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Guidance.....	(317) 924-4333 x 420
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## STUDENT COUNCIL

President.....	Linsey Waggoner
Vice-President.....	Karla Suazo
Secretary.....	Luke Lauer
Treasurer.....	Tim Godsil
Sergeant at Arms.....	Wina Aaron

## WELCOME TO CARDINAL RITTER HIGH SCHOOL INTRODUCTION

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

**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).**

### PHILOSOPHY STATEMENT

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

## MISSION STATEMENT CARDINAL RITTER HIGH SCHOOL

The West Deanery Unified Catholic Schools are Roman Catholic schools that provide an academically rigorous education for our diverse student population. Students are challenged to grow in Mind, Body, & Soul and to engage in charitable stewardship of their unique talents and abilities.

### PROFILE OF A GRADUATE

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

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

- Utilize critical thinking and can work in teams to solve problems.
- Are proficient in using technology as a tool to communicate, process, and report information.
- Are engaged as life-long learners, and through their study of social sciences, math, science,

world languages, and fine arts, have gained an appreciation and understanding of cultural diversity found in art, theatre, and music.

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

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

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

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

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

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

## GUIDELINE ON RESPECTING PERSONS

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteer and the school/Archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, iPad, or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

## STUDENT RIGHTS AND RESPONSIBILITIES CODE OF CONDUCT

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

The standards are as follows:

1. A Cardinal Ritter student is **prepared** for class and therefore takes responsibility for his/her learning.
2. A Cardinal Ritter student shows **school pride** and **enthusiasm** for learning and competing.
3. A Cardinal Ritter student acknowledges everyone's **right to learn** and never is the reason for that learning to stop.
4. A Cardinal Ritter student is **respectful** of teachers, students, and themselves.
5. A Cardinal Ritter student **adheres** to all the **rules** as indicated in the student handbook.

6. A Cardinal Ritter student **follows the dress code** at all times.
7. A Cardinal Ritter student whether Catholic or non-Catholic is always **reverent** and respects Catholic faith traditions.
8. A Cardinal Ritter student is **honest and truthful**.
9. A Cardinal Ritter student is always a **positive example** to others, both in and out of school.
10. A Cardinal Ritter student understands that **"Excellence is expected"**.

### **Student Expectations**

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

**As stated in the Code of Conduct students are responsible for their learning. If a student is absent it is his/her responsibility to find out what is missed the day he/she returns to school. It is their responsibility to make up their work in the appropriate time frame.**

**Students understand the Discipline Policies and have acknowledged this by signing the first page.**

## **Threats of Violence**

A threat is an expression of intent to do harm or act put in a violent way against someone, something. It may be spoken, written or symbolic. At Cardinal Ritter we encourage all students, faculty, staff and parents to report threats. If you see something say something needs to be the motto that we encourage. If a threat of violence is reported to the administration the law enforcement will be notified to ensure the safety of all. There will be a meeting with the parents and student and school social worker to assess mental health as soon as possible, Continued communication with the school and parents is vital. The student will be removed from the school until the threat assessment is completed.

## **FREEDOM OF SPEECH AND ASSEMBLY**

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

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

## **CARDINAL RITTER HIGH SCHOOL STUDENT & ATHLETIC INSURANCE**

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

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

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

region. It is the responsibility of the parents to fill out the paper work with in the designated time line.

Please contact the business office for more information

## **STUDENT RECORDS**

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

## **ACADEMIC PROBATION**

All Cardinal Ritter students are expected to maintain continued academic success. If a student receives 3 or more failing grades on any grading period he or she will be referred to the Academic Board for review, placed on academic probation, and the following will occur:

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

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

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

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

## **MANDATORY STUDY HALL**

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

## **ACADEMIC STATUS AND FINANCIAL AID**

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

## **RIGHT TO APPEAL**

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

# **CURRICULAR DESIGN**

## **GRADUATION REQUIREMENTS**

Students are encouraged to obtain a Core 40 with Academic Honors diploma.

**55 credits** are required for this diploma type.

**48 credits** are required for Core 40 diploma, please review the course description booklet or see your counselor for more information.

## **CURRICULUM REQUIREMENTS**

Specific curriculum requirements are published in the course description directory.

## **SCHEDULE CHANGES**

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

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

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

## HONOR ROLL

### GPA POINTS

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

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

\* High Honors = 3.75 - 5.0 GPA

\* Honors = 3.25 - 3.749 GPA

GPA equals the sum of the points received for each grade, divided by the number of credits attempted.

### CLASS RANK

Rank in class is determined by the cumulative GPA at the end of each semester.

### PROGRESS REPORTS

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

### FINAL EXAM POLICY

Students must take their final exams during the scheduled time. Only if there is an **extenuating** circumstance, which must be approved by the **principal**, can arrangements be made for the tests to be taken at a later date. This approval must occur at least 2 weeks prior to the exam time. Students will be unable to take final exams early. All arrangements then must be finalized through the Guidance Office. Students whose tuition is not current will not receive an exam card without contacting the business office.

## MAKE-UP COURSES FOR GRADUATION

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

## GRADUATION POLICY

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

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

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

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

The principal may prevent a senior from participating in graduation activities, including commencement, if he or she has sufficient reason to believe that the student has violated the discipline policies or if there are discipline issues prior to graduation.

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

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

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

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

## POLICY ON EARLY GRADUATION

- A. High school seniors shall graduate from the Catholic Inter-parochial High Schools of the Archdiocese of Indianapolis after they have earned the credits required by the State of Indiana and CRHS. Graduates of Cardinal Ritter will have attended high school for eight semesters.

- B. Pupils who transfer into an 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.
- C. Should a senior decide to leave CRHS at the seventh semester to make up the last few credits at an evening school, CRHS shall not issue a diploma to that person. Such withdrawal is to be considered a transfer.

## CARDINAL RITTER HIGH SCHOOL DIPLOMA OPTIONS

### CORE 40 DIPLOMA

Theology	8 credits
English/Language Arts	8 credits
Mathematics	6-8 credits
Science	6 credits
Social Studies	6 credits
Directed Electives	5 credits
Physical Education I/II	2 credits
Health and Wellness	1 credit
Composition	1 credit
Fine Arts	1 credit
Electives	4 credits
<b>TOTAL</b>	<b>48 CREDITS</b>

\* Students working towards either Honors Diploma may only have 2 semesters of study hall in 4 years.

### CORE 40 WITH ACADEMIC HONORS DIPLOMA

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

Theology	8 credits	Physical Education I/II	2 credits
English/Language Arts	8 credits	Health and Wellness	1 credit
Mathematics	8 credits	Composition	1 credit
Science	6 credits	Fine Arts	2 credits
Social Studies	6 credits	Electives	5-7 credits
World Languages	6-8 credits		
<b>TOTAL:</b>	<b>55 CREDITS</b>		

Students must also complete one of the following:

- 1) Two Advanced Placement (AP) courses totaling 4 credits and corresponding AP exams.
- 2) Academic, transferable dual high school/college courses resulting in 6 college credits.
- 3) One of each from above (one AP course totaling 2 credits and a 3 college credit course).
- 4) Combined score of 1750 or higher on the SAT, critical reading, math and writing.  
\* Under revision due to new SAT being released.
- 5) Composite score of 26 or higher on the ACT Plus Writing.



## HIGH SCHOOL DUAL CREDIT

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

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

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

## SACRAMENTAL LIFE

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

The Sacrament of Reconciliation is offered during Advent and Lent. As Catholic Christians we ask that our faith, practices and traditions be respected, even as we seek to respect the various faith practices and traditions represented in our school.

## DAY OF RECOLLECTION/SENIOR RETREAT

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

## GUIDELINES FOR STUDENT CONDUCT

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

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

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

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** 1) A junior high or high school

teacher, working with administration, may remove a student from the teacher's class or activity for a period of up to **5 school days** [not to exceed 5 days] if the student is assigned regular or additional work to be completed in another school setting.

2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to **10 school days** [not to exceed 10 days]. Suspension from school negates participation in co-curricular activities during the time they are suspended.

## **DUE PROCESS**

After a student receives a fourth detention, his/her parents are called by the Dean of Students. After a fifth detention the student will be assigned an in-school suspension. Any further detentions may result in the student appearing before the discipline board. Students who accumulate excess detentions may also be withheld from attending school sponsored events: extracurricular activities, prom, dances, etc.

## **DISRESPECT TOWARD TEACHERS**

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

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

## **DRESS CODE VIOLATIONS**

Students that do not comply after one warning will receive a detention accompanied by a phone call to parent/guardian. Excessive dress code violations could result in a student having to appear before the Discipline Board. Students will be withheld from classes until issues are resolved. Broken zippers are considered dress code violations. Girls may also lose the ability to wear their uniform skirts if non-compliant.

## **RESIDENCE**

Every student at Cardinal Ritter is expected to reside with his/her custodial parent(s) or guardian. Any type of different living arrangement must have prior approval of the custodial parent(s) and the Administration. A student unwilling to comply with this rule will not be able to attend Cardinal Ritter High School.

## **ELECTRICAL AND OTHER NON-APPROPRIATE ITEMS**

**THE SCHOOL IS NOT RESPONSIBLE SHOULD THEY BE LOST. WEAPONS, CAMERAS, CELLULAR PHONES, PLAYING CARDS, AND RADIOS ARE NOT ALLOWED AND WILL BE REMOVED FROM STUDENT'S POSSESSION. ELECTRONICS ARE PERMITTED BEFORE SCHOOL AND AFTER SCHOOL.**

**STUDENTS ARE ALLOWED TO LEAVE THEIR CELL PHONES IN THEIR LOCKERS OR BOOK BAGS BUT SHOULD NOT BE ON THEIR PERSON. IF A STUDENT IS FOUND WITH A CELL PHONE, IT WILL BE TAKEN FROM THEM AND A PARENT MUST COME TO SCHOOL TO PICK IT UP. A DETENTION WILL BE ISSUED FOR THIS INFRACTION. A SECOND CELL PHONE INFRACTION WILL RESULT IN AN IN-SCHOOL SUSPENSION. THIRD OFFENSE WILL RESULT IN A 2 DAY SUSPENSION AND THE STUDENT MUST APPEAR BEFORE THE DISCIPLINE BOARD.**

## **ACADEMIC DISHONESTY**

Any attempt to obtain credit for work done by another student is totally unacceptable at Cardinal Ritter High School. This includes cheating on tests, copying work of others, and plagiarism (refer-

ence plagiarism agreement form). When a student participates in academic dishonesty the following happens:

1. A zero grade.
2. The teacher must notify the parent(s) and the Dean, detention is issued.
3. A record of the infraction will be in the students' disciplinary file.
4. A second offense will result in a suspension and a meeting between the parent, teacher, student and Dean.
5. Academic dishonesty also includes using internet translation sites in world language courses.

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

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

## **COMPUTER POLICY**

### **ACCEPTABLE SCHOOL AND PERSONAL COMPUTER USE POLICY**

At Cardinal Ritter students are responsible for their conduct on school computers or on their own devices at school. General school rules for behavior and communication apply.

Network resources are available for students to conduct research, and communicate academically with others as it pertains to school work. Access to the schools network is given to students who agree to act in a responsible manner. The parents or guardians give permission to the student to use this access. Access is a privilege and not a right.

All students have signed an acceptable use policy as regards to the use of the computers. Violations of this policy will forfeit their ability to use the computers in the school. The school is not responsible for lost or damaged computers. Violations of these privileges will be treated as discipline issues.

The school treats student conduct on social media sites as an extension of expected behavior. Violation of student conduct will be treated as a disciplinary issue.

## **CARDINAL RITTER SENIOR HIGH SCHOOL DRESS CODE**

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

### **ALL STUDENTS ARE TO BE IN UNIFORM**

#### **UNIFORMS MUST BE PURCHASED FROM THE SCHOOL VENDOR**

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

- \* Jewelry must conform to Cardinal Ritter High School definition of good taste and Christian values. **No piercing other than earrings is allowed. No excessive grills for teeth.**
- \* Hats, sweatbands, bandanas, and sunglasses are not to be worn during school hours.
- \* During CRHS Spirit Days only CRHS attire may be worn unless otherwise specified.
- \* Uniforms are not to be altered in design. Skirts must be of appropriate length. Shorts must be of appropriate length and not rolled on the bottom. Skirts may not be rolled up and must be no higher than **4 inches** above the knee. Continued violations will result in the loss of privilege of wearing skirts or shorts.
- \* Red, black, and white undershirts may be worn under the uniform shirt but **may not be long sleeve.**
- \* **No visible tattoos. The school recommends that students not get them.**

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

### **YOUNG MEN**

- Grooming: No facial hair is allowed. If students are unshaven, they will be required to shave immediately
- Hair color and style must not be distracting.
- Young men may have a maximum of 1 earring in each ear. No excessive chains are allowed.
- Pants cannot be sagging and belts must be worn with polo uniform shirts.

### **YOUNG WOMEN**

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

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

A parent will be called to bring appropriate clothing.

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

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

Any deviations from the dress code will be announced.

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

Girls may wear dresses of appropriate length (dresses may not be more than 4 inches above the knee). Boys should wear shirt and tie or sweater. Foot attire must also be dress up and cannot include pool or beach wear. No denim is permitted.

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

Same as high school dress code except:

- \* Shorts: purchased through our approved vendors only **may be worn in August, September, April and May.**
- \* Must wear Cardinal Ritter approved physical education attire.

# ATTENDANCE

The student is expected to attend school every day and be on time for all classes. All students must enter through the main entrance (Door 1 – Northeast Entrance) or the gym entrance (Door 4 – Northwest Entrance) as all other doors will be locked in the morning.

**If a student is absent** - Absences from school must be reported to the attendance office by a parent or guardian **by 8:00 a.m.** Homework requests need to be made **no later than 9:00 a.m. and only if for more than 2 days.** Also, the student **must present a signed parental excuse to the Attendance Officer upon returning to school.**

## ABSENCE FROM SCHOOL

- A. The following are acceptable excuses for absence according to State Law:
1. Student illness (parent phone call & doctor's note)
  2. Serious illness of an immediate family member
  3. Death in the student's family
  4. Serving at the polls or as a page for the State Legislature.
- B. The principal is the only person who may make an exception.
- C. Any unexcused absence from school is the responsibility of parents.
- D. If a student is absent from school (which should be seldom) or misses a class for any reason, it is a student's obligation to make up work that is missed. It is not the teacher's obligation. Unexcused absences will result in no credit given for work missed. **Absence before or immediately after Spring Break or Christmas Break will be considered an unexcused absence and credit will not be given for missed work.**
1. A student has a day to make up assignments missed for an excused absence. Extended absences for serious illnesses will be reviewed by the principal. It is the responsibility of the student to obtain all missed work as soon as he/she returns back to school. *i.e. **If a student is absent on a black day and returns the next day (red) the students is then expected to have his/her work when they return for the next black class.***
- E. Students must be in attendance for at least ½ day of school in order to attend school functions that evening or participate in athletics.
- F. Students with extended excused absences may be removed from class ranking if the student does not complete the work during that school year.
- G. Parents must send in a note when a student is absent.

## BENCHMARKS FOR THE 2019-2020 SCHOOL YEAR

Absences to school - Academic performance are often affected by class attendance. Therefore, it is imperative that a student not accumulate excessive absences during the course of the year. Students jeopardize their passing of a course if absent from a class more than ten times during a semester. An exception to this rule would be the case of a student with a prolonged illness in which case the student can make up work missed if a doctor's note is supplied to the Attendance Officer upon the student's return to school.

Parents will be notified after the 8th absence.

## PLANNED DAY OF ABSENCE

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

## COLLEGE VISITS

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

## SCHOOL DISMISSAL PROCEDURE

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

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

## EARLY DISMISSALS

Students are permitted to leave campus for medical or dental appointments only. **A doctor's note is required upon returning to school.** A student must always obtain permission from the Attendance Clerk before leaving school during the day. **ALL Students must sign out before leaving the building.**

Students must be picked up at the attendance office. However, parents are encouraged to schedule these appointments so that students will not miss class. Exceptions to this rule must be cleared through the Dean of Students.

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

Ramifications of Truancy:

- A. Parental contact and 2 day in-school-suspension. The day of the truancy may count as a day of suspension.
- B. Penalty for individual class cut is one in-school-suspension. (Note: Students in halls or restricted areas without passes will be presumed truant from class).
- C. Students who are suspended for truancy will not receive credit for their work.

**Tardy to school - Students are expected to be on time.** Students are allowed three tardies to school per semester. **The fourth tardy will be cause for Detention. The sixth tardy will be cause for Saturday School.** Students are expected to report to the office to receive a tardy pass. Parents are notified after the fourth tardy to school.

**Tardy to class** - Student will receive a detention after a fifth unexcused tardy to class each semester and will receive a detention for each additional tardy as well. They may be removed from that class for excessive tardies. Students with 10 or more tardies will appear before the discipline board.

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

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

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

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

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

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

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

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

## SMOKING/SMOKELESS TOBACCO

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

Vaping may be considered a controlled substance and subject to drug testing.

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

These will also be considered as violating the athletic code of conduct.

## ALCOHOLIC BEVERAGES AND DRUG ABUSE

Cardinal Ritter High School utilizes a random drug testing program in an effort to deter students from using illegal drugs and alcohol. 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.

### Applicability

- This policy applies to every Cardinal Ritter student (7<sup>th</sup> through 12<sup>th</sup> grade).
- The random drug testing pool will not include 7<sup>th</sup> and 8<sup>th</sup> graders.
- This policy applies at all times, at all places and throughout the student's entire enrollment at Cardinal Ritter High School.
- 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 CRHS 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.

### Drug and Alcohol Use

- All CRHS 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 (suspension with possible expulsion).

### Testing for Drug and Alcohol Use

- Parents and students agree to testing protocols within the guidelines of the testing permission form and the CRHS 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).
- CRHS 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 CRHS student should register zero in order to comply with the CRHS 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 CRHS 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**

Cardinal Ritter High School promotes and supports the opportunity for students to receive education, tools and any treatment needed to be substance free. CRHS 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 CRHS.

### **School Grounds and Activities**

- CRHS 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 Cardinal Ritter High School immediately. Additionally, CRHS may be bound by law to notify law enforcement in the event of selling or distributing substances.

### **Law Enforcement**

It is the policy of CRHS 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, CRHS 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 Cardinal Ritter High School.

### **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. (policy reviewed and approved by the Office of Catholic Education and their legal advisors)

## THE CAFETERIA: ORDERLINESS AND CLEANLINESS

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

## CO-CURRICULAR ACTIVITIES

### CO-CURRICULAR ACTIVITIES

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

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

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

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

### ATHLETICS

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

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

### DANCE POLICY

- A. Dances are held throughout the school year for grades 9-12. Each student is allowed only one paid entrance. Once a student leaves the building, the student will not be allowed to return. All non-Cardinal Ritter students must be registered before the event. Cardinal Ritter students are asked to show their student identification cards. All dances are over no later than 11:00 p.m. Students may only bring 1 guest not from Cardinal Ritter High School and they are required to show identification and comply with the Cardinal Ritter guidelines of good taste and common sense.
- B. The Junior-Senior Prom is a formal dance for the juniors and seniors of Cardinal Ritter High School. Guests of juniors and seniors must be under the age of 21. Freshmen are not allowed to attend prom and sophomores must be invited guests of juniors or seniors. Students, who do not attend Cardinal Ritter High School must be the guest of a Cardinal Ritter junior or senior. Students

not in attendance the Monday after prom without a doctor's note will be marked unexcused and not be allowed to make up any work that is missed. Out of school guest must be approved prior to the Prom.

- C. Students are expected to conduct themselves in a respectable manner which includes the way that they dance. Inappropriate dancing may result in the students being asked to leave the dance. Parents will be called.

## **SCHOOL CLUBS**

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

## **ESTABLISHING CLUBS AND OTHER ORGANIZATIONS**

- A. All clubs which plan to sponsor activities involving students other than their particular members must abide by the following regulations:
  - 1. It must have a teacher moderator.
  - 2. It must be approved by the Principal.

## **STUDENT FUND RAISING**

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

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

Internet use outside of school identifying Cardinal Ritter High school in a negative fashion violates the student Code of Conduct. (Refer to the Guidelines for Respecting the Dignity of the Person)

# **NATIONAL HONOR SOCIETY/NATIONAL JUNIOR HONOR SOCIETY**

The National Honor Society is an organization whose object is to create an enthusiasm for SCHOLARSHIP, to stimulate a desire to render SERVICE, LEADERSHIP, and CHARACTER. It is important to note that the grade-point average used is the cumulative GPA of grades since the student entered high school, not the GPA of a single grading period.

## **ELIGIBILITY FOR MEMBERSHIP**

Juniors and seniors who have spent at least one semester at Cardinal Ritter High School and have a minimum 3.5 grade point average are eligible. Their eligibility also includes, Service, Leadership and Character, qualities that are voted on by a faculty council.

## **DISMISSAL FROM NHS**

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

The principal shall reserve the right to approve all activities and decisions of the chapter. The principal shall annually appoint a Faculty Council composed of five members of the school's faculty. The principal shall receive appeals in cases of non-selection of candidates, and the disciplining or dismissal of members. In all cases pending a dismissal, a member shall have a right to a hearing before the Faculty Council.

National Junior Honor Society follows the same procedures as above with a Junior High moderator and five Faculty Council members.

# CARDINAL RITTER AWARDS PROGRAM

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

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

## A. Athletics

1. Maximum of 120 points per year.
2. Up to 60 points is possible for one sport. Additional 40 points for a second sport and another 20 for a third sport.
3. Team managers and statisticians are awarded a maximum of 30 points per season.

## B. Academics

1. High Honor Roll - 25 points each quarter (3.75 - 5.00 GPA)
2. Honor Roll - 20 points each quarter (3.25 - 3.749 GPA)
3. Selection to National Honor Society - 20 points
4. Selection to Academic teams - 20 - 40 points

## C. Music

Maximum of 50 points may be accumulated each year.

## D. Drama

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

## E. Organizations

1. Student Council - Maximum 50 points per year
2. Other clubs - 30 points maximum per club. Clubs must comply with program requirements and attendance.
3. Class officers - 40 points per year maximum

## F. Special Accomplishments

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

## G. GENERAL CONDUCT

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

## H. Transfer Students

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

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

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

## HONOR POINT AWARDS

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

100 Point winners receive a Cardinal Ritter High School shield

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

300 point winners receive a Raider pin

400 point winners receive a silver bar

500 point winners receive a second gold bar

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

## OPERATIONS AND SERVICES

- A. The Guidance staff provides personal, career and college counseling. The staff assists the students in strengthening and developing their social, emotional, intellectual and Christian development.
- B. The counseling staff provides the following services:
  - 1. Personal and crisis counseling
  - 2. Referrals for students
  - 3. Arrangement of staff consultations
  - 4. Parental support assistance
  - 5. Coordination of educational and occupational planning
  - 6. Assistance of all scheduling and academic placement
  - 7. Arrangement of shadowing programs
  - 8. Assistance in curriculum development
  - 9. Post-secondary financial advisement
  - 10. Coordination of testing programs
  - 11. Coordination of the student college scholarship program
  - 12. Visitations for college and military representatives
  - 13. College planning programs
  - 14. Coordination of college day visitations
  - 15. Admissions counseling
  - 16. Exit interviews

## HEALTH SERVICES

### *Cardinal Ritter High School*

#### *Clinic Visit Policy*

To promote safety and wellness of students, provide care for emergent medical conditions of students and assist with health maintenance for students with chronic medical conditions, Cardinal Ritter operates a health clinic. ***Clinic visits will be limited to 30-45 minutes in duration, based on symptoms present at time of assessment by the School Nurse;*** students that are too ill to return to class within these parameters will be sent home. Students who present with possible contagious or potentially transmittable illnesses will be sent home. Parents will be contacted to pick them up as soon as this determination is made.

Conditions that would warrant exclusion from school include, but are not limited to the following: fever exceeding 99.8 F, vomiting, and/or diarrhea. Students should be fever free and not experiencing any vomiting or diarrhea for 24 hours before returning to school. Students with temperatures exceeding 99.4 F but less than or equal to 99.8 F will be given the option of returning to class or contacting their parent to pick them up. Students with temperatures under 99.4 will be sent back to class unless contraindicated by other symptoms or conditions present upon assessment by the School Nurse.

Any routine or on-going care that requires visits longer than 45 minutes will require a physician's note to document the nature of the care required. If an emergency situation arises, the School Nurse may utilize clinical judgment to determine if care of a longer duration is prudent and necessary. Parents will be asked to address the underlying condition with a medical provider if this occurs more than twice. ***It is the understanding that upon being contacted regarding a sick child, parents and/or guardians will make every effort to pick up their child or make suitable transportation arrangements to get them home as expeditiously as possible.***

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

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

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

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

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

Students are expected to be respectful and engaged in academic work while there.

Students must have passes from a teacher to use the library and must sign in upon entering at the circulation desk.

Food and drink are not allowed in the library.

Students may print from the library as it pertains to their academics.

Media Guidelines are available at the circulation desk.

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

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

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

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

**After school** - Cardinal Ritter accommodates students who are waiting on rides. They are required to follow after school guidelines or they will be mandated to be picked up by 3:00pm each day.

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

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

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

**Lockdown Drills**- These drills are conducted throughout the year.

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

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

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

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

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

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

## **ANNOUNCEMENTS AND BULLETINS**

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

## **VISITORS TO THE SCHOOL**

With permission students from other schools are permitted to visit Cardinal Ritter. The principal reserves the right to allow exceptions for educational purposes. Shadowing arrangements are made through the Admissions Office. **All visitors must report to the office for a visitors pass with permission of the Dean or the principal. Visitors should not interrupt the school day or academic process and should visit usually only during lunch period.**

## **DAILY TIME SCHEDULE**

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

## **SEMESTER EXAMINATIONS**

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

## **CHRISTMAS AND SPRING BREAKS**

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

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

## **CAFETERIA**

A hot lunch is available for \$2.75. Other foods are available a la carte. The Snack Shack is open after the food line is closed. Please form an orderly line for food service, decide what you are buying, and have your money ready. Each person must buy his/her own lunch. You may not buy food for other students. After lunch, empty the contents of your tray into the barrel and stack your tray.

## **DETENTION**

Detentions are the result of improper classroom behavior, tardies to class or school, and dress code violations.

Detentions will be held every Monday-Friday after school from 3:15 - 4:00. A teacher will supervise the



detention. No one is excused. Students will be notified the day before a detention is to be served. Therefore, it is necessary that parents keep the school informed of changes in their address or phone numbers (work and home).

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

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

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

## **DISCIPLINE**

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

When a student participates in academic dishonesty the following happens:

1. Student receives no credit for the work.
2. The teacher must notify the parent and the Dean of students.
3. A record of the infraction will be in the student's disciplinary file.
4. If there is a second offense there will be a meeting between the parent, teacher, Dean of Students, and student.
5. Cheating or plagiarism will result in a zero grade and a detention.
6. Gum chewing is not allowed.

## **ARRIVAL AND DISMISSAL**

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

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

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

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

## HALL BEHAVIOR

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

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

## REQUIRED MATERIALS

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

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

## SCHOOL SAFETY

**Threat Assessment** – It is critical that any information regarding the potential harm to the school or any individual student be immediately brought to the attention of the Dean of Students, Social Worker, or Principal so that a threat assessment can be completed. The safety of all members of the Cardinal Ritter community is a priority and any threats to self or others must be reported so that proper action can take place.

# CRHS - DAILY SCHEDULES

## REGULAR DAILY SCHEDULE

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

## 2:00 PM DISMISSAL

7:55 am - 9:16 am	(1:16)	First Period
9:21 am - 10:37 am	(1:16)	Second Period
10:42 am - 11:12 am	(:30)	Lunch A
11:20 am - 11:50 am	(:30)	Lunch B
11:17 am - 12:33 pm	(1:16)	Third Period A
10:42 am - 11:58 am	(1:16)	Third Period C
12:03 pm - 12:33 pm	(:30)	Lunch C
12:38 pm - 1:54 pm	(1:16)	Fourth Period

## LATE START SCHEDULE

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

### **CARDINAL RITTER ALL- SCHOOL LITURGY SCHEDULE**

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

### **PEP RALLY SCHEDULE/EXTENDED AA**

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