



Andrean Student Handbook 2025-2026

Mission Statement

59ers transform the world in positive, prophetic ways through
Faith, Learning, Leadership, and Service.

TABLE OF CONTENTS

I. ABOUT ANDREAN HIGH SCHOOL

- A. History of Andrean
- B. History of the Basilian Fathers
- C. History of the Sisters of Saints Cyril and Methodius
- D. The Andrean Crest
- E. The Alma Mater and Fight Song
- F. Philosophy of Andrean
- G. Policy Statement
- H. Non-Catholic Policy
- I. Non-Discriminatory Policy

II. ADMISSIONS / ENROLLMENT

- A. Andrean High School Admissions Policies
 - 1. Freshman Admission Policy
 - 2. Transfer Policy
 - 3. Change of Personal Database Information
 - 4. Special Circumstances Admission
- B. Financial Obligations
 - 1. Registration
 - 2. Discounts
 - 3. Financial Assistance
 - 4. Returned Checks

III. ACADEMICS / CURRICULUM

- A. Academic Expectations
 - 1. Andrean Graduation Requirements / Core 40 Diploma
 - 2. Andrean Academic Honors Diploma
 - 3. Homework
 - 4. Credit Recovery / Summer Sessions
- B. Grading Scale
- C. Examinations, Marking System, Report Cards
 - 1. Procedure for Calculating Report Marks
 - 2. Grade Point Average (GPA)
 - 3. Honor Roll
- D. Academic Awards
- E. Valedictorian and Salutatorian Selection
- F. Online Student Management / Information System (RenWeb)
- G. Academic Dishonesty

H. Academic Contract / Probation

I. Extracurricular Activities Policies

1. Academic Priorities
2. Balancing Extracurricular Schedules
3. Required School Day Attendance for Extracurricular Participation
4. Ineligibility for Extracurriculars Due to Conduct
5. Meeting Time and Place
6. Extracurriculars Offered
7. National Honor Society (NHS)
8. IHSAA Sports

IV. STUDENT SERVICES, PROCESSES, AND PROCEDURES

- A. Utilization of Guidance Office Services and Resources
- B. Student Faith Enrichment Experiences / Retreats
- C. Library / Media Center
- D. Health Services / Possessing and Dispensing of Medication
- E. Pregnancy

V. ATTENDANCE

- A. Attendance Policies
- B. Types of Absences
 1. Exempt Absences
 2. Excused Absences
 3. Unexcused Absences
 4. Truancy
- C. Chronic Absence
- D. Tardy Policy
 1. Consequences of Late to School Tardies (Per Semester)
 2. Consequences of Late to Class Tardies (Per Semester)
- E. Procedures for Reporting Absences
- F. Pre-Arranged Absences
- G. Emergency Delays and Closings
- H. E-Learning Days

VI. DRESS CODE

- A. Andean High School Uniform Policy
- B. Lanyard Policy

VII. BEHAVIOR POLICIES AND PROCEDURES

- A. Code of Conduct
- B. Parent / Teacher Conferences for Behavioral Concerns
- C. Classroom Rules
- D. Levels of Infraction

1. Level One Infractions
2. Level Two Infractions
3. Level Three Infractions
- E. Disciplinary Consequences
 1. Detention
 2. Suspension
 3. Contract
 4. Review for Withdrawal
- F. Off-Campus Conduct
- G. Searches
 1. Vehicles
 2. Lockers
 3. Classrooms
 4. Beverages
- H. Students Suspected to be Under the Influence
 1. Breathalyzer/Drug Testing
 2. Random Drug Testing Program
- I. Drug Testing Procedures

VIII. GENERAL INFORMATION

- A. Building Access Hours
- B. Delivery Policy
- C. Lockers
- D. Cafeteria
- E. Community Service
- F. Drop Off and Pick Up of Students
- G. Driving Privileges
- H. Parking for Students
- I. Phone Calls
- J. Electronic Device Policy
- K. School Dances and Informal Activities
- L. Public Display of Affection (PDA)
- M. Emergency Drills
- N. Withdrawal Procedure

IX. INTERNET AND TECHNOLOGY RESPONSIBLE USE POLICY

- A. Content
- B. Commercial Activity
- C. Privileges
- D. Guarantee
- E. Security

- F. Vandalism
- G. Internet Blogging and Social Networking Etiquette
- H. Social Networking Interaction Between Students and Employees
- I. User Owned Electronic Devices

X. ATHLETICS

- A. Use of Facilities
- B. Athletic Eligibility
- C. Spectators

I. ABOUT ANDREAN HIGH SCHOOL

A. HISTORY OF ANDREAN

Andrean High School, located in Merrillville, Indiana, is a diocesan Catholic high school sponsored by the Diocese of Gary. The school was opened in 1959 under the nickname of the “Fighting 59ers.” The school colors are red and gold. Red symbolizes the martyrdom of Saint Andrew, patron of the school and of Bishop Andrew Grutka, the first bishop of the Diocese of Gary (1957-1984). Gold symbolizes the traditional color of victory.

B. HISTORY OF THE BASILIAN FATHERS

The Congregation of St. Basil, more commonly known as the Basilian Fathers, is an international community of priests and students for the priesthood. They dedicate themselves to serve the Church in any priestly capacity but center their apostolic work on the education of youth. The Basilian Fathers were founded in 1822 by a group of ten diocesan priests in Annonay, France. They chose as their patron St. Basil the Great, a fourth century archbishop of Caesarea known for being an instructor of youth. The Basilian Fathers founded Andrean in 1959 and maintained a presence in the school until 2012.

C. HISTORY OF THE SISTERS OF SAINTS CYRIL AND METHODIUS (S.S.C.M.)

The Congregation of the Sisters of Saints Cyril and Methodius was founded in 1909 by Rev. Matthew Jankola of the Scranton Diocese. He established schools, spearheaded parish programs, and took the first steps toward founding this new community of Sisters to help educate the children of Slovak immigrants. Since Vatican Council II, the apostolate of the Sisters has expanded to teaching in high schools, directing religious education programs, and serving in pastoral administrative positions. The Sisters of Saints Cyril and Methodius served Andrean High School from 1959 until 2015.



D. THE ANDREAN CREST

The seal of Andrean contains many symbols reflective of the background, mission, and origin of the school. The open book symbolizes education; the Alpha and Omega symbols (the first and last letters of the Greek alphabet) on the book’s open pages symbolize Christ, the beginning and end of all things. The Latin motto of the school, “*Magister Meus Christus*” (Christ is My Teacher), was the last sentence spoken by Saint Andrew before his martyrdom. These words incorporate the entire philosophy of the school and the reason for its existence. Within the circular seal is a

shield divided into four parts. The upper left contains a gold, x-shaped cross (the *crux decussata*) the cross on which St. Andrew died. The background of blue symbolizes loyalty and faithfulness. The lower left consists of a gold, double-barred cross, the symbol of Saints Cyril and Methodius. The three peaks of blue beneath the double-barred cross are the Tatra Mountains of Slovakia. The red background symbolizes the suffering and oppression endured by the Slavic people. The upper right contains the Greek cross in gold, the symbol of Saint Basil, doctor of the Greek Church and patron of the Basilian Fathers. The lower right is made up of four black and three silver heraldic bars resembling ingots of steel signifying Northwest Indiana's principal industry.

E. THE ALMA MATER AND FIGHT SONG

To our Alma Mater raise	Oh, when the Andrean Niners fall in line
Voices filled with love and praise.	We're going to win this game another time.
Our covenant with her shall be	And for the red and gold we'll fight, fight, fight
Undying loyalty.	And for the red and gold we'll fight with all our might
Proudly wearing red and gold	Oh, yes, we'll fight, fight, fight for every point.
Her sons and daughters shall uphold	We'll hold that line, we'll hold that line.
Andrean's fame,	We'll bury all our opponents beneath that score,
Her glorious name,	We'll beat that score,
Her honor ever proclaim.	We'll fight, fight, fight.

(to the tune of "Washington and Lee Swing")

F. PHILOSOPHY OF ANDREAN

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

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

Andrean seeks to assist each student in actualizing his or her potential and developing self-reliance and self-discipline. Andrean seeks to teach its students to think in abstract terms, solve their problems, know the truth, and benefit from their experiences.

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

areas of life. Students achieve the highest degree of moral and academic excellence in a safe and diverse environment.

G. POLICY STATEMENT

Andrean High School is committed to a continual pursuit of excellence and a faithful adherence to its Catholic character. All faculty members, staff, students, and parents are expected to accept and reflect the basic philosophy of the school. Therefore, the policies found throughout this handbook are handled on a case-by-case basis; Andrean strives to respond to the needs of the individual as best as possible. It is in this spirit that these policies are written. Some individual policy statements may contain the sum total of their purposes while others may not.

H. NON-CATHOLIC POLICY

While Andrean High School exists primarily for the education of Catholic families, it also welcomes non-Catholic students. However, it should be clearly understood that the following requirements apply to all students attending Andrean, regardless of their religious beliefs:

1. A religion course is required for each year of attendance. Each of these courses must be successfully completed before a student is permitted to continue at Andrean.
2. Non-Catholic students are required to be present and respectful at all religious services scheduled during the school day, including monthly mass.
3. Students must show respect during daily prayer by standing silently.

I. NON-DISCRIMINATORY POLICY

Schools in the Diocese of Gary grant all students the rights, privileges, programs, and activities generally made available to students at all schools. Schools in the Diocese of Gary do not discriminate on the basis of race, color, economic background, nationality, or ethnicity in the administration of educational policies, admission policies, loan programs, and athletic and other school-administered programs.

II. ADMISSIONS / ENROLLMENT

A. ANDREAN HIGH SCHOOL ADMISSIONS POLICIES

Students from more than thirty communities in Northwest Indiana and Illinois combine to form an ethnically and culturally diverse student body with the common goal of academic excellence. As a result, admission can be competitive. Interested eighth grade students are encouraged to obtain information early. They must take the entrance examination offered during the student's eighth grade year as well as adhere to other admissions requirements as stated through Andrean's Admissions Department.

1. Freshman Admission Policy

The Andrean entrance exam is administered several times throughout the year, including at local Catholic elementary schools. Every student entering Andrean High School as a freshman is expected to take this exam. After the student has taken an entrance exam, the students are then asked to apply to Andrean for admission.

Families must return completed applications by the set deadline. Student acceptance to Andrean is determined by a fair and just criteria formula, which is applied to every student with a complete application. Applicants may be accepted, asked to sign a conditional acceptance contract, put on a waiting list, or denied admission based on the admissions criteria formula. Acceptance letters are sent out and will include registration procedures.

Once enrolled, students will be contacted by the Andrean High School Guidance Department to set up an appointment to schedule classes in person or virtually. Students, along with their parents, will work with a guidance counselor to determine appropriate class placement based on acceptance criteria, recommendations, and entrance exam results. Acceptance is dependent upon successful completion of elementary education in an accredited elementary school or homeschool program.

2. Transfer Policy

Andrean considers transfer students in the second semester of ninth grade, tenth grade, and eleventh grade. Andrean may accept twelfth grade transfers under unique circumstances, though this is rare and often denied. Students interested in transferring to Andrean must contact the Admissions Office. The Admissions Director will discuss and review all information needed to begin the transfer process. The student's current grade report and transcript, standardized test scores, attendance record, and discipline reports are all considered in the admissions decision. All accepted transfer students must be eligible to graduate with Core 40 or the Academic Honors Diploma.

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

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

3. Change of Personal Database Information

Parents/Guardians are asked to report any change of address, phone number, and/or work number as appropriate. These changes should be reported to the Main Office or updated through our online data system. Please be sure to update such information immediately. We may need to reach parents/guardians in an emergency. Parents/Guardians must activate their FACTS account and should view it often.

4. Special Circumstances Admission

Staying in-line with Andrean's commitment to provide a quality education, it is essential to have current and accurate documentation of all situations that may interfere with the student's ability to perform academically. Although not all circumstances can be accommodated due to available resources, students with a documented disability may be eligible for accommodations at Andrean High School as consulted with the school's Learning Specialist. To be eligible for accommodations on tests, students must have a physical or mental condition that substantially influences their ability to participate in tests in a standard academic environment—this is called functional limitation. In most cases, the results of a student's comprehensive testing or evaluation should be included with his or her documentation.

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

- Extra time on tests
- Tests read aloud to the student
- Supplemental class notes provided by the teacher
- Preferential seating in class
- Use of a calculator or translator

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

B. FINANCIAL OBLIGATIONS

Tuition: Tuition covers the majority of education-related expenses.

Enrollment Fee: This fee secures a seat at Andrean High School and helps supplement the student experience.

Fundraising Fee: This fee, assessed only if raffle tickets are not sold, helps supplement the student experience.

Graduation Fee (*seniors only*): This fee includes the purchase of cap and gown, diploma, and cover. It also allows for access to Senior Banquet, Baccalaureate Mass, and the Graduation Ceremony.

1. Discounts

Catholic Parish Discount — This discount is available in the amount of \$300 per family. It may only be used as a discount to tuition and may not be used to offset fees or incidentals. The discount will be applied in FACTS upon completion of a Diocese of Gary Tuition Assistance Scholarship for Catholic Families FACTS Grant & Aid application. This discount is pro-rated across the student's payment plan. In the case of early withdrawal, this discount becomes void.

Sibling Discount — This discount is available in the amount of \$500 per immediate family. It may only be used as a discount to tuition and may not be used to offset fees or incidentals. This discount is pro-rated across the student's payment plan. In the case of early withdrawal, this discount becomes void

2. Financial Assistance

Indiana Choice Scholarship - The Indiana Choice Scholarship must be applied for each year. Verification of income via Federal Tax Forms (1040) must be submitted at the time of enrollment. Those families unable to provide tax documents will need to verify income via a Household Summary report with supporting documentation.

Diocese of Gary Tuition Assistance Scholarship for Catholic Families - Parents must submit their application online through the FACTS Grant & Aid website. We strongly encourage early application as assistance is awarded on a first come, first served basis.

Donor Funded Scholarships - Andrean offers several scholarships to students of merit and need. An application window is provided to families each year to apply for specific scholarships should students meet requirements connected to each. We strongly encourage early application as scholarships are awarded within a named deadline.

Please contact the Finance Office for more information.

III. ACADEMICS / CURRICULUM

A. ACADEMIC EXPECTATIONS

1. **Andrean Graduation Requirements / Core 40 Diploma**

In order to graduate from Andrean High School, a student must have a minimum of fifty-two credits. The following are Andrean's minimum course requirements, which exceed the forty required credits for the state of Indiana. Because of the excess of required credits, Andrean does not allow for early graduation except in rare instances.

SUBJECT	# of Credits* Required	SUBJECT	# of Credits* Required
Elective Courses	9	Social Studies	6
English	8	World Languages	4
Theology**	8	Fine Arts	2
Mathematics	6	Physical Education	2
Science (Lab)	6	Health and Wellness	1

*1 credit = 1 semester of class (with a passing grade)

**Requirement Specific to Andrean

2. **Andrean Academic Honors Diploma**

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

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

1. Complete all of Andrean's minimum course requirements with two additional semesters of mathematics (eight semesters total) and either six semesters of one foreign language or two semesters each of two separate foreign languages.
2. Earn at least a C in each course and have an overall B average, which is a 3.0 grade point average out of 4.0.
3. Complete at least **one** of the following:
 - Two Advanced Placement courses with the corresponding AP exams
 - Six college credits worth of academic, transferrable dual credit high school/college courses
 - One Advanced Placement course with the corresponding AP exam and three college credits worth of dual high school/college course(s)
 - A composite score of at least 1250 on the SAT with critical reading, math, and writing
 - A composite score of at least 26 on the ACT

3. Indiana Graduation Pathway Requirement

See Guidance Office Document on Indiana Graduation Pathways.

4. Homework

Students are given homework assignments on a regular basis. As a college preparatory institution, reading and reviewing course materials is an expectation that can often be considered daily homework.

5. Course Waivers

The nature of a waiver indicates a desire to disregard ordinary progression and fulfillment of course requirements. It must be understood that if this waiver is honored, a request for a reversal of this waiver will be denied. The student accepts responsibility to fulfill the requirements of the course for which this recommendation is being made.

Signing up for an advanced course against recommendation will result in a student having to complete the course in its entirety, if it is a full year course it may not be dropped at the semester. The student understands that dropping an advanced course against recommendation will result in forfeiture of their ability to return to that course level in that subject area for the next academic year.

Deadline for changing classes is the first five (5) school days after classes begin.

6. Credit Recovery / Summer Sessions

Andean High School utilizes an online credit recovery program during the summer. The program includes make-up courses for students who failed (*required*) or received a D (*optional*) in classes during the regular school year.

B. GRADING SCALE

Grades are weighted according to the 4.00, 4.50, and 5.00 systems, depending on whether a course is at the College Preparatory, Honors, or Advanced Placement (AP) / DC level.

Courses offered at the **College Preparatory** level are weighted with the 4.00 system. The majority of the courses at Andean are taught at this level.

Courses offered at the **Honors** level are weighted with the 4.50 system. Admission to these courses can be selective and often requires that students have completed various prerequisites.

Advanced Placement® (or AP®) courses are created and certified by The College Board. Success on the corresponding exam offered at the end of each course could result in college credit. As with Honors courses, admission to AP® courses can be selective and often requires that students have completed various prerequisites.

Dual Credit Dual Credit allows high school students to earn both high school and college credit by completing courses at their high school or on a college campus. College credit is awarded when the student passes the course **and** meets the prerequisites determined by the university. Typically a C (*or better*) is required to receive dual credit.

Grade	Course Percentage	College Preparatory	Honors	AP / DC
A	93-100	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7
B+	86-89	3.3	3.8	4.3
B	82-85	3.0	3.5	4.0
B-	80-81	2.7	3.2	3.7
C+	76-79	2.3	2.8	3.3
C	72-75	2.0	2.5	3.0
C-	70-71	1.7	2.2	2.7
D+	66-69	1.3	1.8	2.3
D	62-65	1.0	1.5	2.0
D-	60-61	0.7	1.2	1.7
F	59-0	0.0	0.0	0.0

C. EXAMINATIONS, MARKING SYSTEM, AND REPORT CARDS

At the end of each semester, comprehensive formal examinations are scheduled in most subjects. These exams count for 20% of the course grade. Students are responsible for reading the examination schedule and for being present at the time and place of their exams. Failure to be present for an exam may result in consequence or failure. Copies of final examinations are kept by the teacher for up to 30 days in the event of a grade challenge. If a student wishes to challenge a final exam grade, the administration must be contacted regarding the issue within two weeks of issuance of the final grade.

1. Procedure for Calculating Report Marks

- Midterm updates and Semester grades are based on projects, tests, quizzes, homework assignments and class participation. Calculation of this mark is left to the judgment of the teacher based on mastery of class goals.

- The final grade in each semester course is determined by semester grade and comprehensive examination. In classes where there is no comprehensive semester examination, the semester grade is the result of the work completed in class.

2. Grade Point Average (GPA)

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

3. Honor Roll

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

Andrean Society

- Straight “A” Student, regardless of GPA formula

Academic First Honor Roll

- GPA equal to or greater than 3.67; no C’s

Academic Second Honor Roll

- GPA greater than or equal to 3.00 but less than 3.67; no D’s

D. ACADEMIC AWARDS

Academic awards are dispersed during the fall of each school year. The Red Chenille academic letter is awarded **only** once. Repeat recipients receive a gold star to be pinned on the letter. One or more of the following must be achieved for a Red Chenille academic letter to be awarded:

- Andrean Society for the semester
- National Merit Program

E. VALEDICTORIAN AND SALUTATORIAN SELECTION

The Valedictorian and Salutatorian are determined no later than midterm of the second semester of senior year. Criteria for these titles include cumulative GPA as well as consistent and full embodiment of the Andrean mission as interpreted by administration.

F. ONLINE STUDENT MANAGEMENT / INFORMATION SYSTEM (RENWEB)

The student-management system FACTS is used by Andrean High School to track grades, attendance, behavior, and other relevant data. Students and parents are given separate FACTS accounts to monitor academic performance. Teachers are required to post assignments and grades; they may also post pertinent information about class assignments. Google Classroom is also utilized in conjunction with FACTS to aid in the academic process.

G. ACADEMIC DISHONESTY

Students should aspire to learn and achieve honestly. Their work and achievement should be the result of their own efforts. Cheating or attempted cheating will not be tolerated in any form, including, but not limited to copying homework from another student, allowing another student to copy one's own work, looking at another's paper during a test or quiz, plagiarism, providing another student with test answers, providing another student with written work, and gaining an unfair advantage in any dishonest manner. Students found to be cheating or attempting to cheat will receive a consequence from their teacher and may be reported to administration to follow behavior policies as indicated in this handbook.

H. AI USE

	Level of AI Use	Full Description	Disclosure Requirements
0	No AI Use	<ul style="list-style-type: none">• Assignment is completed entirely without AI assistance• AI must not be used at any point during the assignment• This level requires students to rely solely on their own knowledge, understanding and skills	<ul style="list-style-type: none">• No AI disclosure required
1	AI-Assisted Idea Generation and Structuring	<ul style="list-style-type: none">• No AI content is allowed on the final submission• AI can be used for brainstorming, creating structures, generating ideas for improving work, etc.	<ul style="list-style-type: none">• AI statement must be included disclosing how AI was used• A list of AI programs used must be submitted with final submission
2	AI-Assisted Editing	<ul style="list-style-type: none">• No new content can be created using AI• AI can be used to make improvements to the clarity or quality of created work to improve the final output	<ul style="list-style-type: none">• AI statement must be included disclosing how AI was used• A list of AI programs used must be submitted with final submission

3	AI for Specified Task Completion	<ul style="list-style-type: none"> • AI is used to complete some elements of the assignment, as specified by the teacher • Student is responsible for providing human oversight and evaluation of all AI generated content 	<ul style="list-style-type: none"> • AI created content must be cited using proper MLA citation • A list of AI programs used must be submitted with final submission
4	Full AI Use with Human Oversight	<ul style="list-style-type: none"> • AI may be used throughout the assignment to support the student's work • AI should be a "co-pilot" to enhance student creativity • Student is responsible for providing human oversight and evaluation of all AI generated content 	<ul style="list-style-type: none"> • Student must cite the use of AI using proper MLA or APA citation • A list of AI programs used must be submitted with final submission

*Unless explicitly specified through a teacher's instruction, the expectation for all assignments is **RED** = No AI.*

I. ACADEMIC CONTRACT / PROBATION

A student is expected to maintain a GPA of at least 2.0 without any F's in their academic courses. If a student has a GPA under a 2.0, they will be placed on Academic Contract for the remainder of the semester and/or school year. Under the provisions of this Academic Contract, a student will be required to participate in added support structures and may not be eligible to participate in extracurricular activities. If a student has not achieved the objectives outlined in their Academic Contract by the conclusion of the time period listed, they will be subject to review for dismissal.

J. EXTRACURRICULAR ACTIVITIES POLICIES

Each student is urged to actively participate in one or more extracurricular activities. When students commit themselves to an activity, they should put their best effort forward not only to benefit themselves, but the club.

1. Academic Priorities

Academic and behavioral expectations always take precedence over extracurriculars. If the student should fall behind in his or her schoolwork or does not meet the standard reflective of an Andean student, extracurricular involvement becomes secondary. **Extra help, tutoring, teacher conferences, and/or classroom or school punishment take precedence over any practice, competition, event, etc.** It may be suggested or required

that a student limit or suspend his/her extracurricular participation. A GPA of 2.0 must be achieved to allow for extracurricular participation. GPA will be checked by administration at strategic and consistent points throughout the academic year. It is also possible that students under academic and/or behavioral contract may be asked to not participate in any extracurricular activities based on the terms of said contract. Students participating in school-sponsored clubs or teams are required to abide by the Student Handbook rules in addition to the rules at other locations where activities are conducted.

2. Balancing Extracurricular Schedules

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

3. Required School Day Attendance for Extracurricular Participation

Regular attendance at school is required of all extracurricular participants. Students must be at school by **the end of second period and/or present for five full periods** in order to participate in any events/practices on that day, unless permission is granted by an administrator for extenuating circumstances.

4. Ineligibility for Extracurriculars Due to Conduct

Any student whose conduct, habits, or character bring discredit upon Andean can be declared ineligible for extracurricular activities by a specialized discipline committee and/or administration. This pertains to conduct at any time during the student's high school career both inside or outside of school. All disciplinary actions are subject to rules identified in this handbook. To be eligible for practice and competition, students must meet all conditions outlined in the Financial Obligations, Academic, and Behavior Policy sections of this handbook.

5. Meeting Time and Place

School activities will be scheduled during the day as well as before or after school at times convenient to the group and its advisor. Only officially recognized school groups may use the school building or its facilities.

6. Extracurriculars Offered

*IHSAA sports listed separately

ACADEMIC TEAMS

Academic Super Bowl
 Quiz Bowl
 Robotics Club
 Spell Bowl

CULTURE

Diversity Committee
 French Club
 Latin Club
 Spanish Honor Society

FINE ARTS

Andrean Theatre Company
 Band
 Choir
 Guitar Club
 Thespian Society

LEADERSHIP

Student Ambassadors
 Student Council

SERVICE

National Honor Society
 YARC (Young Adults Really Care)

STUDENT PUBLICATIONS

Acropolis (School Newspaper)
Decussata (Yearbook)

OTHER

Bowling
 Campus Ministry
 Chess Club
 Debate Club
 ESports Gaming
 Ninerettes Dance Team
 Student Athletic Trainers

7. National Honor Society (NHS)

National Honor Society recognizes and encourages scholarship, character, and service among its members. Students eligible to apply to NHS will be notified during the first semester of their junior or senior year. All current and prospective members must have a GPA of at least 3.30. (This value is subject to change. If such a change occurs, eligible students will be notified.) An invitation to apply does not guarantee acceptance into NHS. A faculty committee will review all applications submitted before the set deadline and grant or deny membership to those who have applied. Many factors are considered in an application, including (but not limited to) GPA, grades, teacher recommendations, community service, leadership, and character. Current members are expected to actively participate in various service activities run by the Cardinal Flahiff Chapter of NHS, as well as abide by all chapter by-laws, in order to remain in good standing with the organization. To view the National Constitution of NHS, see www.nhs.us/constitutions.

8. IHSAA Sports

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

BOYS		GIRLS	
Baseball	Soccer	Basketball	Softball
Basketball	Tennis	Cheerleading	Tennis
Cross Country	Track	Cross Country	Track
Football	Volleyball	Golf	Volleyball
Golf	Wrestling	Soccer	Wrestling

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

IV. STUDENT SERVICES, PROCESSES, AND PROCEDURES

A. UTILIZATION OF GUIDANCE OFFICE SERVICES AND RESOURCES

Students who desire to see a guidance representative or social worker are asked to set an appointment in the Guidance Office. Counselors will then set up an appointment with the student at a mutually convenient time. Walk-in appointments are discouraged but will be honored if the situation demands immediate attention.

Services provided by the Guidance Office include the following:

- Academic Course Planning and Scheduling
- Advocacy for Students and Teachers
- Career Exploration
- College Admissions Process
- Credit Recovery Program
- Crisis Intervention
- Collegiate Financial Aid Information and Scholarships
- Grief Group Counseling
- Individual Counseling and Referrals
- Peer Meditation
- Testing (Entrance Exam, iLearn, PSAT, SAT)
- Tutoring Resources

B. STUDENT FAITH ENRICHMENT EXPERIENCES / RETREATS

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

Grades 9-11 — Students may be a part of a day-long faith enrichment experience each year scheduled and facilitated by Campus Ministry/Theology Department.

Grade 12 — Seniors are highly encouraged to participate in the Kairos retreat. This 3 ½ day experience is facilitated by trained staff members and senior peer ministers. Kairos is held off campus a minimum of two times each school year. There is a Kairos retreat fee to cover overnight accommodations, meals, and materials.

C. HEALTH SERVICES / POSSESSING AND DISPENSING OF MEDICATION

The School Nurse coordinates the programs required by the State of Indiana for the prevention and detection of physical ailments. If a student becomes ill in school, he or she should report the illness to a teacher and request to see the nurse. In some cases, a call to parents/guardians will be

made requesting pickup of the student or dispensing of medication. Students may not leave the building because of illness without proper authorization from the School Nurse and parents.

The goal of medication administration is to provide a safe means of effectively administering medication to students, enabling them to remain in school. Students are not allowed to carry medication on their person or store it in their locker or other storage device without permission. When possible, students should take medication at home instead of at school. If students require medication during school, the following procedures must be followed and renewed at the start of each school year:

- No prescription medication shall be given or dispensed unless a medication authorization form is signed and the medication is in the original container bearing the current pharmacy label and the child's name. Medication forms can be obtained from the School Nurse. Over-the-counter medication should also have a healthcare provider's orders.
- Written permission from the child's parent or guardian must also be on file at the school. This applies to both prescription and over-the-counter medications.
- Medications must be brought to and picked up from school by a parent/guardian.

By attending a Diocese of Gary school, you voluntarily assume all risks related to exposure to viruses, including the coronavirus that causes COVID-19. Enhanced health and safety measures have been recommended to protect you. You must follow all posted and communicated instructions while attending a Diocese of Gary school.

V. ATTENDANCE

The purpose of attendance services is to provide an efficient and timely means of ensuring that pupils attend school in accordance with Indiana Department of Education requirements.

A. ATTENDANCE POLICIES

Regular attendance and punctuality are essential to good performance in school. Absence from school is often the single greatest cause of poor academic achievement. Since the learning process is a progressive activity, each day's lesson is built upon class activities which took place on previous days. Whenever a class is missed, for whatever reason, that experience cannot be fully duplicated. Each student attending Andrean High School is expected to make every effort to be in school every day. Students failing to meet this expectation may suffer disciplinary consequences, referral to the administration, possible dismissal, and/or referral to probation in accordance with Indiana's Compulsory School Attendance Law.

If a student accumulates absences throughout a semester and/or school year, the student and his or her family will be reminded of the importance of attendance, updated on attendance status

(Contract/Review Policy), and notified of potential consequences for attendance accumulation issues.

The state of Indiana defines **chronic absenteeism** as “students absent from school for ten percent (10%) or more of a school year for any reason.”

B. TYPES OF ABSENCES

EXEMPT — The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. (See 1 below)

EXCUSED — The student is allowed to make up the missed work; the absence is still counted against the attendance requirement. (See 2 Below)

UNEXCUSED / TRUANT — These absences are counted against the attendance requirement and additional consequences may apply. (See 3 and 4 Below)

1. Exempt Absences

An exempt absence is not counted toward the attendance limit for student contracts. The student cannot be penalized in any way by the school for any of the following reasons:

- When serving as a page or honoree of the General Assembly
- When serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election
- When subpoenaed to testify in court
- When serving with the National Guard for no more than 10 days
- When serving with the Civil Air Patrol for up to 5 days
- When the student or a member of the student’s household exhibits or participates in the Indiana State Fair for educational purposes

The administration may also excuse a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; or cannot reasonably occur without interrupting the school day. School field trips and/or limited college visits fall under this exception.

2. Excused & EFUP Absences

An excused absence is an absence from school for any portion of the day under circumstances granted by law or recognized by Andrean High School through administrative approval. It is highly recommended that absences be avoided whenever possible; however, we recognize that on occasion such absences are necessary. These include, but are not limited to, the following examples:

- A parent\guardian verified absence (*EFUP\EFPPAA codes*) is excused in terms of verification, but these count towards attendance totals, and we only allow 10 total before a student is placed on an attendance contract.
- Illness verified by a note from a physician (*EM*)
- Funeral of an immediate family member (*EDF*)
- Military Connected Families (*e.g. absences related to deployment and return*)
- Personal religious observance

Regular attendance at school is required of all extracurricular participants. Students must be at school by the end of second period and/or five full periods in order to participate in the event/practice on that day, unless permission is granted for unusual circumstances by an administrator. **These types of absences still count towards a student's overall\year-long attendance total.**

After a **TEN DAY limit**, all absences may be considered unexcused, regardless of documentation or how necessary they may seem to be.

3. Unexcused Absences

An unexcused absence is an absence from school for any single portion of the day under circumstances not covered by law or recognized by the school. An unexcused absence also includes an absence that is not documented and/or not called in by a parent within 24 hours. Unexcused absences will receive appropriate disciplinary action. Unexcused absences are accumulated for the school year.

4. Truancy

Any student absent from school for any single portion of the day without parental consent under circumstances not covered by law or recognized by the school is truant. Students who are not in their assigned class/area or leave the building are considered truant. If the school verifies a student is not where he or she is supposed to be, a parent will be contacted. Repeated truancy is a cause for great concern and will be dealt with harshly with the Contract/Review Policy.

C. CHRONIC ABSENCE

Repeated absence is a cause for great concern and will be dealt with accordingly with the Contract/Review Policy. A student who is chronically absent by having unexcused absences from school exceeding the allotted amount of ten days will be placed on an Attendance Contract. If the student violates the terms of their contract by missing additional days, they may be subject to review for dismissal. Under an Attendance Contract, all excused absences may be considered unexcused, regardless of how necessary they may seem to be.

D. TARDY POLICY

Students that are late to school must go to the Attendance Office to sign in and obtain a pass to class. A student is considered tardy after the bell rings for class or for the beginning of school. If a student misses class for more than 15 minutes without the approval of his or her teacher, he or she is considered absent for that class period. Any time a student is late, it will be recorded as a tardy regardless of notification from a parent.

1. Consequences of Late to School Tardies (Per Semester)

1 - 4 Tardies — These tardies will be documented and the student will be warned and/or the student may be given an internal consequence by the specific teacher.

5th - 9th Tardies — The student will receive detention and parents will be notified of a potential contract.

10+ Tardies — The student will be suspended and placed on contract.

2. Consequences of Late to Class Tardies (Per Semester):

Tardies to class are recorded and administered by an individual teacher in a manner they deem most appropriate. When it is determined that tardiness to class has grown excessive, the student will be referred to the administration for appropriate punishment, usually following a Level 1 or Level 2 categorization.

E. PROCEDURES FOR REPORTING ABSENCES

The parent/guardian should call the attendance clerk to report an absence **on the day of the absence (preferably before 8:00 AM)**. The attendance voicemail is available twenty-four hours a day. Please follow all instructions as directed by the prompts. Students who are out for illness should bring in their doctor's note(s) upon their return to school so that the absence is coded correctly. Failure to document the reason for absence could impact the student if they exceed the absence limit. After a ten-day limit, all excused absences may be considered unexcused, regardless of how necessary they may seem to be. Once a student accumulates ten absences, he or she is placed on an attendance contract. Failure to adhere to the contract requirements will prompt a review for dismissal.

F. PRE-ARRANGED ABSENCES

Extended absences place students at an academic risk. If there is a need for a pre-arranged absence (PAA), the school must be notified well in advance by submitting the [pre-arranged absence form](#) (which is also available online on Andrean's website) for administrative approval. Submitting a form does not guarantee that the absence will be approved or excused, especially during final examinations. If approved, it is the student's responsibility to make arrangements with his or her teachers for the work that he or she will miss during the approved, pre-arranged absence. Approved vacation and field trips may still count as absences that could jeopardize the

student's required attendance. Andean only approves a maximum of five pre-arranged absences per school year before any additional are considered regular parent call-off (PGV) absences.

-EARLY RELEASE\SIGNING OUT:

-In the case of a partial absence, the following policies must be followed:

- If a student must leave during the school day, a parent/guardian should notify the Attendance Office **before school starts** if possible. This can be done by phone, email, or a signed note which must include the time and date(s) the students will be gone\dismissed.
- Students must provide verification of all dental and doctor visits **upon their return** in order for the absence to be recorded as "excused". A note from the doctor's office must be brought in to the Attendance Office **no later than one week** from the absence or it will be considered unexcused.
- The student should be picked up at **Door M**, and the parent/guardian must enter the building and sign the student out in the Attendance Office. If the student drives to school, he or she must sign out in the Attendance Office before leaving.

G. EMERGENCY DELAYS AND CLOSINGS

Since Andean's student body reaches into many communities, it is difficult to make a blanket policy regarding closings and/or delays; Andean's decisions regarding delays and closings do not always align with the decisions of local school districts. If a parent feels that it is too dangerous to drive or to send the student out into adverse conditions, then the use of prudent judgment is required and respected. Andean will announce closings or delays via the school's automated communication service via official school email, text, call, and social media. **If a delay or closing is not announced via these channels, class will be in session; there is no need to call the Main Office inquiring as such.** If a student is late or absent because the student's local school corporation announces a weather delay or cancellation, the student's parent/guardian should still report the tardy or absence accordingly.

H. E-LEARNING DAYS

In most instances, emergency closing days will be accompanied with an online component for student work completion; these are called E-Learning Days. Teachers will communicate expectations for student work completion and deadlines for E-Learning via Google Classroom; there may also be additional information offered via FACTS or email.

VI. DRESS CODE

A. ANDREAN HIGH SCHOOL UNIFORM POLICY

We believe the uniform policy to be an important aspect of the Andrean mission and ask our students to adhere to these policies. We will treat uniform infractions with disciplinary consequences as outlined in the Student Handbook. Students may be placed on probationary status limiting them from their activities for excessive uniform infractions. For a complete list of all rules and regulations regarding the Andrean Dress Code, please see the **current edition of the AHS School Uniform Policy**. This document is separate from the Student Handbook and is subject to change at the start of each school year. Please note that administration reserves the right to discipline and/or send a student home if they are not in adherence to uniform guidelines.

B. ID POLICY

Students are expected to have their identification badge on their person at all times during school and on field trips. This is also the manner in which students are charged for their lunch in the cafeteria. If the student loses his/her Andrean ID badge, another one must be purchased in the Main Office.

VII. BEHAVIOR POLICIES AND PROCEDURES

A. CODE OF CONDUCT

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

B. PARENT / TEACHER CONFERENCES FOR BEHAVIORAL CONCERNS

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

C. CLASSROOM RULES

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

D. LEVELS OF INFRACTION

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

1. Level One Infractions — may incur a verbal or written warning and/or detention.

This includes but is not limited to:

- Classroom disruption as defined by the teacher
- Multiple tardies to school or class
- Multiple dress code violations
- Profanity and inappropriate behavior
- Violation of electronic device policy as defined by the teacher or the school

2. Level Two Infractions — may incur a detention and/or suspension

This includes but is not limited to:

- Repeated Level One Violations (regardless of whether violation was disciplined)
- Academic dishonesty as reported to administration
- Possession of inappropriate items
- Vandalism
- Defiance, insubordination, non-compliance, disrespect of school staff

3. Level Three Infractions — will incur suspension and/or review for dismissal

This includes but is not limited to:

- Repeated Level Two Violations (*regardless of whether violation was disciplined*)
- Weapon possession (*immediate dismissal*)
- Bullying
- Fighting
- Threat or attack on school staff or student
- Leaving campus without permission
- Off Campus Arrest
- Drug, drug paraphernalia, vape, tobacco, or alcohol possession/influence
- Excessive defiance, insubordination, non-compliance, disrespect of school staff
- Serious inappropriate behavior as defined by the administration

E. DISCIPLINARY CONSEQUENCES

Using this system as a guide, please note that the **School Administration reserves the right to determine consequences according to the seriousness of the infraction.**

Consequences may include, but are not limited to:

1. Detention

Detentions are time spent by a student before or after school to assess the error of their ways and/or provide a service to the school. Classroom detentions are to be served with the teacher who issues them; these detentions are not included on the student's official record. Cause, length, and time of classroom detentions vary from teacher to teacher. General detentions (issued by an administrator for reasons specified above) are to be served at a specified time and place and are included on the student's official record. Students who fail to report for a classroom detention will be given a general detention, and students who fail to report for a general detention will be given further disciplinary action. If a student misses three detentions, the consequence is a one day suspension & behavior contract. All detentions have priority over all extracurricular activities and may not be rescheduled to fit the convenience of the student. Once a student serves **three general detentions in a single semester**, they can be reviewed for dismissal.

2. Suspension

Suspension tells the student that, if continued, undesired conduct will be cause for dismissal. If a student is placed on suspension, parents are notified immediately by school administration and must pick their student up. Students are expected to independently complete all assignments and assessments missed during the suspension at the discretion of the teacher; extra time is not permitted. During a suspension, the student is not permitted to participate in extracurricular activities and school-related functions including but not limited to team practices, contests, dances, club meetings, games, team try-outs, award ceremonies, and any other Andrean High School event on or off campus. Students who are suspended are also placed on a Behavioral Contract; students on a contract may not be eligible for any/all extra-curricular activities, field trips, privileges, etc.

3. Contract

The administration monitors the academic and behavioral records of students throughout the school year. A student may be placed on contract if a number of disciplinary incidents occur or if a Level 2 or 3 infraction warrants such or if their academic standing drops below a 2.0. Contract is effective for a period of time determined by administration, at which point it is possible that the student may be required not to participate in any school activity, including athletics. If the student's behavior does not improve during this period, the School Administration may decide to review for dismissal as appropriate. Students on

a contract for any reason (*attendance, behavioral, etc.*) may not be eligible for any\all extra-curricular activities, field trips, privileges, etc.

4. Review for Dismissal

Student behavior that is a continual source of disturbance to teachers and/or fellow students may result in involuntary withdrawal or dismissal from the school. Such a request is made at the discretion of the School Administration. Any conduct not consistent with Catholic moral teaching and Andrean's philosophy and/or is a Level 3 violation constitutes grounds for possible expulsion. The School Administration will be the final arbiter in determining the grounds for expulsion in all instances and will communicate their policy and parameters henceforth.

F. OFF-CAMPUS CONDUCT

The administration of Andrean High School reserves the right to discipline its students for off-campus actions that are in violation of the Code of Conduct and behavioral expectations of students. This includes actions during sporting events, service opportunities, internships, and field trips as well as social media and other forms of technology. Our students represent Andrean at all times and must adhere to its standards.

G. SEARCHES

Andrean Administration has the right to search a student (and his\her belongings) on campus who is believed to be in possession of a banned substance and/or weapon for any reason. This includes a student's locker, vehicle, belongings, etc.

H. STUDENTS SUSPECTED TO BE UNDER THE INFLUENCE

1. Breathalyzer/Drug Testing

Any student who the administration suspects to be under the influence of a prohibited substance is subject to breathalyzer and/or drug testing pursuant to the testing procedure described below.

2. Random Drug Testing Program

In order to deter the use of prohibited substances at Andrean High School, a random drug testing program may be instituted and carried out as resources permit throughout the school year. Students may be randomly selected on a periodic basis to participate in a random drug testing program. The number of random tests and students chosen for testing will be determined according to available resources. No student will be given advance notice or early warning of the testing. All testing will take place pursuant to the drug testing procedures explained below.

I. DRUG TESTING PROCEDURES

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

VIII. GENERAL INFORMATION

A. BUILDING ACCESS HOURS

Students will not be allowed into the building before 6:45 a.m. on school days unless participating in morning athletic practices. Students must be supervised by an adult until the start of the school day. Students will be expected to be out of the building by 3:15 p.m. unless participating in an activity or practice associated with an extracurricular activity with a supervisor. After 3:15 p.m., students waiting for a ride must go to the designated after school area. This room will be supervised until 5:00 p.m. Students who do not report to supervised areas before or after school will be considered in violation of school rules and may be subject to behavioral consequences. On early dismissal days, students must leave within 30 minutes after school ends.

B. DELIVERY POLICY

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

C. LOCKERS

Lockers issued to students are the property of Andean High School and are subject to inspection and/or search and seizure at any time at the discretion of the administration and/or in accordance with the law. Students are responsible for proper care and internal upkeep of lockers. No writing or exterior decorations are allowed on the lockers. Non-Andean locks may not be placed on lockers. Unauthorized locks will be cut off with no reimbursement to the owner of the lock. The locker door must be fully and securely closed and locked properly, without any contents exposed. Locker combinations are the equivalent of passwords and must be secured, not shared. Andean High School is not liable for lost or missing items.

D. CAFETERIA

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

Other than individual lunches, no outside food is to be brought into the cafeteria during lunch hours. Glass containers of any kind are not permitted in the cafeteria. Students are expected to pick up after themselves when finished in the cafeteria. All uneaten food and trash must be placed in the trash containers. Trays are to be returned to the designated area. Failure to do so may result in disciplinary action by lunch supervision or administration.

Payment for cafeteria food is done with advance funding via our online payment system which allows prepayment by credit card in any amount desired. A student with no funds on deposit on a given day may be granted credit at the discretion of cafeteria staff conditional that payment is remitted. All students require a zero balance to maintain enrollment at semester.

Food and drink is not allowed outside of the cafeteria's designated eating areas; this includes classrooms. Orders for outside food delivery from restaurants may not be placed. Attempted deliveries will be refused by school personnel. Students will be permitted to carry and consume water outside the cafeteria. Water fountains are also located throughout the school.

E. COMMUNITY SERVICE

Community service is a very important element in the Andrean program. Students are encouraged to work together for their local communities, parishes, and towns. Every student is required to complete a specified number of hours or projects of community service per school year as determined by school policy and the Theology Department. These hours or projects must include both service to the community and service to Andrean, though the ratio of those hours is up to the student and Theology Department. The student's theology teacher will log the hours or projects (based on organizational documentation) and record them as an academic grade in the class at the conclusion of the semester.

F. DROP OFF AND PICK UP OF STUDENTS

Students are to be dropped off behind the school at Door M no earlier than 6:45 a.m. and picked up by 3:15 p.m. Adult supervision is available in a designated area before school and after school until 5:00 p.m. It is expected that students be in this designated area before and after school; failure to do so may result in disciplinary consequences. All student pickups after the school day begins should occur at Door M following the call off procedure and attendance policy.

G. DRIVING PRIVILEGES

The school reserves the right to legislate and/or to deprive students of the privilege of driving to school. Only two-axle vehicles are allowed to be parked in the school parking lot. A parking permit is required and must be purchased at the beginning of each school year or when the student becomes licensed and able to drive.

Each student is required to register any vehicle that may be driven to school and parked in the school parking lot during the day with the Main Office. The student must present a valid driver's license and completed application when purchasing a parking permit. If a parking permit is lost, a new one must be purchased. Failure to register a vehicle and obtain and display the parking permit and/or regard any of the above guidelines may result in ticketing or towing of the vehicle at the owner's expense.

H. PARKING FOR STUDENTS

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

- Observe safe driving rules at all times
- Comply with directions of the Resource Officer
- Enter the parking lot via the south drive
- Park only in designated parking places
- Do not remain in the vehicle before class in the morning
- Do not go to the cars during the school day without permission
- Purchase and display a parking pass; noncompliance can result in a ticket and/or tow at the owner's expense
- Only park two-axle vehicles in the school parking lot

I. PHONE CALLS

Phone calls should be limited. Landline calls can be made in the Main Office as needed. Cell phones can be used before or after school or with permission by teachers. Parents are asked to contact the school in emergency situations, not the student's personal phone. Cell phones are not to be visible or heard during school hours, unless a student has permission by an instructor.

J. ELECTRONIC DEVICE POLICY

Electronic devices can aid or hinder the learning experience in a school environment. With this in mind, it is a teacher's decision when and if students will be allowed to use electronic devices in a classroom. Otherwise, unapproved devices are not to be used in the classroom during school hours without the permission of administration/faculty/staff.

K. SCHOOL DANCES AND INFORMAL ACTIVITIES

Dances and informal activities are optional events which students are privileged to attend. As a part of the student's responsibility for themselves and potential guests, they must exhibit

exemplary behavior and follow all school rules. If an Andean student wishes to bring a guest to a formal Andean dance, the proper permission slip must be filled out prior to the purchase of tickets. Identification for a guest must be presented at the time of the ticket purchase for any dance. Identification must also be presented before the guest enters the dance. No guest over the age of 20 may attend. As an upperclassmen event, freshmen and sophomores are not permitted to attend Prom. Anyone attending a dance must arrive no later than 30 minutes from when the dance starts and may not leave prior to 30 minutes before the dance is scheduled to end, unless prior permission has been granted by administration. Students are expected to be in class on the day they are participating in any dance activity; this includes the Friday before if the event is held on a Saturday.

Girls' dresses should be modest, appropriate in length and style, and in good taste. Dresses should be no shorter in length than the girl's fingertips when her arms are at her sides. "Cut outs" and two piece dresses are not allowed. The front of the dress must be cut above the breast line in a solid (non-mesh) material. The back of the dress must be cut above and not at the waist line in a solid (non-mesh) material. Appropriate dress for boys includes a tuxedo or suit, dress shirt and tie, and dress shoes and socks. Gentlemen may remove the jacket and tie during the evening but everything else must remain on. Students who violate the dress code will be disciplined and/or sent home.

Appropriate dancing is a part of the expected exemplary behavior of students. When it is determined that a student has been drinking and/or is in possession of alcohol or an intoxicant of any kind at a dance, regardless of location of the event, the appropriate consequences outlined in this handbook will apply. Any disrespect to chaperones or staff may be cause for additional disciplinary measures.

L. PUBLIC DISPLAY OF AFFECTION (PDA)

Andean High School expects its students to act in a dignified manner. Intense romantic gestures, such as kissing or any other physical display of affection, are unacceptable. The only display of affection that is acceptable during school hours and events is hand holding.

M. EMERGENCY DRILLS

Fire, Tornado, and Violent Intruder drills are held regularly to develop safety practices that will help students and staff to move in a quick and orderly fashion to designated safety areas during an actual emergency. Rules of safety are reviewed regularly and posted in each classroom. The sounding of an alarm or announcement of a situation/emergency should be assumed to be an actual emergency at all times and never be taken lightly. Absolute silence is imperative, as the circumstances in an actual emergency, or even during a drill, can drastically change without

notice. Any disturbance caused, including unnecessary talking during an emergency (drill or otherwise), will result in disciplinary action.

N. WITHDRAWAL PROCEDURE

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

IX. INTERNET AND TECHNOLOGY RESPONSIBLE USE POLICY

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

A. CONTENT

Transmission, downloading, uploading and/or sharing of any material in violation of any national or state regulation or Andrean High School policy is prohibited whether contained on school-owned property or user-owned property. This includes but is not limited to copyrighted material; threatening or cyberbullying; pornographic or obscene material; material protected by trademark or copyright; or audio/video footage or photographs of Andrean High School students, employees, or the facility without express written consent from authorized personnel. This includes off-property school related events involving the same.

B. COMMERCIAL ACTIVITY

Use of Andrean's Internet connection for commercial activities is generally not acceptable. Andrean High School is not liable for loss or damages incurred due to a user's participation in activities involving financial transactions.

C. PRIVILEGES

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

D. GUARANTEE

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

E. SECURITY

Security on any computer system is a high priority, especially when the system involves many users. Do not use another individual's account without permission from that individual. Always log out of any websites you log on to, and always log off of the computer when you are done. Attempts to log on to a computer, device, website or program in any method not expressly permitted will result in disciplinary action.

F. VANDALISM

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

G. INTERNET BLOGGING AND SOCIAL NETWORKING ETIQUETTE

All users are expected to abide by the generally accepted rules of social network etiquette. This includes refraining from vulgarities, abusive language/wording, unwarranted tagging, and publicizing private conversations. Anything that is posted on social resources inside or outside of school that results in disruption of normal school operations and/or is detrimental to a fellow student, faculty or staff member, Andrean High School, or Andrean's reputation will be subject to disciplinary action. The Andrean administration has the right to pursue legal or civil avenues for on-campus or off-campus Internet use that disrupts the learning environment or is contrary to the principles and teaching of the Catholic Church. We reserve the right to ensure that behavior is

in line with Diocesan and school policies as well as civil laws. Any violation of this policy will result in disciplinary action which may include the notification of law enforcement agencies.

H. SOCIAL NETWORKING INTERACTION BETWEEN STUDENTS & EMPLOYEES

Students will refrain from interacting on a personal level with school employees on social networking sites. This includes posting with and adding them as a friend or follower on sites such as Facebook, Instagram, Snapchat, Twitter, etc. E-mail communication from a student to an employee, if necessary, may only be directed to an employee's andreanhs.com email account. Replies from an employee, if any, will only come from their andreanhs.com email account.

I. USER OWNED ELECTRONIC DEVICES

As the trend toward "Bring Your Own Device" (BYOD) increases, so does the need to enhance security of the school's network. Although participation in BYOD is voluntary given school-issued technology to students and staff, personal devices are subject to school policy.

X. ATHLETICS

A. USE OF FACILITIES

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

B. ATHLETIC ELIGIBILITY

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

C. SPECTATORS

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

exclusion from further contests. We can demonstrate a feverish dedication and loyalty to our teams and show that class and sportsmanship are held in high regard in Andrean Athletics. Failure to behave according to these guidelines may result in the offending spectator being barred from future events and disciplinary action.

See the Athletic Handbook for more information regarding spectator regulations and other athletics related policies.

AGREEMENT FOR STUDENT ENROLLMENT

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

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

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

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

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

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

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

Student and Parent Verification
2024-2025

We have received and reviewed the Andrean High School handbook for the 2024-2025 school year.

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

Agreeing with this form also authorizes use of the student's image for any marketing materials by Andrean High School or its partners and affiliates. I can opt out of this policy by submitting a written request to the main office.

****This acknowledgement is now completed during the enrollment process (online), and a hard copy return of this document is not required nor needed to signify awareness and/or agreement.****

Student Signature	Print Student Name	Date
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Parent/Guardian Signature	Print Parent/Guardian Name	Date
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Parent/Guardian Email Address	Parent/Guardian Phone Number
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