

The Archdiocesan Of Indianapolis policies provide a setting for many of the West Deanery Unified Catholic Schools Board policies. In accordance with the Constitution and Bylaws of the West Deanery Unified Catholic Schools, (WDUCS) the Board of Directors is responsible for policy development. “Formulating and enacting general, educational and financial policies guide the administration in achieving the objectives of the strategic plan.” Policies “shall be in compliance with the Canon laws of the Roman Catholic Church, Indiana civil law regarding accredited non-public schools and not-for-profit corporations, and the policies of the Member (Archdiocese). Such policies shall guide planning and administration in the following areas”:

Policy Classifications:

Faith Community: Contains all policies pertaining to Mission, Board of Directors, Governance, and Stake Holders.

F-01 Drafting and Formatting Policy
Constitution and Bylaws of West Deanery Unified Catholic Schools

Academic: Contains all policies governing admission to West Deanery Unified Catholic Schools, and student academic achievement.

A-01 Admission to Cardinal Ritter High School
A-02 Admission to Saint Michael-Saint Gabriel Elementary School

Business: Contains all policies related to financial matters (institutional and student), and the management of funds.

B-01 Tuition
B-02 Archdiocesan Employee Tuition Discount
B-03 West Deanery Unified Catholic Schools Employee Tuition Discount
B-04 West Deanery Unified Catholic Schools/Marian University Tuition Discount

Institutional Advancement/Development/Enrollment:

Contains all policies governing marketing and fund raising.

Personnel: Contains all policies governing all employees (Administration, Faculty, and Staff) of West Deanery Unified Catholic Schools.

P-01 (S-04) Technology Use

Student: Contains all non-academic policies related to students.

S-01 Anti-Bullying, Harassment, and Violence
S-02 Drug and Alcohol
S-03 Graduation Cardinal Ritter High School
S-04 (P-01) Technology Use

Policy Number: A-01	Review Date: March 25, 2016
Original Date: Feb. 28, 2012	Revision Date: May 16, 2016
Effective Date: Feb 28, 2012	Revision Approval Date: June 7, 2016
Prepared by: Policy and Planning Committee	
Board of Directors Committee Approval Date: Feb. 21, 2012	
Board of Directors Approval Date: Feb. 28, 2012	

The school respects the personal conscience of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school, it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school, except those that are intended only for Catholics (e.g., reception of the sacraments).

Title: **Admission Priorities for Cardinal Ritter High School**

Policy: Priorities for acceptance and admission into the school will be applied after application deadlines have passed and otherwise acceptable applications exceed the Board-approved freshman class size.

Purpose: To provide for an equitable process for accepting students into the school based on the mission of the Archdiocese to provide a high school education to the West Deanery and to support the evangelization goals of the Church.

Scope: All students entering grades 7 – 12.

Procedure:

1.0 **Class Size**

- 1.1 The president/principal of CRHS will make a recommendation to the Board of Directors regarding maximum freshman class enrollment number.
- 1.2 The Board of Directors will approve class size for incoming freshmen at the initial fall Board meeting.
- 1.3 The president, in consultation with the principal, may exceed the Board of Directors' maximum freshman class enrollment number after consultation with the Executive Committee of the Board.

2.0 Applications

- 2.1 The first application deadline will always be January 31st of the current year for enrollment in the following school year. Applications received after January 31st will be reviewed based on availability. Other application deadlines may be established by the President's Council.
- 2.2 Application deadlines will be published annually and available in September of any school year.
- 2.3 Application forms will be available online, in the Guidance Office, or upon request.
- 2.4 Applications will be stamped with the date it is received. This date will serve as a tie-breaker if needed to determine admissions priority.

3.0 Admission Acceptance

- 3.1 The Guidance Office and principal will conduct evaluations to determine the admission of all students. The principal is the final authority on the acceptance and admission of any student after a recommendation from the Guidance and Admissions Offices. The president may elect to accept a student who has not been recommended for acceptance but should consult with the principal.
- 3.2 The Guidance and Admissions Offices will apply the following priorities in their recommendation to the principal for those students meeting application deadlines. Priority will be given to students requesting admission to the Junior High program from any West Deanery School without an existing Junior High program.

Priority 1 -- West Deanery parish members currently attending West Deanery Catholic Schools

Priority 2 -- West Deanery parish members who are not currently enrolled in a West Deanery Catholic School, or Non-Catholic student currently enrolled in a West Deanery School for a minimum of two (2) consecutive years

Priority 3 -- Non-Deanery Catholic student and Catholic-educated

Priority 4 -- Non-Catholic and Catholic-educated

Priority 5 -- Non-Catholic and public-educated

- 3.3 These priorities will be applied for each deadline and accepted applications.
- 3.4 The stamped "received date" will be used to rank any priority category.

4.0 Acceptance and Registration

- 4.1 Students who are accepted should make a commitment to attend by registering before the deadline. The principal may revoke an acceptance if there has been no commitment to register. Failure to make the tuition down payment may also result in the revocation of acceptance by the principal after consultation with the Director of Business and Finance.

Policy Number: A-02	Review Date: Oct. 3, 2016
Original Date: Feb. 21, 2012	Revision Date: Nov. 7, 2016
Effective Date: Feb. 28, 2012	Revision Approval Date: Nov. 15, 2016
Prepared by: Policy and Planning Committee	
Board of Directors Committee Approval Date: Feb 21, 2012	
Board of Directors Approval Date: Feb. 28, 2012	

Title: St. Michael-St. Gabriel Archangel School Admission and Wait List for Pre-school through Grades 8

Policy: In order to ensure an orderly and equitable admission for students of St. Michael-St. Gabriel Archangel School (hereinafter referenced as the “School”), this policy and these procedures are adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the Policy and Planning Committee and ratified by the Board of Directors, revisions of this policy shall supersede any prior admission policy of the School.

Purpose: The primary goal of the School is to provide a Catholic education to the students in the Parishes of St. Michael the Archangel and St. Gabriel the Archangel (hereinafter referenced as the “Parishes”) in accordance with the mission statement of the School, Archdiocesan policies, Curriculum, and guidelines. Therefore, all students, once admitted, are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of the School.

Scope: All applicants meeting the age requirement for attendance from Pre-School through Grade 8.

Procedure:

1.0 Application

1.1 Parishioner Status

Active parishioner status will be defined at the parish level and verified on the Parishioner Verification Form, submitted with a child’s application for enrollment.

1.2 Financial Aid and Responsibility

The School and Parishes work to provide financial support to economically disadvantaged families to the fullest extent possible. All School families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by the School.

1.3 Non-Discrimination

The Board of Directors and Administration establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools, administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

1.4 Accommodation of Students with Special Needs

The School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The School has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

1.5 Agree to Abide by the School Rules

Upon admission, all parents and students agree to abide by the policies and rules of the School as specified in the St. Michael-St. Gabriel Archangel School Handbook. The School reserves the right to update, revise, and promulgate this Handbook and other policies at any time. Administration maintains the right to address issues through an executive process. Final decision remains with the School President.

2.0 Admission Selection Procedure

2.1 Open enrollment for current students will begin January 1st of each year and remain open until March 1st for the subsequent school year.

2.2 Beginning with the spring registration date each year, without exception, applicants registering for Pre-School who are at 4 years of age by August 1st, or for kindergarten, who are age 5 by August 1st of the school year for which they are registering will be eligible for consideration for admission. For grades 1 through 8, applicants will be eligible for admission based on proof of current academic record at the time of registration. If registered by April 1st, eligible applicants will be selected and placed in the school based on the maximum capacity of classrooms as reviewed in consultation with the Principal and President and approved by the Board of Directors according to the following categories in order of preference:

1. Catholic applicants and active parishioners of St. Michael the Archangel or St. Gabriel the Archangel parishes
2. Catholic applicants and active parishioners of parishes outside St. Michael the Archangel or St. Gabriel the Archangel parishes
3. Non-Catholic applicants

3.0 Wait List

- 3.1 Timely applicants selected for admission to the School will automatically be placed on a wait list if a class is full. If an opening becomes available, applicants on the wait list will be given priority for those openings in the same order of preference as detailed in the Admissions Selection Procedures above. The date stamped on the original Registration application will serve as a tie-breaker. The wait list for each school year will be established after the selection process for the upcoming school year has ended and will terminate when that school year ends.

4.0 School CHOICE Lottery

- 4.1 If, by April 1st, the number of applicants for enrollment exceeds the number of choice scholarships available, the School will draw at random in a public meeting the applications of applicants who are entitled to a choice scholarship from among the applicants who meet the requirements for admission to the School.

Policy Number: B-01	Review Date: February 21 st , 2017
Original Date: April 16, 2013	Revision Date: February 21 st , 2017
Effective Date: April 16, 2013	Revision Approval Date: April 18 th , 2017
Prepared by: Policy and Planning Committee	
Board of Directors Committee Approval Date:	
Board of Directors Approval Date: April 16, 2013	

Title: **Tuition**

Policy: The West Deanery Unified Catholic Schools Board (Board) will establish tuition rates and associated discounts annually. The Board will utilize the Admissions Policy and incorporate the Franciscan Values of Responsible Stewardship, Peace and Justice. The Board's decision will be based on recommendations by the school administrative staffs in order to insure adequate financial resources to provide a comprehensive Catholic educational program at Cardinal Ritter High School and St. Michael–St. Gabriel Archangel School.

The tuition rate must be relevant to the educational value provided while remaining affordable for all families with students admitted to our schools. A fair and uniform assistance program will be administered confidentially by the schools under general Board oversight.

Registered families must be adequately advised of all tuition related processes and procedures and are required to formally acknowledge their tuition obligation and personal commitments. The schools will make consistent and fair efforts to assist families in the timeliness of their tuition payments while reserving the right to refuse continued enrollment if it is determined the tuition obligation will not be achieved.

The Dignity of the Individual will be maintained throughout the entire tuition and collection processes.

Purpose: To insure adequate financial resources are available to provide a comprehensive Catholic educational program at Cardinal Ritter High School and St. Michael–St. Gabriel Archangel School.

Scope: Families and their student(s) Pre-K through 12.

Policy Number: B-02	Review Date: March 14, 2016
Original Date: March 7, 2006	Revision Date: May 16, 2016
Effective Date: July 1, 2006	Revision Approval Date: June 7, 2016
Prepared by: Paul Lockard, President of CRHS	
Board of Directors Committee Approval Date: Finance Committee February 28, 2006	
Board of Directors Approval Date: March 7, 2006	

Title: **Archdiocesan Employee Tuition Discounts**

Policy: Full-time employees of the Archdiocese of Indianapolis shall receive a 25% tuition discount for their dependents.

Purpose: To provide consistent guidelines when applying Archdiocese employee tuition discounts for different employment conditions.

Scope: All Archdiocese of Indianapolis qualifying employees and administered by the West Deanery Unified Catholic Schools Director of Business and Finance. Full-time (FT) status is determined by Human Resources. This discount may not be combined with any other employee related discount.

Procedure:

1.0 **Application**

1.1 Full-time employees of the Archdiocese of Indianapolis will be given the tuition discount after they have been entered into the payroll system and have successfully completed a background check.

1.2 The tuition discount will be applied or prorated based on the start date of the employee.

2.0 **Termination of Discount**

2.1 The tuition discount will be discontinued if the employee status should change (FT→PT).

2.2 The tuition discount will be discontinued on the termination date of the employee.

2.3 Employees who leave before the end of a school year and have prepaid their tuition will have their tuition prorated from the termination date.

Policy Number: B-03	Review Date: March 14, 2016
Original Date: March 6, 2007	Revision Date: May 16, 2016
Effective Date: July 1, 2007	Revision Approval Date: June 7, 2016
Prepared by: Paul Lockard, President CRHS	
Board of Directors Committee Approval Date: Finance Committee December 2006	
Board of Directors Approval Date: March 6, 2007	

Title: **West Deanery Unified Catholic Schools (WDUCS) Employee Tuition Discounts**

Policy: A tuition discount of up to 100% will be applied to the tuition charge for all students who are dependents of **full-time** (FT) employees of Cardinal Ritter High School (CRHS), and St. Michael-St. Gabriel Archangel School (SMSG). A tuition discount of 25% will be applied to the tuition for all students who are dependents of **part-time** (PT) employees of CRHS and SMSG.

Purpose: To provide consistent guidelines when applying CRHS and SMSG employee tuition discounts for different employment conditions and to provide incentives for continued employment of CRHS and SMSG.

Scope: All dependents of full-time and part-time employees of WDUCS. Full-time and part-time employee status is determined by Human Resources. This discount may not be combined with any other employee related discount.

Procedure:

1.0 Application

1.1 Tuition discount will be applied or prorated based on start date of the employee.

1.2 Experience level at first day of school will determine discount rate.

2.0 Discount Scale (full-time employees)

- A 25% discount will be applied for the first two (2) years of (FT) employment.
- A 50% discount will be applied after the completion of two (2) years of (FT) employment.
- A 75% discount will be applied after the completion of five (5) years of (FT) employment.
- A 100% discount will be applied after the completion of nine (9) years of (FT) employment.

3.0 Discounts, Scholarships, Financial Aid

- 3.1 Employee discount will be applied to **base** tuition (excludes individualized student fees) **after** Catholic and/or multi-student discounts have been applied and **before** any type of scholarships. Financial aid will be awarded based on the tuition charge **after** all discounts and scholarships.

Sequence for establishing net tuition and fees:

- Establish base tuition (includes fees assessed for every student)
 - Deduct discounts (i.e. Catholic, Multi-student, Archdiocese employee, WDUCS employee)
 - Identify and add individualized fees
 - Deduct scholarships (i.e. Unfunded, Funded, Tax Credit - SGO, School Choice - Voucher)
 - Deduct financial aid
- 3.2 Credits or reductions in excess of tuition will not be reimbursed or credited to subsequent years.
- 3.3 CRHS, CRJH, and SMSG are all considered separate entities when calculating multi-student discount. There is no crossover between the three (3) schools.

4.0 Termination or Reduction of Discount

- 4.1 The tuition discount will either be discontinued on the termination date of the employee or recalculated when employment status is changed from FT→PT.
- 4.2 Employees who leave before the end of a school year and have prepaid their tuition will have their tuition prorated from the termination date.

Policy Number: B-04	Review Date: March 14, 2016
Original Date: May 5, 2008	Revision Date: May 16, 2016
Effective Date: May 5, 2008	Revision Approval Date: June 7, 2016
Prepared by: Paul Lockard, President of CRHS	
Board of Directors Committee Approval Date: Not available	
Board of Directors Approval Date: Not available	

Title: **West Deanery Unified Catholic Schools Tuition Discount for Student of a Marian University Employee**

Policy: A tuition discount of 50% will be applied to student(s) of a Marian University employee.

Purpose: In support of sharing of ministry with Marian University, the following High Schools: *Bishop Chatard High School, Blessed Theodore Guerin High School, Brebeuf Jesuit Preparatory School, Cardinal Ritter High School, Roncalli High School, Scecina Memorial High School*, agree to participate in the program for providing a 50% tuition discount for the dependents of a Marian University employee.

Scope: The Marian University employee must maintain full-time status and be financially responsible for the student. This discount may not be combined with any other employee related discount.

Procedure:

1.0 Application

- 1.1 Tuition discount is applicable towards **tuition** only. Fees, books, etc. are excluded.
- 1.2 It is the responsibility of the Marian University employee to contact the applicable high school regarding their policy.
- 1.3 The Marian University Human Resources Department will collaborate with the participating Catholic High School for verification of employment and other requirements outlined by the school.

2.0 Termination of Discount

- 2.1 The tuition discount will be discontinued on the termination date of the employee.

Policy Number: F-01	Review Date:
Original Date: Oct. 18, 2016	Revision Date:
Effective Date: Oct. 18, 2016	Revision Approval Date:
Prepared by: Policy and Planning Committee	
Board of Directors Committee Approval Date: Oct. 3, 2016	
Board of Directors Approval Date: Oct. 18, 2016	

Title: **Drafting and Formatting Policy**

Policy: Policies for West Deanery Unified Catholic Schools (WDUCS) must follow a standard format. All policies must be consistent with the Archdiocese of Indianapolis standards, WDUCS Bylaws, and utilize Franciscan values in their development.

Purpose: WDUCS is committed to communicate policy and procedures governing its actions. It is our goal to:

1. have all policies clearly written, understandable and accessible to members of the community
2. establish a formal mechanism to create, approve, rescind, and periodically revise policies and procedures, including a format and reference numbering system
3. create a repository for approved policies

Scope: Applies to anyone responsible for creating, distributing or revising policy.

Procedure:

1.0 Application

- 1.1 Utilize policy template.
- 1.2 Policy Number: classifying and assigning a policy number is the responsibility of the President.
- 1.3 Original Date: date of original policy
- 1.4 Effective Date: record date the policy becomes effective.
- 1.5 Prepared by: identify person(s) or committee formulating the policy.

- 1.6 Board of Directors Committee Approval Date: record the approval date from the Board of Directors Committee.
- 1.7 Board of Directors Approval Date: record the approval date from the Board of Directors.
- 1.8 Review Date: record review date.
- 1.9 Revision Date: record revision date.
- 1.10 Revision Approval Date: record the approval date from the Board of Directors.
- 2.0 **Definitions**
- 2.1 Title: is the primary means of identifying, locating and referring to a policy. It should be clear, concise and represent the policy content.
- 2.2 Policy: describes the policy's core requirements. It enhances the mission and values and reduces institutional risks. Its governing set of principles guides the practice at the institution. It should be brief.
- 2.3 Purpose: states the purpose, rationale and justification. Include background information for developing the policy.
- 2.4 Scope: identifies to whom or to what the policy applies.
- 2.5 Procedure: includes the steps necessary to comply with the policy.
- 3.0 **Drafting a Policy - style tips:**
- 3.1 All policies should be drafted in MS Word, using Times New Roman 12 point font and 1" margins. Convert the policy into a PDF format once the policy is approved by all authorities, policy has been classified, and numbered.
- 3.2 It is our goal to have all policies clearly written, understandable, and accessible to members of the community.
- 3.3 When using acronyms, spell out the words the first time, then indicate the acronym in parenthesis, e.g., West Deanery Unified Catholic Schools (WDUCS).
- 3.4 When publishing a policy, each school (Cardinal Ritter High School or St. Michael-St. Gabriel) may elect to use only their school name.

4.0 Reviewing Policy

4.1 All policies should be reviewed every 5 years or as warranted/needed.

5.0 Policy Repository

5.1 Update the repository. All current policies are available on the WDUCS web site and accessible to all stakeholders. A paper manual with current/archived/deleted policies is available in the President's office.

Policy Number: P-01 (S-04)	Review Date: February 21 st , 2017
Original Date: May 22, 2012	Revision Date: February 21 st , 2017
Effective Date: July 1, 2012	Revision Approval Date: April 18 th , 2017
Prepared by: Policy and Planning Committee	
Board of Directors Committee Approval Date: May 9, 2012	
Board of Directors Approval Date: May 22, 2012	

Title: **Technology Use**

Policy: The combined educational institutions of Cardinal Ritter High School and St. Michael-St. Gabriel Archangel School recognize the strategic nature and vital role that informational technology (IT) provides. It has become a valuable and expanding educational and administrative resource. Thus, it is the policy of the West Deanery Unified Catholic Schools to fully utilize our IT network, software programs and hardware solely for those purposes, in accordance with our mission.

Purpose: It is the responsibility of the school’s administration to establish, publish, and monitor rules and guidelines that direct the acceptable use and application of our technology resources. To safeguard the capabilities of our IT resources, this policy is directed towards protecting the integrity and ownership of data, minimizing exposure to risks, prohibiting cyber-bullying and slander via technology and espouses the values specified in the foundation statements of the schools.

Scope: Pre-K through 12 – faculty, staff and students.

Procedure:

1.0 Application

1.1 Annual acknowledgement of the *Acceptable Use* procedures is required from students, faculty, administration and staff who are provided access to school technology resources either through school owned or non-school owned resources.

1.2 Any usage of our IT resources will be in compliance with all rules and disciplinary codes of the schools and the Archdiocese’s Office of Catholic Education.

Policy Number: S-01	Review Date: February 21 st , 2017
Original Date: February 25, 2014	Revision Date: February 21 st , 2017
Effective Date: February 25, 2014	Revision Approval Date: April 18, 2017
Prepared by: Policy and Planning Committee	
Board of Directors Committee Approval Date: February 18, 2014	
Board of Directors Approval Date: February 25, 2014	

Title: **Anti-Bullying, Harassment and Violence Policy St. Michael-St. Gabriel Archangel School (SMSG)**

Policy: It is our commitment to provide and maintain a working and learning environment free from physical, published, psychological, and verbal harassment. This includes racial, ethnic, religious or sexual harassment and violence. The policies of the Archdiocese of Indianapolis, the SMSG Discipline Code, and the Franciscan values of Dignity of the Individual and Peace and Justice will be utilized to enforce the policy.

Purpose: Provide an environment free from bullying and harassment based on our long standing policy of fair and equal treatment of every person.

Scope: Pre-K through 8th grade – faculty, staff, and students.

Definitions of Bullying and Harassment

Bullying: (1st of 2 definitions)

- 1.0 As defined by IC 20-33-8-0.2, bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - 1.1 Places the targeted student in reasonable fear of harm to the targeted student’s person or property.
 - 1.2 Has a substantially detrimental effect on the targeted student’s physical or mental health;
 - 1.3 Has the effect of substantially interfering with the targeted student’s academic performance; and/or
 - 1.4 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.

Bullying: (2nd of 2 definitions)

- 2.0 Bullying may not be interpreted to impose any burden or sanction regarding the following:
 - 2.1 Participating in a religious event.
 - 2.2 Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
 - 2.3 Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment of the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
 - 2.4 Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
 - 2.5 Participating in an activity undertaken at the prior written direction of the student's parent.
 - 2.6 Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Harassment:

- 1.0 Harassment, as defined by the Archdiocese of Indianapolis, can result from a single incident or from a pattern of behavior in which the purpose or effect is to create a hostile, offensive, or intimidating environment. Harassment encompasses a broad range of verbal or physical behavior that can include, but is not limited to, the following:
 - 1.1 Physical or mental abuse, bullying, shunning, intimidation, assault
 - 1.2 Direct or indirect threats
 - 1.3 Racial or religious insults
 - 1.4 Derogatory ethnic slurs
 - 1.5 Unwelcome sexual advances or touching*
 - 1.6 Sexual comments or sexual jokes
 - 1.7 Requests for sexual favors used as a condition of employment or as a condition for obtaining an education that may affect any personnel or educational decisions such as hiring, promotion, or compensation; and/or grades, promotion, class placement in school.

**NOTE: Unwelcome touching does not include legitimate non-sexual physical contact such as the physical restraint of a student to avoid harm to persons or property as allowed by Indiana law, a teacher's consoling hug, or physical contact required in sports, etc.*

Anti-Bullying, Harassment and Violence Administrative Rules and Procedures

1. Obligation
 - a. An employee or a student who believes another person's conduct toward him/her is improper or offensive generally has an obligation to ask the person to stop the behavior before making a report. There may, however, be instances where such actions would be impossible.
2. All Reports Are Taken Seriously
 - a. In prohibiting any form of bullying or harassment by employees, co-workers, supervisors, volunteers and students, all reported instances of harassment, bullying or threatening behavior will be taken seriously. Harassment, threats and other unacceptable activities that create a hostile environment are prohibited and could subject an employee or student to immediate and severe disciplinary action. Harassment, bullying and other unacceptable activities that could become a condition of employment or a basis for personnel or educational decisions are specifically prohibited. Any employee or student who engages in such harassment could be subject to immediate discipline, up to, including, discharge or expulsion.
3. Reporting
 - a. Reports of possible violations should first be made to the administrator in charge.
 - b. Although not the preferred method, anonymous reports will be accepted.
 - c. If the complaint involved an employer or supervisor, the report may be made directly to the Archdiocesan Office of Human Resources.
 - d. Complaints may be made verbally or in writing.
 - e. If reports of violations involving students are not adequately resolved at the local level, a report should be made to the Archdiocesan Office of Catholic Education.
 - f. The administrator in charge or archdiocesan offices will promptly investigate any alleged bullying or harassment.
 - g. Confidentiality will be maintained to the extent practical and appropriate under the circumstances.
 - h. Nothing in these rules shall prevent any person from reporting harassment or violence directly to archdiocesan officials, if it is inappropriate to do so at the local level.
 - i. File incident report with Archdiocese bi-annually.
4. Investigation
 - a. Upon receipt of a report or complaint alleging serious harassment or potential violence, the administrator in charge and /or Director of Human Resources shall immediately undertake or authorize an investigation.

- b. School administrators should employ the threat assessment process as prescribed by the archdiocese whenever there is a perceived or directed threat of violence in the school.
 - c. The administrator in charge or archdiocesan officials may take immediate steps at their discretion to protect the complainant, students and employees pending completion of the investigation including immediate removal of persons from the school property. All due process procedures prescribed for employees and students shall be followed.
5. Education
- a. The school will make available appropriate bullying and harassment education for all stakeholders.
6. Action
- a. Once the investigation is complete, the school administrator or archdiocesan officials will take appropriate action and complete a written report. Such action may include, but is not limited to: warning, suspension, expulsion, referral to law enforcement and/or mental health authorities, remediation, and termination or contract non-renewal.
7. Reprisals Are Prohibited
- a. Appropriate disciplinary and legal action may be taken against any student, employee, or other person who retaliates against any person who reports alleged harassment or violence, or against any other person involved in the investigation and subsequent actions. Reprisal may include, but is not limited to, any form of intimidation, retaliatory action or harassment.

Policy Number: S-03	Review Date: February 21 st , 2017
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Effective Date: August 2005	Revision Approval Date: April 18 th , 2017
Prepared by: Paul Lockard, President of CRHS	
Board of Directors Committee Approval Date:	
Board of Directors Approval Date: April 19,2005	

Title: **Graduation**

Policy: In order for a senior to receive a diploma from Cardinal Ritter High School, diploma requirements outlined by the Indiana Department of Education and Cardinal Ritter High School (CRHS) must be met. Students may not participate in commencement or graduation activities in cases outlined below in the procedure section.

Purpose: To provide consistent guidelines to the school administration for a student to receive a diploma and to participate in graduation activities.

Scope: All Senior students attending Cardinal Ritter High School.

Procedure:

1.0 Application

- 1.1 Seniors who do not meet graduation requirements will be informed they did not qualify for a diploma. Notification will be made as quickly as possible and prior to graduation activities. Students may be allowed to participate in graduation activities with the permission of the principal. Any exceptions to the graduation policies must be approved by the president.
- 1.2 Seniors who are more than two credits short of meeting the required number of credits for a diploma will not be allowed to participate in commencement.
- 1.3 The principal may prevent a senior from participating in graduation activities, including commencement, if the principal has sufficient reason to believe that either the student has violated the discipline policies or if there are discipline issues prior to graduation.
- 1.4 Seniors must attend all end of the year activities in order to participate in the graduation ceremony. This includes Baccalaureate Liturgy.

2.0 Financial Status

- 2.1 No student who has an outstanding balance will be allowed to participate in any graduation activity. **The president of West Deanery Unified Catholic Schools is the only person who may grant an exception to this policy.**

3.0 Valedictorian and Salutatorian Status

- 3.1 In order to be awarded the status of valedictorian or salutatorian, he/she must have completed both their **entire** junior and **entire** senior year at Cardinal Ritter High School. There will be no exception to this rule.
- 3.1 Valedictorian and salutatorian status will be based on the grade point average of a senior at the end of the first semester of their senior year.
- 3.2 The principal may, after consultation with the president, revoke the status of these awards for reasons of dereliction of studies, disciplinary issues, or other conduct detrimental to the school.

4.0 Early Graduation

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

Policy Number:	Review Date: Nov 2016
Original Date: Fall 2015	Revision Date:
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Prepared by: Jo Hoy, Principal CRHS; Jay Mercer, Archdiocesan Attorney	
Board of Directors Committee Approval Date:	
Board of Directors Approval Date: Presented to Board Fall 2015	

Title: **Drug and Alcohol**

Policy: This policy is intended to serve as a preventative and diagnostic tool for students considering drug or alcohol use. It is an integral part of our physical and mental wellness educational efforts, which promotes students as positive role models for our community, free of alcohol, drugs, and other dangerous substances. It is not intended to deprive students of academic attendance, or to impose academic penalties. This policy promotes a healthy, safe environment for our student body and includes the following goals:

- Support students' decisions to remain safe and free from drugs and alcohol.
- Provide students a reason to say "no" if pressured to use drugs and alcohol.
- Affirm students choosing to be substance free and support their positive decisions.
- Educate students choosing to experiment with drugs and alcohol of the serious risks, dangers and consequences of using drugs or alcohol.
- To provide our students who may have a drug and/or alcohol problem with an opportunity for healthy recovery.

Purpose: West Deanery Unified Catholic Schools (WDUCS) (Cardinal Ritter High School and St. Michael-St. Gabriel Elementary – CRHS and SMSG) utilizes a drug testing program in an effort to deter students from using illegal drugs and alcohol.

Scope:

- This policy applies to every WDUCS student (Pre K through 12th grade).
- This policy applies at all times, at all places and throughout the student's entire enrollment at WDUCS.
- There are no times, no days, no places, and no circumstances in which the policy does not apply.
- This includes a student's behavior at and away from school.
- All students and parents are required to consent to participation in all aspects of this policy as a condition of student admission and continued enrollment.
- Students and parents agree that WDUCS has full and complete discretion to impose discipline or take other action, as the administration deems appropriate, for behavior occurring at and/or away from school.

Procedure:

Drug and Alcohol Use

- All WDUCS students are required to comply fully with federal, state, and local laws regarding the use of prescription drugs, illegal drugs, tobacco, alcoholic beverages, and other dangerous substances.
- No student may use, be under the influence of, or possess drugs or alcoholic beverages on school grounds at any time. This includes before, during, and after a school-sponsored or sanctioned activity. It should be understood that *drugs* in this policy also refers to the abuse or misuse of prescription medication.
- Any student found using, possessing, or aiding in the distribution of drugs, tobacco, alcoholic beverages and/or related items on campus or at school-sponsored activities is subject to severe disciplinary action.

Testing for Drug and Alcohol Use

- Parents and students agree to testing protocols within the guidelines of the testing permission form and the WDUCS Drug and Alcohol Policy.
- Parents will be notified by phone if their student is required to be tested based on reasonable suspicion. Parents do not have the right to be present during testing.
- In the event that phone calls to parents are not answered prior to the Licensed Clinical Lab arriving at school. The LCL will proceed with testing protocol.
- A student's refusal for drug and/or alcohol testing will be viewed as a positive test, thus will follow the consequence protocol for a positive test.
- Parental refusal for student testing may result in student expulsion.

Testing Categories

- **Reasonable Suspicion:** Any student who displays behavior that may be related to the use of prohibited substances, or is otherwise demonstrating conduct that may be in violation of this policy will be tested. A student may be required to test based on their behavior before, during, or after the school day or at a school-sponsored activity. Students identified as having attended gatherings where there is a suspicion of alcohol or drug use may be tested based on reasonable suspicion. Reasonable Suspicion involves both objective and subjective decisions by teachers, administrators and others charged with the responsibility to supervise students. The alleged lack of Reasonable Suspicion shall not constitute a valid reason to deny testing or form the basis for any challenge to the Consequences for a positive test.
- **Social Probation:** Students on social probation will complete random drug tests throughout the course of the probationary time-frame. Students on social probation may be required to complete a drug test prior to, during, or following any school related activity.
- **Transfer Student:** Transfer students placed on social probation as a condition of admission will be asked to complete a drug test. The test should be completed no more than 15 days prior to their first day of school. Admission is probationary until the test confirms the student to be drug free.

Drug Testing Procedures

- Students currently taking prescription medications must notify the administration before the test (prescriptions will be verified through the student's physician).
- WDUCS will contract a Licensed Clinical Laboratory (LCL) to administer student drug testing.
- Testing screens may include urine sample, oral swab or hair follicle as deemed appropriate and necessary by the LCL.
- Preliminary test results may be available during testing procedure.
- All samples will be retained by the LCL and further analyzed for any and all drug types, **including quantitative drug levels** (if drug present in sample).
- School personnel will assist and support the LCL with their testing protocol.

Alcohol Testing Procedures

- A breathalyzer will be used to measure blood alcohol content (BAC).
- School officials, Licensed Clinical Laboratories and/or Law Enforcement will administer the breathalyzer test.
- BAC levels for any WDUCS student should register zero in order to comply with the WDUCS drug and alcohol policy.

Notification of Test Results

- The Principal, Dean, or School Social Worker will receive results from the LCL.
- The Principal or Dean will contact parents to explain the results for a student who tests positive for drugs and/or alcohol as soon as possible. If a parent cannot be reached by phone, they will be notified by mail.
- The test results will be kept confidential and shared with school staff only on a need to know basis, as determined by the Principal.
- The Dean will notify, by mail, parents of students who tested negative.

Consequences for First Positive Test

- Loss of 20% of extracurricular activities (including sports).
- Possible removal from student organizations (according to by-laws).
- Loss of driving privileges until school receives a confirmation from LCL that the student is substance free.
- Student placed on social probation for 365 days.
- Student participates in random drug testing for 365 days. Family will be responsible for testing fee as billed by Laboratory.
- Complete educational program as recommended by SSW. Student's family responsible for any charges associated with program.

Additional Consequences Applicable to Seniors

- Positive drug/alcohol test (with 100 or less days of school remaining) must successfully pass a drug test prior to the school issuing their diploma.
- The administration may choose not to allow seniors to attend prom or participate in commencement activities based on a positive drug or alcohol test.

Consequences for Second Positive Test

- 365 day loss of student activities, including but not limited to, participating in sports, attending sporting events, school-trips, prom, etc.
- Removal from student organizations (according to by-laws).
- Loss of driving privileges for one full semester.
- Additional 365 day social probation.
- Student participates in random drug testing for additional 365 days. Family will be responsible for testing fee as billed by Testing Laboratory.
- Student will complete a substance abuse counseling program as recommended by SSW. Student's family is responsible for any charges associated with counseling.
- Student and parent will meet with the school administration.
- Student and parent will meet with the WDUCS Discipline Board. Following this meeting, the Board will make discipline recommendations to the Principal which may include recommendations for student expulsion.

Additional Consequences Applicable to Seniors

- Positive drug/alcohol test (with 100 or less days of school remaining) must successfully pass a drug test prior to the school issuing their diploma.
- The administration may choose not to allow seniors to attend Prom or participate in Commencement activities based on a positive drug or alcohol test.

Testing Positive at School or School Related Event

- Consequences from list of "First/Second Positive Test" apply.
- Minimum 3 days out-of-school suspension.
- Additional consequences may apply based on situational circumstances.

Drug & Alcohol Education and Counseling Programs

WDUCS promotes and supports the opportunity for students to receive education, tools and any treatment needed to be substance free. WDUCS will cooperate fully with students entering a drug/alcohol treatment program or facility. Students mandated for drug/alcohol education classes, counseling, or a substance abuse treatment plan must comply and complete said mandate as a condition of their continued attendance at WDUCS.

School Grounds and Activities

- WDUCS recognizes and is bound by law, thus the word illegal sets the guidelines for the administration to interact with students in situations concerning possible threat, risk, or illegal activity. (*see below)
- The Administration has the right (in the presence of an adult witness) to conduct a reasonable search of a student's person and/or the student's property including book bags, purses, wallets, cars, all electronic devices, etc, if the need for such search is reasonably indicated. (*see below)
- Any student found to be under the influence and/or in possession of drugs or alcohol on school grounds or at any school-associated function, both home or away, can be immediately suspended for a minimum of three (3) days. Possession includes lockers, all personal property, automobiles, etc. Additional consequences may apply

based on the number of offenses, degree of illegal activity and any other pertinent variables.

- A student found to be dealing or selling drugs or alcohol on school grounds or at any school-related function may be expelled from CRHS or SMSG immediately. Additionally, WDUCS may be bound by law to notify law enforcement in the event of selling or distributing substances.

Law Enforcement

It is the policy of WDUCS to cooperate fully with law enforcement agencies. The school will report any illegal conduct to law enforcement agencies as required by I.C. 20-33-9. When appropriate, the school will seek information from law enforcement agencies regarding student conduct. This may result in the duty to involve law enforcement.

Civil Immunity

A person who makes a report to law enforcement and participates in good faith in a judicial proceeding involving controlled substance violations is immune from civil liability pursuant to I.C. 20-33-9-8.

Exceptional Circumstances

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

Appeals

A student who has been presented to the discipline board will be informed of the discipline board's recommendation. They will be informed that they can appeal the recommendation to the Principal. If the Principal's decision is consistent with the discipline board then the student's parents can appeal the decision to the school President of WDUCS.

Responsible Reporting

Students, parents, teachers, staff and coaches have an obligation to join in our effort to help keep our school and all students safe and free from drugs and alcohol. With this obligation comes the responsibility to report any unsafe, illegal, and/or dangerous plan, activity or event involving students.

* See more regarding "Search and Seizure" at following link:

<http://www.centerforpubliceducation.org/Main-Menu/Public-education/The-law-and-its-influence-on-public-school-districts-An-overview/Search-and-seizure-due-process-and-public-schools.html#sthash.Zhj3UedC.dpuf>