom teacher(s), in writing if requested, professional recommendations and/or treatment reports regarding their child's medical, psychological and/or social situation.

Student and Parent Verification
2017-2018

We have received and reviewed the Andean High School handbook for the 2017-2018 school year.

We agree to abide by the policies and procedures set forth within and understand that all final decisions rest with the Andean High School administration. We understand and agree that the “school administration” as used throughout this handbook means the Principal or the Principal’s designee. We further agree to accept all notices and communications regarding any matter, including disciplinary matters, via email.

Signing this form also authorizes use of my image for any marketing materials. I can opt out of this policy by accompanying a written request with this form.

Student Signature

Print Student Name

Date

Parent/Guardian Signature

Print Parent/Guardian Name

Date

Parent/Guardian Email Address