

# REICHER CATHOLIC HIGH SCHOOL STUDENT HANDBOOK 2018-2019

## IMPORTANT NUMBERS AND INFORMATION

<b>Main School Phone</b>	(254) 752-8349
<b>Administration Office</b>	(254) 752-1095
<b>Athletic Office</b>	(254) 752-1550
<b>Main School Fax</b>	(254) 752-8048
<b>School Website</b>	<a href="http://www.reicher.org">www.reicher.org</a>
<b>RenWeb Access</b>	<a href="http://www.renweb.com">www.renweb.com</a>
<b>District Code</b>	RC-TX

# 1.0.0.0 - GENERAL INFORMATION

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## 1.1.0.0 - FOREWORD

The purpose of this handbook is to provide each student and family with a guide to the mission, charisms, goals, academic programs, extra-curricular programs, procedures, and regulations of Reicher Catholic High School (RCHS).

The policies outlined have been established to ensure that students, parents/guardians, faculty, and staff, are growing in an environment where Jesus' values are present and professed. The RCHS experience is not only a process of intellectual and physical development, but also one of spiritual growth and social awareness guided by an appreciation for Christian ideals.

A united effort on the part of the administration, faculty, staff, students, and parents/guardians is essential in achieving our mission and the mission of the Catholic Schools of Texas (please see below).

## 1.2.0.0 - HISTORY

Reicher was founded in 1954 on the present location in north Waco. For sixty 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. This campus now includes a 1,200-square-foot art studio, a music studio with practice rooms, a large meeting hall, a conference room, a gym/activity center with athletic locker rooms, state-of-the-art performing arts center and chapel, men's field house, women's field house, and concessions stand. In 2018, we are renovating our Science labs to create all in one lab/classrooms for Biology and Anatomy as well as Chemistry and Physics. This renovation includes a Lab Preparation Room and separate storage for dissection specimens and chemicals used in experiments.

## 1.3.0.0 - 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.

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

Reicher nurtures and strengthens the faith, values and virtues of each student. Administration, faculty, staff, parents/guardians, and students together are dedicated to expressing the Christian principles as a lived reality. Emphasis is placed on teaching the traditions of the Catholic faith and encouraging personal spiritual growth.

Reicher maintains high standards of academic discipline and performance. Students are challenged to attain the highest levels of personal responsibility, effort, and knowledge. Our TEA-based curriculum allows for both a structured and an individualized approach to education.

Reicher reveres the uniqueness of the individual, while striving to develop a social conscience within each student. RCHS believes the socialization of its students is key to their total development. Students are taught a sense of decorum by exercising discipline, respect, excellence, and service in their school endeavors.

Reicher promotes the physical and mental well-being of its students. Through physical fitness and athletics, students learn discipline, communication, cooperation skills, as well as lifelong activities for wellness.

Ultimately, RCHS seeks to prepare young men and women to always seek the truth, speak it boldly, and become a creative force for good in society.

### 1.4.0.0 – MISSION

Rooted in the person of Jesus Christ, Reicher Catholic High School educates young men and women in a loving community within the Catholic Tradition where faith and reason enlighten, compassion inspires, integrity matters, and excellence empowers.

### 1.5.0.0 - VISION

The vision of the Reicher Catholic High School community is to prepare a generation of leaders who will impart Christ's light and truth to the world.

### 1.8.0.0 - CIVILITY CODE

As a member, or visitor, of the Reicher Catholic High School community, all school employees, students, parents (guardians), family members, and visitors agree to conduct themselves with conspicuous civility at all times. All of our exchanges with students, parents, guardians, family members, faculty/staff, and visitors will be marked by respect and kindness, even in times of stress or disagreement. In order to be effective members of the Reicher community, faculty and staff pledge to follow this Civility Code for the good of the whole community and, especially for the young people who learn from our example. Collectively and individually, the members of the Reicher Catholic High School community agree to abide by this Civility Code to ensure that our school is conducted in a respectful and courteous manner, in addition to a way that will generate respect and credibility for our school and community.

At a minimum all school employees, students, parents (guardians), family members, and visitors will observe the following standards:

- a. Take full responsibility for themselves and all visitors who are brought on to the campus or to events and functions.
- b. Conduct oneself in a professional and civil manner at all times as a representative of the Reicher Catholic High School Community.
- c. Treat each person with respect at all times, regardless of an individual's opinion, ethnicity, race, sexual orientation, age, disability, or religion.
- d. Even in the face of disagreement or differences of opinion, demonstrate esteem and deference for others as well as the general public and commit to good faith efforts to resolve any grievances. Faculty and staff will practice the art of being able to disagree without being disagreeable.
- e. Under no circumstances during meetings, functions, or events, will faculty, staff, students, parents (guardians), family members, and visitors engage in, or threaten to engage in, any verbal or physical

attack on any other individual. This involves using any type of social media [electronic or printed] (i.e. Facebook, Twitter, Texting, Instagram, Vine, etc.) as a means of conveying threats (insinuated or direct) or disparaging remarks against community members, other faculty, other staff, coaches, referees, and/or administration.

- f. Commit to communicate one's ideas and points of view clearly and allow others to do the same without interruption.
- g. Refrain from language that is abusive, threatening, obscene, or slanderous, including using profanities, insults, or other disparaging remarks or gestures. Derogatory language about an individual's ethnicity, race, sexual orientation, age, disability, or religion will never be tolerated.
- h. Take full responsibility for one's own actions and subsequent consequences.
- i. Refrain from using, or being under the influence of, any mind-altering substance when in attendance at any school-sponsored function (both on-campus and off-campus).
- j. Commit to learning the applicable procedures, policies, and rules that govern Reicher Catholic High School, and will refrain from knowingly violating any of these procedures, policies, and rules. Behavior will be the deciding factor, not the supposed knowledge of a rule.
- k. Abide by Reicher Catholic High School's procedures, policies, and rules in order to create a safe and effective environment at all times.
- l. At moments when individuals become disruptive and violate the Civility Code, faculty, staff, students, parents (guardians), family members, and visitors will join their fellow community members in demanding that the persons conduct themselves in a respectful and orderly manner, even if the faculty and/or staff agree with the point of view that is being expressed.
- m. Seek to present information truthfully, and will not knowingly misrepresent, mischaracterize, or misquote information received from others.
- n. Pledge to truly listen to and hear other points of view.
- o. Publicly disclose the differences and recuse oneself from such matters should a faculty or staff member find himself/herself representing his/her personal interests before Reicher's interests.
- p. Make the best possible effort to understand the issues before him/her.

## 1.9.0.0 - CHARISMS OF A REICHER CATHOLIC HIGH SCHOOL STUDENT AND GRADUATE

Students will grow and become stronger through the following charisms:

### 1.9.1.0 - RESPECT

RESPECT is a feeling or understanding that someone or something is important and should be treated with dignity. The student/graduate respects and defends life in all forms, respects others and themselves, respects those who have gone before as well as those who mentor, and respects the property of others, including material goods, gifts, and talents. Respect is exemplified by the life and ministry of St. Francis of Assisi.

### 1.9.2.0 - DISCIPLINE

DISCIPLINE is the correction or regulation of oneself for the sake of improvement and the ability one has to control oneself, motivate oneself, and do what is right. The student/graduate seeks to live as a disciple of Jesus Christ, to follow the way of the cross, to learn from one's mistakes and practice what has been learned,

and to work in a thoughtful and systematic manner. Discipline is exemplified by the life and ministry of St. Benedict of Nursia.

### 1.9.3.0 - EXCELLENCE

EXCELLENCE is striving to do one's best in thought, action, and gesture when it is easier to perform at a lower level. The student/graduate is responsible for making the best (more challenging) choices and the outcome of these efforts; the student/graduate seeks to make a positive difference in the world around him/her by sharing his/her gifts and talents. Excellence is exemplified by the life and ministry of St. Mary the Mother of Jesus.

### 1.9.4.0 - SERVICE

SERVICE is the act of helping or doing work for someone; offering one's time, talent, and treasure to alleviate the needs of others. The student/graduate recognize needs around him/her and takes action. Service is exemplified by the life and ministry of St. Teresa of Calcutta.

### 1.10.0.0 - ACCREDITATION

Reicher Catholic High School is accredited by the Texas Catholic Conference Education Department (TCCED) and Southern Association of Colleges and Schools (SACS). TCCED receives its accrediting authority from the Texas Education Agency (TEA).

RCHS was successfully accredited in March 2013.

### 1.11.0.0 - REICHER CATHOLIC HIGH SCHOOL ADMINISTRATIVE STRUCTURE

Reicher Catholic High School is a diocesan high school affiliated with the Diocese of Austin. The school is administered by the Principal.

The day-to-day running of the school is first entrusted to the Principal. The Coordinator of Student Formation assist the Principal and is responsible for discipline. The faculty forms the foundation of the educational process. The Coordinator is responsible to the Principal, and they educate the students. The academic process is guided by the Principal. The personnel is supported by the staff who handle the daily routine and important tasks of office organization and maintenance that make possible the efficient educational process of the school.

### 1.12.0.0 PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The Principal retains the right to amend the handbook for a just cause; parents/guardians will be given notification should changes be made.

### 1.13.0.0 NON-DISCRIMINATORY POLICY

Reicher Catholic High School does not discriminate on the basis of race, color, national or ethnic origin, age (in accordance with the law), religion, or gender.

### 1.14.0.0 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

parent/guardian 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. 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. dates of attendance
- f. degrees, honors and awards received
- g. school most recently attended
- h. grade level
- i. 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.

### 1.15.0.0 SEXUAL MISCONDUCT AND HARASSMENT

Catholic Schools in the Diocese of Austin are committed to provide a safe, positive learning and working environment for staff and students. Sexual harassment, sexual exploitation and misconduct in violation of the Ethics and Integrity in Ministry Policy are not tolerated.

When an allegation is made regarding sexual abuse, procedures for reporting the complaint will follow the procedures as outlined by the *Policies on Ethics and Integrity in Ministry Catholic Diocese of Austin*. In such cases, the Coordinator of the EIM Office, or the Superintendent of Catholic Schools, or the Vicar General, or lastly the Bishop is to be notified immediately by the Principal or designee. The telephone number is [512-949-2400](tel:512-949-2400).

### 1.16.0.0 REPORTING CHILD ABUSE

There is no tolerance for abuse of another person of any kind in any school or church institution. All personnel will comply with Diocese of Austin Ethics & Integrity in Ministry policies and will assist in maintaining a safe, loving and positive environment for all members of the community. Teachers who suspect child abuse must comply to the Texas Family Code, Section 34.02 which requires any person with cause to believe that a child has been or may be adversely affected by abuse or neglect to report such abuse. Failure to report identified or suspected child abuse is a Class B misdemeanor offense punishable by a fine or confinement in jail, or both a fine and confinement.

Any school personnel, who in good faith, reports or assists in the investigation of a report of child abuse or neglect is immune from civil or criminal liability that might otherwise be incurred or imposed. (\*Vernon's Civil Statutes, Article 695C-2). Immunity extends to participation in any judicial proceeding resulting from the report. School personnel who may be called as witnesses in court on child abuse cases shall be permitted to do so without loss of school pay.

All cases of identified or suspected child abuse must be reported to Child Protective Services (CPS) of the Texas Department of Human Services, which has responsibility for investigating reports (Form 327.01). The person who identifies or suspects child abuse is responsible for making the report and notifies the Principal. The written report will be prepared according to Form 437.03 or the CPS online form. The report will contain all pertinent information and a description of the circumstances that resulted in the report. One copy will be retained in the local school by the Principal, one copy will be sent to the CPS.

Workers from the Child Protective Services are authorized to interview, examine, videotape, and photograph children at school, without parent/guardian permission, if in the worker's opinion, contact with the child is necessary. In the event that the child is placed in protective custody, school officials will have the CPS worker complete the required release form (Form 327.02). The Principal shall require the CPS worker to show identification, sign in at the office, and state the purpose of the visit.

In making the decision to report incidents of child abuse and neglect, the Principal and school personnel should consider the following factors in making available to any person some portion of the educational records of a child in the school: 1.) the seriousness of the threat to the child's health or safety; 2.) the need for the information from the child's educational records to protect the child's health and safety; 3.) whether the information is being disclosed to persons who are in a position to deal with the emergency; and 4.) whether time is essential in dealing with the emergency.

### 1.17.0.0 GUARDIANSHIP/RESIDENCY REQUIREMENTS

Students must reside with a parent/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/guardian, the student must withdraw from Reicher Catholic High School. Extraordinary circumstances must be brought to the Principal and Administrative Team.

The school abides by the provisions of the **Buckley Amendment** with respect to the rights of non-custodial parent/guardian. In the absence of a court order to the contrary, the school has the right to provide the non-custodial parent/guardian 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 or any other special circumstances, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

### 1.18.0.0 SCHOOL HOURS

The Reicher Catholic High School 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 4:00 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. On days with a 12:30pm dismissal, the school will provide supervision until 1:00pm.

### 1.19.0.0. ELECTRONIC DEVICES

Students are not prohibited from bringing their personal devices to school on a daily basis but must abide by proper digital etiquette. Each teacher communicates their own usage policy for their classroom to the students. If a student is not using their device according to school/teacher policy, the device will be taken up

and returned at a later date/time or kept pending investigation. Reicher is not responsible for any cell phone, computer, and other electronic device brought to school that is lost, stolen, or otherwise damaged. (See:Technology Agreement)

### 1.19.1.0. TECHNOLOGY VISION

Reicher Catholic High School provides internet access in order to promote educational excellence. Internet access facilitates resource sharing, innovation, creativity, and communication. Access and use of the Reicher internet is a privilege. With this access comes the availability of material that may not be considered of educational value. Such material is actively discouraged. Even with firewall protection, it is impossible to control student's access to all available materials. Therefore, it is the responsibility of each user to access only materials consistent with Catholic doctrine and the educational goals of Reicher Catholic High School. Violators of the school's Acceptable Use Policy are subject to disciplinary action which may include suspension, probation, and/or dismissal from Reicher Catholic High School.

### 1.19.2.0. ACCEPTABLE USE POLICY

Use of the internet and the Reicher Catholic High School network must be in support of education and research, and consistent with the educational objectives of Reicher Catholic High School. Transmission of material in violation of any U.S. or individual states' regulations is prohibited. This includes, but is not limited to: copyright material, threatening or obscene material, or material protected by trade secret. Use of the internet or network for commercial activities, product advertisement, or political lobbying is prohibited.

### 1.19.3.0. PRIVILEGES

Use of the internet is a privilege, not a right. Inappropriate use or unauthorized access results in a cancellation of those privileges. The system administrator may deny access privileges at any time as required. The administration, faculty and staff of Reicher Catholic High School may request the system administrator to deny or suspend specific user access.

### 1.19.4.0. ETIQUETTE

All users are expected to follow general rules of digital citizenship and network etiquette. These include, but are not limited to the following:

- a. Be polite. Do not become abusive in your messages to others. Use appropriate language. Swearing, use of vulgarity, or any other foul language is strictly prohibited.
- b. Do not reveal your personal information (home address, phone number, credit card, or checking account numbers) or that of others.
- c. Be extremely selective about posting photographs of yourself and others.
- d. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all accounts on the RCHS domain and retain the right to obtain access to personal accounts utilized on the RCHS network if warranted and deemed necessary by the administration. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in such a way that you would disrupt the use of the network by other users.
- f. RCHS reserves the right to access, modify, and/or delete any and all content residing on or transmitted across, accounts accessed on its network or residing on RCHS owned websites or servers.
- g. Do not use anyone else's log-in information when logging in on electronic devices.

- h. Postings to the school's Facebook, Twitter, Instagram, and any social media pages should reflect the values and Catholic identity of Reicher Catholic High School. Inappropriate comments will be removed and may invoke disciplinary actions.

Students, who, through the use of the school's computers, their personal device, or through the use of their assigned RCHS Google account, personal e-mail accounts or web pages, violate RCHS's school policies, are subject to disciplinary action which may include probation, suspension, and/or dismissal from RCHS.

#### 1.19.5.0. RIGHTS OF ACCESS AND REVIEW

All material that is electronically stored on the school's computers is the property of RCHS. The school retains the right to access, review, edit, and delete all user files and any material stored on any system provided by the school (i.e. school property). This right to access and review includes e-mail.

#### 1.19.6.0. LIMITS OF LIABILITY

RCHS makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school is not responsible for any damages, such as loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via on-line service is at the user's risk. RCHS specifically denies any responsibility for the accuracy or quality of information obtained through these services.

#### 1.19.7.0. SECURITY

Security on any computer system is a high priority, especially when the system involves many users. Any security problems with the school's computer systems or on-line services must be reported to the supervising teacher and Director of Technology. Attempts to log-in as a system administrator results in cancellation of user privileges. An attempt to access the school's wired or wireless networks on personal computing devices without permission from the network administrator is prohibited. Accessing or circumventing sites using a secure connection and gaining access to sites using a SSL connection otherwise blocked, i.e. using proxies, may be seen as malicious and is a violation of the school's internet policy. Various non-academic websites have been blocked for safety purposes. Any user identified as a security risk or having a history of problems with other computer systems is subject to disciplinary action which may include probation, suspension and/or dismissal from RCHS.

#### 1.19.8.0. LANSCHOOL

LanSchool Reicher Catholic High School utilizes a classroom management software called LanSchool which provides an interactive interface between teachers and students. It provides teachers with a means to observe and control student computer activities from the teacher's device in order to maximize student engagement and ensure that students are actively participating in lessons and focusing their use of applications and websites appropriately. Cameras and microphones on student devices will only be utilized in the LanSchool software with permission from students and for educational purposes. The use of LanSchool requires the LanSchool student software to be installed on the student's device. Installation of the software is mandatory.

#### 1.19.9.0. VANDALISM

Vandalism is defined as any malicious attempt to harm or destroy equipment or the data of another user or other networks that are connected to the internet. This includes, but is not limited to, the uploading or

creation of computer viruses, changing settings, attempts at gaining unauthorized access (hacking), or changing on-line materials without permission. Any acts of vandalism are subject to disciplinary action which may include probation, suspension and/or dismissal from RCHS.

#### 1.19.10.0. WASTEFUL USE OF EDUCATIONAL RESOURCES

Using RCHS's computers for such uses as game playing, participating in recreational internet chat rooms, social networking sites, and instant messaging is wasteful use of a valuable resource during times when others might want to use those computers for educational purposes. Participation in these activities is subject to disciplinary action which may include probation, suspension and/or dismissal from RCHS.

#### 1.19.11.0. DAMAGES

The user specifically agrees to reimburse RCHS and the system administrators for any losses, costs or damages, including but not limited to reasonable attorney's fees, incurred by RCHS and the system administrators relating to or arising out of any breach of this Internet Use Policy by the user, non-return and/or damage of school provided surfaces, wasteful printing on school printer, etc.

Parents/guardians are asked to call the school office not to contact their student/s using these devices during school hours. Parent/guardian wishing to contact their child during the school day should call the office (254-752-8349) and leave a message. The student will be notified of the message at the earliest possible time. Students must use the phone in the school office to contact their parent/guardian during the school day. School telephones are not for student use, except with the necessary permission.

#### 1.20.0.0 SCHOOL DAY

A modified rotating block schedule is used throughout the year with four classes scheduled each day. These four classes alternate every day, Blue and White Days white days are periods 1, 2, 3, and 4. The bell schedule determines what time each class meets every day. The bell schedule varies according to special events happening that day. If there are no special events, we follow a regular block day schedule. On days we have Mass, we follow an M day. On Pep Rally days, the 30 minutes for FIT period will be moved to the end of the day and used for the Pep Rally. On 12:30pm dismissal day, all 4 classes will meet for a shortened amount of time. Schedules for all days are listed below. Any other changes in schedule will be communicated in the Weekly Announcements.

<b>WHITE/BLUE R DAY</b>			<b>WHITE/BLUE M DAY</b>		
<b>86 minute classes</b>			<b>86 minute classes</b>		
Regular Block Schedule			Mass Day		
10 Min	8:00 AM		10 Min	8:00 AM	
4 Min	8:06 AM	8:10 AM	4 Min	8:06 AM	8:10 AM
1	8:10 AM	9:36 AM	1	8:10 AM	9:36 AM
FIT	9:40 AM	10:10 AM	Mass	9:42 AM	10:32 AM
MP	10:14 AM	10:29 AM	2	10:36 AM	12:02 PM
2	10:33 AM	11:59 AM	Lunch	12:04 PM	12:34 PM
Lunch	12:03 PM	12:33 PM	3	12:38 PM	2:04 PM
3	12:37 PM	2:03 PM	4	2:08 PM	3:34 PM
4	2:08 PM	3:34 PM			
<b>WHITE/BLUE 12:30 DAY</b>			<b>WHITE/BLUE R DAY</b>		
<b>60 minute classes</b>			<b>86 minute classes</b>		
1230 Dismissal w/o Mass			Regular Block Schedule w/Pep Rally		
10 Min	8:00 AM		10 Min	8:00 AM	
ROLL	8:05 AM	8:10 AM	4 Min	8:06 AM	8:10 AM
1	8:10 AM	9:08 AM	1	8:10 AM	9:36 AM
MP	9:12 AM	9:24 AM	MP	9:40 AM	9:55 AM
2	9:28 AM	10:26 AM	2	9:59 AM	11:25 AM
3	10:30 AM	11:28 AM	Lunch	11:29 AM	11:59 AM
4	11:32 AM	12:30 PM	3	12:03 PM	1:29 PM
			4	1:33 PM	2:59 PM
			Pep Rally	3:04 PM	3:34 PM

### 1.20.1.0 ARRIVAL AND DISMISSAL

Students may enter the school at 7:30am through the main entrance. Instruction begins at 8:10 a.m. and ends at 3:34pm. The school closes at 4:00pm. During school hours students should be in one of the designated areas with proper supervision: library, cafeteria, athletic facilities, or in supervised classrooms.

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, he/she must obtain the permission from the Principal or Receptionist.

Only supervised students may remain after school.

### 1.20.2.0 CLASS DURATION

Classes on White and Blue days are 86 minutes. Classroom minutes on other days are listed in the bell schedule above. These times may vary due to special events such as pep rallies, testing, speakers, etc. Schedules for the day can be found on the wall by the receptionist at the main entrance of the school.

### 1.20.3.0 MORNING PRAYER and MASS

An opportunity for the entire school community to gather occurs on regular block days through Morning Prayer. Morning Prayer occurs after FIT period in the Performing Arts Center. On Mass days and Holy Days of Obligation, we will gather at St. Louis Church instead of FIT period and Morning Prayer.

#### 1.20.4.0 SCHOOL LUNCHES

RCCHS 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. Students may not order food directly to be delivered to Reicher by outside agencies.

Seniors in good standing are permitted the privilege of off-campus lunch, with a signed parental permission form on file; however, tardiness from lunch may result in the loss of this privilege (see: Senior Privileges).

Parent/guardian may drop off lunches, homework, clothing, etc. for their children during the day by leaving them with the receptionist. These items should be clearly marked with the student's first and last name.

#### 1.21.0.0 FIT PERIOD

FIT period is an acronym for Flexible Instruction Time. FIT period is held every day except on Mass or Pep Rally schedules and lasts for 30 minutes.

##### 1.21.1.0 PURPOSE

To provide students with opportunities to seek tutoring, complete missed assignments/test, get enrichment through alternative instruction (i.e.- Test prep), meet with counselors, or use to study.

Teachers will provide tutoring and/or study time for students during FIT period. Students will be assigned a FIT teacher. Some teachers may request that a student see them during a FIT period through the attendance spreadsheet kept by the teachers. All teachers will work together to help students learn how to manage their time to meet everyone's needs.

##### 1.21.2.0 STUDENT EXPECTATIONS

Students are required to:

- Follow all rules that are provided by the teacher
- Manage time wisely
- Seek out teachers in classes in which they have questions
- Make up tests and/or quizzes
- Have something to work on quietly on their own
- Stay busy, no one should ever say they have nothing to do

#### 1.22.0.0 FUNERALS

Students attending funerals during the school day are not required to dress in the Mass Uniform unless we are attending a funeral as a school. Due to the aspect of leaving the school, the students are representing Reicher Catholic High School and are expected to be on their best behavior.

## 1.23.0.0 VISITORS

A visitor is anyone who wishes to spend any amount of time on the campus (school's buildings, fields, or parking areas) during the school day and is not currently enrolled or not a current member of the Reicher Catholic High School faculty, staff, or administration. Visitors are to enter through the main entrance located next to the clock tower, and present his/her driver's license, wallet, or purse to the receptionist in exchange for a visitor's pass. At the end of the visit, the left item will be returned to the owner. The visitor must adhere to the requests of any Reicher faculty or staff member and follow all school regulations.

RCHS students are unable to have other student visitors during the school day unless the Administration has granted permission one day prior to the date of the visit.

## 1.24.0.0 LOCKERS

Students are issued lockers through the main office. Students are required to use only their school issued locker. If a student has items in a locker that is not their school issued locker, these items may be removed without prior notice. 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 inappropriate.**

## 2.0.0.0 CRISIS MANAGEMENT PROCEDURES

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### 2.1.0.0 FIRE, TORNADO, AND EVACUATION 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, faculty, and staff are required to respectfully participate in such drills. The fire and emergency alarm is only an alert and will not dismiss class. For either a drill or emergency, an announcement will be made or alarms will sound. At this time, the students are to leave what they are doing and move quickly and quietly to a place of safety or out of the building. Students are to remain quiet upon leaving and returning to the building. In case of a drill, students will be notified when they may return to their classrooms.

### 2.2.0.0 HOSTILE INTRUDER

In the event of a hostile intruder, the students, faculty, and staff are instructed to run, hide, and then fight should no other option be available.

### 2.3.0.0 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. Calling may jeopardize the safety of students, faculty, and staff. Parents/guardians will be notified through RenWeb Parent Alert.

#### 2.4.0.0 WEATHER ANNOUNCEMENTS

When weather conditions require a change in the school schedule, announcements will be made over the following stations: KCEN (Channel 6), 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 in conjunction with St. Louis Catholic School. Parents/guardians will also be notified through RenWeb Parent Alert.

#### 2.5.0.0 RENWEB PARENT ALERT

In order to receive text message alerts with RenWeb Parent Alert, parents/guardians must confirm through RenWeb their desired method of notification (text message or email).

#### 2.6.0.0 ALUMNI

Reicher alumni are welcomed to visit the school, but must present themselves to the receptionist for a visitor's pass.

#### 2.7.0.0 AUTOMOBILES/PARKING LOT

All student vehicles parked on campus must be registered through the school. Students may not park in the faculty or visitor parking areas; these spaces are marked as such. Students may park only in their assigned parking space.

Students are required to read, sign, and abide by the Parking Lot Rules and Vehicle Registration document. This document can be found under the resource documents tab on RenWeb or a paper copy can be picked up and returned to the main office. For a more complete rendering of the rules, please see the Parking Lot Rules and Vehicle Registration document.

##### 2.7.1.0 VEHICLE REGISTRATION TAGS

All student cars must display a numbered RCHS hanging registration tag on the rear view mirror. Registered students may purchase hanging registration tags for \$25.00 through Student Council and reserve a parking space on Cougar Day. Hanging registration tags that are lost or stolen may be replaced at a cost of \$10.00.

##### 2.7.2.0 PARKING SPACES

Reserving a specific parking space will be on a first come-first served basis. The student's parking space will be marked with their last name and reserved for the entire school year.

Premium parking spaces may be purchased through the Booster Club and students must follow the guidelines for painting their own space. These guidelines will be provided by school administration.

##### 2.7.3.0 PARKING LOT RULES

The speed limit in the parking lot is a maximum of 5 miles per hour. Disruptive music, 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. Illegal parking can also lead to the revocation of parking privileges.

Loitering in and around cars is forbidden at all times. A student in the parking lot during school hours without 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, unless otherwise specified. Handicapped spaces must be kept available for handicapped visitors/students.

**FAILURE TO OBEY ANY AND ALL GUIDELINES MAY RESULT IN THE LOSS OF PARKING PRIVILEGES.**

## 3.0.0.0 ADMISSIONS AND REGISTRATION

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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 or ethnic origin, age (in accordance with the law), religion, 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.

### 3.0.1.0 – PROFILE OF A PROSPECTIVE REICHER CATHOLIC HIGH SCHOOL STUDENT

As a prospective Reicher Catholic High School student, an applicant should be open to growing and changing, willing to become a lifelong learner, able to make mistakes and learn from these mistakes, and desire to change one’s life for the better by serving others.

#### **Spiritual:**

- a. Exhibits an openness to the Tradition and practices of the Roman Catholic Church,
- b. Articulates a personal sense of right and wrong,
- c. Accepts consequences for his/her actions,
- d. Respects self and others as God’s ultimate creation, acknowledging that the human person is something to be dignified, honored, and accepted,
- e. Demonstrates a respect of all life and God’s creation,
- f. Demonstrates a strength of conscience – to stand for what he/she believes.

#### **Academic:**

- a. Demonstrates academic success,
- b. Thinks both abstractly and concretely in various disciplines,
- c. Takes in information, processes it, and then uses it in original ways,
- d. Reads critically and analyzes various genres of writing/literature,
- e. Writes in a manner which conveys depth of thought (at appropriate grade level) using the proper conventions of the English language,

- f. Analyzes logically mathematical and scientific problems in a manner which leads toward realistic solutions,
- g. Understands history and culture.

**Physical:**

- a. Respects the human/physical body as a valuable entity,
- b. Practices personal hygiene,
- c. Recognizes, accepts, and strategizes through personal handicaps,
- d. Demonstrates regular attendance throughout the school year.

**Emotional:**

- a. Accepts instruction and direction from those in authoritative positions,
- b. Converses appropriately,
- c. Demonstrates a positive attitude and ability to get along with classmates, etc.
- d. Demonstrates an ability to deal positively with anger,
- e. Uses social media with respect to oneself and others,
- f. Demonstrates the ability to be independent and say “no”,
- g. Stands against negative peer pressure,
- h. Demonstrates general politeness and good manners.

### 3.1.0.0 APPLICATION REVIEW

Applicants for admission are evaluated on an individual basis. In admission of students to Reicher Catholic High School, priority consideration shall be given to these criteria in the following order, subject to the overriding discretion of the Principal and Admission Committee:

1. Those students applying to grade nine (9) from Catholic schools.
2. Catholic students enrolling into grade nine (9) from a public school.
3. Students enrolling into grade nine (9) with currently matriculated/alumni siblings.
4. Students currently matriculated into grades 10, 11, 12

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) or Secondary Level English Proficiency Test (SLEP) as well as notarized translated transcripts.

#### 3.1.1.0 ADMISSION OF STUDENTS WITH DISABILITIES

Reicher will make reasonable accommodation for students with disabilities that do not fundamentally alter or lower standards or expectations in either the instructional or assessment phases of a course of study; however, RCHS **is not able** to 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. Any students needing accommodations must have documentation from an appropriate professional before Reicher can provide accommodations. Parent/guardians are required to provide relevant documentation at

the time of application, or as soon as testing has been performed. Relevant questions must be addressed to the Guidance Counselor. Reicher Catholic High School is therefore able to offer the following accommodations: (1) preferential seating, (2) extended time on tests [up to time-and-a-half], and (3) different testing site for quieter environment.

### 3.1.2.0 MARRIED STUDENTS

Students who are married or become married while enrolled may not be admitted (readmitted) into RCHS or may not be allowed to continue their education at RCHS at the discretion of the administration.

### 3.1.3.0 STUDENTS WHO ARE BECOMING PARENTS/GUARDIANS

Reicher Catholic High School educates and expects students to keep and uphold the precepts of the Catholic Church regarding chaste living and human sexuality. Likewise, students are to face life issues with a sense of Christian responsibility for their actions. 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 parents/guardians and the student, the Principal and Coordinator of Student Formation 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. Any other issue regarding students becoming parent/guardian will be dealt with according to Diocesan school policy. The privacy of student and family will be respected at all times.

## 3.2.0.0 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 are listed below to help guide families in their financial planning. *There is a difference in tuition for Catholics 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/guardian being registered parishioners in a Catholic Parish.* The Annual Fund helps to subsidize every student (Catholic and those of other faiths).

### 3.2.1.0 REGISTRATION AND TUITION FEES

#### TUITION 2018-2019

<b>Catholic</b>	One Student	\$9,631
	Each Additional Sibling	\$9,331
<b>Student of Other Faith</b>	One Student	\$11,472
	Each Additional Sibling	\$11,172

#### **Continuous Enrollment Fees (non-refundable)**

*Continuous Enrollment*

Once a student is enrolled in Reicher Catholic High school, they are enrolled for the rest of their high school career. The reenrollment fee will be charged to the families FACTS account on the last Friday of March. If families need other arrangements made for this fee or if a student plans to not return for the upcoming year, the parent/guardian must contact the school office by the end of the school day on the Friday prior to Spring Break in order for the reenrollment fee to not be charged to their FACTS account. If a student decides not to return the upcoming school year after the Friday before Spring Break, the family will be not be returned their \$200 reenrollment fee. If the reenrollment fee has not been paid, the \$200 reenrollment fee must be paid before records will be released to the new school.

Enrollment/Reenrollment Fee (non-refundable)	\$ 200
If paid 45 or more days after deadline (non-refundable)	\$ 450

### **Student Fees (due by August 1, 2018)**

Student Fee sheets are sent out via email to parents and are due in full by August 1<sup>st</sup>. There is a \$25 fee if paid after August 1<sup>st</sup>.

Tuition is due in full for the year by July 1<sup>st</sup>. Parent/guardian wishing to pay by installments must register with FACTS Tuition Management.

**A LATE FEE OF \$25.00 WILL BE ASSESSED FOR TUITION PAID AFTER THE DUE DATE AS SET UP WITH FACTS. A FEE OF \$30.00 WILL BE ASSESSED FOR ANY RETURNED CHECK.**

### **3.2.2.0 PAYMENT INFORMATION**

Once registration is paid, five options are available for tuition payment:

1. Pay in full by cash, money order, or check before July 1<sup>st</sup>. No FACTS charge.
2. Pay in full by credit/debit card before July 1<sup>st</sup>; a 2% convenience fee will be added. No FACTS charge.
3. Pay in full by automatic direct debit. No FACTS charge.
4. Pay in two semester installments - June and December. A one-time FACTS fee will be charged.
5. Pay monthly installments. A one-time FACTS fee will be charged.

If a family chooses any option other than paying in full, transactions will be handled through FACTS Management Co.

FACTS Management Company, [www.factsmgt.com](http://www.factsmgt.com), is the payment plan provider most widely used by private, faith-based, and public schools nationwide. Any questions regarding billing should be first directed to FACTS Management Company, [800-624-7092](tel:800-624-7092).

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

1. If an account is returned to RCHS for insufficient funds or non-payment, the Principal will request a meeting with the parent/guardian to discuss the account and arrange for payment.
2. If after meeting with the Principal there is no progress in payment of the account the parent/guardian may be asked to pay the account in full or to withdraw the 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 13<sup>th</sup>, 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, Student Council, 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 nor be eligible to participate in any graduation activities until all financial obligations have been paid in full.
7. All delinquent tuition payments must be paid to RCHS by either cash, money order or approved credit card (subject to a 2% convenience fee).

Parents/guardians are encouraged to communicate with the school office should there be any difficulty in making payments.

**ANY FAMILY IN NEED OF FINANCIAL ASSISTANCE FOR TUITION IS INVITED TO APPLY FOR FINANCIAL AID. FINANCIAL ASSISTANCE IS APPLIED FOR THROUGH FACTS TUITION AID - [www.factstuitionaid.com](http://www.factstuitionaid.com)**

### 3.3.0.0 STUDENT WITHDRAWAL POLICY

Students transferring to another school from RCHS, along with their parents, must meet with the Principal of Reicher for an exit interview and follow withdrawal procedures. These procedures include 1.) obtaining grades to date of leaving, and 2.) 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 registrar. ***A withdrawal fee of \$450.00 will be assessed for students who leave during the school year for any reason. If beginning of the year fees were rolled into the tuition payments, those fees will be due in full at time of withdrawal.*** 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. Enrollment for the month is established on the first day of the month.

Parents and guardians pay for 10 months of instruction (instructional year: August through May). However, the cost is spread over an 11-month period beginning in June of each year. If tuition is started in August, the prior months of June and July must be made current. Should a student leave before the beginning of classes in August, all of the paid tuition shall be refunded. Should a student begin the academic year, tuition through the month will be assessed. For example, if a student withdraws September 1<sup>st</sup>, tuition for June, July, August, and September will be retained along with the withdrawal fee.

Students who withdraw or are expelled at any point during the academic year may have attendance at other Reicher functions sanctioned, for example: Homecoming Dance, Prom, Graduation activities, etc.

## 4.0.0.0 RELIGIOUS FORMATION

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### 4.1.0.0 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, worship, faith formation, service to others, and a solid theological curriculum. Catholic Identity is anchored in the forgiveness, unconditional love, and acceptance of Jesus Christ.

As part of RCHS's stated philosophy *"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 parents/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.

#### 4.2.0.0 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.

#### 4.3.0.0 PRAYER EXPERIENCE

In order to strengthen 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 week and/or Holy Days as well as on other special occasions. Students, faculty, parent/guardian 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 which 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 class retreats held throughout the year. At these retreats, students will participate in spiritually based activities with their classmates.

#### 4.4.0.0 COMMUNITY SERVICE PROGRAM

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"We must love our neighbor as being made in the image of God and as an object of His Love." – St. Vincent De Paul

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 their parish/church and their community. 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 parishes and churches along with neighborhood 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.

#### 4.4.1.0 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, walk, at graduation) the student must complete the twenty (20) hours of community service for each year the student is in attendance at Reicher.** Students must complete at least 5 hours at their registered place of worship. The remaining 15 hours may be completed at their place of worship, at approved institutions listed below, or at Reicher Catholic High School. If a student wishes to volunteer at an organization not listed, they can submit a proposal (service coordinator has the proper form) for approval to the service coordinator (form must be submitted 2 weeks before the work begins). Those students who are without a registered place of worship are welcomed to complete their hours at one of the seven local Catholic Churches.

Students are encouraged and have the option of earning more than the required twenty (20) service hours per year. A minimum of ten (10) hours must be completed by the end of the first semester of the school year or penalties will be assessed. (See 4.4.2.0 SERVICE DEADLINES AND PENALTIES)

Students who complete 200 or more hours in their Reicher career will receive special recognition during graduation exercises. The graduating student with the most completed service hours during their Reicher career will receive a special award during graduation exercises.

We strongly suggest that service hours involve direct contact and interaction with persons who are in need. Relatives must not be the recipient of any service hours.

**We humbly defer to the minister in charge to direct the students to the greatest needs of the parish, church, or place of worship.**

The Service Coordinator and Theology teachers will work closely with students as they proceed with this program. Service hours for the upcoming academic year may begin the day after school ends of the previous academic year.

Hours will not be accepted if they are completed at an organization that is not the student's place of worship or one of the agencies listed below. If hours are completed at another agency, without prior **WRITTEN** approval, they will not be accepted. **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 additional hours at their place of worship. 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.

Students must complete in detail a community service report form describing their service. Verification information from a site supervisor must be on that form or attached on a separate sheet. 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 and may be found on the school website. A report form must be completed for each act of service.

#### 4.4.2.0 SERVICE DEADLINES AND PENALTIES

Service hours completed during the summer must be turned in no later than the first Wednesday of September in order to receive credit for work done. All hours for the previous month are due the 1<sup>st</sup> Wednesday of the month.

If at the conclusion of the first semester the student has not completed and submitted at least 10 total hours, the student's theology grade will become an INC (Incomplete) and an additional five (5) hours will be required. All hours (deficient and penalty 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 an NC (No Credit), regardless of the grade earned. The student then becomes ineligible for any extracurricular activity, including but not limited to athletics, cheer, Jazzcats, or TAPPS Academic, until the total number of hours are submitted. For Student Council, NHS members, Campus Ministry, and any other student organization, students will be put on probation and not allowed to participate until hours are submitted. Summer school will be required to recover the missed credit.

The full 20 hours (25 for those with penalties and 30 for NHS) must be submitted by the first Wednesday in May. If hours are not submitted by this time, students will be ineligible to take theology final exams until the proper number of hours are submitted. The inability to take exams renders the semester incomplete. This means the student receives no credit for the semester and has not completed the year. In the case of delinquent hours for the second consecutive semester the student's enrollment at Reicher Catholic High School will be in jeopardy.

#### 4.4.3.0 SUMMARY

1. All required service hours may be done at the student's parish or place of worship, Reicher Catholic High School, or from the approved list. A minimum of 5 hours must be completed at the student's parish or place of worship.
2. Perform a total of 20 Service Hours (per academic year).
3. 10 hours must be completed in the first semester or penalties will be assessed.
4. A family member cannot be the Supervisor or recipient of service hours.
5. All established churches or places of worship where the student (and/or his/her family) is registered are approved sites.
6. Work with people or one-on-one is strongly suggested.
7. Be sure the site supervisor signs the Service Hour Form.
8. Take the completed form to the Theology teacher for approval and signature before submitting it to the Service Coordinator.
9. Class/school fundraisers do not count for service hours.

**Approved Agencies: If an agency is not listed, see the Service Coordinator.**

- 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
- Cameron Park Zoo
- Camp Fire USA
- Caritas
- Compassion Ministries of Waco
- Crestview Healthcare Residence LTD
- CTFM
- Cultural Arts Festival
- Family Abuse Center
- Friends for Life
- Girl Scouts of America
- Habitat for Humanity
- HEB
- Feast of Sharing
- Hewitt Library
- Hillcrest Baptist Medical Center
- Knights of Columbus
- Lake Air Little League
- Lakeshore Village Health
- Mayborn Museum
- Meals on Wheels
- McLennan Community College
- Miss Jane's PreSchool
- Mission Waco
- Providence Health Care
- Providence Heights Elementary School
- Quality Care of Waco
- Rapoport Academy
- R.E.A.C.H.
- Ridgecrest Retirement & Health Care
- Salvation Army
- Special Olympics Texas
- St. Catherine Center at Providence Park
- St. Francis Child Care Center

- St. Louis Catholic School
- Stilwell Retirement Village
- Talitha Koum Institute
- Veteran’s Administration Medical Center
- Waco Children’s Theatre
- Waco Symphony Association, Inc.
- WacoMcLennan
- County Library
- West Library
- YMCA: Highway 6 and Paul Quinn campus

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.**

#### 4.6.0.0 REFLECTION

As part of Theology class, students may be asked to write about the service hour experience and the effect of that experience on them.

### 5.0.0.0 ACADEMIC FORMATION

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#### 5.1.0.0 ACADEMIC PROGRAM

One of Reicher Catholic High School’s goal is *to maintain high standards of academic discipline, excellence, 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 courses available. They are given the responsibility of organizing their time, meeting deadlines, and serving the community through various co-curricular opportunities.

#### 5.2.0.0 STUDENT SCHEDULE

Parents/guardians and students share in planning for the student’s education at RCHS. All students meet with the Counselor throughout the year. In the spring, everyone is required to select classes for the following academic year. This process of requesting classes is expedited through RenWeb. New students meet with either the Counselor to plan their schedule at the time of their admission. Placement changes and scheduling errors will be corrected by the Counselor.

#### 5.3.0.0 CHOOSING CLASSES

The Counselor assist students in the choice of courses for each school year on the basis of grades earned, testing data, and teacher recommendations. 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 receive a WF (Withdrawal Failing).

All students are expected to enroll in 8 courses each semester. It is the policy of RCHS that an adequate number of students must be enrolled in an elective in order for it to be considered as a potential course. The

course and number of course sections will be determined by the Principal based upon the mission, vision, financial feasibility, and scheduling constraints.

Students may seek to complete a course for their own advancement at a college or university with the approval of the Principal. These students must adhere to the admissions policies of the school in which they seek to enroll. Before enrolling in a college or university course, students must meet with the Counselor for written approval. If prior written approval is not received, the courses taken may not receive high school credit at RCHS.

Correspondence Class Policy: It is expected that all State of Texas 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 Principal. RCHS uses the Texas Tech Correspondence program. 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. Midterm and final exams must be supervised by the Counselor or Principal.

Seniors must have completed any/all correspondence course work prior to the beginning of the Senior year. No grade below 70 will be accepted.

## 5.4.0.0

## 5.5.0.0 GRADUATION CORE REQUIREMENTS AND CURRICULUM TRACKS

### 5.5.1.0 RECOMMENDED PLAN

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.

### 5.5.2.0 RECOMMENDED WITH HONORS

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.

### 5.5.3.0 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:

- 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](http://www.tea.state.tx.us/rules/tac/chapter074/ch074b.html))
- A score of three or above on a College Board Advanced Placement examination.
- A score on the PSAT that qualifies a student as a Commended Scholar or higher.

- 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.

#### 5.5.4.0 PROGRAM REQUIREMENTS

The State Board of Education (SBOE) adopted new rules (House Bill 5) for the Foundation High School Program on January 31, 2014. According to these rules, a school district must ensure that each student, on entering ninth grade, indicates in writing an endorsement that the student intends to earn. Reicher currently offers three endorsements, STEM, Arts and Humanities, and Multidisciplinary Studies. The following is a list of required courses. All Endorsement plans can be found in our Course Description Handbook.

Required Subject	Credits
Theology	4 credits
English	4 credits
Math	4 credits
Science	4 credits
Social Studies	4 credits
Foreign Language ( <i>All in same language</i> )	3 credits
Fine Arts	1 credit
Technology	1 credit
Health ( <i>Through PE or Strength and Conditioning</i> )	1 credit
Physical Education *	1 credit
Required Electives	3 credits
<b>Total</b>	<b>30 credits</b>

**\* PE/ATHLETICS - NO MORE THAN 2.0 CREDITS IN PE/ATHLETICS MAY BE COUNTED TOWARD GRADUATION REQUIREMENTS.**

#### 5.5.5.0 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, along with independent as well as guided research. In general, to be eligible for an honors course, a student should:

- Have a 93 or above average in that subject area the prior semester
- Have met the prerequisites for the honors course(s)
- Have the approval of the teacher of the honors course
- Be highly motivated
- 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 the honor's program weight, which will be figured in the 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 the following year.

### 5.5.6.0 ADVANCED PLACEMENT COURSES

AP courses, by their very nature, require additional time outside of class due to course rigor. Parent/guardian approval is required to enroll in the AP program due to the rigor of the AP program as well as acknowledging the extra time needed for student success.

### 5.5.7.0 HONORS, ADVANCED PLACEMENT AND DUAL CREDIT OPTIONS

#### Honors Courses

- Algebra 2, Geometry, Pre-Calculus, Statistics
- Biology, Chemistry, Anatomy
- 4<sup>th</sup> year of a foreign language
- 4<sup>th</sup> consecutive year of same fine arts course

#### Advanced Placement Courses (upon availability, also considered part of the Honors courses)

- English III AP and English IV AP
- Calculus AP
- Art III AP, Art IV AP
- Chemistry AP,
- U.S. History AP

**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. TESTING FEES ARE NON-REFUNDABLE.**

#### Dual Credit Courses (upon availability, also considered part of the Honors courses)

- Government
- Economics
- Pre-Calculus
- Business Calculus
- Calculus 1 and 2

### 5.5.8.0 Additional Graduation Requirements

In addition to the academic requirements, a student must have the following in order to receive a diploma and/or participate in the graduation ceremonies:

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

**NOTE: ANY FAILURE OF A REQUIRED COURSE IN THE FIRST 3 YEARS MUST BE MADE UP BEFORE STUDENTS MAY ENROLL THE FOLLOWING YEAR. NO SENIOR MAY ENROLL AT RCHS IF A CLASS HAS NOT BEEN MADE UP.**

## 6.0.0.0 ACADEMIC REPORTS AND PROCEDURES

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### 6.1.0.0 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, suspension and/or expulsion records, health records, and emergency contact information.

### 6.2.0.0 GRADES AND GRADING

Credits are granted by semester for full year courses, as well as semester course. Yearly averages are not used. The grade scale is based on 100 points. Honors, AP and Dual Credit courses are weighted by 7.5-10 points (depending on the course), 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.)

### 6.3.0.0 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.

### 6.4.0.0 EXAMS

Examinations are given at the end of each semester in each course. For semester exams, teachers are under *NO* obligation to reschedule or offer the exam other than at the scheduled times. Semester exams are (ninety) 90 minutes and cover the breadth of material taught in that semester (i.e. Comprehensive Exams). The semester exam counts 20% of the semester grade. Approval from the Principal is required in the case of extraordinary circumstances that 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.***

### 6.5.0.0 PROGRESS REPORTS

**RENWEB** is the means through which students and parent/guardian can monitor continuous progress. Class grades are updated on a weekly basis to provide current averages. **RenWeb** averages are a reflection of ongoing progress and are not to be considered the official grade report. Progress reports are posted at approximately 3 week intervals. Parent/guardian or students who do not have access to internet must notify the school immediately.

### 6.6.0.0 REPORT CARDS

Report cards are issued four times a year and emailed to the parents/guardians. Parent/guardians are urged to look closely at the report cards of their children to ensure their child is academically succeeding and meeting the attendance requirements. The teacher will determine grades for each report card in the following manner:

- **Quarterly Report Cards:** The final grade of each reporting period should include homework, test and major projects, class participation, and any other valid category at the discretion of the teacher. These grades should be weighted according to school policy as: tests and major projects 50%, a combination of all other categories will equal the remaining 50%. A teacher has the discretion to weight within these categories as he/she sees fit so long as the percentage total for any one area does not exceed the 50% allowable. **Elective classes are allowed to use different scales but must be approved by administration and communicated to students in the syllabus.**
- **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 parent/guardian regarding a failing grade** prior to semester exams. The teachers will determine the semester grade using the following percentages:
  - 1<sup>st</sup> nine week grade 40%
  - 2<sup>nd</sup> nine week grade 40%
  - Final exam 20%

### 6.7.0.0 LATE WORK

**It is expected that all work is to be turned in on time.** Late policies are at the discretion of each teacher and will be documented in the class syllabus.

### 6.8.0.0 INCOMPLETES

Under normal circumstances, a student is allowed a one-week period to make up any incompletes given as a quarter or semester grade. 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.

### 6.9.0.0 FAILURES

Students who receive a failing grade during the first semester in mathematics, foreign language, physics 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, HE/SHE 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 may make a student ineligible to continue at Reicher Catholic High School. **A senior must pass all required senior courses in order to graduate.**

## 6.10.0.0 ACADEMIC PROBATION

Academic probation will be assessed in a progressive format in approximately 3 week intervals (checkpoints). After a student receives a grade below 75 on his/her report card or at a checkpoint during a grading period, he/she will be placed on academic probation and expected to seek needed tutoring with their teachers to improve their grade(s). Progress will be checked at the next checkpoint. If **all** grades are a 75 or above, the student will be removed from academic probation. If **all** grades are between 70 and 75, student will remain on academic probation. If any grade is below a 70, the student will be ineligible from extra-curricular activities until the next checkpoint.

**ACADEMIC PROBATION CAN BE ASSESSED AT ANY TIME IF A STUDENT FALLS SIGNIFICANTLY BELOW SATISFACTORY PROGRESS DURING THE GRADING PERIOD.**

## 6.11.0.0 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 three weeks beginning with the day after the date grades are due to the registrar. Grades will be checked on a 3 week cycle and eligibility will be determined on the same cycle. Once they have passing grades in **all** subjects, at the 3 week check, they become eligible once again for extra-curricular activities.

## 7.0.0.0 HONOR ROLL AND AWARDS

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### 7.1.0.0 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, he/she is **ineligible to receive** the first and second honor roll recognition. If grades are withheld due to non-payment of tuition, honors will be acknowledged once tuition obligations have been rectified. 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 87 - 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. Students grades are not rounded to determine Honor Roll placement. 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

### 7.2.0.0 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:

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

### 7.3.0.0 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.

## 8.0.0.0 ATTENDANCE

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### 8.1.0.0 ATTENDANCE POLICIES AND ABSENCES

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, he/she needs his/her parent/guardian's written permission for all matters involving school activities, school records, and school attendance. Attendance at the high school level is based on period attendance not daily attendance.

According to state law, to receive credit for any class, a student must be in attendance a minimum of 90% of the scheduled time. For the 2018-2019 school year, 10% of the scheduled time is eight (8) class periods. If a student is absent more than 8 class periods, they will be denied credit for that class.

Students may appeal for the denied credit in a class if the total number of absences in that class exceeds eight (8), due to serious and 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 will be reviewed by the Administrative Team who will determine whether or not credit will be awarded or determine further actions to be taken.

#### 8.1.1.0 PERFECT ATTENDANCE

To qualify for Perfect Attendance a student must be counted present in every class, every day. One tardy or absence for any class disqualifies the student.

#### 8.1.2.0 NORMAL ABSENCES

Parent/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 accepted as such by the Principal and Coordinator of Student Formation (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. Please see section

8.2.0.0 MAKE-UP WORK DUE TO ABSENCES for requirements regarding make-up work. Each of these absences must be addressed in the following way in order to avoid disciplinary action:

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 (254-752-8349) before 8:30 a.m. on the day of the absence and any subsequent day during the absence. **E-mails are not acceptable.** The person calling must state the following: (1) name of person calling; (2) reason for the student's absence; (3) when the student expects to return to school; and (4) 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 Receptionist and Registrar are not present to answer the telephone. 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.

### 8.1.3.0 COLLEGE DAY VISITS

All College visits must occur between September 1<sup>st</sup> and April 29<sup>th</sup>. If a parent/guardian wishes to excuse a junior or senior for a college visit, the parent/guardian must notify the office **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 college visit 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 **unexcused** absences with proper documentation and will count toward the total of eight (8) absences. **College visits may not be taken on Special Schedule Days (see 8.6.4.0).**

Students having to test for college entrance (at MCC or TSTC) must schedule these tests outside of school hours. If scheduled during school hours, the absence will be counted unexcused with all attending consequences **including counting toward the total of eight (8) absences.**

### 8.2.0.0 MAKE-UP WORK DUE TO ABSENCES

Students have one class period for every class period of excused absence to make up missed work.

**Work assigned prior to an excused absence must be turned in the on the class period in which the student returns to school.**

Tests announced prior to an excused absence must be taken before the subsequent class period of the student's return to class unless there is material on the test that was covered during the student's absence. In this case, the teacher will determine the timeframe for the student to take the test. The timeframe should not exceed the amount of days a student was absent.

Example- A student was absent on Monday when a previously announced test was given and is present in class on Wednesday. The student must make up the test before they meet for class on Friday. If the student was absent on Monday and missed material for the test on Wednesday, the teacher can give the student until Friday to make up the test.

School-sponsored activities are not counted as absences. Assignments due the day of a school-sponsored activity must be turned in prior to leaving campus for the school sponsored event. Teachers are allowed to consider any work not turned in prior to leaving as late.

### 8.3.0.0 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.

### 8.4.0.0 LEAVING EARLY

A written request **or phone call** from a parent/guardian must be submitted to the Registrar **before** school on the day the student is to be excused. **A fax, text, or an e-mail** 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.

**The student must check in with the Registrar before school to receive a slip that excuses them from class at the time specified by the parent/guardian. The student will present this to the teacher in order to be excused from class. The student will proceed to the registrar's office to be dismissed from campus.**

**Work missed due to leaving early must be completed according to the excused absence policy 8.2.0.0**

#### MAKE-UP WORK DUE TO ABSENCES

If a student leaves during the school day for an appointment, he/she is expected to return to school once the appointment is completed. He/She must report to the Registrar's office for a slip back to class. Students will need to bring back a note signed by the person with whom he/she had the appointment indicating the time of arrival and departure time at the appointment **or their absence will not be considered excused.** The only exception to this is students leaving from **2:30pm** and later. They must bring in the note the following morning when they return to school.

### 8.4.1.0 LEAVING EARLY DUE TO ILLNESS

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. Students are not allowed to use personal devices to contact parents/guardians when they are feeling ill. If students do so, they will lose privileges to have their device at school for a time to be determined by the administration.

### 8.4.2.0 RETURNING TO SCHOOL AFTER ILLNESS

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.

### 8.5.0.0 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/guardian to ensure that students are in attendance every day of school. Teachers are not required to give a student work in anticipation of an absence.

### 8.6.0.0 ABSENCES AND EXTRA-CURRICULAR ACTIVITIES

**If a student is absent more than 1 class period of a school day, the student must be present one full school day before they can participate in an extra-curricular event or practice. On a day of a competition/game, a student must be present the entire school day in order to participate in the competition/game. Tardies on a**

day of competition/game can also exclude you from participation in the competition/game. Absences for doctors appointments or family emergencies may not exclude a student from participation.

**All detentions including service hour detentions must be served before a student is allowed to participate in any extra-curricular activity.** Any work missed due to an absence for an extra-curricular activity must be made up according to 8.2.0.0 MAKE-UP WORK DUE TO ABSENCES.

Students may be withheld by a teacher from the school-sponsored activity if:

- Student currently is failing the class
- Student has two or more zeros
- Student has demonstrated chronic misbehavior
- Student has chronic absences

## 8.7.0.0 TUTORING AND AFTER CLASS ASSISTANCE

The mission of Reicher is to educate each student in Spirit, mind, and body so a student must be able to balance academics with extra-curricular activities. Sometimes students need extra time outside of the scheduled class time to receive tutoring to help with a concept or make up missed work. Teachers communicate their office hours in their syllabus which is given to the students at the beginning of the course. Students should seek help from the teacher during these office hours, before or after school, at lunch or during FIT period. Students involved in extra-curricular activities should seek assistance from a teacher outside of scheduled meeting or practice time of their extra-curricular activity first and foremost. If a conflict occurs between tutoring and an extra-curricular activity, the student must have permission from the head sponsor or head coach of the extra-curricular activity in writing prior to the tutoring session.

## 8.8.0.0 ACTIONS FOR ABSENCES

### 8.8.1.0 UNEXCUSED ABSENCES

Once a student has missed the equivalent of 10% of the school days (8 class periods), the student will be required to serve detention equal to the number of hours absent in order to meet the 90% requirement. All missed work will be made up according to the requirements of the teacher and reference to section 8.1.2.0 NORMAL ABSENCES.

### 8.8.2.0 NO PARENTAL/GUARDIAN COMMUNICATION OF ABSENCE

A student will be considered truant and serve a day of in-school suspension if a parent/guardian does not contact the school when a student is absent. A parent/guardian should call the school the day of the absence and send a written and signed note to the registrar upon return.

### 8.8.3.0 NO NOTE

Each absence with no note will be considered unexcused and may receive zeroes for missed work.

#### 8.8.4.0 ABSENCES ON SPECIAL-SCHEDULE DAYS

All absences on days with special schedules such as exam days, standardized testing days, retreat days, and special Masses will be **unexcused**. Assignments may be given to students who miss retreat or special Mass days.

#### 8.9.0.0 ACTIONS FOR TARDIES

Upon being tardy, a student must report to the registrar.

When a student accumulates their 3rd tardy in a class period, they will be assigned one absence in that class period. One absence will be given for every 3 tardies.

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.

#### 8.10.0.0 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.

#### 8.11.0.0 SENIOR PRIVILEGES

Seniors are granted privileges based on attendance and behavior.

1. **Off-campus Lunch:** Any senior student in good standing, with a signed parental permission form on file is allowed to leave campus for lunch. Tardies from off-campus lunch are not permitted. **Off campus lunch may be suspended for behavior infractions.** Consequences for late return from off-campus lunch are:
  - a. On the first offense, the loss of three (3) consecutive off-campus lunch privilege days.
  - b. On second offense, the loss of five (5) consecutive off-campus lunch days.
  - c. On third offense, loss of off-campus lunch privilege for the remainder of the school year.

*Depending on the severity of the tardy and the decision of the Administration, these consequences may be imposed at any time.*

2. **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 a maximum of two block days or the class time equivalent thereof over the semester. Any student disciplined for cheating in the senior year will not be allowed this privilege. Decisions of the Administration are final.

## 9.0.0.0 ATHLETIC PROGRAM

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### 9.1.0.0 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.

Reicher offers a full inter-scholastic athletic program. The following is a list of competitive sports:

BOYS		GIRLS	
Football	Track	Volleyball	Track
Basketball	Baseball	Basketball	Softball
Soccer	Powerlifting	Soccer	Powerlifting
Cross Country	Golf	Cross Country	Golf

### 9.2.0.0 STUDENT RESPONSIBILITIES

Good citizenship - exemplary conduct - is always expected both on and off the campus; this includes respect for peers and adults within the Reicher community, and competence in the classroom.

Good sportsmanship and fair play are always the standards for practice and competition.

Shared goals and loyalty are the marks of a responsible athlete. Self-discipline and personal sacrifice are essential.

All athletes must attend all practices. Failure to do so could result in suspension or dismissal from the team.

Physicals are required before a student may attend his/her first practice. All physicals are filed in the Athletic Director's office.

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.

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.

Students must be in attendance for a full day before leaving/participating in any athletic event.

(See section **Error! Reference source not found.** for further guidelines.)

### 9.3.0.0 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.

#### 9.4.0.0 TRANSPORTATION

Most of the time teams are transported on the school bus or Church 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 parent/guardian 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/guardian. It is recommended that the student use the transportation time to study and complete missed academic work.

#### 9.5.0.0 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 10.7.0.0 LETTER JACKET REQUIREMENTS)

#### 9.6.0.0 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.

#### 9.7.0.0 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 and before enrolling in another sport that year,
2. The sport from which the student withdrew must complete its season before a student can participate in another sport.
3. 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.

## 9.8.0.0 REVOCATION OF ATHLETIC PRIVILEGES

Withdrawal of participation in athletic events may be imposed for the incidents 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.
4. Extra-curricular discipline actions.
5. Violation of the drug/alcohol school policy can result in dismissal from the team. The Athletic Director will determine if the students can participate in another sport or return next season.

**NOTE: THE ATHLETIC DIRECTOR AND/OR ATHLETIC COORDINATOR RESERVES THE RIGHT TO DISMISS AN ATHLETE FROM A TEAM IF HE/SHE DEEMS IT IN THE BEST INTEREST OF THE TEAM.**

## 10.0.0.0 STUDENT ACTIVITIES

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### 10.1.0.0 SCHOOL DANCES AND SOCIAL EVENTS

School social events are student gatherings sponsored by Reicher Catholic High School and are subject to the following regulations:

- 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 before or after these designated times.
- 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 and in section 11.2.2.0 Formal Dress Code Guidelines.
- School regulations concerning smoking, drinking, drugs, dress code, etc., will be enforced.
- Each dance event will be chaperoned by at least two parent/guardians, two faculty members and one security officer secured by the sponsoring club or organization. A list of chaperones must be submitted to the Coordinator of Student Formation or Principal at least three days prior to the event. All parent/guardian chaperones must have attended the Ethics and Integrity Workshop within the previous three years.
- 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.
- 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 OR COORDINATOR OF STUDENT FORMATION HAS THE RIGHT TO DENY STUDENTS ACCESS TO SCHOOL DANCES AND SOCIAL EVENTS IF HE/SHE DEEMS IT IN THE BEST INTEREST OF THE SCHOOL.**

## 10.2.0.0 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.

## 10.3.0.0 STUDENT LEADERSHIP FOR ANY ORGANIZATION

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. 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. No student may hold two major offices within one year.

## 10.4.0.0 ACTIVITY GUIDELINES

1. Each organization functions under its own constitution and bylaws. Check with the moderator 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 the moderator.
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 sufficient adult supervision at all times.
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.

## 10.5.0.0 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.

### 10.5.1.0 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.*

### 10.5.2.0 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.*

### 10.5.3.0 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.

### 10.5.4.0 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.

### 10.5.5.0 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.

### 10.6.0.0 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.

### 10.7.0.0 LETTER JACKET REQUIREMENTS

<b>Athletics/Cheerleading</b>	<b>Leadership</b>	<b>Academics</b>	<b>Competitive Honors</b>
<i>To qualify for a letter</i>			
<i>jacket:</i>	<i>jacket:</i>	<i>jacket:</i>	<i>jacket:</i>
2 years in a Varsity sport	An overall grade	4 consecutive	2 years in Mock Trial
with 60% participation	average of 85 and	semesters on the	<b>OR</b>
OR	a total of 15 points	high honor roll	2 years participation
1 (one) year in 2 (two)	from	<b>OR</b>	and 1 year competing
Varsity sports.	student council	an overall grade	at the state level in
	officer-10 points	average of 85 plus	TAPPS
	members-5 points	two years participation	prose
	class officer-8 pts	in and 1 year state	poetry
	NHS officer-8 pts	level competition in:	duet acting

	NHS member-3 pts	science	extemporaneous
	other school organi-	ready writing	persuasive
	zation officer-5 pts.	number sense	original oratory
		advanced math	debate
		spelling	<b>OR</b>
		literary criticism	2 years participation
		Spanish	and 1 year with
		TAPPS math	exception level honor
		computer science	in
		social studies	Drama, choir, band, visual arts,
		current events	Marching auxiliaries, JazzCats
		calculator	

## 11.0.0.0 SPIRIT

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### 11.1.0.0 PERSONAL APPEARANCE AND RESPONSIBILITY

Personal appearance is important to fellow students, to teachers and to the general public. It is thus the responsibility of parent/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; students that do not meet the dress code guidelines should be sent to the Registrar immediately.

### 11.2.0.0 DAILY STANDARDIZED DRESS CODE

#### 11.2.1.0 GENERAL GUIDELINES

- Slacks, shorts, skirts, and skorts must be worn at the waist or at the top of the hip, not below the hip.
- 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.
- Clothing and jewelry may not be offensive, suggestive or interfere with the learning culture.
- All garments must be hemmed. Frayed hems or clothes with holes or tears may not be worn.
- Lace-up shoes must be laced up and tied. Shoes must be closed toe and closed heel. No croc-style shoe is allowed.
- 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 piercings.

- Students having facial hair will be sent to the office to call parent/guardian to obtain permission to shave at school and **given a dress code violation**. The 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.
- Hairstyles and nail polish should not be distracting, no extremes in hair or nail color are permitted. Gentlemen’s hair should be neatly groomed **and cut to be off the eyebrows, off the collar and no longer than mid ear**. **No headbands or hair ties of any kind are allowed in gentlemen's hair**. No designs, extreme cuts, or unconventional styles are allowed.
- The following are not permitted at any time:
  - baggy or oversized pants
  - bowties
  - drawstring or elastic waist slacks or shorts
  - fatigue-style (camouflage) pants/cargo pants/shorts
  - gym shorts, sweatpants or warm up suits
  - hats in the building
  - sideburns past the earlobe
  - sleeveless shirts
  - suspenders
  - tattoo

Girls	Boys
<p><b>Regular Uniform:</b>            Official Reicher Polo with Reicher logo in approved colors*:            Columbia Blue            White            Grey            Navy            (Seniors may wear Navy/White stripe rugby style shirt*)</p> <ul style="list-style-type: none"> <li>· Shirts must be tucked in at all times</li> <li>· Khaki slacks, skirt, skort, or shorts with Reicher emblem on the back*</li> <li>· Plaid #76 skirt, shorts, or kilt*</li> <li>· Length of all skirts, skorts, shorts, or kilts must be <b>mid knee length both front and back</b>.</li> <li>· Socks, stockings, tights, or leggings must be solid colored flesh, white, black, grey, or navy and must be solid colored without designs or embellishments.</li> <li>· Socks must be worn with sneakers, athletic shoes, and boots.</li> <li>· Tights and leggings may be worn only with skirts.</li> </ul>	<p><b>Regular Uniform:</b>            Official Reicher Polo with Reicher logo in approved colors*:            Columbia Blue            White            Grey            Navy            (Seniors may wear Navy/White stripe rugby style shirt*)</p> <ul style="list-style-type: none"> <li>· Shirts must be tucked in at all times</li> <li>· Khaki slacks or shorts with Reicher emblem on the back*</li> <li>· Length of all shorts must be <b>mid knee length both front and back</b>.</li> <li>· Socks must be solid colored white, black, grey, or navy and without designs or embellishments</li> <li>· Socks must be worn with sneakers, athletic shoes, and boots.</li> <li>· No tights or leggings may be worn at any time.</li> <li>· Shoes must be clean and worn on campus at all times.</li> </ul>

<ul style="list-style-type: none"> <li>· Leggings must come to the ankle and meet socks without a gap.</li> <li>· Shoes must be clean and worn on campus at all times.</li> <li>· Shoelaces must be tied at all times.</li> <li>· Shoes must be closed toe and closed heel.</li> <li>· Boots are permitted <b>only under slacks</b>.</li> <li>· Boots tops must be covered by the slacks.</li> <li>· All shoe types, including boots, must have a sole and be designed for wear outdoors. Bedroom-slipper-type, five-toed, thin or no-soled shoes are not allowed.</li> </ul> <p><b>Outerwear</b></p> <ul style="list-style-type: none"> <li>· Reicher navy cardigan sweater, zip-up jackets, pull over fleece, sweatshirts, and other approved Reicher outerwear (includes jackets from extracurricular activities or purchased through Booster Club or Get Noticed) must be worn over the Reicher polo shirt.</li> </ul>	<ul style="list-style-type: none"> <li>· Shoelaces must be tied at all times.</li> <li>· Shoes must be closed toe and closed heel.</li> <li>· Boots are permitted <b>only under slacks</b>.</li> <li>· Boots tops must be covered by the slacks.</li> <li>· All shoe types, including boots, must have a sole and be designed for wear outdoors. Bedroom-slipper-type, five-toed, thin or no-soled shoes are not allowed.</li> </ul> <p><b>Outerwear</b></p> <ul style="list-style-type: none"> <li>· Reicher navy cardigan sweater, zip-up jackets, pull over fleece, sweatshirts, and other approved Reicher outerwear (includes jackets from extracurricular activities or purchased through Booster Club or Get Noticed) must be worn over the Reicher polo shirt.</li> </ul>
<p><b>Mass Dress Code:</b></p> <ul style="list-style-type: none"> <li>· Grey pleated skirt* or Reicher plaid skirt must be at <b>mid knee in the front and the back.</b></li> <li>· White ¾ length sleeve blouse* can be worn over skirt rather than tucked in.</li> <li>· Undergarments must be white or flesh colored.</li> <li>· No other shirt may be visible below the hem of the blouse, i.e. camisole</li> <li>· Socks, stockings, tights, or leggings must be solid colored white or black and be without designs or embellishments.</li> <li>· Leggings must come to the ankle and meet socks without a gap.</li> <li>· Simple closed toe and heel <b>black flats</b> (no heel) free of embellishments of any kind (i.e. buckles, bows, glitter, sequins, names, etc.)</li> <li>· No boots, tennis shoes, sneakers, athletic shoes, Vans, Toms, Bobs, Keds, or any canvas style shoes are allowed on Mass days.</li> </ul> <p><b>Outerwear for Mass</b> An official Reicher uniform V-neck sweater (black only)* may be worn</p>	<p><b>Mass Dress Code:</b></p> <ul style="list-style-type: none"> <li>· Grey dress slacks*</li> <li>· Black dress belt</li> <li>· White long or short sleeve Oxford shirt* must be worn completely buttoned with the long sleeves buttoned at the wrist (unrolled).</li> <li>· Undershirts must be plain white with no writing and/or logos.</li> <li>· Shirts must be tucked in at all times.</li> <li>· The official Reicher black tie*</li> <li>· Socks must be solid black and be without designs or embellishments.</li> <li>· <b>Dark, black dress shoes with closed toe and heel and black soles or black leather loafer with black soles (or lace-up). Black dress boots with black soles can be worn under your grey slacks.</b></li> <li>· No tennis shoes, sneakers, athletic shoes, Vans, Toms, Bobs, Keds, or any canvas style shoes are allowed.</li> </ul> <p><b>Outerwear for Mass</b> An official Reicher uniform V-neck sweater (black only)* <b>or a dark black or gray blazer</b> may be worn.</p>
<p><b>Spirit Dress Code</b></p>	<p><b>Spirit Dress Code</b></p>

<p>Official Reicher T-shirts only (purchased at Cougar Day)  Nice, neat, and clean full length blue or black denim jeans only.  No skinny jeans, jean shorts, cut-offs, or jean skirts.  Jeans must fit appropriately and may not be oversized, baggy, or too long.  Same shoe and sock guidelines as Regular Dress Code.  Optional- Regular Dress Code may be worn on Spirit Days.</p>	<p>Official Reicher T-shirts only (purchased at Cougar Day)  Nice, neat, and clean full length blue or black denim jeans only.  No skinny jeans, jean shorts, cut-offs, or jean skirts.  Jeans must fit appropriately and may not be oversized, baggy, or too long.  Same shoe and sock guidelines as Regular Dress Code.  Optional- Regular Dress Code may be worn on Spirit Days.</p>
<p><b>On Thursdays that are not mass days</b>, students may wear a collared polo shirt from a club or organization they are participating in during the current school year.  Clubs or organizations include:  National Honors Society  Student Council  Art Department  Foreign Language Club  Robotics  Sport Teams  Not acceptable:  T-shirts</p>	

**11.2.2.0 Formal Dress Code Guidelines**

Attire that is inappropriate for the occasion or deviates from modesty in the judgment of a school administrator will result in being denied admission to any event. Attire must be appropriate to the person's gender. All guidelines apply to all attendees including guests from other schools. These guidelines apply for all formal occasions including Homecoming Dance, Prom, Award Ceremonies, and any other events deemed formal by the Administration.

**For gentlemen:**

- Collared shirts, ties, and slacks are required.
- Gentlemen are to be clean-shaven.
- Gentlemen must meet school guidelines regarding length and style of hair.
- Gentlemen are not to wear earrings.
- No hats, canes, or accessories allowed in the dance.
- If a style other than long pants, collared shirt, tie, and waist-length coat is to be worn, the gentleman must receive prior approval from the Administration.

**For ladies:**

- Dress backs may not be lower than 3in above the waist..

- Dresses may not be any shorter than 4" above the knee (or 2" below the middle finger for taller ladies. This includes any slits in the dress. Slits that do not meet these guidelines will need to have the slit sewn.
- Dresses that are **two piece (top not attached to the skirt)**, too revealing, are skin tight or form-fitting, expose midriffs or cleavage, or are too short in length are not allowed.
- Garment cut-outs are allowed in the sleeve area, around the neck line, or in the skirt below the required length. Dresses may not have cut-outs in the bodice (from the top of the bra line to the 4" above the knee, or 2" below the finger mark) of the dress. Cut-outs in the midriff area of a dress are not allowed. Covering a cut-out with fabric will not suffice unless that fabric is permanently sewn into the dress, and is not see-through.
- Dresses must not be low cut in the front. Be especially careful with halter-style dresses or strapless dresses with a sweetheart neckline.
- Appropriate undergarments should be worn based on the style of the dress. Keep in mind that certain bras, padded busts, etc. can change the look of the dress.
- No undergarments may be visible through or outside of the dress
- Attire should reflect more of a formal family occasion rather than a night on the town or get-together at a dance club.

#### **Questions Concerning Dress Appropriateness:**

We will offer ladies (both Reicher Catholic High School students and dates from other schools) the opportunity to submit a dress for approval. If you wish to submit a dress for approval, please bring the dress to school for evaluation or use the following guidelines:

- Submit a picture of yourself in the dress (make sure your face is visible) via email to the Principal and Coordinator of Student Formation, ([mtaylor@reicher.org](mailto:mtaylor@reicher.org), [kkelly@reicher.org](mailto:kkelly@reicher.org)).
- Be sure that you send a picture of BOTH the front and the back of the dress **with your hand down at your sides**.
- Please allow at least 24 hours for a response to your email. Therefore, do not sit at a dress shop waiting for an immediate response.
- Please visit with the Principal for clarification on the appropriateness of your dress.

Please keep in mind that these guidelines are to protect you, your personal respect, and your modesty. The Administration's goal is to ensure that everyone is able to attend every event looking elegant and respectful. The guidelines are detailed and understandable.

Modesty, dignity, and self-respect are admittedly a subjective interpretation, but one which Administration has a duty to uphold. Students and their guests should therefore err on the side of modesty and formality and not put school administrators in the difficult position of upholding these guidelines. Having been specifically forewarned, Reicher expects nothing less than full cooperation from young gentlemen, ladies, and their parents (families) on this issue.

Please note that the Administration (or their designees) reserves the ability to make qualifying decisions regarding appropriate dress at any time.

Should a young person arrive with attire unacceptable for the particular event, the young person will be asked to step aside and call his/her parents (guardians). If the young person drove, he/she will then be allowed to return home after an Administrator (or designee) has spoken to the parent (guardian). If the young person was dropped off, he/she will wait in an appropriate and safe area to be picked up by the parents (guardians). All discussion and comments concerning the attire will be handled on the next school day; the situation will not be discussed that evening.

**NOTE: SCHOOL ADMINISTRATORS DECIDE WHAT CONSTITUTES APPROPRIATE DRESS AND MAY DEEM A PARTICULAR MODE OF DRESS INAPPROPRIATE.**

## 12.0.0.0 SCHOOL DISCIPLINE AND STUDENT RESPONSIBILITIES

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### 12.1.0.0 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. Reicher Catholic High School does not use corporal punishment for disciplinary procedures.

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 other Reicher 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.

#### **Expectations of Students**

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. At all times, the titles "Monsignor", "Bishop", "Brother", "Deacon", "Father", "Sister", "Doctor", "Mister", "Mrs." or "Miss" are to be used when addressing faculty members, guests and all adults.
5. 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.
6. 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.

### 12.2.0.0 DISCIPLINE PROCEDURES

When a student has been referred to the office for more serious matters, the following steps may be taken in addition to prior consequences from the teacher or staff member:

- Student conference with the Coordinator of Student Formation or Principal. An appropriate consequence may be assigned as a result of this conference.
- For repeated and/or serious offenses, a student-parent/guardian conference with the Coordinator of Student Formation or Principal may be required, after which the student may receive an appropriate consequence or be placed on either disciplinary or academic probation for a period of time (ordinarily a semester).

## 12.3.0.0 INFRACTION POLICIES

### 12.3.1.0 DRESS CODE VIOLATIONS

If a student does not meet the dress code guidelines, they will be asked to report to the registrar. They will receive a dress code violation slip. If a student reports to the school office before school starts, purchases the proper clothes from the store, and is in proper dress code before class starts, they will not be given a dress code violation. Most clothing can be purchased from the school store that is located in the Senior hallway.

Students having facial hair is considered a dress code violation. They will be sent to the office to call parent/guardian to obtain permission to shave at school and given an unexcused tardy with detention. Student will be given a disposable razor and shaving gel to shave at school. The Principal will designate the time during the school day in which the student will shave. **The school will not be held responsible for minor shaving cuts or allergic reactions to the shaving materials.**

Below is a description of consequences for subsequent dress code violations. Loss of spirit dress means that you cannot dress out for spirit days or any special dress out day including but not limited to pep rallies, class awards, team jerseys on game days, etc.

- 3 dress code violations= loss of spirit dress for 1 week
- 6 dress code violations= loss of spirit dress for 4 weeks
- 9 dress code violations= loss of spirit dress for the rest of the year
- Parent/guardian will be called for a conference.

**NOTE: THE FINAL AUTHORITY TO ENFORCE OR INTERPRET THE DRESS CODE RESTS WITH THE PRINCIPAL.**

### 12.3.2.0 PUBLIC DISPLAY OF AFFECTION

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

### 12.3.3.0 CLASSROOM MISCONDUCT

Students are expected to follow the classroom policies of each individual teacher. The student will first receive consequences according to the teacher's disciplinary policy. If misconduct continues and the teacher has exhausted their discipline plan, the student will be sent to the office with a discipline referral. The Administration will assume responsibility for the dealing with the student once the referral has been received and an appropriate consequence will be given. Parent/guardian may be notified.

#### 12.3.4.0 GENERAL MISCONDUCT

Conduct unbecoming of a Reicher student at any location or any event supervised or not supervised by Reicher Catholic High School may result in school discipline and/or parent/guardian being notified.

#### 12.3.5.0 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 may include but not be limited to the following: parent/student/administrator meeting, in-school suspension, out of school suspension, school service, disciplinary probation, responsibility contract, and/or expulsion.

#### 12.3.6.0 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.

#### 12.3.7.0 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.

#### 12.3.8.0 SEXUAL CONTENT

The use of sexual language, visual materials, innuendos, symbols, or gestures are contrary to Reicher's stated mission. This includes conversation, social media, and other digital conversation. The communication of any sexual content may be through the following but not limited to person to person, first hand observation, second hand observation or through social and digital media. 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.

#### 12.3.9.0 BULLYING AND HARASSMENT

Students/faculty are to report allegations to the Coordinator of Student Formation or Principal. All allegations of harassment/bullying will be taken seriously and promptly investigated. The Administration reserves the right to determine the nature and severity of the offense, and move to immediate expulsion for a first offense if deemed necessary. Disciplinary action may include but is not limited to: school service, loss of extra-curricular or athletics, Saturday school, behavior probation, out of school suspension or expulsion.

### *12.3.9.1 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. Definition of Sexual Harassment: Any unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature. According to federal law, sexual harassment includes, but is not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, innuendos or comments.
- Visual contact such as derogatory and/or sexually oriented posters, pictures, photography, cartoons, drawings or gestures.
- Physical contact such as assault, unwanted touching, blocking normal movements or interfering with work, study or play because of some sexual matter.
- Threats and demands to submit to sexual requests for certain benefits.
- Retaliation for having reported or threatened to report sexual harassment.

### *12.3.9.2 OTHER HARASSMENT*

Other harassment and specifically bullying, hazing, intimidation 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 environment for students and staff.

Examples: Identifying types of harassment/threats helps to understand the complexity of the problem but are not limited to these examples.

- At a mild level: whistling, inappropriate gestures, jokes of sexual nature, intentional bumping against, sexual phone calls, mild pressure to date.
- At a moderate level: mild level actions that are repeated, sexually suggestive comments and/or insults, spreading false rumors, dirty notes/letters/pictures, inappropriate touching, joking or teasing about sexual orientation, bragging about sexual activities, personalized graffiti, lewd gestures, insisting on dating
- At a severe level: mild or moderate level actions repeated; waiting and following to and from school, threatening calls, demands to date, rubbing against, threats to grab or shove, homosexual bashing, demanding details of personal sex life, inappropriate intimacy, exposing/cornering, gang or group threats.

### *12.3.9.3 DEFINITION AND CRITERIA OF BULLYING*

Bullying occurs when an individual or group uses strength or power to hurt, either physically, emotionally, or socially by intimidating, demeaning, or excluding others. Bullying is persistent or pervasive and is often covert. Bullying is a conscious attempt to hurt, threaten or frighten someone.

This includes but is not limited to:

- 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.

- 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, or language.
- Deliberate exclusion or isolation of an individual or group.

#### 12.3.9.4 CYBER ASSAULT

Any intentional or unintentional attempt to ridicule, defame, harm, destroy, coerce, intimidate, an individual using internet technology (i.e. text messages, phone calls, Instagram, Facebook, Vine, Social Networking, etc.)

#### 12.3.10.0 FIGHTING/VIOLENCE/THREATS

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, physical aggression or threatening shall be subject to no less than 1 day In-School 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. Subsequent involvement in fights/threats will result in parental conference, behavior probation and further disciplinary action up to and including expulsion.

#### 12.3.11.0 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. Theft is a grievous offense against another person or against an institution's rights. It is a violation of another person's rights in keeping with commonly held Christian principles. Restitution within reasonable time is expected. A student who commits a first offense of this nature at Reicher or a school-related function (theft from another or from the institution) may incur up to a 3 day suspension from school, loss of extracurricular and/or athletic activities for 4 weeks, parental notification, behavior probation and school service. Students involved in theft while holding an office in any sport or student activity will be removed from that leadership position. They will be required to write an apology letter and sign a Responsibility Contract. A student committing a second offense of this nature may be expelled from Reicher. This is a 4-year commitment to appropriate behavior; the consequences are cumulative. Restitution will be required.

#### 12.3.12.0 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 may include but not be limited to 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.

### 12.3.13.0 ACADEMIC DISHONESTY

Academic dishonesty includes but is not limited to the intent to cheat, cheating, unauthorized collaboration, and plagiarism. 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, writing or images (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 and the teacher must report the incident in writing to the Administration. At first offense, in addition to the zero, the reporting teacher promptly contacts the parent/guardian and notifies Administration. 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 and parent/guardian in writing. The Administration will assign an appropriate consequence that may include but not be limited to loss of extra curricular privileges/athletics and/or in-school suspension. 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. The parent/guardian will be notified of the offense and the consequence. A parent/guardian/student meeting may be held to discuss the offenses and the consequences. Disciplinary action may be taken up to and including expulsion.

### 12.3.14.0 ALCOHOL AND DRUGS

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

Reicher Catholic High School holds our students to high standards of self 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, be under the influence, 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:

1. On the school premises
2. Off the school premises at a school-sponsored event, activity or function
3. At any other time or place in which the student's conduct has an effect on
  - Maintaining school order and discipline
  - Protecting the safety and welfare of others
  - The reputation of Reicher.

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 violating the drug/alcohol policy may be required to submit to a drug test to rule out harmful drug use.

Students violating the drug/alcohol policy shall be guilty of a major offense and the school may impose the consequences below. These consequences are a minimum and may be amended as deemed necessary by administration. Suspension can be either In-School or Full Suspension or a combination of the two.

First Offense may include but not be limited to: 2 days Suspension, 4 hours of School Service Detention, parent/guardian conference with the Principal and student, ineligibility from athletics/extracurricular activities for 3 school weeks or according to the suspension days assigned, may be put on disciplinary probation and/or be required to sign a responsibility contract.

Second Offense may include but not be limited to: consequences according to the violation of the previous responsibility contract violation and/or 3 days Suspension, 8 hours of School Service Detention parent/guardian conference with the Principal and student, ineligibility from athletics/extracurricular activities for up to 6 school weeks or according to the suspension days assigned, and sign a disciplinary contract and parent/guardian notification.

Consequences may also include but are not limited to the following at any level of offense:

- Law enforcement authorities may be notified
- Immediate suspension pending investigation of the alleged violation;
- Suspension from participation in or attendance at all extra-curricular activities for up to nine weeks from the date of the offense.
- For a senior: loss of off-campus lunch privilege up to 18 weeks.
- Additional 5-20 hours of community service.
- Placed on probation and/or be required to sign a responsibility contract.
- Private counseling required at the parent/guardians' expense. Compulsory medical assessments or evaluations and counseling within two weeks of the infraction at parent/guardian' expense
- Disciplinary suspension or expulsion in addition to the immediate suspension

The sale or distribution of controlled substance or a student's failure to receive a medical assessment, evaluation or counseling, or a subsequent violation will likely result in expulsion. This is a 4-year commitment to appropriate behavior; the consequences are cumulative.

Students who come to the Administration or Counselor voluntarily for substance abuse help prior to an/the infraction being known to the school and are seeking help 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 is not subject to the provisions of this policy. -Reicher will assist the young person to resolve his or her difficulties. Except as otherwise required by law, administrators, appropriate school personnel and parents will be notified only when the student permits such notification. The school, at a minimum, will provide parents and the student with information regarding

counselors and treatment facilities. The student will be allowed to participate in athletics/extra curricular activities but only after the student has made arrangements to visit a treatment center and then only if the coach or principal agrees to such participation. These privileges may be suspended if it is determined that the student is not following the recommendations of administration. Any further violation will incur the consequence stated above, where applicable.

### 12.3.15.0 Smoking and Tobacco Products

In compliance with the laws of the State of Texas, Reicher is a tobacco-free environment. This is a 4-year commitment to appropriate behavior; the consequences are cumulative from year to year.

Tobacco includes cigarettes, cigars, pipes, chewing tobacco, snuff, and electronic cigarettes/cigars.

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#### Smoking and Tobacco Policy:

Students shall not use, be under the influence, possess or distribute tobacco:

1. On the school premises
2. Off the school premises at a school-sponsored event, activity or function
3. At any other time or place in which the student's conduct has an effect on:
  - Maintaining school order and discipline
  - Protecting the safety and welfare of others
  - The reputation of Reicher

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#### Consequences:

1. First Offense may include but not be limited to: School service, parent/guardian and administrative notifications, ineligibility from athletics/extracurricular activities for up to 2 school weeks and disciplinary probation.
2. Second Offense may include but not be limited to: Suspension for up to 4 days, parental conference with the Principal and student, ineligibility from athletics/extracurricular activities for up to 6 school weeks and parent/guardian notification.
3. Third Offense may include but not limited to: Suspension for 8 days, parental conference with the principal and student, ineligibility from athletics/extracurricular activities for the remainder of high school career, Guidance notification with possibility of expulsion.

### 12.3.16.0 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, air-soft gun, paintball gun, etc.) he/she will be immediately suspended with the possibility of expulsion along 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, pepper spray, etc. are also considered weapons. At the discretion of the Administration 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 subject to, but not limited to the following consequences:

1. First Offense: up to 2 day In-School Suspension, ineligible from athletics/extracurricular activities for 2 weeks, parent/guardian conference and be placed on disciplinary probation and/or be required to sign a Responsibility Contract.
2. Second Offense: all of the above and possibility of expulsion.

### 12.3.17.0 DISRUPTION OF SCHOOL ACTIVITIES

No person or group of persons acting in concert may engage in disruptive activity or disrupt a lawful activity on the campus or property of the school. For the purposes of this section, a lawful activity is disrupted when any person in attendance is rendered incapable of participating in the activity due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

For the purposes of this section, disruptive activity means:

- Obstructing or restraining persons in an exit, entrance or hallway or any building without the authorization of the Administration of the school;
- Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity;
- Preventing or attempting to prevent by force or violence, or the threat of force or violence, any lawful activity authorized by the school Administration; or
- Disrupting by force or violence, or the threat of force of violence, any lawful activity in progress.

No person may interfere with the normal activities, the normal occupancy, or normal use of any building or portion of a campus of any school by carrying, exhibiting, using or threatening to exhibit or use a firearm.

The school may report any person who violates this section to local law enforcement officials. Violations of this section by a student are grounds for disciplinary action. Violations of this section by school personnel may be grounds for termination.

### 12.3.18.0 AFFRONT AGAINST THE DIGNITY OF THE HUMAN PERSON

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, public use of profanity [verbal and written], willfully modifying digital images for the purpose of "joking around" [resulting in the embarrassment, humiliation, or harassment of another], may 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.**

### 12.3.19.0 SEARCH AND SEIZURE

Lockers, desks and other storage spaces are school property and the school reserves the right to search them at any time. Dangerous weapons, illegal substances, cell phones and any possessions forbidden by the school handbook may be seized. If the Principal or a teacher believes that a student is carrying any such items, the Principal/teacher should ask the student for it. If the student still refuses, the Principal/teacher must make a decision to either:

- Gain possession of the article immediately if persons are in danger;
- Request the parent/guardian to come to school to conduct the search of the student;
- Follow suspension and/or expulsion policies;
- Call the local police department.

### 12.4.0.0 GLOSSARY OF CONSEQUENCES

#### 12.4.1.0 DISCIPLINARY WARNING

In circumstances when the infraction committed is deemed to be minor, forgetfulness, or unintentional, the Coordinator of Student Formation and/or Principal may conference with the student and issue a verbal warning.

#### 12.4.2.0 APOLOGY LETTER

Students may be asked to write an apology letter to certain individuals or organizations regarding their behavior. This letter will follow a certain format and meet certain guidelines.

#### 12.4.3.0 DETENTION

Detention is a disciplinary tool, which causes the student to spend time 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 will result in further disciplinary action.** This may include In-School Suspension and all the consequences that go with a suspension.

##### 12.4.3.1 LUNCH DETENTION

**This is only given under administrator approval.** 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.

##### 12.4.3.2 AFTER SCHOOL DETENTION

This detention will be served with the teacher that assigned the detention. This detention is a period of supervised reflection on one's conduct. Daily detention will be assigned on school days after school. Students failing to attend an assigned detention will face more escalating consequences including but not limited to multiple detentions, or in-school suspension.

##### 12.4.3.3 SCHOOL SERVICE DETENTION

School Service Detention is a period of supervised service to Reicher. Students will be assigned a specific amount of time to perform an approved service to Reicher in a pretermained time period. Students failing to

attend and complete assigned detention will face more escalating consequences including but not limited to multiple detentions, or in-school suspension.

#### 12.4.3.4 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 the 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.**

#### 12.4.4.0 IN-SCHOOL SUSPENSION:

The Coordinator of Student Formation 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, 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. Students will do the assigned classwork in the suspension classroom. Any assignments not turned in upon return to class will be a zero (0).

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. Two days in-school suspension will result in a two-week suspension from participation.
3. Three days in-school suspension will result in a three-week suspension from participation.
4. A student may not attend any school activity while on suspension.
5. 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.

#### 12.4.5.0 FULL SUSPENSION

In the case of a serious infraction or flagrant disregard of school regulations, students may be suspended from school by the Coordinator of Student Formation or Principal up to three days or longer under extenuating circumstances. The parent/guardian will be notified and will be required to pick up their child from school. The parent/guardian 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. This day will not count toward the suspension total. Students who are suspended will not be allowed to attend any school activity or extra-curricular event for the duration of their suspension. Suspended students are given a zero for each day's work and must make up the work within two days of return to school for a grade of no more than 70. If, after these two days of attendance and the work is not made up, then each grade remains a zero and will be unable to be

made up. Depending on the severity of the infraction, the student and the parent/guardian may be required to sign a Responsibility Contract. Further infractions may be cause for dismissal.

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

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

#### 12.4.6.0 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/guardian may be required to sign a Responsibility Contract or depending on the severity of the infraction, the student may be dismissed from Reicher.

#### 12.4.7.0 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 parent/guardian, 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.

#### 12.4.8.0 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.**

*PLEASE NOTE THAT THE Coordinator of Student Formation and Principal WILL HAVE THE AUTHORITY TO PRESCRIBE ALTERNATIVE DISCIPLINARY MEASURES WHEN SUCH ACTIONS ARE NECESSARY. Other inappropriate behavior or conduct unbecoming of 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.*

## 13.0.0.0 STUDENT SERVICES

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### 13.1.0.0 LIBRARY

#### 13.1.1.0 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.

- The Library hours are posted on the Library Door. Extended hours can be arranged upon request.
- 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.
- The Library provides a copy machine for student use. Copies made from the library copy machine will be counted towards the students 180 copy allowance.

#### 13.1.2.0 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.

#### 13.1.3.0 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 see Mrs. Besa or Mrs. Conners.

### 13.2.0.0 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.

#### 13.2.1.0 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.

*Classification*

*Freshmen*

*Tests*

ACRE (Assessment of Catholic Religious Education)

Sophomores	PSAT (Preliminary SAT)
	PSAT (Preliminary SAT)
Juniors	ACRE (Assessment of Catholic Religious Education)
	PSAT (Preliminary SAT)
Seniors	<i>NOTE: The ACT and the SAT should be taken in the second semester of the Junior Year.</i>
	SAT Reasoning Test – to be scheduled by student <a href="http://sat.collegeboard.org/register">sat.collegeboard.org/register</a> - check for dates
	ACT (American College Test) – to be scheduled by student. <a href="http://www.actstudent.org">www.actstudent.org</a> - check for dates

### 13.2.2.0 COLLEGE COUNSELING

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 College 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.

### 13.2.3.0 GUIDANCE COUNSELING

The Guidance Counselor fulfills the mission of the Catholic School by assisting the faculty and administration in the development of a guidance program in counseling students in areas of academic, career and social/emotional domains.

## 13.3.0.0 HEALTH SERVICES

### 13.3.1.0 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:

- Polio: 4 doses, unless the 3<sup>rd</sup> dose was on or after the 4<sup>th</sup> birthday.
- DTaP/DTP/DT/Td/Tdap: 3 dose primary series and 1 Tdap/Td booster within the last ten (10) years.
- MMR: Two doses of a measles-containing vaccine and one dose each of rubella and mumps vaccine is required.
- Hepatitis B Vaccine. Three doses are required.
- Varicella (chickenpox). One dose on or after 1<sup>st</sup> birthday. 7<sup>th</sup> - 11<sup>th</sup> grade - 2 doses are required or verification form showing proof of illness. *A written validated history of the disease by parent/guardian or physician is also acceptable.*
- Meningococcal - 1 dose - 9<sup>th</sup> and 11<sup>th</sup> grade.

**NOTE: UNDER CURRENT STATE LAW AND DIOCESAN POLICY, NO STUDENT MAY BE ENROLLED OR REMAIN IN SCHOOL WITHOUT PROOF OF THESE IMMUNIZATIONS.**

### 13.3.2.0 MEDICATION

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 to be obtained from the Registrar and signed by the prescribing physician. 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. This required form includes Over-the-Counter medicine prescribed by a physician.

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 UNLESS PRESCRIBED BY A PHYSICIAN, WITH THE AFOREMENTIONED COMPLETED FORM ATTACHED AND SIGNED BY THE PRESCRIBING PHYSICIAN.**

**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 for proper documentation.*

### 13.3.3.0 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.

### 13.3.4.0 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. An Accident Report Form shall be submitted to the office as quickly as possible.

**ANY ACTION/INCIDENT NOT COVERED IN THE HANDBOOK WILL BE HANDLED AT THE DISCRETION OF THE ADMINISTRATION.**

## 14.0.0.0 PARENTS

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### 14.1.0.0 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/guardian 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, he/she 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.

### 14.2.0.0 COMMUNICATION AND REN WEB

As a rule, **RENWEB** will be the school's commonly used online communication system with students and parent/guardian. Families will be given a log-in code to access their account. Please be sure you receive your code within the first two weeks of school. Student academic and attendance information will be available on **RENWEB**. Teacher requirements for posting to **RENWEB** are course syllabus and weekly grade updates. Teachers may choose to use additional features in **RENWEB**, but are not required to do so. Please take advantage of this valuable tool.

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

### 14.3.0.0 ACADEMIC CONCERNS

If, after reviewing **RENWEB**, the student and/or the parent/guardian has academic or behavioral concerns about a specific course, the parent/guardian 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. Emails 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 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.

### 14.4.0.0 PARENT/GUARDIAN 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.

## 14.5.0.0 PARENT ORGANIZATION

### 14.5.1.0 REICHER CATHOLIC HIGH SCHOOL PARENT ASSOCIATION

All parent/guardian are urged to participate and attend meetings. Parent Association meetings are held on the second Wednesday of the month from August to June.

1. To encourage active parent involvement in volunteer service throughout the school and its activities as necessary to foster a positive environment for the children, families, and staff;
2. To support fund raising activities, with the approval of the Principal, to increase the quality of education and extracurricular activities at Reicher Catholic High School;
3. To serve as the collective voice of the parents on school-related matters;
4. To build positive relationships with the outlying community; and
5. To promote community among the school families.

## 14.6.0.0 VOLUNTEERS

Any adult who interacts with students in a voluntary or supervisory capacity must have completed the EIM workshop and background check with accompanying paperwork in compliance with the Policies on Ethics, etc.

## 15.0.0.0 POLICY DISCLAIMER

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*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.*