



# **Andrean Student Handbook 2022-2023**

## **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

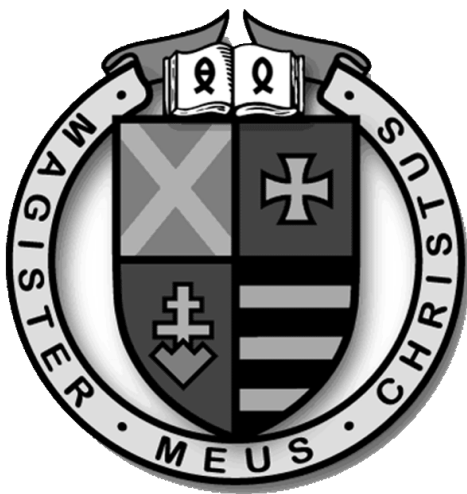
Andrean High School, located in Merrillville, Indiana, is a diocesan Catholic high school sponsored by the Diocese of Gary. The school was opened in 1959 under the nickname of the “Fighting 59ers.” The school colors are red and gold. Red symbolizes the martyrdom of Saint Andrew, patron of the school 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**

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

*(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 required 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. 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 only. Andrean may accept twelfth grade transfers under unique circumstances. 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 Andean'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 disabilities can be accommodated due to limited resources, students with a documented disability may be eligible for accommodations at Andean 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 Andean 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 Andean High School are contingent on academic and behavioral expectations of the Andean High School Student Handbook.

## **B. FINANCIAL OBLIGATIONS**

### **1. Enrollment**

The annual, non-refundable **enrollment fee** is \$350.00. This fee must be paid before a student will be allowed to participate in summer activities or register for classes for the upcoming school year. This fee covers some of the following expenses for the school year:

- Picture ID
- Lanyard for ID
- FACTS, Google Classroom, and Internet Access
- Resource Officer

A **technology fee** of \$200 covers costs associated with technology at Andean. This includes access to wifi, the phased introduction of a one-to-one platform of learning, utilization of computer labs, and technology personnel on campus.

A **graduation fee** of \$150 (required only for seniors) covers costs associated with graduation and senior activities. These include costs associated with baccalaureate mass and the graduation ceremony, participation in senior banquet, and posing for individual and collective senior photos.

## **2. Discounts**

**Parish Tuition Discount** — Andean families who are deemed by their pastors as supporting members of a Diocese of Gary Catholic Parish can be awarded a tuition discount. Eligible families must complete a Parish Verification Form at the time of registration each year and have their parish pastors sign and submit the form. Each qualifying family receives a \$300 tuition discount annually. Please consult the Tuition Contract for more details.

**Sibling Discount** — Andean families who have more than one student currently enrolled are eligible for a sibling discount. If two or more students are enrolled, a discount of \$500 is given for each additional student. Please consult the Tuition Contract for more details.

## **3. Financial Assistance**

All other financial assistance (including the Indiana CHOICE Program, Diocesan aid, Andean scholarships, and Andean assistance) requires a Grant & Aid Application to be filled out in FACTS. Historically, the submission deadline for the Indiana CHOICE Program is September 1. 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.

| SUBJECT          | # of Credits*<br>Required | SUBJECT             | # of Credits*<br>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. Homework

Students are given homework assignments on a regular basis. These assignments will vary in length, but on an average a student should expect about thirty minutes each night in each subject. As a college preparatory institution, reading and reviewing course materials is an expectation that can often be considered daily homework.

### 4. Credit Recovery / Summer Sessions

Andrean High School utilizes an online credit recovery program during the summer. The program includes make-up courses for students who failed or received a D in classes during the regular school year. The first summer session is intended for first semester issues, and the second summer session is intended for second semester issues. Attendance is strictly monitored and enforced. Students are only permitted to miss two days of their scheduled session. If a student misses more than two days of his or her session, they will be withdrawn from the session and credit will not be awarded.

## **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) / acp level.

Courses offered at the **College Preparatory** level are weighted with the 4.00 system. The majority of the courses at Andrean 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**<sup>®</sup> (or AP<sup>®</sup>) 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<sup>®</sup> courses can be selective and often requires that students have completed various prerequisites.

| <b>Grade</b> | <b>Course Percentage</b> | <b>College Preparatory</b> | <b>Honors</b> | <b>AP / ACP</b> |
|--------------|--------------------------|----------------------------|---------------|-----------------|
| 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 up to one academic quarter 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 class) 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 than 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 fourth quarter. 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:

- Andean Society for the semester
- Students who earn over a 4.0 for the semester
- National Merit Program
- Top Ten Recognition

#### **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 Andean mission as interpreted by administration.

#### **F. ONLINE STUDENT MANAGEMENT / INFORMATION SYSTEM (RENWEB)**

The student-management system FACTS is used by Andean 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. 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.

## **I. 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 must 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 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

Andean Theatre Company  
Band  
Choir  
Guitar Club  
Thespian Society

### LEADERSHIP

Student Ambassadors  
Student Council

### SERVICE

Interact Club  
National Honor Society  
YARC (Young Adults Really Care)

### STUDENT PUBLICATIONS

*Acropolis* (School Newspaper)  
*Decussata* (Yearbook)

### OTHER

Bowling  
Campus Ministry  
Chess Club  
Debate Club  
Gaming Club  
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 3.10. (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](http://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      | Wrestling | Golf          | Volleyball |
| Golf          |           | Soccer        |            |

\*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, NWEA, PSAT)
- 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 will 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/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.

## **D. PREGNANCY**

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

### **COVID-19**

The risk of exposure to coronavirus exists anywhere that people (or pets) are present, especially in larger groups. According to the Centers for Disease Control and Prevention, the virus spreads easily between people and can cause severe illness and even death. The risk is higher for certain people. Risk factors include being 65 years of age or older or having serious underlying medical conditions.

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. There is no limit to these absences. (See 1 below)

**EXCUSED** — The student is allowed to make up the missed work and the absence is 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. 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 Absences**

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

- Illness verified by contact from a parent/guardian
- Illness verified by a note from a physician (if the student is absent for more than three days)
- Previously approved family travel or approved vacation
- Family funeral
- Military Connected Families (e.g. absences related to deployment and return)
- Emergency family situations
- 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 periods** in order to participate in the event/practice on that day, unless permission is granted for unusual circumstances by an administrator.

After a **TEN DAY limit**, all excused absences may be considered unexcused, regardless of 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, such as oversleeping. An unexcused absence also includes an absence that is not documented and/or not called in by a parent. Unexcused absences will receive appropriate disciplinary action that adheres to the Contract/Review Policy of this handbook. 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. If the parent verifies the student is truant, it will be treated as an unexcused absence. Repeated truancy is a cause for great concern and will be dealt with harshly 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)**

1-3 Tardies — These tardies will be documented and the student will be warned and/or student may be given an internal consequence by the specific teacher.

4-9 Tardies — The student will receive a detention and parents will be notified.

10+ Tardies — The student will be suspended and will be 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 to report an absence **on the day of the absence before 9:00 am**. The attendance voicemail is available twenty-four hours a day. Please follow all instructions as directed by the prompts. The student should contact and/or present a note to the Main Office **on the day of his or her return to school**. 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 unexcused absences,

### **F. PRE-ARRANGED ABSENCES**

The school strongly discourages students from taking family trips/vacations during the school year. Extended absences place students at an academic risk. If there is a need for a pre-arranged

absence, the school must be notified well in advance through the form available online or in the Main Office 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. Students may also have pre-arranged absences for any single portion of the day. A student must be present for five out of seven periods of school. Anything less than five periods will be considered a **full day absence**. In the case of a partial absence, the following policies must be followed:

- If a student must leave during the school day, the student should present a pre-arranged absence form from a parent/guardian to the Attendance Office **before the first bell**. This form (or note) must include the time and date(s) the students will be absent. This form should be completed for **all** pre-arranged absences, including doctor appointments.
- Students must provide verification of all dental and doctor visits **upon their return** in order for the absence to be recorded as "excused". A note from the doctor's office or a professional's signature on the pre-arranged absence form **must** be brought in to the Attendance Office no later than twenty-four hours after the visit.
- The student should be picked up in front of the school, and the parent/guardian must enter the building and sign the student out in the Attendance Office. If the student drove to school, he or she must sign out in the Attendance Office.

#### **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. The final decision must rest with the parents. **If a parent feels that it is too dangerous to drive or to send the student out into adverse conditions, then the use of prudent judgment is required and respected.** Absences due to these circumstances will be considered excused. Andean will announce closings or delays via the school's automated communication service via text, call, or email, social media, and official school email. If a delay or closing is not announced, **class will be in session**. If a student is late or absent because the student's local school corporation announces a weather delay or cancellation, the student's parent/guardian should still report the tardy or absence.

#### **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 FACTS, Google Classroom, 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 send a student home if they are not in adherence to appropriate uniform guidelines.

### **B. ID AND LANYARD POLICY**

Students are expected to wear their identification badge at all times during school and on field trips. All current identification must be on an Andrean lanyard draped around the student's neck, visible to all. If the student loses his/her Andrean ID badge or lanyard, 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
- Bullying or fighting
- Possession of inappropriate items
- Vandalism
- Defiance, insubordination, non-compliance, disrespect of school staff

**3. Level Three Infractions** — may 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
- 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, 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. All detentions have priority over all extracurricular activities and may not be rescheduled to fit the convenience of the student or family. Once a student serves **three general detentions in a 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. During a behavioral 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 Andean High School event. In most circumstances, suspension is also met with a Behavioral Contract.

### **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 there 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.

#### **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**

##### **1. Vehicles**

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

##### **2. Lockers**

Lockers issued to students are the property of Andrean High School. They are subject to inspection and/or search and seizure of their contents at any time. Drug dogs will periodically search student lockers. Any prohibited or illegal items found in the student's locker are considered to be in the possession of the student.

##### **3. Classrooms**

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

#### **4. Beverages**

All beverage containers, including cups, cans, and bottles (including water bottles), are subject to search and testing by School Administration, with or without any suspicion of the presence of a prohibited substance.

### **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 Andean 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 a "positive" result 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 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 can be made with cash at the register per transaction; 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 and no cash 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 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 should occur at Door M. For essential appointments and emergencies, students are to be picked up in the front of school using Door A. Persons picking up students for these occasions must report to the Main Office to sign out.

#### **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.

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
- 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 with permission. 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 anywhere in the building during school hours without the permission of administration/faculty/staff.

### **K. SCHOOL DANCES AND INFORMAL ACTIVITIES**

Dances and informal activities are optional events which students are privileged to attend. As a part of the student's responsibility for themselves and potential guests, they must exhibit exemplary behavior and follow all school rules. If an 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. Freshmen and sophomores are not permitted to go to Prom. Anyone attending a dance must arrive no later than 30 minutes from when the dance starts and may not leave prior to 30 minutes before the dance is scheduled to end, unless prior permission has been granted. Students are expected to be in class on the day they are participating in any dance activity; this includes the Friday before if the event is held on Saturday.

Girls dresses should be modest, appropriate 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.

In the event of an emergency evacuation from the campus of Andean High School, students will be transported to either the Merrillville Intermediate School or Merrillville High School Gymnasium.

#### **N. WITHDRAWAL PROCEDURE**

Students voluntarily withdrawing from Andean 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 Andean 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 Andean 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 Andean High School, the school will instruct about and guard against inappropriate, unethical and illegal use of the Internet by any user. Andean 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 Andean 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 Andean 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 Andean's Internet connection for commercial activities is generally not acceptable. Andean 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 Andean 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 Andean High School user that violates any of these provisions will be subject to disciplinary action.

#### **D. GUARANTEE**

Andean High School makes no guarantee of any kind, whether expressed or implied, for the technology services it provides. Andean 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. Andean 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 Andean'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 Andean High School. Vandalism will be subject to disciplinary action and may include but is not limited to reimbursement to Andean 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 detrimentally impacts a fellow student, faculty or staff member, Andean High School, or Andean's reputation will be subject to disciplinary action. The Andean 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 andeanhs.com email account. Replies from an employee, if any, will only come from their andeanhs.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, it is subject to school policy. The incorporation of devices in an organized and academic manner is permitted subject to teacher rejection.

## **X. ATHLETICS**

### **A. USE OF FACILITIES**

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 Andean will be governed by the rules of the school. Disrespect and vulgarity will be met with standard disciplinary actions and may include exclusion from further contests. We can demonstrate a feverish dedication and loyalty to our teams and show that class and sportsmanship are held in high regard in Andean Athletics. Failure to behave according to these guidelines may result in the offending spectator being barred from future events and disciplinary action.

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

*2022-2023*

**We have received and reviewed the Andean High School handbook for the 2022-2023 school year.**

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

**Signing this form also authorizes use of student’s image for any marketing materials by Andean High School or its partners and affiliates. I can opt out of this policy by accompanying a written request with this form.**

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Student Signature

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Print Student Name

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Date

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Parent/Guardian Signature

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Print Parent/Guardian Name

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Date

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Parent/Guardian Email Address

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Parent/Guardian Phone Number