

ADMINISTRATION

Principal	Fr. Paul Quanz,CSB
Assistant Principal	Mrs. Tracy Hadt
Dean of Discipline.....	Mr. Rick Torres
Business Manager	Mrs. Jackie Joy
Guidance Director.....	Mrs. Nancy Reed
Athletic Director	Mr. Tim Crnkovich
Development Director	Mr. Bill Mueller

MODERATORS OF EXTRACURRICULAR ACTIVITIES

CLUB OR ACTIVITY	MODERATOR(S)
Academic Super Bowl	Mr. Szot, Mr. & Mrs. Giorgio, Mrs. Weiss, Ms. Koteles
Acropolis (school newspaper)	Mrs. Kelley-Fernandez
African American History Club	Ms. Spence
Andrean Ambassadors.....	Mrs. Wojkovich
Andrean Literary Magazine	Mrs. Goins
Academic Decathlon	Mrs. Goins, Mr. Szot, Mr. Gilbey
Bowling Club	Mrs. Lubash
Campus Ministry.....	Mrs. Bosak, Ms. Bolakowski, Sr. CarolAnn, Fr. Quanz
Class Moderators	
Senior Class Moderator	Mrs. Marovich
Junior Class Moderator.....	Mr. Rak
Sophomore Class Moderator.....	Mr. Horvath
Freshmen Class Moderator	Mrs. Maldonado
Chess Club.....	Mr. Giorgio
Decussata (school yearbook).....	Ms. Brewer
French Club.....	Mrs. Kucka
German Club.....	Mrs. Pete
German Honor Society.....	Mrs. Pete
Latin Club	Sr. Paul
National Honor Society	Mrs. Fitzpatrick, Mrs. Pete
Ninerette Dance and Spirit Team.....	Mrs. Maldonado
Quiz Bowl	Sr. Carol Ann, Mr. Szot
Science Olympiad	Mr. Gilbey
Spanish Club.....	Mrs. Brandewie
Spell Bowl.....	Ms. Bolakowski, Mr. Szot
Sports Teams (IHSAA sanctioned)	Mr. Crnkovich
Student Council.....	Mrs. Bosak, Mrs. Mueller
YARC (Youth Association for Retarded Children)	Sr. Paul

HISTORY OF ANDREAN

Andrean High School, located in Merrillville, Indiana, is a Catholic high school belonging to the Diocese of Gary. The members of the Basilian Fathers and the Sisters of Saints Cyril and Methodius join with the lay staff to administer and supervise the life of Andrean. The school was opened in 1959, and its nickname is the "Fighting 59ers."

The school colors are red and gold. Red symbolizes the martyrdom of Saint Andrew, patron of the school and patron of Bishop Grutka, the first bishop of the Diocese of Gary. Gold symbolizes the traditional color of victory.

BASILIAN FATHERS

The Congregation of St. Basil, more commonly known as the Basilian Fathers, is an international community of priests and students for the priesthood who live a community life and bind themselves to God by vows of poverty, chastity and obedience. They dedicate themselves to serve the Church in any priestly capacity, but center their apostolic work on the education of youth.

The Basilian Fathers were founded in 1822 by a group of ten diocesan priests in Annonay, France, where they took their first formal vows. They chose as their special patron St. Basil the Great, a fourth century archbishop of Caesarea, an instructor of youth and Doctor of the Universal Church.

The Basilians are involved in educational institutions in the United States, Canada, France, and South America. In addition to their principal apostolic work in education, the Basilian Fathers minister in parishes, retreat houses, hospitals and campus ministry programs.

SISTERS OF SAINTS CYRIL AND METHODIUS

The Congregation of the Sisters of Saints Cyril and Methodius was founded in 1909 by Rev. Matthew Jankola of the Scranton Diocese, a young priest revered for his zeal, his vision, and his concern for preserving the Catholic faith of people newly arrived in America. Assisted by Slovak American clergy and organizations of the faithful, he established schools, spearheaded parish programs, and took the first steps toward founding this new community of Sisters to help educate the children of Slovak immigrants.

In recent years, particularly since Vatican Council II, the apostolate of the Sisters has expanded to teaching in high schools, directing religious education programs, and serving in pastoral administrative positions. Other ministries include nursing and dietary positions, retreats and spiritual direction, clerical work, and gardening.

Today the Sisters of Saints Cyril and Methodius have their motherhouse and novitiate at Villa Sacred Heart in Danville, Pennsylvania. The Sisters have been at Andrean since its founding in 1959.

CREST

The seal of Andrean High School is a circle surmounted by an open book, the symbol of education. The open pages of the book are imprinted with the Alpha and Omega, the first and last letters of the Greek alphabet, symbols for Christ, the beginning and end of all things. The motto of the school, "Magister Meus Christus" (Christ is my teacher), was the last sentence spoken by Saint Andrew before his martyrdom. These words fill the outer rim of the circle, and incorporate the entire philosophy of the school and the reason for its existence.

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

ALMA MATER

To our Alma Mater raise
Voices filled with love and praise.
Our covenant with her shall be
Undying loyalty.
Proudly wearing red and gold
Her sons and daughters shall uphold
Andrean's fame,
Her glorious name,
Her honor ever proclaim.

FIGHT SONG

(to the tune of *WASHINGTON AND LEE SWING*)

Oh, when the Andrean Niners fall in line,
We're going to win this game another time.
And for the red and gold we'll fight, fight, fight
And for the red and gold we'll fight with all our might.
Oh, yes, we'll fight, fight, fight for every point
We'll hold that line, we'll hold that line.
We'll bury all our opponents beneath that score,
We'll beat that score,
We'll fight, fight, fight.

MISSION STATEMENT

"You shall know the truth and the truth shall make you free." Deeply committed to this liberating teaching of Jesus Christ, we the staff at Andrean High School resolve to enable our students to achieve the degree of academic and moral excellence of which each is capable. Working with parents, church, and community, we promise to educate the whole person whose thoughts, words, and deeds will exert a positive influence on society at large.

PHILOSOPHY

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

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

Andrean seeks to assist each student in actualizing his or her potential, and it endeavors to foster in each student self-reliance and self-discipline. Since the crux of the learning process is reasoning, Andrean attempts to teach its students to organize and arrange their knowledge so that they may grow in the ability to think in abstract terms, to solve their problems, to know the truth, and to benefit from experience.

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

GOALS OF THE SCHOOL

Andrean grows through diversity.

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

POSITION TITLES

PRINCIPAL

The principal is the first member of the administrative team. He serves as the educational leader and general manager of the school, directing and instructing programs, supervising the staff and maintaining effective relations with the total school community. Although the principal may delegate various managerial duties to other members of his staff, he is ultimately responsible for all decisions made by other staff members.

ASSISTANT PRINCIPAL

The assistant principal is the second member of the administrative team. She has general responsibility similar to that of the principal in the day-to-day operations of the school. The assistant principal has specific responsibility in the development of a curriculum and the administration of the master schedule of courses. The assistant principal also moderates grades and the creation of report cards for the various marking periods.

DEAN OF STUDENTS

The dean of students is the third member of the administrative team. He has the general responsibility similar to that of the principal and the assistant principal in the day-to-day operations of the school. The dean's specific responsibility is to facilitate the healthy development of student life through the students' adherence to the school rules and policies.

DIRECTOR OF ATHLETICS

The director of athletics carries out the policies of the athletic program and conducts all of its business operations. He keeps the administration informed of the operation of the program in both financial and personnel matters.

BUSINESS MANAGER

The business manager is responsible for the physical well-being of the school. His primary functions are fiscal control and plant management. He is responsible for the school's financial program and may delegate plant responsibilities to the maintenance supervisor.

DEVELOPMENT DIRECTOR

The development director is responsible for seeing that Andrean is in the public view. He also works as coordinator with all other groups to develop the reputation of Andrean and to develop monetary support for the school. He oversees and approves all fund raising at Andrean.

DIRECTOR OF ALUMNI

The director of alumni is responsible for maintaining lines of communication with Andrean's graduates. He oversees the general operation of the Alumni Office.

ADMISSIONS DIRECTOR

The director of admission is responsible for promoting the school within the community. School enrollment is also a prime concern.

CAMPUS MINISTRY TEAM

The spiritual life of the student is just as important as the other aspects of the student's life. A team of faculty comprises the campus ministry director position. Each member functions as their individual time and talents will allow. The principal coordinates all matters related to the growth of Andrean High School as a faith community, and the individual spiritual lives of each person at Andrean.

DEPARTMENT DEAN

The dean's responsibility is to promote, coordinate and supervise the workings of his or her academic department within the framework of the mission, philosophy and goals of Andean High School. The deans work closely with the assistant principal and the principal in developing, managing and implementing the curriculum.

CLASSROOM TEACHER

The teacher is the one who influences the student on a day-to-day basis. Each teacher is a professional who has chosen to cooperate with the parents in the area of formal education of their child. The teacher will reflect faithfully the mind of the Church as interpreted by the Bishop of the Roman Catholic Diocese of Gary.

COUNSELORS

Counselors are trained to work with students, to discuss their concerns, and to listen and reflect with them in order to help them reach meaningful goals suitable for each student both academically and personally.

IN HOUSE COMMITTEES

ADMINISTRATIVE COUNCIL

The administrative council is composed of the principal, assistant principal, the dean of students, and other staff members appointed by the principal because of their particular expertise to deal with the establishment of policy and the implementation of diocesan policies in the school.

ADMISSIONS COUNCIL

The admissions council is composed primarily of the principal, assistant principal, and members of the guidance department to evaluate applications or transfers to Andean High School.

DEANS' COMMITTEE

The deans' committee is composed of department deans who serve as a curriculum committee and acts as a senate regarding school policy.

FACULTY COUNCIL

The faculty council is composed of elected faculty members to help the administration advise, clarify, articulate, and implement issues, concerns and procedures that will be beneficial and loyal to the purpose of the school.

FACULTY DISCIPLINE HEARING BOARD

This board consists of five members of the faculty of Andean High School appointed by the principal. A member of the Administration chairs the committee. The board's purpose is to uphold and support the necessary disciplinary code of Andean High School.

SUPPORTING ORGANIZATIONS

ANDREAN ATHLETIC ASSOCIATION

The Triple A or AAA- this is a nonprofit organization whose objective is to aid in the maintenance of an athletic program that will:

1. provide an opportunity for the greatest number of youth possible to be engaged in sports;
2. aid in the moral, mental, and physical development of our student athletes; encourage in them the desire to win, but a desire tempered by sound ideas of fair play and good sportsmanship;
3. help provide the financial aid required to maintain such a program through various fund raising projects;
4. develop general support for and attendance at all athletic activities of the school;
5. present periodic sport oriented programs of interest to the parents, students, alumni and

friends of Andrean High School.

Membership will consist of all parents of students or former students, alumni and friends of Andrean High School.

ANDREAN FOUNDATION

The Andrean Foundation is composed of concerned members of the Andrean community that represent a cross section of Northwest Indiana area businesses whose chief purpose is to financially assist Andrean High School. This is a nonprofit, licensed, private corporation.

PARENTS' CLUB

The Parents' club is a nonprofit organization whose objectives will be:

1. to aid all members spiritually
2. to bring into closer communication the parents and friends of the students of Andrean High School.
3. to financially assist Andrean High School.

POLICY STATEMENTS

Andrean is committed as a school to the continual pursuit of excellence and to a faithful adherence to its Catholic character. Therefore, all faculty members, staff, students and parents are expected to accept and reflect the basic philosophy of the school. The following policies are meant to be guidelines. Andrean strives to respond to the needs of the individual as best she can. It is in this spirit that these policies are written. Some individual policy statements may contain the sum total of its purpose. Others may not.

ACADEMICS

COURSE SELECTION

A major concern of Andrean High School is that the student understands what courses of study are available and how to make decisions relative to course selection. There is no magic series of courses, or one set pattern of courses that is better than another. Only when you, the student, in consultation with your counselor, choose the courses according to YOUR needs will you have the best course of study for YOU. We suggest:

1. Make decisions based on:
 - your interests
 - your abilities
 - your personality, attitude, and values
 - the requirements for graduation
 - facts, not rumor
 - pre-requisites for the course, including department recommendation.
 - the admission requirements for college and universities of interest
2. Make decisions that are challenging
3. Seek help from those who have experience and knowledge in making these kinds of decisions.
4. Make decisions that can promote your academic and personal success.

It is imperative that you select your courses for each year wisely, using the criteria in #1 and NOT choose a course because of the teacher or who else might be in the class. Once your schedule is made, based on YOUR choices, there must be SERIOUS reason for requesting a change.

Any course may be canceled because of low enrollment.

GRADUATION REQUIREMENTS

In order to graduate from Andean High School, a student must have a minimum of forty-seven (47) credits. Following are the minimum course requirements:

- 8 semesters English
- 1 semester Health and Wellness
- 6 semesters Mathematics
- 2 semesters Physical Education
- 6 semesters Science (lab)
- 6 semesters Social Studies
- 7 semesters Theology
- 1 semester Computers
- 10 additional credits - elective courses

CORE 40

All students who wish to attend public colleges and universities in Indiana must meet the curriculum requirements of Core 40. Andean's curriculum meets these requirements. The Indiana Academic Honors Diploma is encouraged, as it is helpful in securing admission into Indiana public colleges and universities.

- 8 semesters English
- 1 semester Health and Wellness
- 6 semesters Mathematics
- 2 semesters Physical Education
- 6 semesters Science (lab)
- 7 semesters Social Studies
- 7 semesters Theology
- 1 semester Computers
- 9 additional credits - elective courses

STATE OF INDIANA ACADEMIC HONORS DIPLOMA

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

To receive an Honors Diploma a student must:

1. complete at least forty-seven (47) high school credits between ninth and twelfth grades, including the courses listed below:
 - 8 semesters English
 - 1 semester Health and Wellness
 - 8 semesters Mathematics
 - 2 semesters Physical Education
 - 6 semesters Science (lab)
 - 6 semesters Social Studies
 - 7 semesters Theology
 - 2 semesters of Fine Arts
 - 6 semester of a World Languages
 - 1 semester Computers

2. Earn at least a C in each course and have an overall B average (3.0 grade point average out of 4.0).
3. Beginning with the Class of 2010, students must complete one of the following:
 - Two Advanced Placement courses and corresponding AP exams
 - Academic, transferrable dual high school/college courses resulting in 6 college credits
 - One Advanced Placement course and corresponding AP exam and academic transferrable dual high school/college course(s) resulting in 3 college credits
 - Score 1200 or higher combined SAT math and verbal
 - Score a 26 composite ACT
 - An International Baccalaureate Diploma

ACADEMIC PROBATION

If a student is failing two or more required subjects at the end of the quarter, the student may be placed on academic probation for the remainder of the given semester. This probation may prohibit the student from participation in any and all extra curricular activities. If at the end of the probationary period, the student is still failing two or more required courses, the student may be subject to required withdrawal for poor academic performance. The counseling staff and administrators to determine the best course of action for the student will review each case.

ACADEMIC DISHONESTY

Students should aspire to learn and to 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: copying homework from another student or allowing another student to copy one's own work; looking at another's paper during a test or quiz; plagiarism (e.g., copying directly, using partial wording, or using another's original ideas without documentation); providing another student with test answers; providing another student with written work; gaining an unfair advantage in any dishonest manner. Students found to be cheating or attempting to cheat will be reported to the Dean of Students. Loss of credit for the written assignment and a grade of "F" for tests, quizzes, or exams, will be automatic. **NOTICE WILL BE SENT TO PARENTS AND THE OFFENSE ENTERED ON RECORD IN THE DEAN OF STUDENTS' OFFICE. REPEATED OFFENSES MAY MAKE THE OFFENDER SUBJECT TO EXPULSION.**

FAILURES

1. Courses failed at Andean may not be repeated during the school day at Andean during any regular academic year, but only in summer school or evening school.
2. A failure in any required subject (including semester subjects) must be made up in summer school at Andean before a student will be permitted to return to Andean. Only if the course is not being offered at Andean may it be taken elsewhere and then only after approval from the principal. (Only seniors may make up first semester failed subjects during the second semester.)
3. Without special permission of the principal and guidance counselor, credits for summer courses in any required subjects will not be accepted as fulfilling the regular requirement in any given year (unless the summer course was taken to make up a failure).
4. If a student has three failures in required subjects at the end of the year (including a first semester failure in a semester course), he/she faces possible dismissal.

EXAMINATIONS, MARKING SYSTEM, REPORT CARDS

At the end of each semester, comprehensive ninety-minute formal examinations are scheduled in most subjects. These exams count for 20-33 1/3% of the course grade and are recorded directly on the grade report.

Students are responsible for reading the examination schedule and for being present at the time and place where examinations are scheduled. When a student has no exam scheduled, he/she

may not need to be in school; consult the current posted exam schedule for details.

EDLINE

Students and parents are each given separate accounts and passwords to monitor academic performance of the student in each class in which they are enrolled. Teachers will post assignments and grades weekly, and may also post pertinent information about class assignments. Along with viewing a student's grades, students, parents and faculty have the ability to communicate with each other via e-mail. The school uses edline as a main source of communication. Because we feel timely communication is important and valuable, all parents must activate their account and view them often.

GRADE COMPUTATION

The following procedure will be used in calculating report marks:

1. Quarterly grades are based on projects, tests, quizzes, homework assignments and class participation. The calculating of this mark is left to the good judgment of the teacher. Under no circumstances should a teacher deduct marks from a student's grade as a punishment for misconduct in class.
2. Subject teachers are to have their grades reviewed by the department dean before turning them in to the principal.
3. The semester grade in each subject, as well as the final grade in semester courses, is determined by the average of the two quarterly grades and the semester examination. Where there is no comprehensive semester examination, the semester grade is the average of the two quarterly grades.
4. The grading scale for Andrean is as follows:
A..... 93 - 100
B..... 85 - 92
C 75 - 84
D 70 - 74
F 69 and below

Pluses and minuses (+ and -) may be given at the discretion of a teacher. However pluses and minuses do not affect the calculation of the G.P.A.

GRADE POINT AVERAGE (G.P.A.)

Grade point average is determined by dividing accumulated quality points by accumulated credits attempted. Students are ranked (by class) from the highest G.P.A. to the lowest. Assistants are not included in the G.P.A., as preferred by most colleges.

HONOR ROLL

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

Andrean Society

*All A's

A - Honor Roll

*GPA equal to or greater than 4.00

B - Honor Roll

*GPA equal to and greater than 3.00 but less than 4.00

HOMEWORK

Students are given home assignments on a regular, daily basis. These assignments will vary in length, but on an average a student should expect one-half hour to three-quarters of an hour each night in each subject. The student should, therefore, expect to spend about three hours each day

on home assignments.

ACADEMIC AWARDS

The academic awards take place in the fourth quarter. One or more must be achieved before the red chenille academic letter is awarded:

1. All A's for the Semester in June or January.
2. 4.00 or above cumulative GPA in June or January
3. National Merit Program
4. Academic Team member
 - The red chenille academic letter is awarded **only** once.
 - Repeat recipients of the academic letter receive a gold star to be pinned on the letter.
 - Certificates are awarded to those in **ALL** categories.

AIDS AND RELATED CONDITIONS

We recognize the public concern over the spread of Acquired Immune Deficiency Syndrome (AIDS) and related conditions. All decisions will be based on the ever-changing scientific knowledge, Christian charity, and the recognition that the disease has been defined as a disability, and therefore, infected persons are protected against discrimination in employment, public accommodations, and other matters. School age children with HIV infection are also entitled to all the rights and privileges offered by Law. All information and proceedings concerning students or employees infected with AIDS will be confidential, except referral to the school committee, school physician, and public health officer, or as may be required by Law.

EDUCATION: Every student will be taught, as part of the health curriculum, about the disease AIDS, including: what it is, what it does, how it is transmitted, how it is prevented, and the prognosis should an individual develop any of the related conditions. The teaching of prevention will emphasize traditional Catholic moral teaching concerning venereal activity and drug abuse.

STUDENTS INFECTED: If a student believes he or she is infected with HIV, that student is encouraged to confide in an adult who can take responsible action. Exposure to the virus is not a matter for immediate action. Students will be referred and encouraged to maintain contact with their physician and to seek counseling.

When a student is diagnosed as having AIDS, the principal will convene a committee including himself, a diocesan administrator, the pastor, the school doctor, public health official, students' parents, student's physician, and the student when appropriate. This committee will evaluate and monitor the student's condition and make recommendations regarding the student's participation in school activities. The emphasis will be on maintaining the student's involvement in the full life of the school until such time as such involvement represents a clear and immediate danger to the student or to the rest of the school community. If the student must leave school, the committee will continue to monitor the case until such time as the parents request terminating such monitoring and will seek alternative educational programs for the affected student.

ATTENDANCE

ABSENCES

Attendance rules and policies at Andean High school are made for the benefit of the student. Regular attendance will contribute to success in school. Missed class work can never be fully made up. We believe attendance is an important part of education, since later life habits are being formed for work and family. Punctual attendance is expected at Andean. It is with this framework in mind that the following policies and procedures have been adopted by Andean High School:

A student is limited to a total of (8) days absence per semester. Each day absent counts as one (1) towards the total of eight (8). The **ONLY EXEMPT** absences (absences for these reasons are not counted towards the eight days limit) are for the following reasons:

1. Personal illness if the illness is of more than five (5) consecutive days duration. The student must then submit a statement from the doctor upon return to school to validate the absence.
2. Death of immediate family or household member.
3. Officially representing the school.
4. School authorized functions, such as retreats.
5. All court appearances.
6. Student serving as pages or serving on the precinct election board on the date of the primary election. A letter or document signed by the person for whom the student is working must be presented to the school prior to the day of absence. A parent's signature must also accompany such a document.

NO OTHER absences are exempt and thus count towards the maximum of eight (8) days absence allowed each semester. **VACATIONS are nonexempt absences.** It is the student's responsibility to request missed work. An absence designated as an EXCUSED and EXEMPT absence allows the student to request missed work from the teacher. **After the eight days limit, all NON EXEMPT absences will be considered unexcused, regardless of how necessary they may seem to be.**

When a student accumulates a total number of absences greater than 10% of the total number of scheduled days for a class, the administration will convene a conference with teachers and the guidance counselor to decide if credit can be given for a course. Attendance at summer school may be the only remedy for excessive absences during a regular term.

APPOINTMENTS AND EARLY DISMISSALS

In recognition of the importance of classroom attendance, all medical, dental, and orthodontic appointments should be made during vacation, or non-school hours. Appointments made during school hours and early dismissals of any kind will be considered absences and count towards the eight (8) days absence allowed. If a student is absent more than two (2) class periods during the day for an appointment, it is considered a half-day absence. Four (4) hours' absence is considered a full day. These are recorded as nonexempt absences. The Indiana School Code 20-8.1-3-17 is very specific with regards to attendance.

When a student requires an early dismissal from school, a parental note must be brought to the attendance office before school. The note is to contain the reason for and the time of the dismissal. The Indiana School Code allows the school to refuse early dismissal, especially in the case of other absences from school. The student is picked up in front of school. The parent/guardian must sign the student out in the attendance office.

EXTRA-CURRICULAR PARTICIPATION WHEN ABSENT

If a student is absent from school for the first four periods of the day, or any time thereafter, he/she is not allowed to practice, compete, perform, or attend any contest, performance, or activity that day.

PROCEDURES TO FOLLOW WHEN AN ABSENCE OCCURS

1. Parental Responsibilities:
 - a. Parents are expected to assume the responsibility of reporting the nature of the student's absence **each day** by phone to the Attendance Office (ext. 231) by 9 a.m. A "toll call" is not sufficient reason for failure to report an absence. **Failure of a parent to call in an explanation of the absence will result in issuance of an UNEXCUSED absence to the student as well as a letter home.**
 - b. Parents are expected to write a note explaining an absence. The student must present this note to the Attendance Office the day of his/her return to school. Failure to present this note will result in issuance of an UNEXCUSED absence to the student.
2. Student's Responsibilities:

Students are to report to the Medical Room between 7:30-7:45 a.m. Present a parental

note explaining the absence to the Attendance Officer.

UNEXCUSED ABSENCES

An absence is considered unexcused for the following reasons: truancy, no parental contact on the day of an absence, no parental note upon return to school, excessive absences (any NON EX-EMPT absence after eight per semester).

For an UNEXCUSED absence a teacher is not obligated to provide extra means for the student to make up missed work. A grade of zero CANNOT be assigned for this missing work.

PROCEDURES CONCERNING CONSEQUENCES OF ABSENCES

Six (6) absences from school:

After six (6) absences during a semester the parent will be required to have a conference with the counselor and administration. The parent will be informed that all absences after the eighth absence will be considered an **UNEXCUSED ABSENCE** (see above). In addition, an attendance contract may be drawn up between the family of the student and Andean High School. This contract will detail the conditions under which the student may remain at Andean. Breaking the contract may result in the withdrawal of the student from Andean High School.

MEDICAL ROOM

The purpose of attendance services shall be to provide an efficient and timely means of insuring that pupils attend school per *Indiana Department of Education, 511 IAC 4-1-8, Attendance Services*.

DISCIPLINE STUDENT RULES

MORAL OBLIGATIONS

The basic norm of Christian morality is life in Christ. This involves, among other things, the observance of the Ten Commandments, their fulfillment in the twofold law of love of God and neighbor, the implications of the Sermon on the Mount and the whole New Testament. God through Moses gave the Ten Commandments to his Chosen People for the guidance of their moral conduct in accord with the demands of the Covenant He established with them as a divine gift. The greatest moral behavior is demonstrated when a person does something because it is the right thing to do, not because of any reward or punishment that may be given.

Commandment One: *I, the Lord, am your God . . . You shall not have other gods besides me.* This commandment is part of the basis for the school rules as such, and the uniform rules in particular. The uniform provides an environment that removes the distraction that can result when a person focuses on the latest trends and fads. One of the purposes of attending Andean is to focus in an intense way on academics and the practice of Christ like behavior. Removing many superfluous distractions allows for the resolution of this focus.

Commandment Two: *You shall not take the name of the Lord, your God in vain.* This commandment warns against the vulgar use of God's or Jesus' name. This commandment underlies the rules for governing how we speak. Each of us, students as well as adults, must monitor our language. The use of vulgar expressions does more than show our lack of consideration for the sacred. Vulgarity betrays our inability to express ourselves in a positive manner.

Commandment Three: *Take care to keep holy the Sabbath . . .* This commandment supports the rules that guide the proper use of time. Each day should be a reflection of the larger picture. We are to set aside time, each day, and each week, to be with our God in a special way. Each day we have special times of prayer. These times are to be respected and used for our "God talk." Time is sacred. For these reasons there are rules to help foster the best use of time. Being on time for school, being on time for class, using the time efficiently during school, are ways that honor the sacredness of time.

Commandment Four: *Honor your father and mother . . .* This commandment beckons us to respect those to whom our care has been entrusted. Indiana School Law passes this parental re-

sponsibility onto the school administration, teachers and staff by means of "Parens Patriae." This doctrine in some cases places greater authority with school personnel regarding the young adults, than with the parents during the school day. Therefore it is important and necessary that persons to whom this responsibility has been given be accorded proper respect and courtesy.

Commandment Five: *You shall not kill.*

Commandment Six: *You shall not commit adultery.*

Commandment Seven: *You shall not steal.*

Commandment Eight: *You shall not bear dishonest witness.*

Commandment Nine: *You shall not covet your neighbor's wife.*

Commandment Ten: *You shall not desire your neighbor's goods.*

These six commandments are foundation pillars for many of the rules that govern acceptable social behavior. Andean is a microcosm of the larger society. It is through the practice of these noble precepts at Andean that the larger society will benefit. Each of these commandments has a very obvious message. Generally they encourage a nurturing environment. Commandment five prohibits killing. It may seem humorous to have this in a rulebook, as it is obvious that this is not allowed. Yet there are other ways in which killing can occur. Lack of respect, rude behavior, disruptive behavior, misuse of one's own body, through the use of drugs- these are examples of the ways in which we are able to "kill" ourselves and others. Lying, cheating, gossip, are common worldly behaviors and are neither expected nor tolerated as the result of these commandments.

In light of the preceding, it should be clear why no teacher or administrator should ever resort to the use of physical punishment of any student. An atmosphere of mutual respect for individuals and property is expected.

The principles that have been outlined in the preceding paragraphs will not always be easily understood nor undertaken. Andean strives to shape and mold minds and attitudes. It is understood that everyone will not always live the ideal. To help with this formation, consequences of failure will be assigned. Disciplinary measures are never to be considered as vengeance or meanness, but merely means to impress on the young mind and spirit the need for proper reflection before action. It is also deemed necessary that when actions taken do not meet the Andean Code of Ethical Behavior a person be allowed to experience the natural consequences.

TARDINESS

Tardiness occurs when a student is not in an assigned area or classroom when the allotted passing time has expired.

A school is responsible for the students developing a sense of self-management. Expecting the student to be on time for class is directed toward that goal. Punctuality is the duty and responsibility of each student. The student should allow ample time for transportation and weather conditions to reach school on time. **Students are also expected to be on time for all classes and scheduled activities during the day.**

A student is tardy if not in the classroom when the bell rings. He or she must obtain a late slip from an authorized person. If not detained by an authorized person, the student must go to the Attendance Office to obtain a late slip.

Disregard of tardiness regulations will be treated in the following manner:

Tardy to School or Class: (per quarter)

Second tardy: Morning detention 7:00 a.m., next day after incident

Third tardy: Friday detention.

All subsequent tardies: Saturday detention.

Chronic tardies: This is defined as a situation in which the tardy student does not follow through on the above consequences OR the student's habit of being tardy is not changed. Parent's failure to provide adequately for the proper arrival at school in the morning will not be considered a valid

excuse.

TRUANCY

Truancy means being somewhere other than where a teacher directs or where the student's class schedule calls for, without proper authorization after the student has once arrived at school. Being absent from the school for an invalid reason is also truancy. This includes being in the parking lot or car during the scheduled school day, including the lunch period. A student is considered truant anytime they leave school property during the school day without parental and administrative permission. This includes going to the parking lot either the school lot or to any public lot.

The student is considered truant if not in school and parents don't know about it at the time of **FIRST** contact.

Truant students will be dealt with in the following manner. This procedure applies only to a student truant from school, not for those who are truant from a class period only. Truancy from a class period, but still in the building will be dealt with in a less severe manner.

First Truancy: letter, phone call home, and three hour detention

Second Truancy: a parent - student - administrative conference, three-hour detention, possible attendance contract.

Third Truancy: This may be considered habitual truancy and the consequences of Indiana Code 20-8.1-3-17.2 may be levied. This code permits the school to notify the motor vehicle department, which in turn may not grant a learner's permit or driver's license until the violator turns 18 years of age.

This procedure covers the entire four years of a student's attendance at Andean.

The following is merely a sample of what can happen. Discipline of young adults is very important, but also at times, very complicated. The intent of all discipline is to react in what seems to be the best way to promote growth and development in each individual. The administration endeavors to look at the "big picture" and respond appropriately. What is necessary for one person may not be necessary for another. At first, this stance may appear weak. However, using the Gospel of Jesus Christ, a great deal of individual personal responsibility is required not only on behalf of the school, but the parents and students.

INFRACTIONS

There are two major kinds of infractions to the rules. **The first are infractions of classroom rules of conduct.** Infractions of classroom conduct rules are the concern of the individual classroom teacher. **The second are infractions that more directly violate the basic rules and philosophies of conduct.** The dean of students will handle these incidences. Each infraction will be reviewed and judged based on the severity of the infraction and the individual's past behavior. Andean strives to take into account all circumstances before a disciplinary measure is taken. The individual will have an opportunity to discuss with the dean of students any mitigating circumstance. The dean of students will then make a judgment based on the information presented. In grave matters the individual may appeal to the administrative council and request a hearing before the Discipline Hearing Board.

The principal has the discretion of asking any student to withdraw or to expel any student with just cause. The parents of such a student have the right to ask for a hearing and to appeal the principal's decision.

Disciplinary action may take the form of suspension from school or a referral for expulsion under Indiana Code Title 20. Suspension from school may be up to five days and expulsion may be in excess of five school days or for the balance of the semester or school year.

CLASSROOM VIOLATIONS

Behavior determined to be inappropriate by the individual teacher in his/her classroom will lead to disciplinary action. This could include a conference (teacher, parent, student, counselor), extra written work assigned, before or after school detention (in the teacher's classroom).

Any violations observed in the school hallways will also lead to disciplinary action.

MAJOR VIOLATIONS

If a student either commits a "major" violation or is repeatedly committing "minor" violations, he/she will be referred to an administrator for a disciplinary response. These responses could range from a conference (teacher, parent, student, administrator, counselor) to an after school detention. Persistent infractions may result in enrollment in the LIFE SKILLS Program, to an out-of-school suspension and/or to an expulsion (with appropriate "due process" procedure followed). Refer to the *Expulsion or Suspension* regulations in this section.

HARASSMENT

Threatening, harassing, or intimidating any student(s) shall be considered misconduct. In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating or offensive learning environment. This type of behavior is a direct contradiction of the Gospel values. Serious action will be taken in reported incidents of harassment and/or intimidations. Victims are encouraged to report these incidents immediately to the teacher and also to the administration.

DISCIPLINARY PROBATION

Disciplinary probation is a period of time, usually a semester, when a student is given probation due to his/her past behavior. Disciplinary probation may be the direct result of an incident, which provoked the suspension or expulsion process. Disciplinary probation may be the direct result of an accumulation of minor offenses, such as uniform violations, vulgarity, and/or other such actions.

DISCIPLINARY REFERRALS

Teachers have the authority to demand proper demeanor of students in the classroom and on the school grounds, and are to hold students accountable for violation of any school rules. Students also are accountable for acts committed on the way to and from school and for actions outside of school, which reflect upon the discipline and morale of Andean High School.

A Student Disciplinary Referral Report can be filed with the dean. This referral is the result of the teacher's failure to modify the behavior of a student or as the result of a chronic behavioral problem on the part of the student. The nature and frequency of these reports will determine whether a student receives probationary status or suspension. These reports are kept in a student's file until graduation. Be reminded that once the student is sent to the administration, it is the responsibility of the teacher, if desired, to follow up on what happens. The administration is always willing to discuss any student situation. However, it has not been past practice, nor a possibility, for each person to be contacted. The expectation would be, despite the teacher's failure in bringing about the desired behavior, for the teacher to continue to be active in the on-going process.

DISCIPLINE HEARINGS

With the accumulation of six detentions for misbehavior or a total of 12 detentions for any violations, the student with his/her parents will meet with the Dean of Students to discuss the behavior. Depending on the nature of the inappropriate behaviors, and on the student's cooperation in modifying behavioral patterns, it may be necessary to recommend disciplinary probation, in-school suspension, or outside help from a counseling agency to determine the cause and nature of the habitual negative behaviors.

EXPULSION OR SUSPENSION

Grounds for expulsion or suspension... *Indiana Code 20-8.1-5-4*

(A) Except as provided in subsection (B)(12), the grounds for expulsion or suspension in subsection (B) apply when a student is:

- (1) on school ground immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;

- (2) off school grounds at a school activity, function, or event or
 - (3) traveling to or from school or a school activity, function or event.
- (B) The following types of student conduct constitute ground for expulsion or suspension subject to the procedural due process outlined in this document.
- (1) Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct constituting an interference with school purposes, urging other students to engage in such conduct, or possessing any firearm, explosive or other weapon. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school ground, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive other of lawful access to or from or use of the building, corridor, or room.
 - c. Setting fire to or substantially damaging any school building or property.
 - d. Possessing, firing, displaying or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose.
 - e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function or any lawful meeting or assembly on school property.
 - f. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.
 - (2) Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
 - (3) Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
 - (4) Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
 - (5) Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
 - (6) Knowingly possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon.
 - (7) Knowingly possessing, using, transmitting or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
 - (8) Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
 - (9) Failing in a substantial number of instances to comply with directions of a teacher or other school personnel during any period of time when a student is properly under their supervision, where the failure constitutes an interference with school purposes or an education function.

- (10) Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- (11) Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function.
- (12) Knowingly possessing or using on school grounds during school hours an electronic paging device not related to a school purpose or an educational function.

Further, any student may be excluded from school if the student's immediate removal is necessary to restore order or to protect a person on school property.

LITIGATION

If there is a disagreement or dispute between parent/guardian and the school on a policy matter and/or disciplinary matter, and the parent/ guardian seeks civil litigation in the matter, the student in question will be suspended until the civil decision has been made. Thus, the school cannot be accused of being prejudicial toward the student during litigation.

FACULTY DISCIPLINE HEARING BOARD

The Hearing Board has the authority to place a student appearing before it on disciplinary probation, to require the student to complete all detentions, to bring the student before it a second time for review, and to recommend to the Principal the withdrawal of the student from Andrean High School.

PROCEDURAL DUE PROCESS

In cases pending suspension or expulsion the following will take place:

1. A written or verbal notification by the dean of students or other member of the administration will be given to the student and parents of the actions warranting possible suspension or expulsion.
2. If the student denies the charges, the dean of students or other member of the administration will present a summary of the evidence.
3. An informal opportunity will be given for the student to explain the incident.
4. If a resolution and agreement of consequences is not reached in the informal meeting, the parents of the student may request a hearing. This hearing will be conducted in the presence of the Discipline Hearing Board as outlined previously in this document.

Depending on the nature of the action, an in-school suspension may be levied until the due process procedure is completed.

NOTE: Sponsors of athletic and every other extra and co-curricular activity are not permitted to let any student on suspension (either in- school or out of school suspension) attend or participate in any school-related activity or event.

Students who have incurred two or more suspension periods during a given semester will be ineligible to hold or run for a school, class, or club office and may not represent the school in any extra-curricular activity during the semester when the disciplinary action is in force.

DRUG POLICIES

DRUG TESTING

Andrean High School has developed a sound curriculum that includes drug education for its students. It is our position to develop clear and tough policies concerning the use and sale of illegal substances. We hope that tough rules and stringent enforcement of them will help "slam the school house door" on drugs. Drug usage affects the education of the individual user as well as those around him/her. The drug user often disrupts classes, falls asleep, is belligerent and non-compliant to school rules, which totally disrupts the learning environment. Our purpose is to identify and deal with these individuals, asking that they seek professional help and stay "straight" in our school. We seek the cooperation and collaboration of school personnel, parents, students, law

enforcement agencies, and treatment organizations in enforcing the following anti-drug policy at Andean.

The following procedure will be implemented when sufficient documentation indicates that a student may be using, or possessing illegal substances. Usually the administration will have a conference with the student and the parents. The student may be asked to submit to an appropriate and reliable drug test. If it is deemed necessary, the student may be searched according to acceptable practice along with his/her locker, book bags, and car. Each incident will be treated on an individual basis.

MIND ALTERING SUBSTANCES

(Look-alike drugs, counterfeit drugs, cigarettes, and other tobacco products)

The use of illegal drugs by our students is clearly inappropriate and potentially destructive to them, their families, and the Andean community. Any student who gives evidence of:

- drinking an alcoholic beverage
- using an illegal substance
- is in possession of either of these, or any paraphernalia pertaining to these while attending class or any school-sponsored activity is subject to suspension or expulsion as indicated in *Indiana Code 20-8.1-5-4(b)7*. The location of the activity, or whether the stimulant was taken on or off school premises, has no bearing on this ruling.

In addition, no student may provide, by sale or otherwise, any substance which she/he represents to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. No student may possess or use any substance which the student has reason to believe is, or which has been represented to her/him as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine, or stimulants of any kind, whether or not they are available with or without a prescription.

Depending on the nature of the violation, the administration may offer the parents and the student the option of withdrawal or participation in an evaluation and counseling program. If the option of evaluation and counseling is offered, an initial evaluation session will be arranged by the parent and student with the designated substance abuse counselor.

The evaluation will be returned to the administration and an administrative decision will be made, based on the recommendation from the designated counselor. The student and parents are informed of the decision.

If the student is to remain in the school, the student will participate in a counseling program based on the evaluation. It is understood and agreed upon by student and parents that the student's and parents' full cooperation in the counseling program is required.

ANDREAN IS A SMOKE-FREE BUILDING: Smoking is not permitted by ANY student, regardless of age, on Andean property or at any Andean-sponsored activity.

ALTERNATIVES

"Alternatives" is an in-school counseling program to assist our students in reflecting on the consequences of inappropriate drug use. The purpose of this program is to help students develop the skills necessary to make good decisions regarding the use of drugs.

This group includes students who, with the knowledge and consent of their parents and the administration, voluntarily seek assistance in clarifying their own values in regard to substance use before they become involved in inappropriate use or abuse of drugs, as well as students referred by the administration because of violation of school rules. Further information regarding this policy or program may be obtained from the principal's office.

BALLOONS, CANDY BAGS, AND FLOWERS POLICY

No deliveries of such items will be accepted at the school. While it may be endearing to surprise a student with such a delivery, these events are very disruptive to the educational process.

BUILDING HOURS

The school building cannot be open at all hours, even though that might be convenient for some students. Students will not be allowed into the building before 7:00 a.m. on class days and will be expected to be out of the building by 3 p.m. unless participating in a practice associated with an extracurricular activity. On early dismissal days, students must leave 15 minutes after school ends.

AFTER SCHOOL WAITING

Students waiting for a ride after 3 o'clock must be out of the building. Students who wait for rides are to be picked up at door A or M.

CAFETERIA

Students must report to and remain in the cafeteria during their assigned lunch periods. Students are considered truant if not in the cafeteria at the exact scheduled time. They have the options of bringing a lunch from home, or purchasing a full meal from the cafeteria serving area.

Students and personnel are expected to pick up after themselves when finished in the cafeteria. All paper and uneaten food should be disposed of in the trash containers. Trays and dishes should be returned to the designated area. If all adhere to these guidelines, the cafeteria will always be an attractive place.

CHANGE OF PERSONAL DATABASE INFORMATION

Parents are asked to instruct students to report any change of address, phone number and/or parents' work number as these changes occur. These changes should be reported to the registrar in the main office.

COMMUNITY SERVICE

Community service work is a very important element in the Andean program. Students are encouraged to work together for their local communities/parishes/towns. Every student is required to complete sixteen hours (16) of community service year.

COURTESY

Courtesy to fellow students, teachers, school employees, and visitors is a tradition at our school and should be maintained at all times. Each of us should strive to be considerate of all others, regardless of racial, religious, or economic background.

Students should respect and obey the judgment of the teachers. They are not only teachers and adults, but are responsible for their students during the school day. Students are to treat all other adult employees of the school with courtesy, and follow the requests or directives given by them. This includes custodians, cafeteria workers and office personnel. Rudeness will result in disciplinary action.

DRIVING PRIVILEGES

Unexcused absences and/or suspensions will jeopardize driving privileges governed by the Indiana Bureau of Motor Vehicles under P.L. 121-1989.

The school reserves the right to legislate or to deprive students of the privilege of driving to school, if their driving endangers the safety of others, is contrary to any local or state regulations, or if it endangers the good name of the school in any way.

DROP OFF, PICK UP OF STUDENTS

Students are to be dropped off and picked up **behind school**. Student who wait for rides, in room 47 are to be picked up at door G, this is in the small parking lot on the north side of the building, also referred to as the cafeteria parking lot.

For essential appointments and emergencies, students are to be picked up **in the front of school**.

Persons picking up students on these occasions **MUST** report to the medical room to sign for their release.

ENVIRONMENT

Food is **NEVER** allowed in the halls or classrooms. There is **NO** food allowed outside of the cafeteria.

No candy, pop or beverages of any kind, no thermal mugs or beverage containers

No fast food (Burger King, McDonald's, etc.).

Any orders placed with the local food delivery establishments will be refused.

Students will not be permitted to carry water bottles, either athletic or commercial at any time during the school day. Water fountains are located throughout the school to assist in the maintenance of body hydration.

The vending machines will be turned off during the school day.

EXTRACURRICULAR ACTIVITIES

POLICIES

Each student is urged to participate in one or more extracurricular activities, to be a "doer" and not a "watcher." There are athletic, music, drama, and subject-oriented clubs, Student Council, publications, and special interest groups. When students commit themselves to an activity, they owe it their best effort, not only to benefit the club, but themselves.

If the student should fall behind in his or her schoolwork, extra help and teacher conferences take precedence over any extracurricular activity, and it may be suggested that a student limit, to some degree, his or her extracurricular activities. Students under academic and/or disciplinary probation may not participate in any extracurricular activities.

In order to take advantage of extra learning opportunities, a student must plan his or her activity schedule carefully, not be overloading it. Obligations at home, church, and in the community should be considered in arriving at a suitable program. Discussing a student's activity program with his/her parents is recommended; they are to be fully informed of each extracurricular activity in which a student participates, its hours, practice sessions, and performances.

MEETING PLACE AND TIME

School activities will be scheduled during the homeroom period 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. Interested students should consult the information bulletin boards for times and places of meetings. School announcements may also provide information regarding extra curricular activities.

MODERATORS

At least one faculty member moderates each extracurricular activity. A list of all activities and moderators are listed on the inside cover of the Andean Handbook.

ACADEMIC SUPER BOWL

General Description: Super Bowl consists of six squads of 3-6 students who work together answering subject related questions. A student can be on one to three squads.

Place & Time of Meetings: Try-outs occur around Thanksgiving. Weekly meetings are held through May.

Additional Comments: Study guides and miscellaneous information is available from the moderator.

ACROPOLIS (SCHOOL NEWSPAPER)

General Description: The paper is published monthly. Most students working on the paper are in one of the journalism classes where the bulk of the planning takes place. However, all students

are encouraged to share their talents with the paper. Participation in the paper gives students the opportunity to be recognized by Quill & Scroll, an international honor society for high school journalists. For more detailed information consult the moderator.

CLASS ADVISORS

General Description: Each class has four elected officers. Students in each class are encouraged to get involve in their class activities. See your class moderator for additional information.

AFRICAN AMERICAN HISTORY CLUB

General Description: The purpose of the African American History club is to learn about the African American culture. This is achieved by discussions, visiting museums and having guest speakers. The club does a annual toy give-away to Methodist Hospital Northlake campus. They also sponsor an assembly during Black History Month.

ANDREAN AMBASSADORS

General Description: Ambassadors are students in grades 10 through 12 who have the following responsibilities: visit & share the Andrean experience with area parochial grade schools, serve as tour guides at Andrean's open house, give assistance during entrance exams, serve as tour guides for visiting schools, and other responsibilities during the year.

All students will be invited to apply. Selection of students and interviews will be conducted during the summer. Training will take place before the school year begins.

Public speaking is a requirement. A willingness to share the Andrean experience to a variety of groups is very important. Requires being out of class on several occasions. Being an Ambassador is one of the most important Andrean public relation tools and your selection will require you to serve for the entire school year.

ANDREAN LITERARY MAGAZINE

General Description: The literary magazine is published by interested Andrean students to showcase their artistic and literary talents.

ANDREAN THEATRE COMPANY

General Description: ATC is for all interested students in all theatrical & musical productions. Participation is based on auditions. There are 3 to 5 major productions a year which include the fall play, spring musical, and choral concerts.

ANDREAN THESPIAN SOCIETY

General Description: The International Thespian Society is a worldwide organization for high school performers and technicians. You become a member by earning points through hours spent either on stage or backstage. A GPA of 2.75 is also required. I.T.S. provides a network for high school performers and their instructors, which allows for scholarship opportunities, workshops, and exchange of ideas.

Special Outings or Field Trips: Outings to university and professional productions.

ACADEMIC DECATHLON

General Description: Andrean's oldest and most challenging academic team. A, B, & C students compete in ten academic areas. Competition consists of essays, speeches, & scantron tests.

This competition usually takes place in February.

BOWLING CLUB

General Description: Students are organized into boys' and girls' teams to bowl competitively. There is a minimum of 5 students per team.

Teams are organized in September. The season runs from October to March.

CAMPUS MINISTRY

General Description: Campus Ministry is involved with weekly mission money collections, special

prayer services, monthly student masses, penance opportunities, and all of the class retreats.

CHESS CLUB

General Description: The purpose of the chess club is to play chess, discuss possible strategies, and to compete in possible tournaments.

DECUSSATA (SCHOOL YEARBOOK)

General Description: This group produces the school yearbook. Students work at taking pictures, writing copy, and organizing the book.

FRENCH CLUB

General Description: French club lets students experience the French culture through various activities and field trips.

Meetings are held after school in Room CO8. Meetings are the 1st Tuesday of the month.

GERMAN CLUB

General Description: German club encourages interest in the German culture by participating in several activities, ie. meetings, Oktoberfest, parties, and bake sales.

GERMAN HONOR SOCIETY

General Description: German students with a B average after 3 semesters are invited to join. Students then sponsor the school-wide Thanks-giving Food Drive, and work at a local soup kitchen.

The GHS also has a Christmas & Easter party as well as various field trips.

IHSAA SPORTS

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

<u>Boys</u>	<u>Girls</u>
Basketball	Basketball
Cross Country	Cross Country
Golf	Golf
Soccer	Soccer
Tennis	Tennis
Track	Track
Baseball	Softball
Football	Volleyball
Wrestling	Cheerleading

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

LATIN CLUB

General Description: Latin club acquaints students with many aspects of the Latin & Roman culture. Students celebrate the Roman festivals & holidays. Students participate in a Roman auction.

MUSIC CLUB

General Description: Music club meets after school. It gives students the chance to sing in a chorus who are unable to fit chorus into their class schedule. Students will sing at all school masses and any other designated programs. Since students are given credit, attendance is mandatory.

NATIONAL HONOR SOCIETY

General Description: The National Honor Society recognizes and encourages scholarship, leadership, character, and service among its members. Membership is granted only to those students selected by the faculty community in each school. Junior and senior students with a GPA of 3.0

are invited to apply for membership.

National Honor Society members coordinate a tutoring program for Andean students. Members choose additional individual and group projects each year.

Additional Comments: As prospective National Honor Society members, you should get involved in various service activities in your school, parish or local community.

NINERETTE DANCE & SPIRIT TEAM

General Description: The group consists of students interested in the art of dance to provide school spirit at sport events. The team also participates in various competitions.

Additional Comments: Auditions are in the spring

QUIZ BOWL

General Description: Quiz bowl is "Jeopardy" for high school students and features electronic buzzer lockout system. Successful team members combine broad knowledge with a fast buzzer finger.

Place & Time of Meetings: Try-outs occur in early December. Season opens mid-January through mid-March. State & National tournaments follow.

There is a match and practice each week.

ROSIE AWARD BOOK CLUB

General Description: The book club encourages high school students to read for fun. The students read five of the twenty nominated books and discuss them at their meetings. Students are eligible to vote for their favorite before April 15.

S.A.D.D.

General Description: Andean's chapter of Students Against Destructive Decisions meets regularly to promote student awareness of the effects of their decisions and behaviors and promotes healthier life choices.

Meetings are on Wednesday with an 'F' schedule after school until 3:30.

SCIENCE OLYMPIAD

General Description: Science Olympiad is Andean's newest academic competition. The team consists of 15 students. All grades are eligible to participate. The competitions include individual and team events consisting of biology, earth science, chemistry, physics, computers & technology.

An organizational meeting is held in September and monthly meetings thereafter. Meetings are more frequent closer to competition.

SPANISH CLUB

General Description: Spanish club promotes cultural activities related to the Spanish speaking culture. Some of these include celebrating Hispanic heritage month, the feast of Our Lady of Guadalupe, Cinco de Mayo, etc. Senior officers must be taking Spanish, but all students are welcomed.

SPELL BOWL

General Description: Spell Bowl is a team spelling bee with words written. Ten spellers spell nine words each for a 90 perfect score. All teams spell the same words.

Try-outs are held at the beginning of the school year. The team meets twice a week until November.

STAGE TECHS

General Description: Stage techs are a group of behind the scenes theater people who build the sets, run lights and sound, and basically keep the auditorium running.

Place & Time of Meetings: variable, depending on need in conjunction with student plays and musicals.

STUDENT COUNCIL

General Description: The Andrean Student Council provides a means by which the students can address school-related issues. It promotes school and community activities and school spirit. Students are trained in good citizenship and leadership. Student council is in charge of all Homecoming activities and sponsors Winter Formal and Armageddon. It also plans and carries out Freshman Orientation. Student council is the avenue, which allows the student body to have special days, ie. Andrean wear, dress-up, etc.

Place & Time of Meetings: Every Thursday morning at 7:30 in the cafeteria. Student council and class officers are required to attend. However, all students are welcomed.

Additional Comments: Students are elected in the spring. The Freshman officers are elected early in the school year.

ELECTIONS:

1. Elections: Candidates for Student Council and/or class offices must follow the requirements found in the School Policy and the Student Council Constitution specifically.
 - a. Candidates must have a cumulative C average.
 - b. Candidates must not be on disciplinary probation.
 - c. Students elected to Student Council or class office must maintain a good academic standing and not at any time incur a disciplinary probation.
2. Activities:

Any student attending a Student Council sponsored activity will not be admitted unless he/she has a valid Andrean I.D. card.

YOUTH ASSOCIATION FOR RETARDED CHILDREN (YARC)

General Description: YARC gives high school students an opportunity to provide service and to interact with disabled children. Students plan and sponsor 4 seasonal parties a year at Andrean.

Place & Time of Meetings: TBA. Meetings are held after school before each event.

FIELD TRIPS

The following steps should be followed when planning field trips, tours, or excursions:

1. A request must be submitted well in advance to the principal for approval for all field trips.
2. The necessary forms are to be filled out correctly and returned to those in charge at least five (5) school days before the trip is to take place. These forms are available in the main office.
3. The school does not sponsor foreign travel.
4. Field trips will not be permitted two weeks before in-class exams, vacation time, or during formal exams.
5. Trips taken during the school day require the school uniform. Any request for an exemption must be made to the principal.

FINAL EXAM POLICY

One of Andrean's unique experiences is the 1½-hour formal exam. These dates are published in advance. All students are required to take these exams at the scheduled time and date. The only exceptions are student hospitalization, death in the immediate family, or official representation of the school. These exams cannot be taken prior to the published date for any reason. A student that misses an exam will schedule a make-up time with the administration.

FINANCES

TUITION

A schedule of fees and payment options is available in the business office. Please check with this office for the current information.

Payment is made directly to the school's tuition officer. **Students cannot be admitted to class or receive grades unless the financial obligations have been satisfied.**

To receive the parish discount, a parish verification form must be completed and be on file in the treasurer's office. If you have moved or have changed parishes, please notify the treasurer's office. A list will be sent to each pastor in the diocese to verify membership status. Specific tuition rates, discounts, and payment options are available in the treasurer's office.

Students who voluntarily withdraw from Andrean and students who are asked to withdraw are entitled to a partial tuition refund. Tuition refunds will be made as follows:

A student will be charged per day while officially enrolled at Andrean up to and including the day on which the official withdrawal form is signed by the parent or guardian.

The withdrawal form must then be filed with the Main Office. No first semester tuition refunds will be made after November 1. No second semester tuition refunds will be made after April 1.

NOTE: Withdrawal is NOT official until all appropriate paperwork is complete. Verbal notification is not sufficient.

REGISTRATION INFORMATION

The registration fee is charged per family, **NOT** per student. It is helpful if you indicate each student's name on your check when you send it in. The REGISTRATION FEE is \$190.00 and covers the cost of non-educational expenses.

Tuition: Any tuition paid before the beginning of the semester will be fully refunded. A refund of paid tuition after the semester begins will be pro-rated.

Discounts: In order to qualify for the discounted Catholic tuition, membership in a diocesan parish must be active. A parish verification form must be completed and on file in the treasurer's office before May 1. If you need one of these forms, contact the treasurer's office at ext. 229. If you move or switch parishes, you will need to fill out a new form. A list will be sent to each pastor to verify active membership. If your membership is not active or has been canceled, your tuition will be adjusted.

There is a \$100.00 reduction in the basic tuition for the second child in the same immediate family and no tuition for each child thereafter concurrently registered.

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

Late fees will be added to accounts kept in arrears without prior approval.

There is a \$100.00 graduation fee for students who will graduate in June. This **graduation fee** and the registration fee must be paid by **May 1**. This fee includes cap, gown, diploma and cover, and other expenses involved with graduation. This fee must be paid along with registration.

FINANCIAL ASSISTANCE

There is some financial assistance available through the school. To be considered for this assistance, an application form must be obtained from the treasurer's office. For those who are registered in a parish in the diocese of Gary, there are funds available through the diocese. The parish office can assist with the completion of these forms.

NSF CHECKS

After two NSF checks, payments may only be made by cash or money order. **There is a \$25.00 fee assessed for each NSF check.**

REFUND POLICIES

Registration Fee: \$150.00 of this fee is refundable prior to July 15th. **After this date no refund is given.** This fee is used to cover the cost of processing records and the paperwork involved in the matriculation process at Andrean.

STUDENT SERVICES PROCESS & PROCEDURES

GUIDANCE CENTER

The counselors are available before, during, and after school for those seeking assistance with questions regarding their future plans, course of studies, present day stresses and strains, or any other situations for which they feel a need for guidance or assistance.

HEALTH SERVICES

The attendance officer coordinates the programs the State of Indiana requires for the prevention and detection of physical ailments.

If a student becomes ill in school, he or she should report this illness to a teacher and request a pass to the Medical Room. The attendance officer will decide what should be done regarding this illness; in most cases, the parents will be phoned and requested to take the child home.

Students may not take medication or leave the building because of illness without authorization from the administration. Students are not allowed to carry medication. All medication must be turned into the Medical Room. Medication will be taken under administrative supervision.

IDENTIFICATION CARDS

Students will be expected to have their identification cards at all times during school and school-sponsored functions. A student must show his/her card to any teacher or administrator upon request.

If any student loses his/her Andrean I.D. card, the student should acquire a duplicate I.D. at the main office for a fee of \$5.00

INTERNET USE POLICY

Internet access at Andrean is strictly limited to educational use. In keeping with the mission of Andrean High School, to promote values for a lifetime, the school will instruct about and guard against inappropriate, unethical, and illegal use of the Internet by the user (student, teacher, parent, volunteer, etc.)

With access to computers and people all over the world also comes the availability of material that may be considered objectionable. Andrean High School has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials, and an industrious user may discover controversial information. We at Andrean High School firmly believe that the valuable information and interaction available on these worldwide networks far outweighs the probability that users may procure material that is not consistent with the educational goals of the school.

If the Andrean High School user violates any of these provisions, his/her use of the Internet and all Media Center computers will be terminated for one calendar year.

INTERNET TERMS AND CONDITIONS

Acceptable Use- The purpose of the Internet is to support research and education in and among academic institutions in the US by providing access to unique resources and the opportunity for collaborative work. The use of the school's Internet connection must be in support of education and research and consistent with the philosophy of Andrean High School. Transmission of any material in violation of any US or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening, pornographic or obscene material, or material protected by trade. Use for commercial activities is generally not acceptable. Andrean High School does not accept responsibility for a user's participation in activities involving money.

Privileges- The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The administration, faculty, or staff of Andrean High School may request that a student's use of any school computer equipment be denied.

Network Etiquette- The student is expected to abide by the generally accepted rules of network

etiquette. These include (but are not limited to) the following: Be polite. Do not get abusive in your messages to others.

Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.

Do not reveal your personal address or phone number or that of other students or colleagues. Any student who receives requests for unsolicited information will immediately report that to the supervising teacher. That teacher will report this incident to appropriate authorities.

Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.

All communications and information accessible via the network should be assumed to be private property, and should be cited properly when used in research, reports, presentations, etc.

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

Security- Security on any computer system is a high priority, especially when the system involves many users. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on the Internet with another person's id without permission will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

Vandalism- Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of other users on the Internet, or any of the above listed agencies or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses.

LIBRARY/MEDIA CENTER

Hours -- 7:30 a.m. to 3:30 p.m.

The mission of Andean High Library Media Center is to encourage all students to become life-long readers, learners and effective users of information. Andean's library media center is dedicated to supporting the curriculum and to providing access to information, which meets the needs of students as well as the professional needs of the staff. The school library media specialist is dedicated to providing an environment, which enhances the students' education through the effective use of the library and the Internet Lab.

Circulation of Materials

The Student I.D. Card serves as a library card and must be presented when checking out library materials. Books can be checked out for 2 weeks with one renewal.

LOCKERS

Since Andean High School is a private school, all lockers remain the sole property of Andean High School and are subject to inspection at any time at the discretion of the Administration.

Students may **ONLY** go to lockers before school, during lunch periods, before and after home-room, between second and third hour, and after school.

NATIONAL HONOR SOCIETY SELECTION PROCESS

Students may not apply for membership in the National Honor Society. Membership is granted only to those students selected by the faculty council in each school. At the beginning of the fall term a invitation to those students with a 3.0 GPA will have an opportunity to document their fulfill-

ment of the guidelines of Leadership, Service, and Character. The 3.0 GPA serves for the documentation of Scholarship. After the deadline for this process the council will convene to evaluate the documentation. This council will then determine those candidates who best fulfill the guidelines. A ceremony will then be schedule to induct the new members to the Cardinal Flahiff chapter of the NHS.

According to the Constitution, only those students who have been in the school the equivalent of one semester may be considered for membership. This period is necessary for students to establish themselves and for the faculty to know them. Even after a semester, however, it may be necessary to contact a transfer student's former school for further information.

Membership may be open to qualified sophomores, juniors, and seniors. The faculty council may decide to choose only one or a combination of these grades, according to local needs and conditions. Whatever grades are eligible in a given school, however, academic requirements must be the same for all candidates in all grades. The GPA requirement for sophomores must be identical to the GBA for juniors and seniors. The National Council considers different academic requirements for the various classes to be inappropriate. Similarly, there can be no specific quota or percentage of members per class. Those students who meet the criteria should be inducted regardless of the number. If it is necessary to limit chapter size, the academic requirement for all candidates can be raised.

The academic requirement set by the National Council is based on a student's *cumulative* grade point average. The minimum grade point average allowable is 85 percent, B, 3.0 (on a 4.0 scale), or the equivalent standard of excellence. The faculty council may raise the required cumulative grade point average. The faculty council may also specify a prerequisite number of academic courses or weight grades in recognition of the varying degrees of difficulty of courses of study. Rules such as "no grade below B" are not acceptable. A failing grade is not an acceptable reason to automatically eliminate a student's candidacy.

In all cases, only those students who have a cumulative grade point average of 85 percent, B, 3.0 (on a 4.0 scale) or equivalent standard of excellence, or a higher cumulative average set by the faculty council meet the scholarship requirement for membership in the National Honor Society. These students are then eligible for consideration on the basis of service, leadership, and character.

While the academic criterion is important and should be considered first, membership should never be considered on the basis of grades alone, even though a faculty council may consider scholarship as the most important of the four criteria. Schools that select members solely on the basis of scholarship are violating the Constitution and placing their charters in jeopardy.

Students who have been arrested and found guilty of civil offenses or who have a chronic record of breaking school rules are poor membership risks, but should not be automatically excluded from consideration for membership. A proper regard for adolescent growth and behavior is essential.

The following guidelines will give further help in the definition of leadership, service, and character.

Leadership

The student who exercises leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions.

- Demonstrates initiative in promoting school activities

- Exercises influence on peers in upholding school ideals

- Contributes ideas that improve the civic life of the school

- Is able to delegate responsibilities

- Exemplifies positive attitudes

- Inspires positive behavior in others

- Demonstrates academic initiative

- Successfully holds school offices or positions of responsibility, conducting business effectively

and efficiently, and without prodding, demonstrates reliability and dependability
Is a forerunner in the classroom, at work, and in school or community activities.
Is thoroughly dependable in any responsibility accepted.

Service

The student who serves:

Is willing to uphold scholarship and maintain a loyal school attitude
Participates in some outside activity: Girls Scouts, Boy Scouts; church groups; volunteer services for the aged, poor, or disadvantaged; family duties
Volunteers' dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance
Works well with others and is willing to take on difficult or inconspicuous responsibilities
Cheerfully and enthusiastically renders any requested service to the school
Is willing to represent the class or school in inter-class and inter-scholastic competition
Does committee and staff work without complaint
Shows courtesy by assisting visitors, teachers, and students.

Character

The student of character:

Takes criticism willingly and accepts recommendations graciously
Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
Upholds principles of morality and ethics
Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
Demonstrates the highest standards of honesty and reliability
Shows courtesy, concern, and respect for others
Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom
Has powers of concentration and sustained attention as shown by perseverance and application to studies
Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
Actively helps rid the school of bad influences or environment

Initiation, blackballing, hazing, or the like are expressly prohibited as part of the selection process of any National Honor Society activity whatsoever. Any chapter found in violation of this regulation risks losing its charter.

NON-CATHOLIC POLICY

Andrean High School is a Catholic high school. While it exists primarily for the education of Catholic families, it welcomes non-Catholic students. However, it should be clearly understood that the following requirements apply to all non-Catholics attending Andrean:

1. A religion course is required for each year of attendance. Each of these courses must be successfully completed before a student is permitted to continue at Andrean.
2. Non-Catholics are required to be present at all religious services scheduled during the school day.

NONDISCRIMINATORY POLICY

Schools in the Diocese of Gary admit students of any race, color, national and ethnic origin to all

the rights, privileges, programs, and activities generally accorded or made available to students at the schools.

Schools in the Diocese of Gary do not discriminate on the basis of race, color, national and ethnic origin in administration of educational policies, admission policies, loan programs, and athletic and other school-administered programs.

PARENT WALK - ABOUT

Parents will have the opportunity to follow their child's schedule and meet their child's teachers. Members of the parent organizations have an opportunity to explain the purpose of their respective organization.

PARKING PERMITS

Each student is responsible for registering any vehicle that may be driven to school and parked in the school parking lot during the day with the treasurer's office. The student must present a valid driver's license when purchasing a parking permit. Andean students must pay a fee to park in the student parking lot. If a parking tag is lost, there is an additional fee to issue a new one.

Failure to register and display the tag and/or disregard any of the above guidelines may result in towing of the vehicle at the owner's expense.

PARKING FOR STUDENTS

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

- Observe safe-driving rules at all times.
- All traffic is to enter the parking lot via the South Drive. The South Drive is an entrance drive only. The North Drive is OUT at all times.
- Park only in designated parking places. All persons parking in the lot are expected to park BETWEEN the lines, one place per car.
- Students may not remain in their cars before class in the morning, nor may they go to their cars during the school day without express permission in the form of a written pass from the administration.

PHONE CALLS

This should be limited to before school and during lunch these calls can be made with permission in the medical room or the main office. Cell phones can be used before or after school. Parents are asked to contact the school in emergency situations, not the student's cell phone. Students receiving phone calls during class time can be very disruptive. The staff must coordinate emergency situations. Cell phones are not to be visible during school hours.

PREGNANCY

The school is required to see that the pregnant girl and the father of the child, if also a student, receive adequate counseling and assistance. In order for student who is pregnant to remain at Andean, she must follow the directions of the dean and counselors in 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 a defiant attitude toward the ethical and moral position of the school by the mother or father constitutes grounds for dismissal. In a case of abortion, dismissal will be seriously considered as an option when knowledge of such is brought to the attention of the administration.

PROCEDURE FOR STUDENTS COMING TO THE GUIDANCE CENTER

Students who desire to see a counselor are to leave their names with the secretary in the Guidance Center. Counselors will then set up these appointments, as well as all other appointments for students, on school request forms. School request forms, if possible, will be delivered to the students. At the beginning of the class period, the student will show the school request form to his/her subject teacher and ask to be excused. Teachers are asked to approve the student's time out of class by signing the school request form. If the student is absent or if the teacher does not release

the student from class (e.g. because of a test), the teacher will state the reason on the request form and send the student aide with the school request form to the Guidance Center. The appointment will then be rescheduled. This procedure is **important**; otherwise, the counselor is left waiting for someone who does not show up.

ELECTRONIC DEVICES

This includes: beepers, cell phones, TV's tape players; iPods, disc players, radios and any other similar device.

A law was enacted that gives school systems the right to prohibit students in their district from possessing and using cellular phones and pagers as well as similar electronic devices on school property during school hours. The school system has a right to use violations of this policy as a basis for discipline including expulsion. With the recent advances in technology that has led to the proliferation and possession of camera phones and phones with the capability of text messaging, this policy will be enforced with great care and severity. The first offense: \$25.00 fee and return of phone. Second Offense: \$25.00 fee meeting with parent and return of phone. Third offense meeting with parent, phone agreement signed and \$50.00 fee. Fourth offense, phone is permanently confiscated. Confiscation of aforementioned devices may not result in return of said items until a meeting with the parents has taken place.

In order to maintain an atmosphere conducive to the academic and social life of the community, the possession and use of portable radios, TV's, tape and CD players is also prohibited during school hours.

RETREATS

To enhance the faith life and spirituality of Andrean High School, the students must attend a retreat during each academic year. If the student does not want to participate in the class retreats offered by the Department of Campus Ministry, he or she must participate in a retreat sponsored by the Diocese of Gary. These retreats include Teens Encounter Christ (T.E.C. for seniors only), Christian Leadership Institute (C.L.I.) or Teens Are People Too (T.A.P.T.). Students may also attend retreat programs sponsored by their own church. A campus minister must give prior approval.

SAFETY DRILLS

Fire and civil defense drills are held regularly to develop safety practices that will help students to move quickly and in an orderly manner to designated safety areas during an emergency. Rules of safety are reviewed regularly and posted in each classroom. During a drill or actual emergency, personal safety will depend upon the way in which students carry out regular procedures or modified instructions that the situation may dictate. Any disturbance, including talking during emergency drills, will result in detention.

FIRE DRILLS

In accordance with prescribed laws, it is necessary that MONTHLY fire drills be conducted. Whenever a fire drill is held, teachers and students follow the instructions posted in the room. The following rules are to be observed:

WALK briskly and in an orderly fashion to the designated exit.

Maintain ABSOLUTE SILENCE while moving so that directions, if necessary, can be heard regarding, blocked exits, falling debris, and/or critical areas to be avoided.

TORNADO DRILLS

Whenever a tornado drill is held, follow the instructions posted in the room.

General Information:

Alarm is a horn sounded over the public address system.

All personnel and students are to get to the specified safe area as quickly as possible. Students should be against inside walls with a book over their heads.

No one is to move from the safe area until the team checks out building and the team leader, or the assistant principal reports all clear.

Teachers should carry their attendance books.

There should be NO talking by anyone. SILENCE IS ESSENTIAL!

Open one window, draw drapes, and turn out lights. Classroom doors should be closed.

IF A TORNADO ALERT SHOULD OCCUR DURING THE LUNCH PERIOD:

Cafeteria supervisors will direct students to safe areas using staff personnel from staff luncheon. Students from the east door will be directed to maintenance and gym corridors; students from south door will be directed to main south hallway (and studio, if necessary).

SCHOOL DANCES

School sponsored dances place a great responsibility on the school. Therefore, no one is allowed to attend school dances who is not enrolled in a high school. The only exception will be Andean Alumni. 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. If the guest is attending a sock hop, only a student I.D. will be necessary. Freshmen are not permitted to go to prom, unless an Andean junior or senior student is asking them. Anyone attending a dance must arrive prior to ½ hour after the dance starts, and may not leave prior to ½ hour before the dance is scheduled to end, unless prior permission has been granted in writing.

EMERGENCY CLOSINGS

Since Andean reaches into many school districts, it is impossible to make a blanket policy regarding closings and/or delays. The final decision must rest with the parents. If a parent feels that it is too dangerous to drive or to send the student out into the adverse conditions, then the use of prudent judgment is required.

Andean will announce closings or delays on the radio and via other media, internet, and email. This information will be published in the Parents' Prevue and on the www.andeanhs.com and the Edline web site.

All delays or closings will be announced; otherwise ANDREAN WILL BE IN SESSION.

If a student is late or absent because the student's home school corporation announces a weather delay or cancellation, the student's parent/guardian must call the school (ext. 231) to report the tardy or absence and must send a note to the attendance office reporting the tardy/absence. The extra time allotted to travel to school during a delay is not to be used by the student to go out to breakfast and arrive at school after the designated time of the delay. The delay is in place for safety reasons only, and must not be used purposely to miss class.

STUDENT AND ATHLETIC INSURANCE

Andean High School has a continuing concern about the increasing cost of medical care as it relates both student and athletic accidents. Andean has purchased a program of blanket student and athletic accident coverage for all students.

This program is intended to supplement the family or employer group coverage or plan. It is NOT designed to replace a family's present coverage.

This coverage is for medical bills resulting from ACCIDENTS only that take place during supervised and sponsored school activities including the official play and practice of interscholastic sports. An accident is defined as an unexpected, sudden and definable event that is the direct cause of a bodily injury, independent of any illness or congenital predisposition. Conditions that result from participating in school activities do not necessarily constitute an accident. Illnesses, diseases, degeneration and conditions caused by continued stress to a particular area of the body, and existing conditions aggravated or exacerbated by an accident are NOT covered.

This plan is excess coverage, and payment is made only AFTER the primary carrier has made payment. If you are a member of an HMO/PPO, the proper procedures outlined by that plan must

be followed before this coverage has any liability.

Treatment by a licensed practitioner of medicine must begin within 60 days of the accident. Only expenses incurred within 52 weeks of the date of the original accident are considered. Benefits are determined by REASONABLE AND NECESSARY charges for the geographic region.

If a claim is otherwise payable and it is denied by your family or employer group coverage or plan because your deductible has not been met, this coverage will apply.

If your son or daughter should be injured in a school activity, report the accident to the treasurer's office immediately and obtain an insurance claim form. Student Athletic Protection, Inc. of Kalamazoo, MI, processes the claims. If you should have any questions about the claim filing procedure, please call them at 1-800-232-1579.

The following items are not covered:

1. Suicide or a suicide attempt while sane or self-destruction or an attempt to self-destroy while sane.
2. Riding in a vehicle or device for aerial navigation, except as a passenger in a scheduled aircraft used for transportation of passengers.
3. Loss covered by other valid and collectible insurance or plan.
4. Hernia, in any form.
5. Sickness or disease in any form.
6. Fighting, unless as an innocent victim.
7. Expense incurred for the use of orthotics unless used exclusively to promote healing.
8. Use of electric, biomechanical devices.
9. Non-prescription drugs.

STUDENT ACTIVITIES

All students are invited and encouraged to participate in some of the many and varied extracurricular activities available to them at Andean High School. Information concerning extra-curricular activities is available from Student Council. Announcements will be made periodically concerning scheduled gatherings of the various clubs and activities.

SUMMER SCHOOL

Andean High School operates a summer school program for the benefit of its student body. The program consists of make-up courses for students who failed classes during the regular school year.

STUDENT DISPLAYS OF AFFECTION

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 is hand holding.

TESTING PROGRAMS

FRESHMEN

An inventory type instrument is administered to the freshmen in the fall term. This instrument assists the student and the counselor in planning future course selections. Such instruments are designed to surface possible career avenues to be pursued during the planning of the high school course of studies.

PSAT/NMSQT

The Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test, co-sponsored by the College Board and National Merit Scholarship Corporation, is a multiple-choice test of developed verbal and mathematical abilities generally associated with academic performance in college. Types of questions are thoroughly explained, and a full-length practice test is given in the

PSAT/NMSQT Student Bulletin, which is distributed to the students before the test administration. The test is administered to sophomores and juniors in October. Scores from this test give a current assessment of a student's developed verbal and mathematical reasoning abilities that are relevant to succeed in college-level work. It should be kept in mind that scores on the test are related to past learning opportunities.

STATE MANDATED TESTING

Indiana Statewide Testing for Educational Progress (ISTEP) Program is in transition. The graduating classes for 2010 and 2011 fall under this familiar testing format (ISTEP). At the heart of the testing program is an assessment of mathematics and language arts skills. In addition, the program assesses cognitive ability and writing skills. The Graduation Qualifying Exam or **GQE** is required for graduation in the State of Indiana and is administered to sophomores. Beginning with the class of 2012 the required testing has been shifted to the end of the academic year. These tests are called End of Year Course Assessments (ECA). The subject areas currently included are: Algebra I, Biology, English 11 and Algebra II. Tests in these content areas must be taken and the student must receive a satisfactory score in order to earn a diploma in the State of Indiana. These tests are generally administered at the end of the freshman and junior years.

SAT

The Scholastic Aptitude Test (SAT) is a three-hour, multiple-choice test that measures the verbal and mathematical abilities the student has developed, both in and out of school. The test is administered by the College Entrance Examination Board and is generally taken in the second semester of the senior year. Students should check the Registration Bulletins of the College Board for testing dates and registration information.

ACT

The ACT is offered in the spring of each school year. We currently have test prep classes offered for the fall SAT and for the spring SAT and ACT. The Revolution test prep service provides in-depth instruction to students and practice tests guaranteed to improve your test scores.

ADVANCED PLACEMENT EXAMINATIONS

Advanced Placement Examinations are offered in U.S. History, Biology, English Language and Composition, English Literature and Composition, Calculus AB, Calculus BC, Chemistry, European History, Government, and Physics. The Advanced Placement Program Educational Testing Service, Princeton, New Jersey, administers the advanced placement examinations in school. There is a fee for this examination that is paid to the Educational Testing Service, and those students receiving a 3 or above out of 5 may be granted college credit for the course.

TRANSCRIPT OF GRADES/CREDITS

Transcripts will not be released until all the student's financial obligations to Andrean have been satisfied.

VALEDICTORIAN AND SALUTATORIAN SELECTION

The Valedictorian and Salutatorian are determined at the third quarter report card. **To be eligible for either of these, one must have been a student at Andrean for four full years.** The class rank issued in January is an indicator; the class rank at the end of the third quarter determines these honors.

VISITORS

Only seventh and eighth grade students or students on exchange programs, such as through Student Council, may visit Andrean High School. These pre-arranged visits are to be scheduled by the visitor's teacher, sponsor, and principal with Andrean administration at least a week in advance. All other visitors, business people, graduates, parents, etc., are to report to the main office when they arrive to obtain a mandatory visitor's pass. Parents are always welcome to visit school, but they are asked to make an appointment beforehand.

WITHDRAW PROCEDURE

Students withdrawing from Andean High School should first obtain a withdrawal form from the main office. 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.

WEIGHTED GRADES

Grades are weighted according to the following systems--4.00 and 5.00. The rationale for this is as follows:

4.00 System: Courses which are offered at the high school level for high school credit and require content mastery that is in accord with the specified grade level expectation are "weighted" on a 4.00 system. (Note: The majority of courses offered at Andean High School are weighted on the 4.00 system.) Quality point values on the 4.00 system are as follows:

A=4.00

B=3.00

C=2.00

D=1.00

F=0.00

5.00 System: Courses that are offered at the high school level for high school credit and require content mastery that is above and beyond that which is normally required at the high school level are "weighted" on the 5.00 system. Admission to such courses is selective and requires that students have attained a high level of mastery to meet the prerequisites. Quality point values on the 5.00 system are as follows:

A=5.00

B=4.00

C=3.00

D=2.00

F=0.00

WORK PERMITS

In Indiana, anyone who is between the ages of 14-17 **may not** be employed without a work permit. The permit may be obtained from the main office; however, before a work permit can be issued, a preliminary form (Intention to Employ) must be filled out. This form is also available in the main office. **A work permit may only be issued for employment in Indiana.**

UNIFORMS

UNIFORM PHILOSOPHY

As an Andean student, you represent all members of the Andean school community -- its administration, faculty and staff, the current student body, your family, and all of Andean's alumni and friends. The school and team sport uniforms that you wear identify you as a member of this community. **Wearing your uniform properly and with pride reflects positively on yourself and all of the Andean community.** The school uniform is to be worn in accordance with the following regulations **from the time you enter school until the time you leave school.** Before leaving school, students may change into clothes that meet the out-of-uniform dress code. This should be done in one of the school's bathrooms.

All uniform items for the current school year (with the exception of T-shirts, socks, belts, and shoes) should be purchased from the designated school uniform representative. Information on ordering uniform items can be obtained in the school office. The following is the basic guideline. **A good rule of judgment is: if you wonder whether or not it is acceptable, it probably is NOT.**

***PLEASE NOTE: ALL UNIFORM SPECIFICATIONS ARE SUBJECT TO ADMINISTRATIVE APPROVAL.**

BOYS' REQUIRED UNIFORM:

- navy blue Docker-style slacks
- blue or white oxford button down shirt (long or short sleeve) buttoned, top button may be unfastened, tucked in
- long or short sleeved Andean polo shirt, un-tucked
- dark colored dress shoes appropriately fastened and socks (standard length dress) no backless shoes allowed, no athletic shoes including dark colored shoes
- optional red crew neck sweater or red crew neck sweatshirt with AHS logo

GIRLS' REQUIRED UNIFORM:

- AHS uniform skirt two (2) inches from floor while kneeling OR navy blue slacks
- blue or white oxford button down blouse (long or short sleeve) buttoned, top button may be unfastened, tucked in
- long or short sleeved Andean polo shirt (may be untucked)
- socks (ankle or knee), tights or hose
- dark colored dress shoes with backs, no athletic shoes including dark colored shoes
- optional red crew neck sweater or red crew neck sweatshirt with AHS logo

SUMMER UNIFORM: (BOYS AND GIRLS-OPTIONAL)

From the start of school until October 1 and April 1 to end of school

- navy blue uniform shorts (7-inch inseam)
- white short-sleeved polo style shirt with AHS logo (may be untucked)
- white socks
- athletic shoes

CLARIFICATIONS

- All uniform items must be properly worn:
- A short-sleeved t-shirt may be worn with a short-sleeved shirt. The t-shirt sleeves cannot be visible.
- No lettering, logos or colors can be visible through the shirt.
- Long underwear, leg warmers, and leggings, are not to be worn with skirts

earrings:

- males must not wear earrings
- females may wear small earrings
- all jewelry must be in good taste
- nose, tongue and eyebrow jewelry is prohibited
- Coats, jackets, and non-uniform sweaters are to be in lockers for the entire day. At no time is a coat or jacket to be brought to a classroom, including last period.
- No head coverings are to be worn at any time for any reason in the school during the school day or at school events.
- **No attire that is associated with street gangs will be allowed in the building, on school grounds or at school events.**
- A sweater or sweatshirt **MAY NOT** be worn tied around the waist or neck.
- Sandals, flip-flops and other open-heeled or open-toed shoes are not acceptable.

- No clothing is acceptable if it is ripped torn, ragged, dirty or with holes.
- Clothes deemed as faddish or trendy as well as many other types of clothing that do not meet the uniform standards are unacceptable. Final determination of unacceptable attire resides with the administration.

HAIR

Hair is to be neatly trimmed and groomed. If bangs are worn, hair should be no longer than touching the eyebrow. There are to be NO extreme fads in hairstyle or cut. If four or more faculty members or the administration agree that a particular cut is inappropriate, a change must be made.

Boys are to be clean-shaven, but an ordinary mustache is permitted. **Beards and goatees are NOT acceptable. Sideburns are to be neatly trimmed, and no longer than the bottom of the ear lobe.** If a medical reason prohibits shaving for a time, documentation from a board-certified physician must be presented to the Attendance Office.

Disregard of uniform regulations will be treated in the following manner (each violation will be sent with a letter home to parents):

UNIFORM VIOLATIONS

First Offense: Warning

Second Offense: 7 a.m. detention.

Third Offense: Friday afternoon

(1½ hour) detention.

All subsequent violations: Saturday detention

ANDREAN WEAR DAYS AND "THEME" DAYS

For good reasons there are days when students are able to dress in a less uniform manner. Depending on the nature and reason for the change of uniform, the directives will be published and read so as to ensure that everyone is aware of what is expected. **On those days the regular uniform is acceptable.** Those not in regular uniform, nor complying with the guidelines for the day, will be considered out of uniform and subject to the consequences. **"Dressing down" is not allowed on any school day at Andean.**

Andean Wear is any shirts, sweatshirts, or warm up suits that have Andean professional and officially inscribed on them. This would include team wear; club wear and other officially recognized organizations Hand-made tee-shirts are not acceptable. Clothing worn with Andean Wear should be in good taste.

Students judged by a teacher to be in violation of proper dress directives will be sent to the Attendance Office where the Dean will make a final decision.

Dress-up day requirements: **Boys MUST wear a tie** (no shirts without collars or polo shirts). Girls must wear a skirt and blouse, dress, or a pant suit outfit. Long pants must be worn (boys); hosiery and dress shoes are required (all students). **NO JEANS!**

DRESS CODE WHEN REPRESENTING SCHOOL

Students representing Andean at any function such as workshops, academic competition, trips to hear speakers, dinners, luncheons, award presentations, etc. or when having a photo taken for the newspapers are required to be in uniform. If a need arises for a uniform deviation, the sponsoring faculty member must receive from the principal permission (in writing) for the alternate dress code.

ATHLETICS

AWARD POLICIES

1. The coach, athletic director, and principal reserve the right to withhold an award from an athlete when his/her conduct may be considered detrimental to proper school conduct and citizenship. Varsity letters are the property of the school. It is a privilege, not a right, to wear a

varsity letter.

2. All athletes must ordinarily complete the season in order to be eligible for an award.
3. All athletic awards will be worn only on an approved Andrean High School letterman's jacket.
4. Only a member of an interscholastic varsity team may wear varsity jackets. The school reserves the right to withdraw any letter award found in the possession of a person other than the one to whom it was awarded.
5. Athletes may put only patches actually won on their jackets. Athletes may display only those patches that have been won in an approved Andrean sport.

PARTICIPATION AWARDS

All team members and support personnel (trainers, managers, statisticians, cinematographers, etc.) will receive a certificate of participation.

VARSITY LETTERS

Varsity letters will be awarded according to the following standards:

Baseball - Remain a member in good standing of the varsity team for the entire season.

Basketball - Boys - Participate in 50% of the season's quarters

Basketball - Girls - Participate in 50% of the season's quarters

Cross Country - Boys - Score in the top 7 (dual meets) or top 20 (invitationals) in 1/3 of the meets.

Cross Country - Girls - Score in the top 7 (dual meets) or top 20 (invitationals) in 1/3 of the meets.

Football - Participate in 50% of the season's quarters or be on the tournament roster for a Sectional Championship Team.

Golf - Boys - Participate in 3/4 of the season's varsity matches or participate in the sectional).

Golf - Girls - Participate in 3/4 of the varsity matches or average 59 or better (nine hole score) throughout the entire season.

Soccer - Participate in 50% of the season's varsity games.

Softball - Be a rostered player eligible for IHSAA tournament play.

Tennis - Boys - Participate in 50% of the season's varsity meets

Tennis - Girls - Participate in 50% of the season's varsity meets

Track & Field - Boys - Represent Andrean as a participant at IHSAA sanctioned tournament level or equal 1991 sectional qualifying standard.

Track & Field - Girls - Represent Andrean as a participant at IHSAA sanctioned tournament level or equal 1991 sectional qualifying standard.

Wrestling - Participate in 2/3 of the season's varsity matches or qualify for the regional

Volleyball - Dress for 90% of the varsity matches or participate in a Sectional Tournament match.

Cheerleaders - Any cheerleader without any un-excused absence from games or practices during the football or basketball season will receive a letter.

In all cases allowances will be made for injury or other extenuating circumstances

All awards will be presented at the respective athletic program.

Student-athletes are expected to attend the sport's award program.

SENIOR AWARD

In addition a blanket will be awarded to any senior boy who earns eight varsity letters and to any girl who earns seven varsity letters and successfully defends each letter during her/his senior year.

BUILDING

The facilities can be used for activities other than formal school related activities. However, it is

necessary for such use to be cleared by the Athletic Director and the Building Manager. These two individuals are responsible for the facility and must know who is using what, when. In all cases, those who use the stage should make sure that the stage area is left neat and clean so that it is ready to be used by the next group.

ELIGIBILITY

Athletes must be eligible according to the rules of both Andean High School and the Indiana High School Athletic Association (IHSAA).

Eligibility-Academic

A student must be eligible according to present IHSAA rules. Any more severe standard to be applied by a particular coach must be approved by the principal.

Eligibility-Conduct

High standards are expected of Andean athletes.

1. Athletes shall not use any tobacco products, i.e. smoking or "chewing".
2. Athletes will not use any illegal stimulants. This refers to showing signs of having used, the possession of, consumption of, or the influencing of others to use by the sale of (or any other means) alcoholic beverages or drugs.

Eligibility-Financial Violations of the above mentioned offenses will be dealt with in the following manner. The principal must approve any standards more severe than these.

First Offense - Suspension from competition for an amount equal to 25% of the team's regular season contests. To resume competition the athlete and at least one of his/her parents must meet with the head coach involved.

Second Offense - Suspension from athletic competition for 365 days. To resume competition the student must undergo a counseling/treatment program approved by the athletic director.

Third Offense - Barred from further athletic competition at Andean.

-For a coach or administrator to act upon these offenses, the act must be observed by a professional staff member, a contracted athletic coach, law enforcement officer, or self-reported (by the athlete or parent of the athlete involved).

-If a season ends before a 25% suspension may be served, the suspension will not carry on to the next season. However if the offense occurs before a season has started, the suspension will begin with the season's first contest.

-Athletes are bound by these regulations 365 days a year.

3. Any athlete who has been absent a half day (3-1/2 periods) may not participate in or attend any athletic activity that same day. Previously mandated absences, for example, court appearance, funeral, a scheduled doctor's appointment, with proper advance approval will be considered as exceptions to this rule.
4. Any athlete whose conduct, habits, or character bring discredit upon Andean or the IHSAA can be declared ineligible for athletic competition. This pertains to conduct at any time during the student's high school athletic eligibility. The Administrative Council and/or the Athletic Director and head coaches would make such a decision involved.
5. All disciplinary actions are subject to rules identified in the *Andean Handbook*.

To be eligible for practice and competition, athletes must have met all financial obligations as determined by the tuition officer of Andean High School.

Eligibility-General

1. A student may participate in two or more sports at the same time if both coaches agree and, as much as possible, priorities are established and put in writing.
2. If during the course of the season an athlete decides to leave the squad, he/she will return all equipment that has been issued to him/her.

If an athlete starts a sport and then decides to leave the sport after the first seven days of practice, the athlete will not be able to start another sport or use any athletic facilities (other than during P.E. class). This restriction will hold until the completion of the first round of the state tournament of the sport left by the athlete.

The head coaches involved and the athletic director will determine any exceptions to this. They will decide each case on its individual merits.

3. At the end of the season all school equipment must be returned to the coach. An athlete who does not meet this requirement may not practice in another sport or use any athletic facilities until the matter is resolved.
4. Students must follow any team rules made by the coach. These would include (but not at the exclusion of other items) such items as dress, grooming, practice attendance, transportation and uniforms.
5. **POSSESSION OF ANDREAN ATHLETIC EQUIPMENT** - (of teams of which you are not a member or a team member out of season). School issued uniforms and equipment are to be used for Andrean competition, practice and specially designated red and gold days only. The wearing of a team uniform (or part thereof) for physical education classes is inappropriate and unacceptable use of school issued uniforms. Prudence dictates when to wear personally owned clothing that advertises Andrean athletics.

First Offense - Suspension from athletics until the equipment is returned.

Suspension - from athletics the equivalent of a total of 10% of the season's contests (after equipment is returned) and the athlete must satisfactorily complete the season (will carry over to next season if necessary).

Third Offense - (and all others)--Expulsion from all athletics for one (1) calendar year starting with the return of the equipment.

6. There shall be no interschool athletic contests, school practices or school-sponsored clinics held on Sunday. Calling one or more team members together on Sunday for studying scouting reports, viewing films of games, any kind of participation, etc. will be considered a violation of this rule.
7. A student-athlete shall attend regularly scheduled practice sessions to be eligible for inter-school athletic competition. If, as a result of a school strike, student suspension, athletic suspension, health limitation or other similar reasons, a student shall fail to attend regularly scheduled practice sessions, such student shall be required to complete the following prior to participation:
 - a. attendance and active participation in preseason practices, if applicable;
 - b. attendance and active participation in **four** school-supervised practice sessions of normal length, which shall occur on four separate days prior to the day of the contest, if the student fails to attend and actively participate in more than four but less than 11 consecutive days of regularly scheduled practice;
 - c. attendance and active participation in **six** school supervised practice sessions of normal length, which shall occur on six separate days prior to the day of the contest, if the student fails to attend and actively participate in more than 10 consecutive days of regularly scheduled practice.

NOTE: Only two practices are required to satisfy the provisions of this rule in girls' golf.

INDIANA HIGH SCHOOL ATHLETIC ASSOCIATION

The purpose of the Indiana High School Athletic Association ("IHSAA") is to encourage, regulate and give direction to amateur interschool athletic competition between the schools that are members of the IHSAA. The rules of the IHSAA apply to all athletic teams and all sports contestants enrolled in grades 9, 10, 11, 12 participating in an IHSAA recognized contests, tourneys and/or meets.

The following rules of the IHSAA are pertinent to the athletes at Andean High School:

Physical Consent and Release Certificates

Between May 1 and student's first practice in preparation for interschool athletic participation, the student shall have had (1) a physical examination or certification by a physician holding an unlimited license to practice medicine, and (2) written consent of parent or guardian for such participation unless emancipated.

Evidence of both, included on the Physical Consent and Release Certificate (available at school) shall be on file in the athletic office prior to the student's first practice.

AGE

A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the I.H.S.A.A. state finals in a sport shall be ineligible for interschool athletic competition in that sport; a student who is nineteen (19) years of age on the scheduled date of the I.H.S.A.A. state finals in a sport shall be eligible as to age for interschool athletic competition in that sport.

SCHOLARSHIP

To be eligible scholastically, students must have received passing grades at the end of their last grading period in school in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take and must be currently enrolled in at least seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take. Semester grades take precedence.

Two semesters of the state required physical education course may be counted as a full credit subject for eligibility purposes even though a full credit is not granted by the Department of Education. When the block four scheduling program is used, students must be currently enrolled in and passing three courses. Class periods must meet Indiana Department of Education standards for awarding credit and minutes in class.

NOTE: A full credit subject requires a minimum total of 250 minutes of instruction per week for one semester.

Maximum Classes	Must Pass
4	3
5	4
6	5
7	5
8	6

ELIGIBILITY AND TRANSFER

The privilege of participation in interschool athletics should fundamentally be available to bona fide students in school districts where their parents or legally established guardians reside.

Standards governing residence and transfer are a necessary prerequisite to participation in interschool athletics.

DEFINITIONS

Transfer for primarily athletic reasons:

A transfer for primarily athletic reasons includes, but is not limited to:

- (a) a transfer to obtain the athletic advantage of a superior, or inferior, athletic team, a superior athletic facility or a superior coach or coaching staff;
- (b) a transfer to obtain relief from a conflict with the philosophy or action of an administrator, teacher or coach relative to athletics;
- (c) a transfer seeking a team consistent with the student's athletic abilities;
- (d) a transfer to obtain a means to nullify punitive action taken by the previous school.

Bona fide change of residence---

Determination of what constitutes a 'bona fide' change of residence depends upon the facts in each case, however, to be considered, the following facts must exist:

- (a) the original residence must be abandoned as a residence; that is, sold, rented or disposed of, or in the process of being disposed of as a residence and must not be used as a residence by any member of the student's immediate family; and
- (b) the student's entire family must make the change and take with them the household goods and furniture appropriate to the circumstances. Under no circumstances can a single-family unit have two or more residences for eligibility purposes.

LIMITED ELIGIBILITY

A student who is declared to have limited eligibility shall be eligible to participate immediately in all interschool athletics, provided, however, that during the first 365 days after enrollment such student may not participate in interschool athletics as a member of a varsity athletic team.

TRANSFER ELIGIBILITY - GENERAL

A student who transfers to a member school shall not be eligible to participate in interschool athletics for a period not to exceed 365 days after enrollment, unless:

- (a) the principal of the school to which the student transfers (receiving school) files with the IHSAA a signed and completed IHSAA Athletic Transfer Report, and
- (b) such IHSAA Athletic Transfer Report shall have been approved by the Commissioner of the IHSAA, or his designee.

TRANSFERS FOR PRIMARILY ATHLETIC REASONS

To preserve the integrity of interschool athletics and to prevent or minimize recruiting, proselytizing and school 'jumping' for athletic reasons, regardless of the circumstances, student athletes who transfer from one school to a new school for primarily athletic reasons or as a result of undue influence will become ineligible to participate in interschool athletics in the new school for a period of 365 days from the date the student enrolls at the new school, provided, however, if a student transfers and is not discovered at that time that the transfer was primarily for athletic reasons, then under those circumstances, the student may be declared ineligible for a period not to exceed 365 days following the date of enrollment or may be declared ineligible for a period not to exceed 365 days commencing on the date that the Commissioner of the IHSAA or his designee declares the student ineligible as the result of a transfer for primarily athletic reasons.

TRANSFER ELIGIBILITY WITH CHANGE OF RESIDENCE BY PARENT(S) or GUARDIAN(S)

A student who transfers with a corresponding change of residence to a new district or territory by the student's custodial parent(s)/guardian(s) may be declared immediately eligible, provided:

1. the change of residence was bona fide,
2. there is no evidence that the transfer was for primarily athletic reasons,

3. there is no evidence that the transfer was a result of undue influence, in violation of IHSAA Rule C-20.

TRANSFER ELIGIBILITY WITHOUT CHANGE OF RESIDENCE BY PARENT(S) or GUARDIAN(S)

A student who transfers without a corresponding change of residence to a new district or territory by the student's parent(s)/guardian(s) may be declared immediately eligible provided:

1. there is no evidence that the transfer was for primarily athletic reasons;
2. there is no evidence the transfer was the result of undue influence, in violation of IHSAA Rule C-20; and
3. there has been provided to the IHSAA reliable, credible and probative evidence that one or more of the following criteria have been met:
 - a. the transfer is a result of the student being a ward of a court,
 - b. the student transfers with a corresponding change of residence by the student into a new district or territory to reside with a parent with legal custody which is a result of:
 - (I) an event(s) outside the control of the student, or
 - (II) a change(s) is the student's home status, not within the student's control. Moves between divorced or separated parents may meet these criteria; however, multiple moves between such parents will not be approved unless the event(s) or change(s) are significant, substantial and/or compelling. Legal custody requirements shall not be applicable if the student is 18 years of age.
 - c. the student transfers with a corresponding change of residence by the student into a new district or territory to reside with a guardian or foster home which is a result of:
 - (I) the student becoming an orphan,
 - (II) a significant event outside the control of the student, or
 - (III) a substantial and compelling change in the student's home status not within the student's control.

NOTE: A guardianship appointed for the purpose of making a student eligible will not be accepted;

- d. the student's former school closed;
- e. the student's former school is not accredited;
- f. the student transferred pursuant to a school board mandate;
- g. the student enrolled and/or attended, in error, a wrong school and a transfer application is made promptly when discovered.
- h. the student transferred from a correctional school;
- i. the student is emancipated and has established a bona fide residence in a new district or territory;
- j. the student did not participate in any interschool contests as a representative of another school after completion of the student's 8th grade year;
- k. the student is a foreign exchange student and meets the foreign exchange student criteria.
- l. the student returns to an IHSAA member school, where the student has previously had athletic eligibility, from a non-member school provided student returns within a period not to exceed 365 days and resides with the same parent and/or legal guardian where previous residence eligibility was established.

LIMITED ELIGIBILITY

A student who transfers without a corresponding change of residence to a new district or territory by the student's parent(s) /guardian(s) may be declared to have limited eligibility, provided:

1. there is no evidence that the transfer was for primarily athletic reasons, and
2. there is no evidence that the transfer was the result of any undue influence in violation of

IHSAA Rule C-20.

In summary, to be eligible to represent Andean High School in interschool athletics, according to IHSAA rules, you:

1. Must be a regular bona fide student in good standing and must have enrolled not later than the fifteenth day of the current semester.
2. Must have completed 10 separate days of organized practice in said sport under the direct supervision of the high school coaching staff preceding date of participation in interschool contests.
3. Must have received passing grades in at least five full credit subjects or the equivalent during your last grading period except that the semester grades shall take precedence at the end of a semester; and must be currently enrolled in at least five full credit subjects or the equivalent.
4. Must not have reached your nineteenth birthday before the Age Eligibility cut off date.
5. Must have been enrolled in your present school last semester or at a junior high school from which your high school receives its students
unless you are entering the ninth grade for the first time.
unless you are transferring from a school district or territory with a corresponding bona fide move on the part of your parents.
unless you are a ward of a court, you are an orphan, you reside with a parent with legal custody, your former school closed, your former school is not accredited, your transfer was pursuant to school board mandate, you attended in error a wrong school, you transferred for a correctional school, you are emancipated, or you are a foreign exchange student under an approved NASSP program.

NOTE: You must have been eligible in the school from which you transferred.

SPORTSMANSHIP

It is of critical importance that members of the Andean Community establish and maintain the principles of good sportsmanship. We must strive toward an ideal that reflects our values-based, Christian heritage and foster a code of conduct that reflects our beliefs in what is morally correct.

The ideals of sportsmanship, integrity and ethical behavior combined with good citizenship shall be an established standard for which we are known and which others may wish to emulate.

This elevated plane of behavior is not easily achieved. It must be taught and reinforced at every possible opportunity. To do what is right rather than what is easy with vigilance and courage shall remain our ultimate goal. It should permeate through every level of every program...from the bleachers to the locker rooms.

At Andean, athletics shall be synonymous with excellence. And it should be our collective mission to insure that excellence is not only an expectation but also a result!

The following guidelines are established with the expectation of compliance.

STUDENT-ATHLETES

Play hard, have fun and enjoy the game. The game is for you.

Actively demonstrate good sportsmanship toward your opponents and treat them with respect.

Exercise self-control. Accept decisions and abide by them. Negative gestures speak volumes.

Respect the judgment of officials. Never confront an official.

"Talking Trash" is unacceptable and inflammatory. Play the game and make performance and class your statement.

Win without boasting. Lose without excuses.

The following steps may be employed in the event of unacceptable behavior. Each case will be reviewed on an individual basis.

The **first violation** will be met with a letter from the athletic director outlining the offensive behavior with corrective measures included. A single game suspension may be employed by the Athletic Director should circumstances warrant.

The **second violation** will result in an automatic suspension of up to 25% of remaining contests.

The **third violation** will be the last. An offending student-athlete will be removed from the team and excluded from all competition and tournaments.

Student-Athletes may try-out for a team in subsequent years and will be granted full eligibility for remaining programs during school year.

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, continued abusive and derogatory remarks reflect poorly on the school and the athletic department. This behavior creates a negative environment that tends to work 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.

As for the general public, it should be known that we reserve the right to allow admission based upon the expectation of proper behavior.

Cheerleaders have a role to fulfill. If they are obstructing your view, you move.

Taunting and "in-your-face" confrontations with opposing mascots, spirit personnel, teams, boosters and fans are unacceptable.

Vulgarity is never appropriate.

Officials are not to be personally confronted.

It is our hope that a reminder of these few and simple rules reinforces who we are and what we are about at Andean. In this day of rampant negativism regarding athletics, let it be known to all who encounter us that we travel the high road. We can demonstrate a feverish dedication and loyalty to our teams and show that class and sportsmanship are held in high regard in Andean Athletics.

Failure to behave according to these guidelines may result in the offending spectator being barred from future events.

PRIVACY NOTICE

This notice applies to insurance products underwritten, or administered by, the Life Insurance Company of North America and CIGNA Life Insurance Company of New York, Life and Disability products underwritten by Connecticut General Life Insurance Company, and insurance products underwritten by Insurance Company of North America administered by the CIGNA companies. Information is the key to our ability to provide you with world-class service. We want to keep your trust so we are committed to protecting and maintaining the privacy of your information in our possession, regardless of whether you are a customer, applicant, insured, or former insured.

COLLECTION AND USE OF INFORMATION

We may collect information about your health including mental, dental and general health, substance abuse treatment and sexually transmitted diseases, including HIV and AIDS. We may also collect financial information relevant to your insurance, such as your income, other sources of benefits, or other types of work or job information. This information will be used for business purposes such as assisting you in your decision to purchase insurance, underwriting your application

for insurance, and investigating your claim for benefits. We will only collect information from sources other than you as permitted by law or with your written authorization. This information will be used by authorized company personnel solely for these purposes, and it may be integrated into our databases for statistical and audit purposes.

DISCLOSURE OF INFORMATION

With some exceptions, we will not disclose your protected information without your written authorization. There are circumstances when we will disclose protected information related to medical underwriting or a claims investigation without your authorization to third parties or affiliate assisting us with medical underwriting or claim management, as permitted by law. We will also disclose protected information to third parties without your authorization as required by law such as in the case of subpoenas and mandated governmental disclosures. Protected information means any personally identifiable information including financial information, employment related information, genetic information, and diagnosis, treatment, and evaluation of any past and current medical or other conditions, including laboratory tests or examinations performed.

ACCESS TO AND CORRECTION OF INFORMATION

You have a right to see and obtain copies of protected information in your file by submitting a written request to us. Within 30 business days of our receipt of your request you may have access to information about you that is reasonably located and retrievable. This right does not extend to information which relates to and is collected in reasonable anticipation of a civil or criminal proceeding, suspected fraud, or which we are otherwise permitted to withhold.

If the information is incorrect you have a right to have it corrected or amended. You may request correction or amendment by sending us a written request explaining why you believe the information is incorrect. Within 30 business days of our receipt of your request we will tell you if, in fact, we complied with your request. If we do not agree with you, we will notify you of our refusal, give you our reasons, and give you the opportunity to file a concise statement of dispute with us. Your statement will be sent with any future disclosure of the information that we make to others.

You may also submit a written request for the identity of persons or companies to whom we have disclosed protected information. To the extent we are required to maintain a record of disclosures, we will provide you with the names and addresses within 30-business days of the receipt of your request.

OTHER INFORMATION

We have developed internal policies to maintain the privacy of your protected information. These include policies related to the transmission, storage and disposal of paper and electronic information; the prevention of unauthorized access and damage to systems, including damage due to environmental hazards and assigning and terminating user IDs.

We are required by law to protect the privacy of individually identifiable information, provide a copy of our policies and procedures, and abide by the Privacy Notice currently in effect. You may request a copy of our information policies, standards, and procedures by sending us a written request. We may change these policies, standards, and procedures at any time. If there are material changes, we will notify our customers of the changes by mail.

To request any of the information mentioned in this Privacy Notice, or if you have questions about our privacy policies, please contact,

**Compliance Office
CIGNA Group Insurance
1602 Chestnut Street TL23B
Philadelphia, PA 19192**

PARTICIPATION IN SCHOOL SPORTS

All sports are very exciting; most of them are or have a forceful contact with the ground or another player. All of these sports are played during different seasons of the year, (hot and humid or cold

and wet) so some of the conditions may result in a serious injury.

Injuries may include but are not limited to death, paralysis due to serious neck and back injuries; brain damage, damage to internal organs or serious injuries to the bones, ligaments, joints and tendons. Such injuries can result not only in the temporary loss of function, but also in serious impairment of future physical, psychological, and social abilities, including the ability to earn a living.

INSURANCE

A supplemental insurance program covers every Andean student. This coverage is designed to be secondary to the student's primary carrier.

Payment from Andean's carrier will normally not begin until all of the benefits of the student's family plan have been exhausted. Students are strongly encouraged to carry their own insurance.

TEAM MEETINGS

Each team is required to hold a pre-season meeting. Attendance of at least one parent is mandatory. This requirement must be met prior to the student-athlete being allowed to participate in interscholastic-competition. Any special team rules are to be explained at this time.

FUND-RAISERS

The universal fund raiser is the Super Raffle. All teams benefit from this event, as a student athlete and as a Andean Student. Every student is expected to sell at least 6 tickets. Upon occasion an additional fundraiser may be considered however there is an official fundraiser application, which must be approved by the Andean administration.

FACILITIES

Every effort is made to outfit all teams with the best equipment and to provide the best playing facilities. The following regulations are to be followed:

1. Students going to and from an outdoor playing field must enter and leave by the outside locker room doors. Wearing cleats in the building is absolutely prohibited.
2. Except when assemblies are held in the gymnasium, students are required to wear gym shoes in the gymnasium at all times. Gym shoes that are worn to the building from outside are not to be worn on the gym floor.
3. If a student has been outside, he/she will see that his/her gym shoes are thoroughly cleaned before he enters the building.
4. The gymnasiums are NOT to be used as passageways from one section of the building to another.
5. Whenever an athlete uses any athletic facility-playing field, running track, gymnasium, weight room, training room, locker room etc. a coach or faculty member must supervise him/her. Athletes are not to ask a coach or faculty member to make an exception to this rule.
6. Athletes are not to bring personally owned balls to school.

LOCKS AND LOCKERS

Athletes are assigned lockers in their respective locker rooms. Only locks issued by the school through the coach are to be put on lockers. Personal locks are subject to removal.

Student-athletes are to secure all personal property and school property in these lockers. Lockers are to be kept clean. At the completion of a particular sport season locks and personal belongings are to be removed from the lockers.

NO personal items are to be on the floor or on top of lockers. Those items not secured will be removed.

PRACTICES

Athletes are expected to attend all practices and meetings called by their coach. If they must miss a practice or meeting they are to notify their coach personally in advance. If this is impossible, the

coach should be notified as soon as possible of the reason for the absence.

Athletes are to have the necessary arrangements made so they can be on their way home shortly after the practices conclusion. As coaches cannot leave the building until all students have left, cooperation in this area is greatly appreciated.

INJURIES

Athletes are to report all injuries immediately to their coach or trainer. Students are expected to follow procedures directed for their rehabilitation.

TRAINING ROOM

Athletes are to enter the training room only for treatment, taping, or evaluation. Students are expected to follow any other rules regarding use of the training room. Anyone not being treated by the trainer should not be in the room.

TRAVEL - TRANSPORTATION

When school transportation is provided to a contest student - athletes are to travel to and from the contest site by these means. The coach can make exceptions if a prior parental request is made, in writing and is on file in the school office prior to the event.

DRESS

Athletes are to dress properly and appropriately for games and practices. The coach will provide direction in this area. Only the school issued uniform is to be worn for competition. An exception to this occurs when cold weather necessitates that additional clothing be worn.

Athletic uniforms are to be worn with all buttons buttoned, shirts tucked and socks pulled up from the time it is put on in the locker room or at the athlete's home until it is taken off in the locker room or at home. Spiked shoes are to be carried and put on at the location of the athletic contest. Athletes are not permitted to dress for a contest in a parking lot, nor are they permitted to remove any part of their athletic uniform before they have returned to the locker room or home.

Partial athletic uniforms, with the exception of team jackets, may only be worn during scheduled Andean Red and Gold days in accordance with the school uniform dress code. When athletic uniforms are not worn while traveling to a contest, athletes are to dress according to standards announced by the coach.

Jeans are not acceptable attire for athletes when traveling as part of an Andean team. Athletes are not to wear any clothing which advertises tobacco or alcohol products, nor which promote any conduct contrary to the philosophy of Andean High School.

TEAM SELECTION

The ultimate responsibility for team selection rests solely with the head coach in a particular sport. Prospective team members are to know what is expected of a team member.

HAZING

Andean's school policy forbids hazing in any form. This applies to students involved in the athletic program. Simply stated, hazing is physical or verbal abuse. Students guilty of hazing will be subject to actions described on page 25 of the *Andean Handbook*, heading Harassment.

MEDIA

Athletes are never to make inflammatory comments regarding the coaches, officials, players, schools or teams.

Show class at all times and remain above name calling, etc. Athletes that embarrass the school with irresponsible comments or put the school at risk regarding liable and/or slander issues face possible suspension as outlined in this document.

BELL SCHEDULE

"R" Schedule (50 min. periods)			"H" Schedule (47 min. periods)			"C" Schedule (44 min. periods)			"E" Schedule (44 min per. Ext. HR)		
Per.	Start	End	Per.	Start	End	Per.	Start	End	Per.	Start	End
1	8:00	8:50	1	8:00	8:48	1	8:00	8:45	1	8:00	8:45
2	8:54	9:44	2	8:52	9:39	2	8:49	9:33	2	8:49	9:33
3	9:48	10:38	HR	9:44	9:54	3	9:38	10:22	HR	9:37	10:07
4	10:41	11:32	3	9:58	10:45	4	10:26	11:10	3	10:11	10:55
			4	10:49	11:36				4	10:59	11:43
5AL	11:32	11:57	5AL	11:36	12:01	5AL	11:10	11:35	5AL	11:43	12:08
5AC	11:36	12:01	5AC	11:40	12:05	5AC	11:14	11:39	5AC	11:47	12:12
5BL	12:01	12:26	5BL	12:05	12:30	5BL	11:39	12:04	5BL	12:12	12:37
5BC	12:01	12:29	5BC	12:05	12:34	5BC	11:39	12:08	5BC	12:12	12:41
5CL	12:29	12:54	5CL	12:34	12:59	5CL	12:08	12:33	5CL	12:41	1:06
5CC	12:29	12:54	5CC	12:34	12:59	5CC	12:08	12:33	5CC	12:41	1:06
6	12:59	1:49	6	1:04	1:51	6	12:38	1:22	6	1:10	1:54
7	1:53	2:45	7	1:55	2:45	7	1:26	2:12	7	1:58	2:45
						Extra	2:12	2:45			

"M" Schedule (36 min. periods)			"B" Schedule (40 min periods)			"F" Schedule (40 min periods)			Half-Day Schedule (35 min periods)		
Per.	Start	End	Per.	Start	End	Per.	Start	End	Per.	Start	End
1	8:00	8:37	1	8:00	8:42	Extra	8:00	8:45	1	8:00	8:35
2	8:41	9:17	2	8:46	9:26	1	9:00	9:40	2	8:39	9:14
Extra	9:21	10:38	3	9:30	10:10	2	9:44	10:24	3	9:18	9:53
3	10:42	11:18	4	10:14	10:54	3	10:28	11:08	4	9:57	10:32
4	11:22	11:58				4	11:12	11:52	5	10:36	11:11
									6	11:15	11:50
5AL	11:58	12:23	5AL	10:54	11:19	5AL	11:52	12:17	7	11:54	12:30
5AC	12:02	12:27	5AC	10:58	11:23	5AC	11:56	12:21			
5BL	12:27	12:52	5BL	11:23	11:48	5BL	12:21	12:46			
5BC	12:27	12:56	5BC	11:23	11:52	5BC	12:21	12:50			
5CL	12:56	1:22	5CL	11:52	12:17	5CL	12:50	1:15			
5CC	12:56	1:22	5CC	11:52	12:17	5CC	12:50	1:15			
6	1:27	2:03	6	12:22	1:02	6	1:19	1:59			
7	2:07	2:45	7	1:07	1:48	7	2:03	2:45			
			Extra	1:52	2:45						

ROTATION SCHEDULE

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
A	B	C	D	E
B	C	D	E	F
C	D	E	F	G
D	E	F	G	A
E	F	G	A	B
F	G	A	B	C
G	A	B	C	D