

BISHOP REICHER CATHOLIC HIGH SCHOOL

2010/2011

Important Numbers and Information

School	752-8349
Administration	752-1095
Athletic Office	752-1550
School Fax	752-8408
Website	www.reicher.org
Edline	www.edline.net

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FOREWORD

The purpose of this handbook is to provide each student and family with a guide to the mission and goals, the academic and extra-curricular programs, as well as the procedures and regulations of Reicher Catholic High School (RCHS). The policies outlined have been established to ensure that students, faculty, and parents of RCHS are growing in an environment where the dual goals of expectation and excellence co-exist. The common good of the academic community has been given the highest priority in light of the school's philosophy and mission.

A united effort on the part of the administration, faculty, staff, students and parents is essential in achieving the mission of the Diocese of Austin (see below). The RCHS experience is not only a process of intellectual and physical development, but also a time of spiritual growth and social awareness guided by an appreciation for Christian ideals.

HISTORY

Reicher was founded in 1954 on the present location in north Waco. For over fifty years, it has been working toward the betterment of the community for all Wacoans. In 1998, against the advice of those who urged fleeing to the suburbs, Reicher renewed its commitment to the city by launching the \$9 million Reicher Renaissance Capital Improvement Project. This project included renovating an aging facility into a modern campus that now includes a 1,200-square-foot art studio, a music studio with practice rooms, a large meeting hall, a conference room, a new gym/activity center with athletic locker rooms, a field house, state-of-the-art performing arts center and chapel, girls' facility and additions in the final phase in 2008.

PHILOSOPHY

Human beings have basic desires: a desire for God, a desire for knowledge of this world, a desire for social, physical, mental well-being and a desire for community. It is through education (a continuing process of learning, growing and maturing) that one pursues the realization of these desires.

Catholic, co-educational, and college preparatory, RCHS seeks to guide students in the process of learning so that they can make decisions responsibly and with confidence from a spiritual, intellectual, moral, and social foundation.

Ultimately, RCHS seeks to prepare an individual who will always seek the truth, speak it boldly, and will become a creative force for good in society.

MISSION STATEMENT

Reicher Catholic High School educates each student in spirit, mind and body by fostering personal excellence within the Catholic tradition.

**EXCERPT FROM THE MISSION STATEMENT OF THE
CATHOLIC SCHOOLS OF TEXAS**

“The mission of Catholic Education in Texas is the fulfillment of the educational ministry of the Catholic Church and has as its primary goal the continuous formation of the Christian person.

As a pastoral instrument of the Church, the strength of the Catholic School is its ability to respond to the needs of the whole person, the Church in a time of transition and the world with a global perspective for a peaceful and sustainable future”.

The Catholic School is a unique environment in which students can experience the presence of the Holy Spirit. Its focus is on the individual’s spiritual, moral, intellectual, social, cultural, and physical development. In the Catholic Schools, students and teachers are drawn to proclaim the Gospel message, to unite in worship, to respond to the needs of the community through fellowship and social justice and to serve all people through the sharing of their spiritual gifts and temporal goods.

Intellectually, students are challenged to work to the best of their abilities. In a world of diversity and absolutes, students need to be free to appreciate and understand the living organism called Earth, the peoples and cultures that inhabit it and to develop global perspectives by which to form their lives and consciences. Students are provided opportunities to develop basic academic and physical skills, pursue knowledge, and critically study and analyze the world in which they live.

The effective Catholic School must call its students to the conviction that people are more important than material gain, that justice is more important than success, that love is more important than esteem, and that collaboration unites while competition divides. The truly successful Catholic School student is not necessarily one who is successful in every endeavor, but one who accepts Christian responsibility for fulfillment of personal potential and shares these gifts with others.

GOALS

1. ***To nurture and strengthen the faith, values and virtues of each student.*** Administration, faculty, parents, and students together are dedicated to expressing the Christian principles as a lived reality. Dual emphasis is placed on teaching the traditions of the Catholic faith and on encouraging personal spiritual growth.
2. ***To maintain high standards of academic discipline and performance.*** Students are challenged to attain the highest levels of personal responsibility, effort and knowledge. The traditional curriculum taught in the context of flexible scheduling allows for both a structured and an individualized approach to education.
3. ***To revere the uniqueness of the individual and to develop a social conscience.*** RCHS believes the socialization of its students is a key to their total development. Students are taught a sense of decorum by exercising leadership, compromise, cooperation, and responsibility in their school activities.
4. ***To enhance physical health and mental well-being.*** Through physical fitness, students learn determination to succeed, communication and cooperation skills, as well as lifelong activities for wellness.

GENERAL INFORMATION

ACCREDITATION: Reicher Catholic High School is accredited by the Texas Catholic Conference Education Department (TCCED), which receives its accrediting authority from the Texas Education Agency (TEA).

Reicher Catholic High School is a member of the National Catholic Educational Association (NCEA).

ADMINISTRATION: Reicher Catholic High School is an autonomous juridic entity of the Roman Catholic Church in the Diocese of Austin under the direction of the Bishop. The Superintendent of Schools for the

Diocese of Austin provides leadership and direction and RCHS is administered by the principal with assistance from the administrative team and in consultation with the Advisory Board.

NON-DISCRIMINATORY POLICY: RCHS does not discriminate on the basis of race, color, national and ethnic origin, age (in accordance with the law) or gender.

FAMILY EDUCATION AND PRIVACY ACT: According to the Family Education and Privacy Act of 1974, all personal information relating to the student, which is kept in school records, may not be released to non-educational agencies without the consent of parents or legal guardians or adult students (those 18 or over). All student records are open to both student and parent/guardians by appointment with the principal.

Reicher has the right to disseminate directory information to non-educational entities. Directory information, which can be disclosed by all school officials to educational agencies, includes:

- a) student's name and address, and telephone listing;
- b) date and place of birth;
- c) participation in activities and sports;
- d) height and weight of athletic team member;
- e) electronic mail;
- f) dates of attendance;
- g) degrees, honors and awards received;
- h) school most recently attended;
- i) grade level;
- j) photograph.

Students have the right to determine which test scores are to be released to colleges. Under no circumstances can directory information be disclosed to private or profit-making entities other than employers, prospective employers or representatives of the news media unless parent/guardian/ or legal adult student gives consent.

GUARDIANSHIP/RESIDENCY REQUIREMENTS: Students must reside with a parent or legal guardian. Any change in address should be reported to the office immediately. Should a student change residence and reside with anyone other than a parent or legal guardian, the student must withdraw from Reicher Catholic High School. Extraordinary circumstances must be brought to the principal.

The school abides by the provisions of the *Buckley Amendment* with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

PERMANENT RECORDS: Semester grades are issued in December and May and are the only grades entered on a student's official transcript. The transcript is the official record of scholastic work accomplished during high school. Transcripts are forwarded to colleges or universities upon request by the student **provided all financial obligations have been met**. A student's official file consists of: the academic transcript, academic testing, health records and emergency contact information.

FIRE AND DISASTER DRILLS: In accordance with State law, drills are held throughout the school year so students will be familiar with the rules for an orderly evacuation of the building during an emergency. All students and faculty are required to participate in such drills. The fire and emergency alarm is only an alert and will not dismiss class. For either a drill or emergency, three bells will be sounded at intervals. At this time, the students are to leave what they are doing and move quickly and quietly out of the building. Students are to

remain quiet upon leaving and returning to the building. In case of a drill, one long bell will signal that students may return to their classrooms.

OTHER EMERGENCIES: Students will be given direct instructions based on the emergency. These instructions could range from evacuation of the building to immediate lock-down. Students are expected to follow the directions quickly and quietly. Students will not be allowed to use their cell phones for any reason. Parents are asked to contact the school through the main phone lines.

WEATHER ANNOUNCEMENTS: When weather conditions require a change in the school schedule, announcements will be made over the following stations: KCEN (Channel 9), KWTX (Channel 10) and KXXV (Channel 25). The announcement will be one of two kinds: that (a) school will be canceled for the day; or (b) the opening of school will be delayed. Reicher will generally follow the decision of WISD schools. Information will also be posted on Edline.

SCHOOL HOURS: RCHS building is open daily from 7:30 a.m.- 4:00 p.m. on school days. In the event of severe cold weather, the main building will be opened at 7:15 a.m. to provide refuge from the cold. The school will not accept responsibility for supervision until 7:30 a.m. or after 3:30 p.m. except in conjunction with a school-supervised activity. For school-supervised activities, responsibility extends from the beginning of the activity until 1/2 hour after the activity is complete.

Non-Reicher students may not enter the school building during the school day unless the administration has granted permission. All visitors must report to the main office.

Parents wishing to contact their child during the school day should call the office (752-8349) and leave a message. The student will be notified of the message at the earliest possible time.

Beepers, cell phones and portable electronics are not to be used during the school day or in the school building and must not be visible and remain in the off mode if brought in the school building, regardless of time or location. **Therefore, parents may not contact their student/s using these devices during school hours.**

SCHOOL DAY: The school day begins at 7:50 a.m. There is one lunch period and seniors in good standing enjoy the privilege of an open campus during that time. Parents may drop off lunches, homework, clothing, etc. for their children during the day by leaving them at the school office. These items should be clearly marked.

An opportunity for the entire school community to gather occurs daily through Morning Prayer and Mass. Generally, Morning Prayer is held Monday, Tuesday, Wednesday, Thursday, and Mass is held on Friday.

1. During school hours students should be in one of the designated areas: library, cafeteria, athletic facilities, or in supervised classrooms.
2. After the school day has ended, an alarm system is activated until the following academic day. The alarm warns police of persons who might be inside the building. Normally this alarm is activated at 4:00 p.m. If anyone (group or club) wishes to use the building after this hour, s/he must obtain the permission from the principal.
3. School telephones are not for student use, except with the necessary permission. If a parent/guardian needs to contact his/her child during the school day, a message will be taken and given to the child as soon as possible. **Beepers, cellular or digital phones or other paging devices are not allowed for students' use at any time in the school building. This includes messaging.**
4. Only supervised students may remain after school (i.e. those in athletic activities or student council, etc.).
5. RCHS contracts with local vendors to supply lunch. Students are invited to order these lunches in advance or provide their own. Parents/guardians may bring lunch for their children during the school day. They are also welcome to stay and eat with their children provided they report to the main office first and obtain a visitor's pass. Freshmen, sophomores and juniors are not permitted to leave the campus for lunch with anyone, including family members. Seniors enjoy an off-campus lunch privilege;

however, tardiness from lunch results in the loss of this privilege (see: Senior Privileges). Students may not order food directly to be delivered to Reicher by outside agencies.

FIELD TRIPS: Attending field trips is a privilege, not a right. In order for a student to attend a field trip, s/he must have a Parental Permission Form filled out, signed by the parent/guardian, and returned to the sponsor. Students who are not doing well academically or who are having discipline problems may be excluded from participating in a field trip.

VISITORS: Visitors are to enter via the main entrance under the parking lot clock. A visitor is anyone who is not currently enrolled at Reicher Catholic High School or a current member of the Reicher Catholic High School faculty or administration who wishes to spend any amount of time on the campus (school's buildings, fields or parking areas) during the school day. Should a student wish to invite a guest to campus, the request must be put in writing and submitted to the principal. Requests are to be made at least one day in advance and permission to visit the campus is granted by the principal on an individual basis; permission should not be presumed. The day of the visit the visitor will present his/her driver's license, wallet or purse in exchange for a visitor's pass. At the end of the visit, the left item will be returned to the owner. If the visitor is the guest of a Reicher Catholic High School student, the student is responsible for the visitor's actions. Should the visitor act against Reicher school rules, the student will bear the consequences. The visitor must dress according to RCHS's dress code while on campus, obey the requests of any Reicher faculty or staff member, and obey all the other school regulations.

RCHS policy requires that parent/guardians, alumni and other visitors sign in at the office and obtain a visitor's pass.

ALUMNI: Reicher alumni are welcomed to visit the school, but must present himself/herself to the office for a visitor's pass.

AUTOMOBILES/PARKING LOT: All cars parked on campus must be registered through the school. Parking spaces are taken on a first come-first served basis. Students may not park in the faculty parking areas. Faculty spaces are marked as such.

Students are required to read and follow the Parking Lot Rules and Vehicle Registration document which is provided when a vehicle registration is requested. For a more complete rendering of the rules, please see the Parking Lot Rules and Vehicle Registration document.

1. **Vehicle Registration Tags:** All cars must display a RCHS hanging registration tag on the rear view mirror. Registered students may purchase hanging registration tags for \$15.00 through StuCo on Cougar Day. Hanging registration tags that are lost or stolen may be replaced at a cost of \$10.00. Students must submit signed rules and registration documents before parking on campus.
2. **Parking Spaces:** Parking will be on a first come-first served basis, with the exception of reserved spaces. Students may reserve a personalized parking space for \$15. The student's name will mark the parking place reserved for the entire school year. All other spaces will be open and unreserved.
3. **Parking Lot Rules:** The speed limit in the parking lot is a maximum of 5 miles per hour. Disruptive radios, honking horns, speeding, riding on the hood or outside of a car, or in the bed of a truck are prohibited and subject to disciplinary procedures.

Loitering in and around cars is forbidden at all times. A student in the parking lot during school hours without the permission may be considered truant, and will merit appropriate disciplinary consequences.

All spaces in the parking lot marked “*Visitor*” are reserved for guests from 7:00am to 4:00pm. Handicapped spaces must be kept available for handicapped visitors/students.

Please refer to the Parking Lot Rules and Vehicle Registration document for more information.

Failure to obey guidelines may result in the loss of parking privileges.

LOCKERS: Students are issued lockers through the main office. Lockers are to be kept clean at all times and must not have any unauthorized locks on them. With the exception of lunches from home, food and drink are not allowed in the lockers. Leftovers and open cups or containers are a health hazard and are not permitted in the lockers. As lockers are school property, the school reserves the right to search locker contents at any time. **The school may gain possession of any articles it deems appropriate.**

It is a policy of the Austin Diocese that attendance at Reicher—as at all Catholic schools—is a privilege, not a right. The administration can, at any time, withdraw any child, subject to the applicable grievance procedure through the Superintendent of Schools for the Diocese of Austin. Any action/incident not covered in the Handbook will be handled at the discretion of the Administration.

PERSONAL APPEARANCE AND RESPONSIBILITY

Personal appearance is important to fellow students, to teachers and to the general public. It is thus the responsibility of parents/guardian and the student to see that the student meets the standards of the dress code. Furthermore, it is the responsibility of each teacher to ensure that students meet the dress code; inappropriate dress should be brought to the immediate attention of the Vice Principal.

DAILY STANDARDIZED DRESS CODE: Out of respect for all members of the Reicher community, students are asked to dress modestly using the following regulations:

General guidelines (both boys and girls):

1. Slacks and shorts must be worn at the waist or at the top of the hip, not below the hip.
2. Shirts must be tucked in unless they have a finished, square-off bottom. Shirts must be buttoned.
3. Navy, grey, or black, solid color V-neck or crew neck sweater, vest or, Reicher sweatshirt, **with a button-down oxford shirt/collared blouse underneath** may be worn.
4. At no time should undergarments be visible. **Thermal or long-john style shirts are not allowed under short-sleeve shirts.** Long sleeve solid color knit shirts may be worn in the winter under the short sleeve polo, but must not hang be visible below the hem of the polo.
5. Clothing and jewelry may not be offensive, suggestive or interfere with the learning culture.
6. All garments must be hemmed. Frayed hems or clothes with holes or tears may not be worn.
7. Official Reicher outer wear may be worn in the classroom at the discretion of the teacher. This includes letter jackets and Reicher zip-up fleece jackets or sweatshirts. If worn, they must be unbuttoned and/or unzipped. **No coats or non-Reicher jackets or other outer wear may be worn during the academic day or in classrooms.** Students wearing coats or jackets to school because of weather must keep their coats in the locker.
8. Only pull-over sweatshirts with the RCHS logo are permitted. They must be worn with a collared shirt underneath. **Hooded sweatshirts** or other hooded outer wear are **not** permitted.
9. Lace-up shoes must be laced up and tied. Shoes must be closed toe and closed heel. No croc-style shoe is allowed. “Peak-a-boo” toe is permitted.

10. No facial or body piercing accessories may be worn at school or at events where students are representing Reicher. No spacers may be used at school to preserve disallowed piercing.
11. Students having facial hair will be sent to the office to call parent to obtain permission to shave at school and given an unexcused absence. Student will be given a disposable razor and shaving gel to shave at school. **The school will not be held responsible for minor shaving cuts or allergic reactions to the shaving materials.**
12. Hairstyle and nail polish should not be distracting; no extremes in hair or nail color are permitted.
13. Gentlemen's hair should be neatly groomed and in good taste (off the brows, off the collar and no longer than mid ear). No designs, extreme cuts, or unconventional styles are allowed.

The following are not permitted at any time:

- hats in the building
- leggings of any style
- gym shorts, sweat pants or warm up suits
- drawstring or elastic waist slacks or shorts
- baggy or oversized pants
- fatigue-style (camouflage) pants/cargo pants
- facial hair of any kind
- sideburns past the earlobe
- sleeveless shirts
- tattoo
- frayed hems or clothes with holes or tears.
- earrings or spacers for boys
- boots with metal toe, buckles, moccasin-type shoes

GIRLS

Monday – Wednesday (other than Mass days)

- Polo with Reicher logo (must be purchased through *Get Noticed*)
 - Approved colors
 - Columbia Blue
 - White
 - Grey
 - Navy or Black
 - Hunter Green
 - No other shirt may be visible below the hem of the polo.
- Optional for Seniors Only
 - Navy/ White Stripe Rugby (must be purchased through *Get Noticed*)
- Chino/Docker style slacks, skirts, skort or shorts – no patch or flap style pockets
 - Approved colors
 - Khaki
 - Navy
 - Black
 - Skirt, skort or shorts in Plaid #76 (purchased through *Get Noticed*)
 - Capri cut slacks are permitted **if not tightly fitted** - straight leg or loose fit only
 - Skirts, slacks and shorts may be flat front or pleated.
 - Skirts must be at or below the bend of the knee and touching the calf when kneeling.

- Shorts and skorts must be no shorter than 4" above the bend in the back of the knee. There will be no exceptions.
- Closed toe and heel shoes – athletic shoes/sneaker are permitted.
 - The peek-a-boo toe (showing only the tips of the toe) is considered a closed-toe shoe.
 - Boots are permitted only under slacks. Boot tops must be covered to the top of the foot. Boots are not permitted with shorts, skirts or dresses. Boots must have a sole and be designed for wear indoors.
- Socks, stockings or tights must be flesh, white, black, grey or navy. Girls must wear socks with sneakers or athletic shoes, and boots.

Thursdays (other than Mass day)

- Official Reicher T-shirts only (may be purchased at Cougar Day)
- T-shirts may not have holes, tears or handwriting of any kind
- Nice, neat and clean Capri or full length blue denim jeans – no holes, tears or fraying.
- No other color jeans, no jean shorts or cut-offs.
- Blue jeans may not be oversized, baggy or too long.
- Closed toe and heel shoes - athletic shoes/sneakers are approved.
- Boots may be worn under long jeans (see above for guidelines)
- Socks, stockings or tights must be flesh, white, black, grey or navy.
- Girls must wear socks with sneakers, athletic shoes and boots.
- Optional – Monday/Wednesday dress code may be worn on Thursdays.

Fridays and other Mass days – may also be worn on other days as an option

- Grey pleated skirt (must be purchased through *Get Noticed*)
- Skirts must be at or below the bend of the knee and touching the calf when kneeling.
- White $\frac{3}{4}$ length sleeve blouse (must be purchased through *Get Noticed*)
 - Blouse may be worn un-tucked
 - If worn, undershirts must be white or flesh colored and **may not show below blouse**
- Closed toe and heel dress shoe – **no athletic shoes/sneakers or boots permitted with the Mass uniform.** Dress shoe or loafer may be worn.
 - The peek-a-boo toe (showing only the tips of the toe) is considered a closed toe shoe.
 - A wide strap around the heel is considered a closed heel.

BOYS

Monday – Wednesday (other than Mass days)

- Polo with Reicher logo (must be purchased through *Get Noticed*)
 - Approved colors
 - Columbia Blue
 - White
 - Grey
 - Navy
 - Black
 - Hunter Green
- No undershirt may be visible below the hem of the polo.
- White, blue, or blue/white striped button-down, long or short sleeve oxford shirts may be worn on any day with approved slacks or shorts.
- Optional for Seniors Only
 - Navy/ White Stripe Rugby (must be purchased through *Get Noticed*)
- Chino/Docker style slacks or shorts – no patch or flap style pockets

- Approved colors
 - Khaki
 - Navy
 - Black
- Grey Mass slacks may be worn anytime
- Slacks or shorts may be pleated or flat front
- Shorts and slacks may not be oversized or baggy
- Shorts may not be shorter than 4” above the bend in the back of the knee and no longer than mid knee.
- Closed toe and heel shoes – athletic shoes/sneakers are approved. Boots are permitted only under slacks. Boot tops must be covered to the top of the foot. Boots are not permitted with shorts. Boots must have a sole and be designed to wear indoors.

Thursdays (other than Mass day)

- Official Reicher T-shirts (may be purchased at Cougar Day)
- T-shirts may not have holes, tears or handwriting of any kind
- Nice, neat and clean full length blue denim jeans – no holes, tears or fraying.
- No other color jeans, no jean shorts or cut-offs.
- Blue jeans may not be oversized, baggy or too long.
- Closed toe and heel shoes - athletic shoes/sneakers are approved. Socks must be worn.
- Optional – Monday/Wednesday dress code
- Boots are permitted under jeans (see guidelines above).

Fridays and other Mass days

- Grey dress slacks (must be purchased through *Get Noticed*)
 - Dress belt must be worn
- **White** oxford button-down shirt – long or short sleeve
 - Shirt must be worn tucked in and completely buttoned
 - Undershirts must be white
- An official Reicher tie (must be purchased through *Get Noticed*).
- Closed toe and heel dress shoe or leather loafer – no athletic shoes/sneakers or boots on Mass days
- Socks must be worn.

DRESS CODE FOR REICHER SCHOOL-SPONSORED ACTIVITIES AND ANY ON-CAMPUS ACTIVITIES:

1. Students must be appropriately dressed for the activity.
2. Modesty and good taste are always expected.
3. T-shirts with inappropriate slogans (i.e. beer/alcohol slogans, profanity, sexual innuendos, etc.) will not be permitted.
4. As with school guidelines, facial hair, body piercing, exposed midriff, earrings on boys and tank tops or short-shorts on either gender are considered inappropriate and will not be permitted.

Note: School administrators decide what constitutes appropriate dress and may deem a particular mode of dress inappropriate.

PARENTAL ROLE

THE REICHER COMMUNITY: The Reicher community is a supportive, challenging environment; the needs of its students are of utmost concern. It is expected that parent/guardians partner with faculty and administration in the education of the students entrusted to the school. One important facet of this trust is student attendance. It is the legal responsibility of the parent to ensure that students are in attendance every day of school. Family vacations are not considered a valid reason for absence.

Until a student graduates, regardless of age, s/he needs his/her parent/guardian's written permission for all matters involving school activities, school records and school attendance.

Any behavior on the part of parent/guardians that is contrary to the goals and objectives, as well as the stated mission of the school, may result in requesting the family withdraw from Reicher.

EDLINE: As a rule, *Edline* will be the school's commonly used online communication system with students and parents. Families will be given a login code to access their account. Student academic, financial and attendance information will be available on *Edline*. Teacher requirements for posting to *Edline* are course syllabus and weekly grade updates. A 4½ week progress report for each quarter will also be posted. Teachers may choose to use additional features in *Edline*, but are not required to do so.

ACADEMIC CONCERNS: If, after reviewing *Edline*, the student and/or the parent/guardian has academic or behavioral concerns about a specific course, the parent is encouraged to make an appointment directly with the teacher involved by calling the office - 752-8349 - and leaving a message **and** by sending an email to the teacher. E-mails at Reicher are generally first initial, last name@reicher.org (e.g. jdoe@reicher.org). The student, parent/guardian and teacher should make every effort to reach an understanding. Should the matter warrant administrative involvement, a meeting may be arranged with the vice-principal **only after the student, parent/guardian and teacher have first met**. If a student feels there is an error in a grade, the student must discuss this with the teacher within one week of receiving the grade. Concerns regarding the general progress of the student should be addressed to the Counselor or the Vice Principal.

PARENT CONFERENCES: Parent/guardians are urged to call or email their student's teachers at any time to make an appointment to talk about academic progress, as the education of the child is a collaborative activity.

PARENT ORGANIZATION:

1. Reicher Catholic High School Booster Club

The RCHS Booster Club is the parent association of the school. All parents are urged to participate and attend meetings. Booster Club meetings are held on the second Wednesday of the month from August to June.

The objectives of this organization are:

- a. To help parents and teachers acquire an appreciation of the ideals of Catholic education and provide opportunities for interaction and involvement for all parents/guardians, faculty and students in the school and its activities.
- b. To promote a clearer understanding of mutual educational responsibilities of parents and teachers.
- c. To encourage the respect of established school policies and practices as set forth by the School Board, the school principal and the athletic director.
- d. To encourage and recognize academic and athletic achievements of the Reicher Catholic High School student body.
- e. To raise and disburse funds for the support of extra-curricular activities at Reicher Catholic High School.

- f. To assist at extra-curricular events by providing additional staff (i.e. concession stands, gates, field keepers, chaperones etc.)

ADMISSIONS AND REGISTRATION

Recognizing Reicher Catholic High School's stated mission and goals, as well as its history and commitment to educating youth in the greater Waco area, all interested students and families are encouraged to apply. Admission is based on a student's desire for a Catholic education, past educational records, previous standardized test scores, recommendations from previous teachers and administrators, and the demonstrated ability to be successful in a college preparatory environment.

Reicher Catholic High School does not discriminate on the basis of race, color, national and ethnic origin, age (in accordance with the law) or gender. Applicants for admission are expected to adhere to the mission of Reicher, must demonstrate academic ability and have been in good standing with schools previously attended.

APPLICATION REVIEW: Applicants for admission are evaluated on an individual basis; however Reicher Catholic High School prioritizes admission to available openings using the following criteria:

- Applicants from Catholic schools in the Diocese of Austin
- Catholic applicants from other than diocesan schools and parishes
- Siblings of current Reicher Catholic High School students and children of alumni
- Children of employees of Reicher Catholic High School or parishes and schools of the Northern Deanery (Waco and surrounding area.)
- Other applicants desiring admission to Reicher Catholic High School

The admissions committee may request an interview with applicants for additional information or assessment.

Students coming from a home-school program may be required to take and pass a semester exam to receive credit for courses taken in the home-school. International students are asked to submit scores from the Test of English as a Foreign Language (TOEFL) as well as notarized translated transcripts.

It is a policy of the Austin Diocese that attendance at Reicher—as at all Catholic schools—is a privilege, not a right. The administration can, at any time, withdraw any child, subject to the applicable grievance procedure through the Superintendent of Schools for the Diocese of Austin. Any action/incident not covered in the Handbook will be handled at the discretion of the Administration.

ADMISSION OF STUDENTS WITH DISABILITIES: Reicher will make reasonable accommodation for students with disabilities; however, RCHS does not offer Special Education classes. In some instances, a student whose needs are greater than RCHS can accommodate might best be served through the public educational system. All students needing accommodations must have documentation from a physician or appropriate professional before Reicher can provide accommodations. Parents are recommended to provide relevant documentation at the time of application, or as soon as testing has been performed. Relevant questions must be addressed to the principal.

MARRIED STUDENTS: Catholic school programs and staff are not able to provide the resources to accommodate the lifestyle of a married student. Therefore, students who are married may not, at the discretion of school authorities, be allowed to attend the school. School authorities, as in any other case, will act with concern and responsibility to assist such students in identifying programs to address their spiritual, emotional and educational needs.

STUDENTS WHO ARE BECOMING PARENTS: In keeping with the Catholic philosophy regarding respect for human life, Reicher is a pro-life institution. Students who become pregnant, and students who are

fathers during their time of study at Reicher will be treated with dignity, compassion and concern. In consultation with parent/guardians and the student, the principal will decide the appropriate manner for continuing or not continuing the education of the student at RCHS. Students who do remain in school must be enrolled in a school-approved counseling program. Evidence of a student's compliance with this requirement must be presented to school officials. The student must also present the attending physician's indication of limitation(s) on the student's activities. The privacy of student and family will be respected at all times.

FINANCIAL INFORMATION: Considerable effort is made to make the education at Reicher Catholic High School financially feasible for all families. Prompt payment of bills is expected of all families and the deadlines and schedules for 2010/2011 are listed below to help guide families in their financial planning.

REGISTRATION AND TUITION FEES:

Tuition 2010/2011

Catholic: One Student		\$6,556.00
	(11 months @ \$596.00/month)	
Each additional sibling		\$6,256.00
	(11 months @ \$568.00/month)	
Student of other faith: Per Student		\$7,931.00
	(11 months @ \$721.00/month)	

Tuition 2011/2012

To be determined during the second semester of school year 2010/2011.

Registration Fee 2011/2012 (non-refundable)

Due by April 1, 2011	\$250.00
If paid after April 1, 2011	\$400.00

NOTE: *There is a difference in tuition above because Reicher receives financial support each year from local parishes as well as from the Diocese to defray the cost of tuition for Catholic families. Catholic rates are determined by the currently enrolled student and/or at least one parent being registered parishioners in a Catholic Parish.*

Misc. Fees (due on Cougar Day, August 15, 2010)

Yearbook	\$ 70.00 (optional)
Triduum T-shirt	\$ 13.00 (required)
Student ID	\$ 10.00 (required)
Class Dues (all grades)	\$ 20.00 (required)
Senior Graduation Fee	\$125.00 (required for Seniors)
Science/Technology Fee	\$ 50.00 (required)
Parking Registration	\$ 15.00
Reserved Parking Space	\$ 15.00
AP Exam	\$ 88.00 (per exam – required)

(Note: All AP students must take the corresponding AP exam(s) in May, 2011)

*Students not enrolled in AP classes may sign up and pay for any offered AP exam. These fees are **not** refundable.*

All tuition charges (June, July, August) and any other overdue charges must be paid by Cougar Day.

A late fee of \$25.00 will be assessed for tuition paid after the 15th of the month. A fee of \$35.00 will be assessed for any returned checks and all future payments must be paid either in cash, money order or approved credit card.

PAYMENT SCHEDULE: The registration fee is due each spring. The first tuition payment is due June 1st for the upcoming academic year. The other ten payments are due and payable no later than the 15th through April. There is no tuition payment due in May. The April deadline for tuition payments is April 6th (for seniors) and April 14th (for underclassmen). Any payments made after these dates must be made in cash or by money order and are subject to a late fee. Monthly statements are posted on Edline. Parents are encouraged to communicate with the Director of Finance if difficulty in making payments arises.

If financial obligations are not fulfilled within thirty (30) days of the due date, the following steps may be taken:

1. If the account is two months past due, the parent/guardians will be requested to meet with the principal to discuss the account and to arrange a schedule of payments.
2. If the account becomes three months past due, the parent/guardians will be asked to pay the full amount due OR be asked to withdraw their child from school.
3. Regarding first and second semester final exams: *A student will not be allowed to take final exam(s), until all debts are paid in full. Without final exams, a school year is considered incomplete and no credits will be issued.* These debts include, but are not limited to: tuition, fees, library fines, class dues and obligations, athletic fees and/or uniforms, etc. The deadline for second semester payments is April 14th, as stated above.
4. Any outstanding debt will prohibit a student from participating in any Reicher-sponsored **summer activity**, for example 7-on-7 football, cheerleading, StuCo, etc.
5. No school records can be released (i.e. transcripts to schools and colleges) until all financial obligations have been fulfilled.
6. Seniors will not receive their caps and gowns until all financial obligations have been paid in full.
7. If delinquent tuition is paid by check, no grades or transcripts will be sent until the check has cleared RCHS's bank (usually 6-8 days). After April 6th (for seniors) and April 14th (for underclassmen), all payments must be made in cash, money order, or approved credit card.

Any family in need of financial assistance for tuition is invited to apply for financial aid at the time of registration each year. Application forms are available in the business office.

STUDENT WITHDRAWAL POLICY: Students transferring to another school from RCHS must meet with the principal of Reicher for an exit interview and follow withdrawal procedures. These procedures include obtaining grades to date of leaving, obtaining signatures from the financial office, the Athletic Director and the Librarian (insuring all debts are paid and Reicher property returned). A form for this process is available from the receptionist. ***A withdrawal fee of \$450.00 will be assessed for students who leave during the school year.*** Reicher will not forward records or transcripts until all materials belonging to RCHS are returned and all debts are settled including paying all tuition due up to the time of withdrawal and the withdrawal fee. Tuition fees paid through the month enrolled are non-refundable.

ACADEMIC AND RELIGIOUS FORMATION

RELIGIOUS FORMATION:

Catholic Identity: The mission and intent of a Catholic school is to provide a distinctly Catholic education and environment with the highest standards of academic excellence for all. It is this identity that is essential to the mission of Catholic school education. Catholic mission and identity rest on the belief that faith formation and solid education work together to bring about the transformation of hearts and minds of young people and their

families. The Catholic identity of the school is assured by means of age-appropriate catechesis, prayer and worship, faith formation, service to others, and a solid theology curriculum.

As it is RCHS's stated goal *to nurture and strengthen the faith, values and virtues of each student*, the religious formation efforts support this goal by ministering to the school community, students, faculty, and parent/guardians in the Catholic Christian way of life. Together with the universal church, we teach Jesus' message, build a Christian community, and serve one another as Jesus did.

Theology Curriculum: The theology curriculum recognizes that God has revealed Himself to us in a special way in Jesus Christ. In Jesus we discover the Father's love for each of us, and hear a call to grow and develop to the full extent of our humanity - spiritually, intellectually, emotionally and physically. Theology classes are a required part of the curriculum each year at RCHS. The grade received in a Theology class indicates only a student's understanding of the subject matter and fulfillment of course requirements and in no way is an evaluation of his/her belief or virtue.

Prayer Experience: In order to build up our Christian community, the following prayer experiences are offered:

1. **Eucharistic Liturgies:** As an entire community, students and faculty participate and celebrate the Eucharist (Mass) each Friday and/or Holy Days as well as on other special occasions. Morning Mass is offered each Wednesday at 7:15 a.m. in the Chapel. Students, faculty, parents and community members are invited to attend.
2. **Prayer:** The school day includes a prayer assembly for all students, faculty and staff. Each class begins with prayer and may be led by an individual or recited as a class. The school chapel is open daily for private prayer.
3. **Retreats:** Teachers and students invoke God's help at Triduum - three days set aside at the beginning of the school year for spiritual renewal. During the school year students will participate in additional retreat experiences with their class or the entire school.

Community Service Program: Reicher strives to develop a social conscience within each student. Community service plays an essential role in this endeavor. The Community Service Program at Reicher Catholic High School encourages students to lovingly help and serve needy persons in the community and their parish/church. Matthew's Gospel (25:31-46) is a prime scriptural basis for this service program. The 1973 Synod of Bishops of the Catholic Church stated, "Action on behalf of justice fully appears to us to be a constitutive dimension of the proclamation of the Gospel". Our mission is to enable our students to live the gospel message as Jesus did, to love and serve God and our neighbor.

Through concrete charity to others, students will experience conversion and be transformed in a way in which they come to know Jesus better and develop a deeper relationship with him and other members of their community. In order to accomplish this, students are asked to serve those persons whose needs may be either material, physical, spiritual, mental or emotional. RCHS has worked in partnership with neighborhood and community institutions such as hospitals, nursing homes, homeless and other shelters, food service agencies, tutoring facilities, charitable organizations and other social outreach agencies where students have safely volunteered their service and generously given of themselves.

Community Service Policy: The Christian dimension of why we serve others in need will be presented in an integrated fashion throughout the Theology curriculum.

Before Reicher will grant a diploma to a student (and therefore grant them the right to march at graduation), the student must complete the twenty (20) hours of community service for each year the student is in attendance at Reicher. Students have the option to provide service to RCHS at school-wide events such as concession stands, Reicher sporting events and summer camps. However, no more than 25% of total hours

served per year may be served at RCHS. The remaining 75% (or 100% of hours if student chooses not to serve at RCHS) of service hours must involve direct contact and interaction with persons outside of the Reicher campus who are in need and who are not relatives. These needs are defined as material, physical, mental, emotional or spiritual. The Service Coordinator and Theology teachers will work closely with students as they proceed with this program. Ideally, a student's hours should be served at the same institution or agency for a complete semester or summer, so that a relationship can be established with those persons. We believe that it is through these relationships that we experience that conversion of heart which is our goal.

All required service must be done at one of the below-mentioned agencies. No other agency will be accepted and **hours served at a for-profit business will not be considered at any time**. Any hours served at a family business will not be counted. Students are encouraged to serve at their church or parish. Should you wish for an alternative site to be accepted, please give the necessary information to the Service Coordinator and it will be considered for the NEXT year. The listed agencies are the only approved agencies for this academic year. No service/work done for family members or service done for compensation – money or any other form – will qualify as approved service hours. The Service Coordinator will keep a record of all of the hours submitted for future use; i.e., for scholarships and awards. Students are encouraged to do more than the hours required with no more than 25% at RCHS.

Students must complete in detail a community service report form describing their service. This documentation form must be completed in blue or black ink. Verification information from a site supervisor must be on that form or attached on a separate sheet. This information is then input online by the student via **Edline** and the form is submitted to the Theology Teacher for verification and approval. The student should submit the form as soon as possible after completion of the service. Report forms will be provided for each student. A completed report form and online posting must be completed for each act of service. To receive a blue and silver cord at graduation, the student must have documented at least 200 hours prior to the first Monday in May. No more than 25% of these hours may have been served at RCHS. A family member cannot function as a student's service supervisor.

Service Deadlines: All service hours for the first semester (10 hours) must be completed and submitted by the first Monday in December. All of the required service hours for the year may be completed during the first semester and turned in at this time. However, if the required hours for the semester are not submitted by the deadline, a student will be assigned three additional hours for each week until the hours are submitted. If at the conclusion of the semester, the total number of hours (original and additional assigned) have not been submitted, the student's theology grade will become an INC. (incomplete). All hours must subsequently be completed during the Christmas vacation. If the total hours are not submitted during the first week of the second semester, the INC. in theology will become a NC (No Credit), regardless of the grade earned. The student then becomes ineligible for any extra-curricular activity, including athletics until the total number of hours are submitted. For StuCo, NHS members, and any other student organization, students will be put on probation and not allowed to participate until hours are submitted.

Second semester hours (10 hours) must be completed and submitted by the first Monday in May. If hours are not submitted by this time, students will become ineligible for any extra-curricular activity, including athletics until the total number of hours are submitted. For STUCO and NHS members and any other student organization, students will be put on probation and not allowed to participate until hours are submitted. In the case of delinquent hours for the second consecutive semester the student's enrollment at Reicher Catholic High School will be in jeopardy.

Prayer and Reflection: Two other components complete the service program: prayer and reflection. As part of Theology class, students may be asked to write about the things that happened while performing service hours and about the effect of that experience on them. Prayer – or communicating with God about this work – is what helps define this kind of service.

Submission Process: In order to receive credit for service hours, students are required to submit an official service form completed and signed by a supervisor at the location where they served. In addition, they are to log-in their hours online through Edline. After documenting their hours on Edline, students should submit the completed form to their theology teacher.

Summary:

1. Perform a total of 20 Service Hours (per academic year) at the approved locations, at least 75% of which must be completed outside RCHS. A family member cannot be the Supervisor.
2. All established churches or places of worship and area hospitals are approved sites.
3. Work with people or one-on-one at an approved not-for-profit agency or service center site. Stocking shelves, filing papers, etc. will NOT count as service hours.
4. Be sure your site supervisor signs your Service Hours Form.
5. Take your completed form to your Theology teacher for approval and signature before submitting it to the Service Coordinator.
6. Enter required information on Edline and submit document to Theology teacher.

Reminder: If you DO NOT work directly with people, you risk NOT having your hours count toward your required total.

AGENCY

Advocacy Center for Crime Victims & Children
American Cancer Society
American Heart Association
Angel Paws
Art Center
Boy Scouts of America
Boys and Girls Clubs of Waco
Brazos Middle School
Cameron Park Zoo

Camp Fire USA
Compassion Ministries of Waco
Crestview Healthcare Residence LTD
CTFM

Cultural Arts Festival
Deanna Horn Daycare
Family Abuse Center
Friends for Life
Girl Scouts of America
Habitat for Humanity
Heart of Texas Young Marines
H-E-B Feast of Sharing
Hewitt Library
Hill College
Hillcrest Baptist Medical Center
Lake Air Little League
Lakeshore Village Health

APPROVED ACTIVITIES

Relay for Life; Cattle Baron's Ball

Helping with camps for children.

Tutoring, Mentoring, Coaching
Tutoring, Mentoring, Coaching
Zoobilee, Summer camps, educational tours

Visiting Residents
Help with calls to members (no more than two hours per year. Any extra will count towards grand total.

Child Care, Mentoring, Tutoring

Building Homes (construction)

Feeding Poor

Camps for children (basketball, etc.)

Tutoring, Mentoring, Coaching
Visiting Residents

Mayborn Museum	
Meadowland Estates	
Meals on Wheels	Delivering Food
McLennan Community College	Camps for children (basketball, etc.)
Miss Jane's Pre-School	Childcare, Tutoring, Mentoring
Mission Waco	
Neighborhood Housing Services of Waco, Inc.	
Police Explorers	
Providence Health Care	
Providence Heights Elementary School	Tutoring, Mentoring, Coaching
Quality Care of Waco	Visiting Residents
Rapoport Academy	Tutoring, Mentoring, Coaching
Reicher Catholic High School	May count for no more than 25% of total hours. (Activities such as powerlifting meet, concession stands, sports camps, open house and other approved events).
	Visiting Residents
Ridgecrest Retirement & Health Care	Serve Lunch
Salvation Army	Tutoring, Mentoring, Coaching
Special Olympics Texas	
St. Catherine Center at Providence Park	
St. Francis Child Care Center	Tutor/Mentoring, /Coaching/Childcare
St. Louis Catholic School	Tutoring, Mentoring, Coaching
Stilwell Retirement Village	
Talitha Koum Institute	
Veteran's Administration Medical Center	
Vista Care	
Waco Children's Theatre	
Waco Symphony Association, Inc.	
Waco-McLennan County Library	
West Library	
YMCA: Highway 6 and Paul Quinn campus	Mentoring, tutoring, camps

Students can also check the website, with their Theology Teacher or with the Service Coordinator for addresses, telephone numbers and/or contact personnel.

CLASS FUNDRAISERS DO NOT COUNT FOR SERVICE HOURS.

ACADEMIC FORMATION:

Academic Program: Reicher Catholic High School's goal is *to maintain high standards of academic discipline and performance*. Classes are designed to prepare a student for higher education and success in careers. Students are encouraged to maximize their education by enrolling in the most challenging program available. They are given the responsibility of organizing their time, meeting deadlines and serving the community through various co-curricular opportunities.

Student Schedule: Parents and students share in planning for the student's education at RCHS. All returning students meet with the college counselor in the spring and are required to register for classes at that time for the following academic year. New students meet with either the vice-principal or the college counselor to plan their schedule at the time of their admission. Necessary schedule changes normally will be made prior to the 1st day

of school for the fall semester, and by the end of Semester I for the spring semester. Placement changes and scheduling errors must be changed before the end of the tenth (10th) day of the semester. **Discretionary changes will not be made.**

Choosing Classes:

1. The guidance college counselor and vice-principal assist students in the choice of programs for each school year on the basis of grades earned, testing data, and teacher recommendations. All changes or adjustments in a student’s class schedule are processed through the college counselor’s office. *All placement changes must be made prior to the new semester.* No course may be dropped *after the add/drop period.*
2. Full year courses must be taken both semesters. Extenuating circumstances may result in a withdrawal from these courses and require permission for withdrawal from the principal. Students not completing a full year course will have a WF (Withdrawal Failing) which will translate to a 50 in the grade average.
3. All students are expected to enroll in 8 courses each semester.
4. It is the policy of RCHS that at least twelve students must be enrolled in any elective for that class to be offered.
5. Students may seek to complete a college course for their own advancement at a community college with the approval of the principal or vice-principal. These students must adhere to the admissions policies of the school in which they seek to enroll. Before enrolling in a college course in order to meet high school requirements, students must meet with the College Counselor and Vice Principal for approval.
6. Correspondence Class Policy: It is expected that all Texas State graduation required courses will be taken at Reicher Catholic High School. Students needing to use a correspondence course to complete requirements must have the approval of the Vice Principal. It is the student’s responsibility to see that any correspondence class is completed and the grade mailed to RCHS prior to the start of a new term.
7. Seniors must have completed any/all correspondence course work prior to the beginning of the Senior year. No grade below 70 will be accepted.

Graduation Core Requirements: There is one Texas State diploma; however there are three curriculum tracks available to Reicher students. These tracks are not mutually exclusive. The following chart lists the core requirements.

<u>Required Subject</u>	<u>Credits</u>
Theology	4 credits
English	4 credits
Math	4 credits
Science	4 credits
Social Studies	4 credits
Foreign Language	3 credits
<i>(To be completed in same language)</i>	
Fine Arts	1 credit
Speech	.5 credit
Technology	1 credit
Health	.5 credits
Physical Education	1.5 credits
Required Electives	<u>2.5 credits</u>
Total	30 credits

CURRICULUM TRACKS:

The Recommended Plan is the regular college preparatory curriculum met by successfully completing the core requirements while the Recommended with Honors Plan is designed for students who demonstrate exceptional achievement and ability. The Recommended with Honors is a Reicher designation while the Distinguished Achievement Plan is the highest designation recognized by the State of Texas. They are not mutually exclusive. The D.A.P. requires the completion of four advanced measures specified below.

To complete a **Recommended with Honors Plan**, a student must successfully complete the core requirements above and have a total of 10 credits earned at the minimum grade of 85 in an honors level, Pre-AP or AP, or dual credit course. A minimum of eight (8) of these credits must be English, Math, Foreign Language, and/or Science.

Distinguished Achievement Plan: To complete the Distinguished Achievement Program, a student must successfully meet the core requirements listed above *and* successfully complete any four from the following advanced measures:

- a. An original research project that meets set requirements. The application for a research project must be submitted no later than January of the junior year - www.tea.state.tx.us/rules/tac/chapter074/ch074b.html)
- b. A score of three or above on a College Board Advanced Placement examination.
- c. A score on the PSAT that qualifies a student as a Commended Scholar or higher.
- d. A grade of 3.0 or higher (80) on a college level course (the dual credit courses taught at Reicher are eligible).

The Distinguished Achievement Plan is not mutually exclusive of the Recommended with Honors Plan.

Honors Program: Honors courses shall be defined as courses for highly motivated students. An honors course includes a wider range and greater depth of subject matter than that of a regular course; emphasis on critical thinking skills; provision for creative, higher level thinking; stress on cognitive concepts and processes and independent as well as guided research. In general, to be eligible for an honors course, a student should:

- a. have a 93 or above average in that subject area the prior semester
- b. have met the prerequisites for the honors course(s)
- c. have the approval of the teacher of the honors course
- d. be highly motivated
- e. be willing to spend time and energy outside of class on individual work and research

A student will be considered in *good standing* and will receive a 10 point weight toward his/her subject average in computing Grade Average (G.A.), if he/she maintains an 85 or above based on semester grades. An 80-84 average for a 9-week term will place the student on *probation* for the subsequent 9-week grading period. If a student earns an average below 80, he/she will be *removed* from an honors class and placed in a non-honors section of the same subject, if possible.

Honors, Advanced Placement and Dual Credit Options:

Honors Courses

Algebra 2, Geometry, Pre-Calculus, Statistics

Chemistry, Anatomy*

4th year of a foreign language*

Advanced Placement Courses

English I and II (Pre-AP)

English III and IV

Calculus

Art III, IV

Chemistry, Physics

U.S. History

NOTE: Students enrolled in an AP class are required to take the AP exam at the end of the academic year. Exam costs are set by the College Board and are payable at Cougar Day. No student should be prevented from taking an AP class because of the cost of the exam. Families are encouraged to discuss their situation with the college counselor during the registration period should this present a problem. Testing fees are non-refundable.

Dual Credit Courses – upon availability

Government

Economics

Pre-Calculus Honors

Additionally, to receive a diploma from Reicher Catholic High School a student must have:

- a. A record of good character and citizenship.
- b. A passing grade in theology for all years in attendance at a Catholic high school.
- c. Successfully completed the total number of required community service hours - 20 hours for each year at Reicher (see Community Service Policy).
- d. Earned the required number of credits under the appropriate curriculum plan.

Note: Any failure of a required graduation class in the first 3 years must be made up before students may enroll the following year. No senior may enroll at Reicher if a class has not been made up.

ACADEMIC REPORTS AND PROCEDURES

GRADES AND GRADING: The grade scale is based on 100 points. Honors, AP and Dual Credit courses are weighted by 10 points in the cumulative average provided the earned grade is 85 or higher. Grades in all academic subjects, except P.E./athletics, are considered in computing the total grade average (G.A.). (Exclusions: Junior High classes for high school credit, summer school, correspondence, credit by exam, and dual credit taken at any college.)

TESTS: Testing is done at the teacher's discretion at any time during the reporting period. Teachers may administer both pre-announced tests/quizzes and pop tests/quizzes. Examinations are given at the end of each nine-week quarter in each subject area. For quarterly tests, teachers are under *NO* obligation to reschedule or offer the test other than at the scheduled times.

EXAMS: Semester exams are to be taken at the scheduled times. Semester exams are (ninety) 90 minutes and cover the breadth of material taught in that semester. The semester final exam counts 20% of the semester grade. Approval from the Vice Principal is required in the case of extraordinary circumstances which may necessitate an alternative exam time. *Vacations should not be planned until AFTER exam days and will not be considered a valid reason for rescheduling an exam.*

REPORT CARDS: Report cards are issued four times a year and mailed to the student's residence. Parent/guardians are urged to look closely at the report cards of their children to insure their child is succeeding academically and to encourage their child's efforts. The report card is the official document of the student's record. The teacher will determine grades for each report card in the following manner:

1. **Quarterly Report Cards:** Exams are given each quarter (= nine weeks) of each semester. The final grade of each reporting period must be the combination of work done by the students and should include homework, participation, quizzes, test scores and any other valid category at the discretion of the teacher. These grades should be weighted according to school policy as: daily work 50% and major tests and projects 50%. A teacher has the discretion to weight within these categories as s/he sees fit so long as the percentage total for any one area does not exceed the 50% allowable.
2. **Semester Report Cards:** Grades appearing on these reports are permanent and will appear on the student's official transcripts. The semester report card is issued at the end of each semester (December and May/June). **Teachers will notify parents regarding a failing grade** prior to quarter and semester exams. The teachers will determine the semester grade using the following percentages:

1 st nine week grade	40%
2 nd nine week grade	40%
Final exam	20%

PROGRESS REPORTS: *Edline* is the means through which students and parents can monitor continuous progress. Class grades are updated on a weekly basis to provide current averages. *Edline* averages are a reflection of ongoing progress and are not to be considered the official grade report. Progress reports are posted at 4½ week intervals. This report appears under a separate report heading and is final. Parents or students who do not have access to internet must notify the school immediately.

It is expected that all work is to be turned in on time. For extenuating circumstances faculty may use discretion in allowing late work and ascribing appropriate grade penalties. All work to be counted in the period must be submitted prior to the end of the quarter or the semester. Teachers are expected to give written feedback on any submitted work, whether a grade is given or not.

INCOMPLETES: Under normal circumstances, a student is given a one-week period to make up any incompletes. That week begins the day of the next quarter or semester. After that one-week period, the incomplete grade becomes a failing grade.

Unless the incomplete is for an "immediate" reason (death in the family or illness during semester exams, etc.), the student is **ineligible** to participate in extra-curricular activities during that one week. If the incomplete is not made up in that one week, the student remains **ineligible** due to a failing grade.

FAILURES: Students who receive a failing grade during the first semester in mathematics, foreign language, and chemistry (subjects in which the material is sequential) and pass the second semester course with a 77 or better will be given credit for the entire year. The first semester failing grade will remain on a transcript and be figured in the G.A.

NOTE: *If a student receives a failing grade in any subject other than those mentioned above or in any SECOND SEMESTER COURSE, s/he must attend summer school to earn the failed credit if it is required for graduation. Regardless of where the class is repeated, Reicher or otherwise, the student will receive a P (Passing) and a credit of .5 on their transcript upon successful completion of the semester. The failing grade will remain.*

Failure in two (2) or more subjects at the end of a semester can make a student ineligible to continue at Reicher Catholic High School. **A senior must pass all required senior courses in order to graduate.**

ACADEMIC PROBATION: Students are required to maintain a minimum grade average of an 75 G.A. At each grading period, the student's record is reviewed and if the G.A. falls below 75, the student is placed on academic probation for one quarter. If at the end of that quarter s/he is again below the 75 G.A., s/he remains on academic probation. At this point, the administration has the discretion to remove the student from extra-curricular activities. If at the end of this 18 week period s/he is still below the 75 G.A., or failing two or more classes, the student may be asked to withdraw from Reicher.

EXTRA-CURRICULAR INELIGIBILITY: Students who *fail* any subject for any nine-week grading period are not allowed to participate in extra-curricular activities for the next four and one-half weeks. If they have passing grades in all subjects at that time, they become eligible once again for extra-curricular activities.

HONOR ROLL AND AWARDS

HONOR ROLL: In order to determine honor roll status, grade averages are used. If a student makes a failing grade or an incomplete in any subject, s/he is **ineligible** for the honor roll. A student's eligibility will be determined by the average of the academic courses. First Honors is given to any student achieving a 93 grade average or above. Second Honors is given to any student achieving a G.A. of 88 - 92. Transfer students' G.A.'s will be figured using grade equivalents from previous school with honors credits given only in science, math and English if the student took honors classes in those subjects in his/her previous school and these classes are documented on the transcript. The following Graduation Honors will be designated using the student's final cumulative grade average thus:

Summa cum laude	= 98.0 and above
Magna cum laude	= 96.00 - 97.99
Cum laude	= 93.00 - 95.99

AWARDS: The honor of valedictorian is given to the graduating senior with the highest grade average (over 8 semesters - the last 4 of which must be at Reicher) in his/her class. The honor of salutatorian is given to the graduating senior with the second highest grade average (8 semesters - the last 4 of which must be at Reicher) in his/her class. The grade average is determined by taking the average of all the courses taken during the high school career (grades 9-12). (Exclusions: Summer school, P.E./athletics, credit by exam, dual credit courses taken off Reicher campus and correspondence courses are not calculated into the G.A..)

In the case of a tie in the cumulative G.A., the following steps will be taken to determine the valedictorian/salutatorian:

- a. G.A. will be calculated to three (3) decimal points,
- b. The student with more honors courses over the 4 years, if the tie remains
- c. The student with more courses or credits overall.

CLASS RANK: Reicher identifies the students whose grade averages fall within the top 10% of their class but does not rank otherwise. Colleges are encouraged to review the curriculum choices of the individual student, his/her record and his/her background.

ATTENDANCE

ATTENDANCE POLICIES: Students are expected to be present and on time for all school days and all classes throughout the school year. Until a student graduates, regardless of age, s/he needs his/her parent/guardian's written permission for all matters involving school activities, school records and school attendance.

NORMAL ABSENCES: Parents/guardians may find it necessary to keep sons/daughters out of school for these reasons: medical, dental, family emergencies, quarantine, hazardous road conditions, religious holidays, or unusual circumstances as accepted as such by the principal (e.g.: court summons, other than for traffic tickets, conference with an attorney or civil authorities, etc.). It is the responsibility of the student to check with each teacher on the work missed during any absence from class. Students have one day for every day of excused absence to make up missed work. Each of these absences must be addressed in the following way in order to avoid disciplinary action:

1. If a student is to be absent for a particular day or any part of a day, parent/guardians are to notify the school office by telephone (752-8349) before 8:30 a.m. on the day of the absence and any subsequent day during the absence. The person calling must state the following: name of person calling; reason for the student's absence; when the student expects to return to school; and a phone number where the parent/guardian may be reached during the day. Our answering machine accepts calls any time outside the regular day, as well as during the day when the attendant is not present to answer the telephone.
2. Students who have been absent must (on the day of return) present a note to the Registrar stating the reason for the absence, the day(s) of the absence, parent/guardian's printed name and signature; and the parent/guardian's day phone number before going to class. An admit slip is necessary before returning to class. This slip must be signed by the Registrar to be valid. A student is not allowed to enter class without a signed admission slip from the Registrar. Likewise, each teacher whose class has been missed must sign this slip. This slip is to be returned to the office at the end of the school day.
3. According to state law, to receive credit for any class, a student must be in attendance a minimum of 90% of the scheduled time. Due to the block scheduling, each absence on a block day will constitute 2 (two) absences for each class missed. Friday classes and athletic class count as one absence each.
4. Students may appeal for the denied credit in a subject if the total number of absences exceeds ten (10), due to serious extenuating circumstances. The student will obtain an Absence Appeal Form from the office. The student will complete the form and return it to the designated personnel. The student's attendance record for that semester will be reviewed by the Administrative Team who will determine whether or not credit will be awarded.
5. **College Day visits:** All College visits must occur between September 1st and April 15th. If a parent/guardian wishes to excuse a junior or senior for a college visit, the parent/guardian must notify the school **prior** to the anticipated visitation day. **Without prior notification, these days will be unexcused.** There is a limit of 2 college visit days per year for Juniors and 3 days permitted for Seniors. The student must return with signed official documentation from the college. Visits in excess of these limits will be counted as excused absences with proper documentation and will count toward the semester total of ten absences. College visits may not be taken on Special Schedule Days (see below).
6. Students having to test for college entrance (THEA, QUICK THEA, Accuplacer) should schedule these tests outside of school hours. If scheduled during school hours, the absence will be counted unexcused with all attending consequences.
7. Homework assigned prior to an excused absence must be turned in within one day of the student's return to school. Tests announced prior to an excused absence must be taken within one day of the student's return to class.

8. School-sponsored activities are not counted as absences, however the student is required to make up any missed work in a timely manner. Students may be withheld by a teacher from the school-sponsored activity if:
 - the student currently is failing the class;
 - the student has two or more zeros;
 - the student has demonstrated chronic misbehavior
 - the student has chronic absences.

PROLONGED ABSENCES: With absences beyond three (3) consecutive days the school suggests that the parent/guardian check with the teachers for assignments or contact the school office to arrange for homework to be picked up at the office. Such requests should be made by 8:30 a.m. of the third day and may be picked up that afternoon.

Please note: *Attending a Catholic School is a privilege, not a right. The principal can, at any time, withdraw any child, subject to the applicable grievance procedure through the Superintendent of Schools for the Diocese of Austin. Any action/incident not covered in the Handbook will be handled at the discretion of the Administration.*

LEAVING EARLY:

1. A written request from a parent/guardian must be submitted to the Registrar **before** school on the day the student is to be excused. A phone call or a fax from a parent/guardian is not sufficient to have the student excused from school. A parent/guardian may also appear in person to request dismissal. However, the school reserves the right to ask for proper identification.
2. Students seeking early dismissal must notify teachers of the classes to be missed and are responsible for all work in the class, which was missed except for “pop quizzes.” If a student returns before the end of the same day, s/he must report to the Registrar’s office for a slip back to class. Students are required to make up any work missed due to this type of absence.
3. If a student leaves during the school day for an appointment, s/he is expected to return to school once the appointment is completed. Students will need to bring back a note signed by the person with whom s/he had the appointment indicating the time of arrival at the appointment and the time of departure from the appointment. The only exception to this is students leaving from 1:30 p.m. and later. They must bring in the note the following morning when they return to school.
4. In case of sickness during the school day, the student must report to the front office, phone home, and allow the secretary to speak with the parent/guardian before the student can leave campus. A student should be free of temperature or vomiting for 24 hours before returning to school. On return from the sickness, the student must bring in a note from a parent/guardian verifying that illness.
5. In the case of a funeral or similar event, the student should come to school dressed for the event so as to be in classes the most time possible.

FAMILY VACATIONS: Family vacations or trips that will take a student out of school are detrimental to the instructional program. **Any such trip will be considered unexcused absences** and will incur the subsequent consequences. It is the legal responsibility of the parent to ensure that students are in attendance every day of school.

ABSENCES AND EXTRA-CURRICULAR ACTIVITIES: A student who is absent more than 2.5 hours in the day of an event/practice will not be allowed to participate in that event/practice. A student absent the day

before a game will not be allowed to participate in that game until the student has been in attendance for one full day. A student absent after 12:00 noon may not participate in or attend school activities or events held that day. A student absent more than 2.5 hours the day before/after an event will not be allowed to participate in that day's event/the next event until the student has been in attendance for one full day. **All detentions must be served before a student is allowed to participate in any extra-curricular event.**

ACTIONS FOR ABSENCES:

Unexcused Absences: For each unexcused absence, the student will be required to serve two (2) Saturday detentions, or the equivalent. Work missed or due during an unexcused absence can be made up within one day for a maximum grade of 80.

No Phone Call: A detention will be given to the student who does not have a parent/guardian call in when he/she is going to be absent.

No Note: Each absence will be considered UNEXCUSED and the student will be required to serve detention. Detention is served daily until a note is submitted.

Absences On Special Schedule Days: All absences on days with special schedules such as Triduum days, exam days, standardized testing days, retreat days, special days and special Masses will be **unexcused**.

ACTIONS FOR TARDIES:

Tardies

1. Upon receiving a tardy, a student will serve detention.
2. After a student accumulates a sixth tardy in a semester, that student must attend Saturday detention or the equivalent. The parent will be notified. In addition, a parental visit will be required with the Vice Principal.
3. After a student accumulates a ninth tardy in a semester, that student must attend two (2) Saturday detentions or the equivalent. In addition, the student will receive an In-School Suspension and all the consequences that go with it.
4. After a student receives a twelfth tardy in a semester, that student will receive a Full Suspension and all the consequences that go with it. A parental visit with the principal will be required and further action may be taken.
5. In unusual circumstances a student may be detained by a faculty member and must be sent to the next class with a note from the detaining teacher. The receiving teacher will allow the student into his/her next class. The holding faculty member will notify the office.

Truancies, Forged Notes, Excessive Tardies, Excessive Absences: If a student's actions fall under any of these categories, then a parent/guardian conference may be required in order for the student to continue his/her schooling at Reicher Catholic High School. At the same time a student who is absent due to truancy and misses a test - announced or unannounced - will receive a zero (0) for that test, as well as for any assignments due or homework assigned during the class/es missed because of the truancy.

SENIOR PRIVILEGES: Seniors are granted privileges based on attendance and behavior.

- a. **Off-campus lunch** is available to any senior student in good standing. Tardies from off-campus lunch are not permitted. Consequences for late return from off-campus lunch are:

- i. On the first offense, the loss of three (3) consecutive off-campus lunch privilege days.
 - ii. On second offense, the loss of five (5) consecutive off-campus lunch days.
 - iii. On third offense, the senior loses the off-campus lunch privilege for the remainder of the year.
- b. **Senior Exemption from Final Exams:** At the teacher’s discretion, seniors may be exempt from second semester final exams in any course in which the senior has earned a 93 average or higher for the semester, **and** from which the student has been absent three or fewer times over the semester. Any student disciplined for cheating in the senior year will not be allowed this privilege. Decisions of the administration are final.

SCHOOL DISCIPLINE AND STUDENT RESPONSIBILITIES

GENERAL GUIDELINES: The goal of all discipline is self-discipline. The students’ rules and regulations in this book are intended to enable growth as a person and as a member of society.

School rules and regulations apply not just to school time, but to any time RCHS may be represented by its students - at games, at social activities (whether Reicher’s or not), or whenever someone is recognized as a Reicher student. Although RCHS does not hold itself responsible for offenses committed outside its jurisdiction, *misconduct anywhere*, which may hurt the reputation of the school and the other students, *may be cause for disciplinary action*. The school has an obligation to all the other students and therefore will consider disciplining an individual whose misconduct has harmed the rest of the student body in some way, even though it may have occurred away from school.

1. Students are to be on time and ready for class at the starting bell for each period.
2. Students are to be properly dressed (refer to the section on the dress code).
3. Students are to be respectful toward their teachers and peers at all times.
4. Students are to speak and act only with the teacher’s permission and direction.
5. At all times, the titles “Monsignor”, “Bishop” or “Brother”, “Deacon”, “Father,” “Sister,” “Doctor”, “Mister,” “Mrs.” or “Miss” are to be used when addressing faculty members, guests and all adults.
6. Students are not to eat or drink in the building except during the designated lunchtime or in designated dining areas if before or after school. Chewing gum is not allowed at Reicher during the class day.
7. With the exception of lunches from home, food and drink are not allowed in lockers. Leftovers and open cups or containers are a health hazard and are not permitted in the lockers.
8. beepers, cell phones and portable electronics are not to be **seen or used** regardless of time or location in the Reicher school building. Campus personnel will confiscate any visible or audible beeper, phone or portable electronic device and turn it in to the administrative office. Students must pay a \$15.00 cash fine and the device is returned **only to the parent**. A second offense will result in the loss of the device through the day. For the remainder of the semester, the student will surrender his/her cell phone/electronic device to the Vice Principal upon arrival at school. The cell phone/electronic device will be available for pick up after the last bell each day.

DISCIPLINE PROCEDURES: When a student has been referred to the Vice Principal for more serious matters, the following steps may be taken:

1. Student conference with the Vice Principal. Detention may be assigned as a result of this conference.
2. For repeated and/or serious offenses, a student-parent/guardian conference with the vice principal may be required, after which the student may be placed on either disciplinary or academic probation for a period of time (ordinarily a semester).

INFRACTION POLICIES:

Dress Code Violations: Upon receiving a dress code citation the student will report to the office to call parents to obtain suitable clothing. If parents cannot be reached, student will remain in the office for the remainder of the day. The student will report to the first available detention following the infraction.

On the second offense, the student will report to the office, parents will be notified, obtain suitable clothing, and serve three lunch detentions.

A third violation will result in three daily detentions. Parents will be called for a conference.

Students having facial hair will be sent to the office to call parent to obtain permission to shave at school and given an unexcused absence. Student will be given a disposable razor and shaving gel to shave at school. **The school will not be held responsible for minor shaving cuts or allergic reactions to the shaving materials.**

Note: The final authority to enforce or interpret the dress code rests with the Principal, and/or Vice Principal.

Public Display of Affection: Public display of affection including, but not limited to, hand-holding and kissing on school grounds is prohibited. Any violations may result in school discipline and/or the parent/guardian being notified.

Classroom Misconduct: The student will be sent to the office with a discipline referral. The teacher and the student will meet in the office at 3:05pm that day to determine the outcome. Parents may be notified.

Repeated and Persistent Misbehavior: Failure to follow classroom/school rules and guidelines and/or inappropriate behavior on school grounds or at school functions detract from proper decorum and the safe environment of the school. Consequences for engaging in repeated and/or persistent misbehavior will be no less than in-school suspension and may include Disciplinary Probation and/or a Responsibility Contract.

Disrespect and Insubordination: The disrespect or failure to follow the directions of faculty, staff and other designated adults or a general disregard for school authority is in opposition to the mission of Reicher Catholic High School. This includes the general neglect of rules and guidelines, **as well as the use of profanity and/or gross language.** Depending on the severity or repetition, consequences may range from detention to expulsion. Continued violations will incur more severe consequences. In addition, the student may be put on disciplinary probation and/or be required to sign a Responsibility Contract.

Leaving School Grounds/Truancy: Truancy is the failure to be in attendance at school without parental knowledge. Students are not permitted to leave school grounds once they have arrived for the school day and may not leave without following proper check-out procedures with the office. In addition, they may not be absent from any class without permission from administration. Either of these circumstances will be considered truancy. Consequences will be no less than in-school suspension. Repeated offenses may lead to expulsion. In addition, the student may be put on disciplinary probation and/or be required to sign a Responsibility Contract.

Bullying and Harassment:

Harassment Policy: In keeping with Reicher Catholic High School's Christian belief that all persons have a right to be treated with dignity, all demeaning behavior is prohibited. According to federal law, sexual harassment includes, but is not limited to:

1. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, innuendos or comments.
2. Visual contact such as derogatory and/or sexually oriented posters, pictures, photography, cartoons, drawings or gestures.

3. Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study or play because of some sexual matter.
4. Threats and demands to submit to sexual requests for certain benefits.
5. Retaliation for having reported or threatened to report sexual harassment.

Other Harassment: Other harassment and specifically bullying, hazing, or harassment of any kind, will not be tolerated at any time at Reicher Catholic High School. The school is committed to providing a safe, positive learning and working environment for staff and students.

Definition and criteria of bullying: Bullying occurs when an individual or group uses strength or power to hurt, either physically or emotionally, by intimidating or demeaning others. It is usually persistent and is often covert, and is a conscious attempt to hurt, threaten or frighten someone.

This includes:

- Physical assault against a person or group because of some perceived physical, economic, sexual, intellectual, cultural or racial difference.
- Derogatory name calling of an insulting and/or personal nature.
- Verbal abuse and threats.
- Demanding money, material goods or favors by means of threat or force.
- Ridiculing an individual because of physical, economic, sexual, intellectual, cultural or racial difference.
- Graffiti designed to intimidate or embarrass.
- Incitement of others to commit acts of bullying.
- Racist, sexist and homophobic behavior.
- It may involve the use of mobile phones or the internet.
- Deliberate exclusion or isolation of an individual or group.

Students/faculty are to report all allegations to the vice-principal or principal. All allegations of harassment will be taken seriously and promptly investigated. Depending on the severity of the case, the student found in violation of this policy may be asked to withdraw.

Fighting: All students are expected to demonstrate high standards of behavior. Students must show respect to staff members and each other at all times. Every student has the right to feel welcomed and respected. Students who participate in fighting or physical aggression shall be subject to no less than full suspension. If the student is allowed to remain at Reicher, the student may be put on disciplinary probation and/or be required to sign a Responsibility Contract.

Vandalism and Theft: Any act demonstrating a lack of respect for the property of the school or others is never acceptable. This includes vandalism, destruction of property, graffiti, theft, or being in possession of other students' articles, books or school property. Consequences will be no less than full suspension and if the student is permitted to remain at Reicher, the student may be put on disciplinary probation and/or be required to sign a Responsibility Contract. Restitution will be required.

Dishonesty/Fraud: Honesty and truth in representation is a fundamental principle in any Christian community. At Reicher it implies a culture of trust and integrity. A student engaging in bearing false witness, misrepresentation, forgery, and/or any other fraudulent action is in violation. Consequences will be no less than in-school suspension and if the student is permitted to remain at Reicher, the student may be put on disciplinary probation and/or be required to sign a Responsibility Contract.

Academic Integrity: Academic integrity is a fundamental principle upon which an educational community is based. It implies a culture of trust between the student and the teacher. It is assumed, therefore, that all work submitted is work done by the student without assistance from outside sources, including sources found on the

internet, unless specifically referenced and attributed. *Plagiarism means presenting someone else's ideas or writing (published or unpublished) as your own, and is considered cheating.*

Should a student violate academic integrity and cheat, the following school-wide policy shall be enforced: Any incident of cheating is to result in a zero on the assignment/test for the student(s) involved. The teacher must report the incident in writing to the administration. At first offense, in addition to the zero, the student is assigned detention and the reporting teacher promptly calls the parent/guardian. The student may be required to relinquish any held leadership position.

At any second offense, in addition to the zero, the reporting teacher must notify the administration in writing. The administration will assign in-school suspension, and contact the parent/guardian. The student must relinquish any leadership position and/or may not be a candidate for any leadership position for the following year.

At any third offense, in addition to the zero, the reporting teacher must notify the administration. A meeting of the administrative team will be held to discuss the student's continued presence at Reicher. Disciplinary action will be taken up to and including expulsion.

Alcohol and Other Drugs: It is the firm belief and policy of the Diocesan school's office and the administration that drug and alcohol use/abuse have no place in a school environment and will not be tolerated. Furthermore, any function or event, which is sponsored by the school or the parent/guardian of its students, should unequivocally be free of the possibility of drug and alcohol use.

Reicher Catholic High School stands for high standards of academic discipline and performance. Students' minds must be free of abusive chemical influence so that they may reach their potential. Consequently, the following policy is adopted for the good of all.

Students shall not use, possess (except by legal medical prescription), or distribute illegal chemical substances or substances which are represented to be illegal chemical substances (i.e.: "look-alike" substances), or alcoholic beverages on the school premises or off the school premises at a school-sponsored event, activity or function. The distribution of prescription medication to other than those for whom the prescription is written is likewise covered by this policy.

Students violating the drug/alcohol policy outside of the school risk discipline from the school even though the violation did not occur at school, including but not limited to hosting or attending parties where alcohol/drugs are available. Students exhibiting two or more behavioral indications of a problem, may be required to submit to a drug test to rule out harmful drug use.

Periodic checks of the school premises may be conducted. Students found to have on their person, or in their vehicles or locker, substances covered by this policy, or students under the influence of a controlled substance shall be guilty of a major offense and the school may impose any of the following consequences, or a combination thereof, to wit:

- a. Notification of parent/guardians.
- b. Private counseling required at the parent/guardians' expense.
- c. One to three days suspension from class.
- d. Placed on probation and/or be required to sign a Responsibility Contract.
- e. Suspension from participation in or attendance at all extra-curricular activities up to nine weeks from the date of the offense.
- f. For a senior: loss of off-campus lunch privilege up to nine weeks; 10 to 20 hours of community service at the principal's discretion.
- g. Expulsion from school without the possibility of return in the next school year.
- h. Notification of police, if the student is found in possession of an illegal substance on campus or at a school-sponsored activity.
- i. Students who come voluntarily for substance abuse help – a student seeking help who, while not under the immediate influence of, or in the act of distributing or in possession of alcohol or other drugs, mood altering or controlled substances or other health endangering compounds within the school, comes or is

referred to the Vice Principal or Counselor, is not subject to the provisions of this policy. They will be given the necessary help to deal with their problem. However, any further violation will incur the consequence stated above, where applicable.

Possession of Weapons/Other Dangerous Articles - No weapons or instruments of a threatening or harmful nature are allowed on the school grounds or at any school function. If a student brings a gun of any kind (including B-B guns, starter pistols, etc.) he/she will be immediately exited from Reicher with no possibility of re-admission. In addition to guns, other instruments including, but not restricted to knives, clubs, brass knuckles, mace, razor blades, exacto knives, pocket knives, laser pens, lighters etc. are also considered weapons. At the discretion of the Vice-principal and given the seriousness of the situation, a student may be asked to withdraw immediately if found in possession of one of these weapons. At the very least, students caught with any harmful instrument will be suspended and if the student is permitted to remain at Reicher, the student may be put on disciplinary probation and/or be required to sign a Responsibility Contract. A second violation would automatically be cause for expulsion.

Any action or possession of anything which is gravely detrimental to the moral, physical, and/or spiritual health, welfare and/or safety of others is in direct opposition to the mission of Reicher. For example, students found in possession of, or distributing any indecent and/or pornographic materials or images, hosting parties where drugs/alcohol are available, participating in sexual behavior, either at school or outside of school, participating in any other illegal activities, will be subject to no less than full suspension and if permitted to remain at Reicher, may be put on disciplinary probation and/or be required to sign a Responsibility Contract. A second violation would automatically be cause for expulsion.

Note: Students committing serious infractions will be ineligible to hold office or a position of leadership in the school or be a candidate for office or leadership position.

Glossary of Consequences

Disciplinary Warning: In circumstances when the infraction committed is deemed to be minor, forgetfulness, or unintentional, the Vice-principal may conference with the student and issue a verbal warning.

Detention: Detention is a disciplinary tool, which causes the student to spend extra time at school in order to reflect on his/her failure to live up to the standards and expectations of the school. Detention may be spent in silent reflection, school service, or in any other appropriate manner. *Failure to report to any assigned detention or the Saturday detention will result in further disciplinary action.* This may include In-School Suspension and all the consequences that go with a suspension. In addition, the student will have two Saturday detentions and a parental visit will be required with the Vice Principal.

- a. **Lunch detention** – The student will remain in the office under supervision for the lunch period. The number of days of lunch detention may vary according to the infraction. The student will be allowed to eat their lunch and will remain silent. Students failing to report to lunch detention will face multiple daily detentions.
- b. **Daily detention** – This detention is a period of supervised silent reflection on one's conduct. Daily detention will be assigned on school days before the academic day begins or at the discretion of the Vice-principal, may be assigned after school. Students failing to attend an assigned detention will face more escalating consequences including but not limited to multiple detentions, Saturday detention or in-school suspension.
- c. **Saturday detention** – Depending on the severity of the infraction, students may be assigned a period of work, study, or reflection on a Saturday. Under supervision, the student will be assigned work on the school grounds, assigned a written assignment, or be required to reflect on one's conduct in silence. Failure to attend an assigned Saturday school will result in the assignment of subsequent Saturday detentions, or in-school suspension. Repeated lack of attendance to an assigned detention will result in

more serious consequences. The number of Saturday detentions assigned may vary according to the infraction. The only excuse for missing Saturday detention shall be a death in the family or doctor documented illness. However, in case of illness, a parent/guardian must phone in and the student must bring a written note from a doctor upon his or her return to school.

Note: A student will not be excused from Saturday detention for work, sporting event, any school activity, or for any reason except those mentioned in the previous paragraph.

In-School Suspension: The Vice-Principal or the Principal is authorized to suspend a student from regular classes for various reasons. This suspension will be served during the school day on campus under supervision. In addition, Saturday detention may be required and students may not attend school activities or extra-curricular events for the duration of their suspension. Depending on the severity, up to three days of suspension may be assigned for any one infraction. In the case of extenuating circumstances, more than three days may be assigned. The student may make up missed work within two (2) days for a grade up to no more than 70.

Full Suspension: In the case of a serious infraction or flagrant disregard of school regulations, students may be suspended from school by the Vice-Principal or Principal up to three days. Parents will be notified and will be required to pick up their child from school. The parent will be provided written notification of actions and consequences, as well as conditions for the return to school. In the event that a parent/guardian cannot be reached during the school day, the student will be held in the office. In addition, a student given full suspension will have to make up the time missed by serving a detention for each hour missed. This will be served on Saturdays. Students who are suspended will not be allowed to attend any school activity or extra-curricular event for the duration of their suspension. The student may make up missed work within two (2) days for a grade up to no more than 70. Depending on the severity of the infraction, the student and parent may be required to sign a Responsibility Contract. Further infractions may be cause for dismissal.

Disciplinary Probation: Probation is the placing of a student on notification that his/her conduct must demonstrate immediate and sustained improvement within a specified period of time. This may include a clearly defined set of expectations.

Due to previously committed infractions, whether at Reicher or another school, or in conjunction with another disciplinary consequence, a student may be put on Disciplinary Probation. This period of probation will be for no less than a semester, or may extend to an entire school year. While on Disciplinary Probation a student may be ineligible to participate in extra-curricular activities or may be restricted from attending school functions or events outside of the school day. The student must show immediate and sustained improvement in order to remain at Reicher the following semester. If a student on Disciplinary Probation commits a serious infraction, the student and parent may be required to sign a Responsibility Contract or depending on the severity of the infraction, the student may be dismissed from Reicher.

Responsibility Contract: In the event of a serious infraction or repeated and persistent misbehavior, a student and his/her parent/guardian may be required to sign a Responsibility Contract. The Responsibility Contract is an agreement between the parents/guardians, the student and the school and is the final step in progressive discipline. A Responsibility Contract may be entered into **only once** in the student's time at Reicher. Depending on the nature and severity of the infraction, the terms of the Responsibility Contract may vary for each student and will be delineated in the contract. If while on contract the student commits any infraction, the student may be subject to immediate dismissal from Reicher. In subsequent school years, after having once been on a Responsibility Contract, if a serious infraction is committed, the student may be subject to immediate dismissal from Reicher.

Expulsion: Expulsion is the complete and final removal of a student from Reicher Catholic High School. Expulsion is recommended by the Administrative Team with the approval of the principal and in consultation with the Superintendent of Schools for the Diocese of Austin.

Note: Consequences for misbehavior are not necessarily hierarchical. Depending on the severity of the action, any consequence may be independently assigned.

EXTRA-CURRICULAR DISCIPLINARY ACTIONS: Student participation in co- or extra-curricular activities is disallowed based on the following criteria:

1. A one-day in-school suspension will result in a one-week suspension from participation.
2. A one-day full suspension or two days in-school suspension will result in a two-week suspension from participation.
3. A two-day full suspension or 3 days in-school suspension will result in a three-week suspension from participation.
4. A three-day full suspension will result in a four-week suspension from participation.
5. A student may not attend any school activity while on suspension.

Students committing serious infractions will be ineligible to hold office or a position of leadership in the school or be a candidate for office or leadership position.

PLEASE NOTE THAT THE VICE PRINCIPAL WILL HAVE THE AUTHORITY TO PRESCRIBE ALTERNATIVE DISCIPLINARY MEASURES WHEN SUCH ACTIONS ARE NECESSARY. Other inappropriate behavior or conduct unbecoming a student in a Catholic School will have appropriate consequences. The student is a Reicher Catholic High School student at all times. A student may be disciplined for conduct that is detrimental to the reputation of the school, whether this conduct occurs inside or outside the parameters of the school day. A student involved in a police investigation, a criminal offense, or a student accused of a serious wrong, can be placed on a home study program until the matter is resolved.

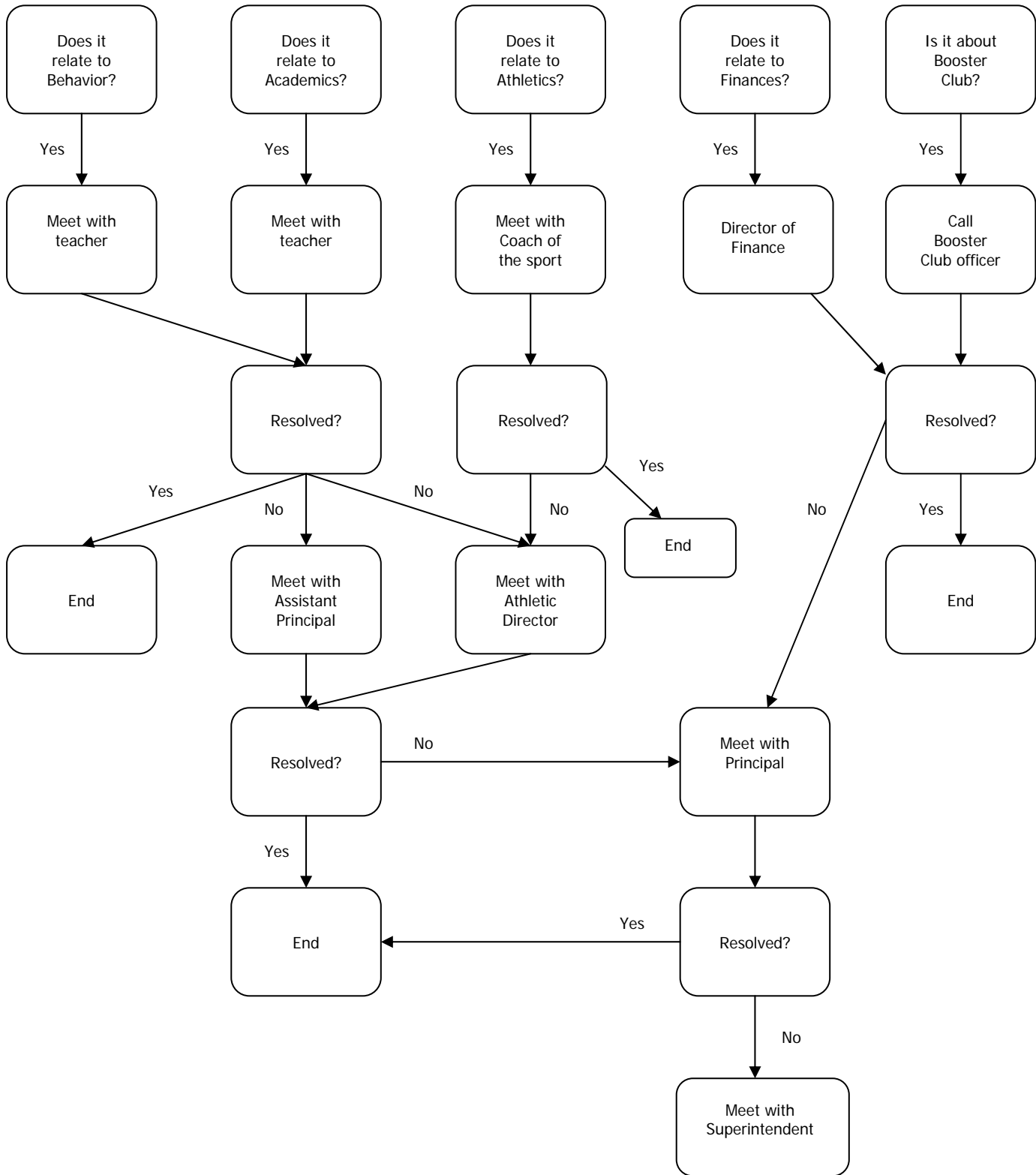
It is a policy of the Austin Diocese that attendance at Reicher—as at all Catholic schools—is a privilege, not a right. The administration can, at any time, withdraw any child, subject to the applicable grievance procedure through the Superintendent of Schools for the Diocese of Austin. Any action/incident not covered in the Handbook will be handled at the discretion of the Administration.

COMMUNICATION

EDLINE: As a rule, *Edline* will be the school's commonly used and primary site for an online communication system with students and parents. Families will be given a login code to access their account. Please be sure you receive your code within the first two weeks of school. The school calendar as well as attendance, student weekly grades, 4½ week progress reports and course syllabi are posted. Financial information is updated on *Edline* monthly. Please take advantage of this valuable tool.

To contact anyone at Reicher Catholic High School, please visit www.reicher.org for email addresses, school telephone number and address, etc. The website also includes upcoming events, athletic schedules and much more.

RCHS follows a policy of subsidiary. Please follow the flow chart below to help you resolve concerns or answer questions:



STUDENT SERVICES

1. LIBRARY

Library Information Center: The Library Information Center is a place for quiet study and research. Students who come to the Library Center during class time must remain there as long as indicated in instructions provided by the teacher.

1. The Library is an important part of the academic program at Reicher. At all times during the school day, the Library staff members are available to help students, faculty and administration. A Suggestion Box is posted in one of the corners of the library and the staff welcomes student input.
2. As an additional service, RCHS Library offers a No-Class Reading program each spring only. Completion of this course offers ½ -credit elective on a pass/fail grading system. This will not replace a core course and can only be taken once.
3. The Library is open by 7:30 a.m. and remains open throughout the day (including lunch) until 3:30pm. Extended hours can be arranged upon request.
4. General circulation books may be checked out for two weeks and renewed as often as needed. Overdue books are \$0.10 a day. Reference materials may not be checked out.
5. The Library provides a copy machine for student use. Students wishing to make copies may do so for \$0.10 a copy.
6. The Library provides a computer printer for student use at \$0.05 per page. Printing from the computer for **in-class assignments** will not be charged for if student presents written teacher approval.

Students Coming to the Library as a Class: Students are under the supervision of their teachers. The Library staff will assist the students and staff as needed or as requested.

Students coming to the Library on an Individual Basis: As with any area of the school, the students will adhere to Reicher rules and regulations and are under the supervision of the Library staff. Individual students needing to use the library any time during the school day must have a pass from a teacher or administration.

2. GUIDANCE AND COLLEGE COUNSELING

The office of guidance and college counseling helps students assess their strengths and skills, build on their potential and discover the varied college and career options available. There are several testing tools employed over the course of one's high school program at RCHS that assist in this.

Testing Program: The testing program is meant to be an aid in curriculum planning and evaluation and is a useful tool to the student in making educational plans.

FRESHMEN: ACRE
 PLAN
 IOWA Test of Educational Development (ITED)

SOPHOMORES: Preliminary SAT (PSAT)
 Armed Services Vocational Assessment Battery (ASVAB)
 IOWA Test of Educational Development (ITED)

JUNIORS: Preliminary SAT (PSAT)
Armed Services Vocational Assessment Battery (ASVAB)
IOWA Test of Educational Development (ITED)
Note: The ACT and the SAT should not be taken before the second semester of the Junior Year, the June test dates are recommended.

SENIORS: Assessment of Catholic Religious Education ACRE
SAT Reasoning Test – to be scheduled by student.
American College Test (ACT) – to be scheduled by student.

College Guidance: Through group and individual meetings, the college counselor assists the students in developing a college list of schools to which they may apply. The college counselor works closely with the students throughout this process: The Counselor writes recommendations, sends transcripts and offers advice and direction. The entire school community celebrates with the seniors as offers of admission arrive from colleges in the spring.

3. HEALTH SERVICES

Immunization Requirements: The Texas State Department of Public Health and the Diocese of Austin require that immunizations be completed before students enroll in school. Therefore, all students are expected to provide documentation of the following immunizations (month/year) upon enrolling:

- a. Polio: 4 doses, unless the 3rd dose was on or after the 4th birthday.
- b. DPT/TD: 3 doses, one since the 4th birthday. The TD booster is required every 10 years.
- c. Measles: 1 dose on or after the 1st birthday and a 2nd dose by age 5 or entry into kindergarten.
- d. Mumps: 1 dose after the 1st birthday.
- e. Rubella: 1 dose after 1st birthday.
- f. Hepatitis B Vaccine. Three doses are required.
- g. Varicella (chickenpox). One dose on or after 1st birthday.
(Two doses if vaccine is given at 13 years of age or older).
A written validated history of the disease by parent/guardian or physician is also acceptable.
- h. NOTE: Under current state law and Diocesan policy, no student may be enrolled or remain in school without proof of these immunizations.

Screenings: In addition to these required immunizations, students in grade 9 must have scoliosis testing and vision and hearing tests performed. These tests are provided by the school on Cougar Day.

Medications: Only medication which is necessary for a child to remain in school will be given during school hours. Only medication prescribed by a licensed physician or dentist and dispensed by a registered pharmacist will be administered during school hours by authorized school personnel. No medication will be given to any child without a signed permission form from the parent/guardian. Parent/guardian must bring the medication with the prescribed label to the front office and verify the number of tablets in the bottle at that time.

The student will be responsible for coming to the office and requesting authorized medication. The administration of medication will be recorded on a medication log.

Each student's medication must be in a pharmacy-issued, properly labeled prescription container with the following information:

- Student's Name
- Physician/Dentist's name

- Date
- Name of medication
- Dosage
- Directions for administration, including specific times
- Duration of medication

“Over-the-counter” medication (acetaminophen, ointments, cold tablets, cough syrups, etc.) cannot, by law, be dispensed by school personnel.

Students are not permitted to carry medication of any kind. Students are forbidden to give any medication to other students; likewise, students may not accept medication from one another. Exception: In order for students diagnosed with asthma to carry an inhaler, or highly allergic students to carry an epi-pen, the students must register these with the office. Please see the Registrar.

Illness During the School Day: In case of sickness during the school day, the student must report to the front office, phone home, and allow the secretary to speak with the parent/guardian before the student can leave campus. A student should be free of temperature or vomiting for 24 hours before returning to school. On return from the sickness, the student must bring in a note from a parent/guardian verifying that illness.

Reporting of Injuries: Every accident or injury in the school building, on the grounds, or at any school-sponsored event must be reported to the faculty/staff in charge and to the school office immediately. A written report will be requested as quickly as possible.

Any action/incident not covered in the Handbook will be handled at the discretion of the Administration.

It is a policy of the Austin Diocese that attendance at Reicher—as at all Catholic schools—is a privilege, not a right. The administration can, at any time, withdraw any child, subject to the applicable grievance procedure through the Superintendent of Schools for the Diocese of Austin. Any action/incident not covered in the Handbook will be handled at the discretion of the Administration.

STUDENT ACTIVITIES

SCHOOL DANCES AND SOCIAL EVENTS: School social events are student gatherings sponsored by Reicher Catholic High School and are subject to the following regulations:

1. Students are to arrive within the first half hour of the beginning of the event and are expected to stay until the last half hour of the event. No student will be admitted or released after or before these designated times.
2. Only high school students may be a guest of a Reicher student. Students from other high schools are welcome if they are accompanied by a Reicher student and are registered in advance using the **guest permission form**. These students are expected to abide by Reicher’s rules while at the event, including arrival and departure times. Reicher students will be responsible for the actions of their guests. Expectations and dress code are noted on the guest permission form.
3. School regulations concerning smoking, drinking, drugs, dress code, etc., will be enforced.
4. Each dance event will be chaperoned by at least two parent couples, two faculty members and one security officer secured by the sponsoring club or organization. A list of chaperones must be submitted to the Vice Principal at least three days prior to the event. All parent chaperones must have attended the Ethics and Integrity Workshop within the previous three years.

5. No student will be admitted to the dance that was absent for half of the academic day of either the day of the event or in the event of a Saturday event, the day preceding the event.
6. No junior/senior may invite a freshman to the school prom.

As with all school functions, no alcohol, tobacco, or other illegal substance may be used, distributed or be in one's possession. The principal has the right to deny students access to school dances and social events if s/he deems it in the best interest of the school.

ORGANIZATIONS AND CLUBS: The many organizations, clubs and activities (called either co- or extra-curricular activities) are considered an essential part of the total educational program of Reicher Catholic High School.

Every student should be involved in some phase of the activity program as a supplement to classroom development. The school believes that the more the student is a part of the school and the greater his/her share of participation in its programs, the more intense will be his/her satisfaction and sense of belonging.

STUDENT LEADERSHIP FOR ANY ORGANIZATION:

1. Any student either elected or chosen to any office or leadership position within the school must act in accordance with the standards of the school at all times.
2. Students found guilty of a major violation are subject to removal from office/position and become ineligible to be a candidate for the following year.
3. No student may hold two major offices within one year.

ACTIVITY GUIDELINES:

1. Each organization functions under its own constitution and bylaws. Check with the sponsor or the principal for specific eligibility requirements.
2. Classes/clubs must follow exact procedures for handling funds and requesting money from their treasury. Requests are made through a faculty member.
3. Classes/clubs do not incur debts or sponsor money-making affairs without approval of the moderator **and** principal. When an activity is sponsored in the school building, the moderator and sponsoring group assume the responsibility for maintenance.
4. No evening meetings or rehearsals may be held in the building without the prior approval of the principal. All activities must always have more than one adult.
5. Before any speaker is invited into the school to address either a class or a group of students, approval must first be obtained from the principal.
6. Fundraising activities must have prior approval of principal by submitting a request form.

LIST OF CLUBS AND ORGANIZATIONS: All students participating in clubs or activities must be in good standing and current with service hour requirements. Students in any leadership position must be free from serious rule violation.

Cheerleaders

These students lead spectators at games in cheering for Reicher's teams. They provide leadership with school spirit at rallies and various athletic events. NOTE: *members are subject to athletic withdrawal policy.*

Drill Team /Jazz Cats

The team performs choreographed routines during athletic contests as well as in various competitions. NOTE: *members are subject to athletic withdrawal policy.*

Flag Corp

The team performs choreographed flag routines during athletic contests as well as in various competitions. They perform along with the band. NOTE: *members are subject to athletic withdrawal policy.*

Mock Trial

This competition emulates the courtroom experience for lawyers and witnesses according to rules established by the Young Lawyers Association of Waco. Competition is local with opportunities to compete at State and National levels.

National Honor Society

The National Honor Society (NHS) exists to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. Membership in local chapters is an honor bestowed upon a student. The ultimate and final responsibility of selection for membership rests in the faculty council and is based on **outstanding scholarship, character, leadership, and service**. Membership requirements are found in the National Honor Society Handbook. A copy of this handbook may be obtained from the NHS sponsor.

Reicher Ambassadors

A special corps of Reicher juniors and seniors serve as Reicher Ambassadors. These young men and women will be trained in public speaking, professional dress, presentation methods and will represent Reicher at public and private events. Selection is based on demonstrated leadership, character, willingness to serve, and dedication to Reicher's stated mission and goals. Juniors and seniors will be advised when to apply and the application process will be discussed with them at that time.

Student Council (StuCo)

School government is conducted through the Student Council. The Student Council (StuCo) acts as a leadership training course and represents the students in offering suggestions to the school administration and in coordinating student activities and projects. The Student Council is governed by a constitution and by-laws. A copy of this constitution may be obtained from the StuCo moderator.

Twirlers

This team performs at football halftimes and at competitions. NOTE: *members are subject to athletic withdrawal policy.*

LETTER JACKET REQUIREMENTS

Athletics/Cheerleading

To qualify for a letter jacket:

2 years in a Varsity sport with 60% participation

Leadership

To qualify for a letter jacket:

An overall grade average of 85 and a total of 15 points from
 student council officer-10 points
 members-5 points
 class officer-8 pts
 NHS officer-8 pts
 NHS member-3 pts
 other school organization officer-5 pts.

Academics

To qualify for a letter jacket:

4 consecutive semesters on the high honor roll
OR
 an overall grade average of 85 plus two years participation in and 1 year state level competition in :
 science
 ready writing
 number sense
 advanced math
 spelling
 literary criticism
 Spanish
 TAPPS math
 computer science
 social studies
 current events
 calculator

Competitive Honors

To qualify for a letter jacket:

2 years in Mock Trial
OR
 2 years participation and 1 year competing at the state level in TAPPS
 prose
 poetry
 duet acting
 extemporaneous
 persuasive
 original oratory
 debate
OR
 2 years participation and 1 year with exception level honor in
 Drama, choir, band, visual arts, Marching auxiliaries, JazzCats

WITHDRAWAL FROM EXTRA-CURRICULAR ACTIVITIES: A student who chooses to drop out of an extra-curricular activity before the end of the normal commitment must notify the moderator and may not join another extra-curricular activity as long as the previous activity is still in session.

ATHLETIC PROGRAM

PHILOSOPHY: The fourth stated goal of RCHS is *to enhance the physical health and mental well-being of its students*. To that end, athletics are an integral part of the total educational process. Physical education is a Texas State requirement and Reicher enjoys a strong reputation for a quality program both during and after the school day. Those students who participate in extra-curricular athletics must adhere to all school rules involving personal conduct and academic achievement.

In order to provide a quality program, cooperation is needed from the student, the family and the athletic department. Any student participating in competitive sports must be enrolled in the appropriate athletic period. The exception is golf and tennis.

Reicher offers a full inter-scholastic athletic program:

BOYS

Football	Track
Basketball	Baseball
Soccer	Powerlifting
Cross Country	Tennis
Golf	

GIRLS

Volleyball	Track
Basketball	Softball
Soccer	Powerlifting
Cross Country	Tennis
Golf	

STUDENT RESPONSIBILITIES:

1. Good citizenship - exemplary conduct - is expected both on and off the campus at all times; this includes respect for peers and adults within the Reicher community, and competence in the classroom.
2. Good sportsmanship and fair play are at all times the standards for practice and competition.
3. Shared goals and loyalty are the marks of a responsible athlete. Self-discipline and personal sacrifice are essential.
4. All athletes must attend all practices and all athletic classes. Failure to do so could result in suspension or dismissal from the team.
5. A student absent more than 2.5 hours on the *day of* an athletic event/practice will not be allowed to participate in that event/practice.
6. A student absent the *day before* a game will not be allowed to participate in a game. A student absent the day before a game will not be allowed to participate in that game until the student has been in attendance for one full day. A student absent any time after 12:00 noon will not be allowed to participate in events that night.
7. Any disciplinary detention must be served on or before participation in practice or a game unless permission is obtained from the Vice Principal.
8. Physicals are required before a student may attend his/her first practice. All physicals are filed in the Athletic Director's office.
9. Parental permission forms are filled out by the parent/guardian at the beginning of each year and these are kept on file in the Athletic Director's office.
10. TAPPS Rules Acknowledgment forms must be filled out and signed by parent/guardian and student. They are kept on file in the Athletic Director's office.

FAMILY RESPONSIBILITY:

1. Families show evidence of their cooperation by the completion of required permission and physical examination forms.
2. Families shall provide a supportive role in supervising the department's training rules at home.
3. Although family attendance at events is not required, it is strongly encouraged as a demonstration of support not only to the child, but also to the team and the school.
4. Any behavior on the part of parent/guardians that is contrary to the goals and objectives, as well as the stated mission of the school, may result in requesting the family withdraw from Reicher.

TRANSPORTATION: Most of the time teams are transported on the school bus or school van. All varsity staff coaches are licensed bus drivers and are carried on the school insurance program. A general rule followed by the school is that all athletes travel together to and from games. Students may return home with their parents if permission has been given (before the team leaves for the game) and the coach is notified in writing. Athletes may not return from an event under the supervision of anyone but a parent or guardian.

GENERAL VARSITY LETTER REQUIREMENTS:

1. Each athlete may receive one major award (jacket) in his/her career.
2. Varsity players receive a letter for having played or competed in 60% of all games or meets. One appearance in a game or meet constitutes one full game or meet. Participants will receive an award jacket after completing his or her second season at the varsity level.
3. All potential lettermen must complete the season, barring injury.
4. Senior athletes who have been in the program for three years but do not fulfill the time requirements will also receive a letter.
5. Special considerations may also be made for other players who do not meet the time requirements. These considerations will be made according to the coaching staff's evaluation based on the individual's attitude, cooperation, attendance and dedication.

6. Academic letter jackets are available for those meeting criteria (see Letter Jacket Requirements page 43).

STATE RING POLICY: State rings are made available only to coaches, players and trainers of the sport that wins the state championship, as well as the administrators. In order to protect the value of the achievement, no one else will be allowed to purchase a state ring or pendant.

WITHDRAWAL FROM ATHLETIC PROGRAMS: Commitment to one's teammates and the coach is held in high regard. Should it be necessary for a student to withdraw from an athletic commitment prior to the completion of the season:

1. the student must give notice directly to the head coach of that team prior to the withdrawal.
2. and before enrolling in another sport that year,
 - a. the sport from which the student withdrew must complete its season.
 - b. permission must be obtained from the head coach of the sport from which the student is withdrawing and from the head coach of the new sport in which the student wishes to enroll.

REVOCAION OF ATHLETIC PRIVILEGES: Withdrawal of participation in athletic events may be imposed for the list below – including, but not limited to:

1. Failure to attend work-outs without permission from a coach.
2. Failure of a class.
3. Evidence of unsportsmanlike attitude and/or conduct displayed while participating in any athletic activity.

NOTE: The Athletic Director reserves the right to dismiss an athlete from a team if he deems it in the best interest of the team.

PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The school or principal retains the right to amend the handbook for just cause; parent/guardian will be given prompt notification if changes are made.