

Rivet Middle/High School

Student Handbook

2021-2022

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Vincennes, Indiana 47591
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rivethighschool.org

Rivet Middle/High School Community:

This handbook is a summary of the important rules and procedures necessary for the effective operation of Rivet Middle/High School. Rivet Middle/High School administration and faculty will enforce the following rules and procedures in light of Christian principles, thoughts, and teachings. Signing this handbook, you, the parent and student, agree to become familiar with and follow the same rules and procedures outlined in this handbook.

Rivet Middle/High School reserves the right to amend this handbook at any time. Notification about these changes will be sent to parents and students through School Messenger and the revised handbook will be posted on the school website.

As the chief administrator, the principal reserves the right of interpretation of this Handbook's rules and procedures. In addition, for order, safety, and discipline the principal reserves the right to change this handbook and/or its contents at any time.

Rivet strives to be a world-class educational institution with first-class programs and a first-rate faculty. In order to foster good communication, we welcome your questions and comments at any time. It is the hope of the Rivet administration and faculty that both parents and students have a positive experience at Rivet Middle/High School and that our students graduate prepared to pursue higher education and/or to be successful in their chosen career.

Mission Statement

The Vincennes Catholic Schools are educational institutions that are grounded in the Catholic tradition of worship and the pursuit of service. We strive to educate students in the finest manner that they might assume responsible roles in both the Community and the Church.

Faith. Family. Future.

School Contact:

When a patron has a question involving the operation or program of the school, he/she should contact the office or person responsible for the area of concern. When a question involves an individual student or class, the classroom teacher is the first person to contact. Parents are encouraged to make inquiries and visits when necessary to their children's school. However, to facilitate a visit, the parent/guardian should contact the school administration in advance in order to schedule an appointment.

ADMISSIONS

The Vincennes Catholic Schools do not discriminate on the basis of race, color, sex, age, national origin, disability, or any other status or condition protected by applicable State or Federal law.

To be considered for admission to the Vincennes Catholic Schools, a student must furnish:

- a birth certificate
- academic credentials
- health records
- name and address of previous school
- documentation of academic achievement and conduct
- financial ability to meet obligations

Acceptance is based on attendance, academics, and discipline record. A probationary enrollment contract may be instituted if an enrolling student has demonstrated past behavior that may warrant such a plan. The student's behavior must be exemplary in order to continue their education at Rivet Middle/High School.

WITHDRAWALS

Notice of withdrawal of a student should be made by the parent or guardian in writing and given to the principal at least one business week in advance of the withdrawal date. This timeline enables Rivet Middle/High School adequate time to prepare the necessary steps needed for withdrawal. Steps include, but are not limited to, exit interview, withdraw checklist reviewed, any school property returned, and all accounts settled.

FINANCES

The Vincennes Catholic Schools are financially supported by St. Francis Xavier Catholic Parish by means of an assessment formula. As a Catholic school system, we rely on funding through parish assessments, tuition and fees, gifts, and donations. Every year, all parents must complete an Enrollment Form by its specified due date and abide by the provisions therein. Parents who enroll students after the start of school will be charged tuition/fees according to the following schedule: one quarter (1/4) of tuition is due per grading period the student is enrolled in. Students withdraw from the Vincennes Catholic Schools during a grading period, pay for that full period, and all other periods previously attended. Book fees and registration fees are non-refundable. Those who have financial need may apply for financial assistance through the following programs, check rivethighschool.org for more information regarding these programs.

- 1.) C.E.F. tuition grant
- 2.) The Indiana School Choice Scholarship program ("voucher system")
- 3.) S.G.O. program

Rivet Middle/High School will assist parents through the application process for each of the various assistance programs. It is the responsibility of the parents/guardians of the student to have the completed grant/scholarship information submitted on time.

RIVET FACULTY & STAFF

Miss Beverly Adams
Miss Katie Lunsford
Ms. Susie Blackburn
Miss Kayley Brian
Miss Kelsey Quinett
Mr. Ron Cardinal
Mrs. Janie Lucas
Ms. Shari Gamble
Mrs. Heidi Deckard
Mr. Trey DesJardin
Miss Sara Graber
Mrs. Lesli Haveman
Mr. Joe Hopf
Mrs. Amanda Oakes
Mr. Neal Pace
Mrs. Christy Pea
Mrs. Lindy Parkes
Ms. Kaci Barmes
Mrs. Tina Wesley
Mrs. Mary Bennington
Mrs. Carla White

High School Math
High School English
Middle School Math
High School Science
K-12 Music
Maintenance Director
Rivet Cafeteria Cook
High School Religion
High School Spanish
Middle School Social Studies
Middle School English
Secretary
MS Religion/Dean/Safety Director
K-12 Art
MS/HS PE and Health
Guidance Director
High School Social Studies
Cafeteria Manager
Rivet Custodian
Middle School Science
Bookkeeper

badams@evdio.org
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mbennington@org
cwhite@evdio.org

SCHEDULING

Indiana Law requires that schools be in session at least 180 days. Thus, if any instructional days are cancelled during the year, these days will be rescheduled to complete the 180 days of instructional teaching required by the state of Indiana.

School Calendar for 2021-2022

Thursday, August 12	Enrollment - First Student Day
Monday, September 6	No School - Labor Day
Monday - Friday, October 18– October 22	No School - Fall Break
Thursday & Friday, November 25 & 26	No School - Thanksgiving Holiday
Wednesday, December 22	Early Release/PD for Teachers
Thursday, December 23	No School - First Day of Holiday Vacation
Tuesday, January 4, 2022	Return to School
Friday, February 18	Winter Vacation/Make-up Day
Monday, February 21	Winter Vacation/Make-up Day
Monday - Friday, March 14 – March 18	No School - Spring Break
Monday, April 18	Easter Monday/Make-up Day
Friday, May 20	Senior Mass and Awards
Saturday, May 21	Senior Graduation
Tuesday, May 24	Last Day of School/ Early Release

*** May 25 - 27 Additional Snow Make-up Days

The last student day would be May 24 unless more make-up days are needed. Number of days lost will determine the final date of school. If necessary, the calendar will be extended to comply with law.

Bell Schedule (8 periods)

Regular Schedule

6th & 7th grade

1 st period	8:00 - 8:52
2 nd period	8:56 - 9:50
3 rd period	9:54 - 10:46
Lunch	10:50 - 11: 30
5 th period	11:34 - 12:26
6 th period	12:30 - 1:22
7 th period	1:26 - 2:18
8 th period	2:22 - 3:15

8th and HS

1 st period	8:00 - 8:52
2 nd period	8:56 - 9:50
3 rd period	9:54 - 10:46
4 th period	10:50 - 11: 42
Lunch	11:46 - 12:26
6 th period	12:30 - 1:22
7 th period	1:26 - 2:18
8 th period	2:22 - 3:15

Mass Schedule (Thursday)

6th & 7th grade

Mass/Homeroom	8:00 - 8:57
1 st Period	9:01 - 9:44
2 nd Period	9:48 - 10:34
3 rd period	10:38 - 11:22
Lunch	11:26 - 12:06

8th and HS

Mass/Homeroom	8:00 - 8:57
1 st Period	9:01 - 9:44
2 nd Period	9:48 - 10:34
3 rd period	10:38 - 11:22
4 th period	11:26 - 12:06

5 th period	12:10 - 12:50	Lunch	12:10 - 12:50
6 th period	12:54 - 1:38	6 th period	12:54 - 1:38
7 th period	1:42 - 2:25	7 th period	1:42 - 2:25
8 th period	2:29 - 3:15	8 th period	2:29 - 3:15

ACADEMICS

Grading System

Class Rank:

Class rank will be determined at the end of each semester according to G.P.A. in coursework. G.P.A. for Valedictorian and Salutatorian will be determined at the end of the 7th semester. Cumulative G.P.A. is accurate to the nearest thousandth. On the secondary level (grades 9, 10, 11, and 12) a student must be enrolled in at least 5 subjects, each of which awards one credit for semester (basic P.E. may be included). Each nine-week grade is factored at 45% and the semester exam is 10%.

Evaluation:

Semester grades are used to compute GPA. An incomplete (I) must be removed within 5 school days of the issuance or the incomplete will become an "F".

95-100	A	79-82	C
93-94	A-	76-78	C-
90-92	B+	74-75	D+
87-89	B	70-73	D
85-86	B-	65-69	D-
83-84	C+	0-64	F

Honor Roll:

Distinguished	GPA	4.0
High Honor	GPA	3.650 – 3.999
Honor	GPA	3.20– 3.649

- For any honor roll status, a student must not have any grade lower than a "C-" on his/her report card and must be enrolled in at least 5 subjects.

Graduation Credit Requirements:

Students graduating from Rivet High School may earn an Indiana general diploma, or an Indiana CORE 40 diploma, or an Indiana CORE 40 with Academic Honors. Requirements for each of these can be found in the Student Resource tab on the school website. **Religion credit is required for every year at Rivet in addition to the state minimum credits listed below.**

General Diploma:

The completion of the Core 40 has become an Indiana graduation requirement. To graduate with less than a Core 40, a formal opt-out process must be completed. Students who opt-out of Core 40 must complete the General Diploma Requirements. The General Assembly passed a law in 2005 that makes Core 40 (or documented equivalent) a minimum requirement for admission to Indiana four-year public universities effective fall 2011.

Core 40:

Whether they go directly into the workforce or pursue post-secondary education, the Core 40 Diploma opens many doors. Not only will students have met the course requirements for regular admission at Indiana public four-year universities, but they will have obtained the skills and knowledge, and demonstrated the self-discipline that Indiana employers expect from entry-level workers. The Core 40 Diploma is awarded to those students who maintain a 2.00 GPA.

Academic Honors Diploma:

The Academic Honors Diploma is the high school curriculum that will give the most options for high school graduates. To be considered for admission to Indiana’s four-year colleges, two-year public colleges, or entry into the workforce a strong academic background is essential. The Academic Honors Diploma is awarded to those students who maintain a 3.00 GPA on a more advanced course of studies. While this diploma is not for everyone, students who want a challenge and who are planning to attend college should consider this path.

Promoting Service:

Living a Christian lifestyle involves a loving response to the needs of others. All members of the Faith Community are challenged to honor and promote the dignity of all persons. Students are encouraged to “give something back” in service to their school, their parish, and to the larger community. Beginning with the class of 2023, students are required to have service-based learning as a part of the Indiana Graduation Pathways.

Our expectations are as follows:

- 6th Graders — 6 hours of service-based learning per semester**
- 7th Graders — 7 hours of service-based learning per semester**
- 8th Graders — 8 hours of service-based learning per semester**
- Freshmen — 9 hours of service-based learning per semester**
- Sophomore — 10 hours of service-based learning per semester**
- Juniors — 11 hours of service-based learning per semester**
- Seniors — 12 of service-based learning hours Students per semester**

(No signatures required during COVID-19)

It is required to have an authorized signature verifying the number of hours is necessary for each project. Documentation of service hours is necessary, and may become criteria for awards and honors. Students are expected to complete all information requested on the Stewardship/Service Record form given by their Religion teacher. It is the responsibility of the student to see that the paperwork needed for service-based verification is completed in its entirety and turned in by the specified due date. Failure to do so could result in a failing grade for the service-based learning assignment(s).

Class Drop and Add:

Students may drop or add a class **within 5 school days of the start of the semester** by securing the approval of a parent, the guidance counselor, and the principal. Forms are available in the office of the guidance counselor and must be completed and turned into the principal and guidance counselor before the end of the five-day window that starts at the beginning of the class. Actions that do not follow this procedure specifically, for example, turning in the add/drop form after the five-day window, may result in the denial of dropping a class, a failure to receive credit, and/or more.

If a student drops out of a class that is in a sequence of classes and the student enrolls in the same class online with another educational institution or at another physical educational institution, they may not move on to the next level in the same sequence at Rivet nor will that class count toward an Academic Honors diploma. All classes being taken at another educational institution by a student at Rivet Middle/High School must be approved by the office of the guidance counselor prior to taking the class, and the educational institution granting the credit for that class, must be an accredited school in order to be transferred into Rivet Middle/High School.

Online/Independent Study courses taught by a Rivet staff member for credit recovery for graduation will result in a \$100.00 fee being charged to the family before the classwork begins.

Parent Communication Guidelines:

When a concern arises regarding a student's grade, homework, classroom occurrence, or any situation that is directly affiliated with a class, communication should first be directed to that classroom teacher. If after a reasonable time no response has been received or the situation has not been resolved to mutual satisfaction, then the parent should contact the office of the guidance counselor. The school guidance counselor can directly assist the situation or direct you through further lines of communication to help solve the problem. Here at Rivet Middle/High School, want to assure you that we are here to help in any situation; however, oftentimes, there is a delay in resolution and an increase in frustration when those directly involved are by-passed.

Buckley Amendment:

Rivet adheres to the Buckley Amendment (Family Educational Rights and Privacy Act) regarding the privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, Rivet Middle/High School will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

Re-taking Classes:

If a student receives a "D" or "F" as a final semester grade in a class, the student will have the option of re-taking the class with the approval from the guidance counselor and principal. **Any student who receives a "C-" or better as a final grade in any class will not be permitted to retake that class.**

Grade Appeal:

In the instance that a student or parent wishes to appeal a grade received, the request for appeal must be started within one week after final grades are posted. The student or parent must contact the principal to begin the appeal process.

Credit Recovery/Independent Study:

Any independent study course taught by a Rivet staff member for credit recovery for graduation will result in a \$100.00 fee being charged to the family.

Missing/Late Assignments:

Students who turn in work past the due date specified by their teacher, will be penalized 10% from their overall assignment score for each day the work is late, applicable to up to three days late. After three days of work being late, students will receive a 0 as a grade for that assignment. The late work penalty procedure is as follows, one day — 10% deducted from graded assignment, two days — 20% deducted from graded assignment, three days — 30% deducted from graded assignment, 4 or more days — 0%

Students who do not complete their homework may be required to attend study tables during their lunch. Study tables will take place a room designated by the Dean of Students and supervised by a faculty member. During study tables, students are required to study, work on completing their missing homework, or work on any work specified by the supervising faculty member.

Promotion and Retention:

Class advancement for students in grades six through eight will be determined by an evaluation of their progress by school personnel. Students who have mastered their learning experiences and demonstrate the needed knowledge and abilities to advance out of their current grade level, will be promoted to the next grade. Parent involvement in promotion and retention is important and vital, **but the final decision will rest with school personnel.**

Academic Probation:

One Rivet Middle/High School's highest priority is for students to establish and maintain a pattern of academic success. In an effort to achieve this goal, the academic progress of each student will be evaluated at the end of each grading period. If a student receives an "F" in two or more classes for any grading period, they will be placed on Academic Probation. Students who are actively on academic probation and have on campus lunch, will be required to attend study tables during their lunch. Study tables will take place a room designated by the Dean of Students and supervised by a faculty member. During study tables, students are required to study, work on completing their missing homework, or work on any work specified by the supervising faculty member. Students in grades 10-12 actively on Academic Probation will lose off-campus lunch privileges and will be required to attend study tables during their lunch. Study tables will take place in a room designated by the Dean of Students and supervised by a faculty member. During study tables, students are required to study, work on completing their missing homework, or work on any work specified by the supervising faculty member. Grades will be checked every two weeks on Friday for students actively on academic probation. Once the student achieves a "D" or higher off-campus lunch will be reinstated, and/or that student will no longer be required to attend study tables. If a student is on Academic Probation for three of the four quarters in a school year they may be asked to withdraw from Rivet.

Dual-Credit:

Rivet High School is proud to offer dual credit-courses through local colleges and universities. Dual-credit courses are courses that simultaneously count toward a student's high school diploma *and* college credit, receiving credit from both Rivet High School and the college/university sponsoring that course. Rivet High School offers dual-credit courses through various agreements with Vincennes University and Ivy Tech Community College. To be eligible to take dual-credit courses at Rivet High School, students must pass the universities' criteria, be on track to graduate in accordance with both the Indiana Department of Education guidelines and the Evansville Catholic Diocesan guidelines, and have a minimum high school cumulative GPA of 3.00. The cost for dual-credit classes range between \$25.00 and \$50.00 per credit hour but is determined by the university/college sponsoring that specific course. Typically, dual-credit classes are three credit hours, but can vary depending on that specific course and the University/college sponsoring that course. Example, dual-credit Calculus sponsored by Vincennes University is a five-credit course.

Dual-Credit courses possibly offered this year:

- 1.) IVY TECH English Composition 111
- 2.) IVY TECH Intro to Literature 206
- 3.) VU College Algebra
- 4.) VU Trigonometry
- 5.) VU Calculus
- 6.) VU Speech
- 7.) VU Microeconomics
- 8.) VU Psychology

Valedictorian/Salutatorian:

The valedictorian from a graduating class of Rivet has earned the highest grade point average and the salutatorian has earned the second highest grade point average. Both are determined at the end of the seventh semester.

Attendance

Philosophy:

School faculty, staff, and administration believe daily activities that take place in the classroom are a vital part of the learning process. The learning that takes place in the classroom cannot be made up by simply doing written assignments that were missed during the absence. Therefore, to earn credit in a course, the student is obligated to **fulfill course requirements established by the teacher and school administration.**

Attendance Policy:

Student attendance is required by law in the State of Indiana. Parents and students are completely responsible for attendance. Any absence of pupils from regular classroom learning experiences disrupts the continuity of the instructional process, lessens the benefit of interaction with teachers and classmates, and misses the opportunity for guided study. The entire process of education requires regular continuity of instruction, classroom participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each student. There is a proven, positive correlation between regular attendance, punctuality, and scholastic performance.

Vacation Policy:

Rivet Middle/High School **STRONGLY** encourages parents to refrain from taking family vacations while school is in session. It is very difficult for a student to not be present in the classroom and not fall behind in learning the curricula. Exceptions to this policy must be cleared with the principal and a note is required from the parent or guardian a week before departing for vacation. This timeline gives teachers adequate time to prepare the available course material for the student. We greatly appreciate your cooperation in this matter and policy. Absences due to vacations and out-of-town sporting events are classified as UNEXCUSED and will count toward the five (5) class session limit stated in the attendance policy, under chronic absenteeism.

Upon returning from vacation, a student must expect to have class work to make up within five days upon returning to school. Do not expect teachers to plan a week of class material prior to the vacation. Teachers may be able to give some assignments in advance, but, upon return, there will be class material and assignments to make up. Missed tests, quizzes, and any proctored assignments must be made up at a time that meets the discretion of the individual teachers.

Note:

Absences and tardies are recorded on students' permanent record. Attendance policies are for the benefit of the student, their parents, and the school community at large.

Procedures for Absences:

1. If a student is not in attendance, a parent/guardian must call the school office by 8 A.M. each day the student is absent to report the absence along with the reason for the absence. Students must be fever free for 24 hours before returning to school. The school will contact parents if there is reasonable cause to verify the validity of a student called in as absent.
2. The school encourages parents to schedule appointments outside of school hours as much as possible. Students are responsible for all work missed due to appointments. The completed work is expected upon return to school. The main office should have written notification of scheduled appointments prior to the beginning of the school day of the scheduled appointment.
3. Notes from doctors, dentists or other health care providers must be received by the main office within 2 days of the date the student returns to school. *Exceptions may be made by the Rivet Middle/High School administration.*

4. Failure to follow the procedure may result in a detention.
5. It is the student's responsibility to check PowerSchool or to contact the teacher via email to collect homework.
6. An excuse for a known future absence (appointment, vacation, etc.) should be written in advance and presented to the office. Students must make arrangements with their teachers regarding tests, class work and homework.
7. Students who are absent from school are not permitted to attend school activities that afternoon or evening. Attendance at a family funeral is an exception; any other exceptions must be approved by the principal.
8. The parents must sign out students leaving school during the day (appointment, illness, etc.) at the office. If they return during the school day, they must sign back in at the office. If your student drove to school, they must call a parent from the office phone for permission to leave school.

Absences/Denial of Credit:

A student who is late for class 15 minutes or more is officially counted as "absent" by their teacher. Students who are not in their seat by the bell to start that specific class and are less than 15 minutes late are counted as tardy for that class.

A student who is absent more than five sessions of a specific class per quarter, not to exceed 9 absences in a semester, may be granted a 64% for that quarter. If the actual grade earned by the student is lower than 64%, then that grade will be used in computing the student's semester grade. Exceptions to this rule can be allowed by Rivet Middle/High administration only, not individual teachers.

A student who fails two or more of his/her classes due to excessive absences may be asked to withdraw from Rivet Middle/High School.

To be eligible to practice or participate in any extracurricular or athletic practices or event, a student must be present for the entire school day. Missing more than fifteen minutes of class is considered an absence; therefore, if a student is more than 30 minutes late for school or class, that student would be ineligible to practice or participate in any after-school activities.

Excused Absences:

Excused absences will be defined as absences the school regards as legitimate reasons for being out of school, as included in the diocesan/school policy. These absences could include but are not limited to the following:

1. Illness or appointment verified by a note from a physician, dentist, or other qualified professional.
2. Illness of three or fewer consecutive days reported/verified by communication from a parent/guardian.
3. Extreme illness confirmed by a physician within **one week** of the student's return. In order for a doctor's note to be considered valid, the student should be seen by a physician.
4. Attendance of a family funeral.
5. Absences related to deployment and return for military connected families.
6. Serving as a page in the general assembly.
7. Serving as a verified election worker.
8. School-related field trips, musical performances, athletic contests, or other approved functions.
9. Suspensions.
10. Absences prearranged and approved by the school administration following a conference with student and parents at which time justifiable reasons for the absences are given.

College Visits:

An absence for a college visit is arranged with the Rivet High School administration in cooperation with the Guidance Counselor. **Completion of a college-visit form is required and must be completed and turned in to the office of the Guidance Counselor at least one week in advance.** It is the responsibility of the student to inform their teachers of their pre-arranged visit and make up all missed work caused by the college visit. Arrangements for class work, assignments, quizzes/tests must be made *before leaving on the visit*. College visits should NOT be scheduled during semester exams. A note from the college or university visited is required upon returning to school.

Field Trips:

All students attending school-related field trips (off of school premises), must have a completed permission slip turned into the main office prior to leaving on the trip. Written permission must be secured from a parent of every student planning to attend the scheduled trip. **No student is permitted to call home for permission to go on a field trip. A fax or an email of the original permission slip is acceptable, a phone call is NOT. Teachers and Administration reserve the right to deny a student from attending a field trip due to excessive absences, poor grades, discipline issues, or missing assignments, or any other reasons deemed reasonable by administration.**

Appointments:

Missing school for appointments can lead to excessive absences. While such appointments are sometimes necessary, parents and students should attempt to schedule them in such a way that classes are not missed. **Appointments for non-emergencies are not allowed during the weeks of semester examinations and will be counted as absences.**

Parents must send a note/email the office prior to departure for the appointment for students to be excused for appointments. Students must sign out in the main office when departing for the appointment and sign back in immediately upon returning. Students are expected to return for classes if there is time remaining in the school day. Likewise, students are expected to attend morning classes if an appointment is scheduled later in the day. **Students must submit a Health Care Professional's Statement when they return to school to prove attendance of appointment for their record.**

Student/Class Retreats:

Retreat days are an important part of the spiritual life of our school. All students are expected to participate in scheduled retreats. Retreat days are counted for attendance purposes.

Illness (During the School Day):

If a student becomes ill during the school day, it is the student's responsibility to notify their current teacher. After notifying their current teacher, the student should report to the main office. If it becomes necessary for the student to leave school and go home, a parent/guardian will and must be contacted by the office staff before the student is allowed to leave the building. Rivet Middle/High School requires all students to contact their parents from the main office to discuss leaving school. Students are NOT to phone parents on cell phones.

Class Absence:

CHRONIC ABSENTEEISM

A student is considered to have **Chronic Absenteeism** when he/she has been absent from school for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days; thus ten percent (10%) of the school year is 18 days. Regardless of whether they are excused or unexcused, 18 absences is considered chronic absenteeism.

- When a student has reached 15 absences, for any reason, their parent/guardian will be notified.

- If the student reaches 18 absences, for any reason, the Associate Superintendent for the Diocese of Evansville will be notified, and a Truancy and Violation Notification Hearing will be held at Rivet Middle/High School. A parent or guardian is required to attend the Truancy and Violation Notification Hearing.
- A student who is considered to have Chronic Absenteeism due to an illness is required to provide a note from a physician or other qualified professional to verify their illness.
- The principal is required by Compulsory Attendance Law to report a child who is chronically absent from school without verification of illness to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

HABITUAL TRUANCY

A student is considered a **Habitual Truant** when he/she has been absent from school ten (10) days or more without being excused.

- When a student has reached 8 unexcused absences, their parent/guardian will be notified.
- If the student reaches 10 unexcused absences, the Associate Superintendent of the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at Rivet Middle/High School. A parent or guardian is required to be in attendance at the hearing.
- A student who is considered to be a habitual truant may only miss additional days of school if the absence is excused.
- The principal is required by Compulsory Attendance Law to report a child who is habitually truant from school to the Department of Child Services and/or the Juvenile Court System. The State of Indiana mandates 162 days of student attendance.

CHRONIC TARDINESS

A student who has **Chronic Tardiness** is defined as being tardy, or late to school and class, for ten percent (10%) or more of a school year for any reason. A school year consists of 180 days, thus ten percent (10%) is 18 days of tardies, regardless of whether they are excused or unexcused.

- When a student has reached 15 tardies, the parent/guardian will be notified.
- If the student reaches 18 tardies, the Associate Superintendent for the Diocese of Evansville will be notified and a Truancy and Violation Notification Hearing will be held at the school. A parent or guardian is required to be in attendance at the hearing.
- The principal will report a child who is chronically tardy from school without verification of illness, to the Department of Child Services and/or the Juvenile Court System.

Truancy:

Students truant from school are subject to the following disciplinary actions: **FIRST OFFENSE:** One (1) day of In-School Suspension. **SECOND OFFENSE:** Two (2) days of In-School Suspension. **THIRD OFFENSE:** Board of Discipline Committee hearing and possible expulsion. Students leaving the school building during the school day without permission of the administration will be subject to disciplinary action. Credit is not given for class work and tests missed due to truancy or cutting class. According to Public Law 121-1989 and Public Law 51-1990, the Bureau of Motor Vehicles is prohibited from issuing a driver's license to a student less than 18 who is: 1. Suspended from school for a second time during the school year. 2. Expelled from school. 3. Excluded from school due to misconduct. 4. A habitual truant (second truancy in a school year). The law requires schools to report any of the above to the Bureau of Motor Vehicles.

Student Sign-in and sign-out (secretary will sign them out through Power School during COVID-19):

All students are required to sign in and sign out in the Rivet Office whenever leaving school premises for any reason. Failure to sign-in and sign-out will result in the following disciplinary actions: First violation — lunch detention, second violation and beyond an after- school detention until five violations have been met. After five violations have been met, a meeting with the parents or guardians of the student and Rivet Middle/High School administration will take place.

Lunch Grades 6 – 9:

Parents are strongly discouraged from picking their child up for lunch or dropping lunch off to them. If a student leaves early or returns late from off-campus lunch this is an unexcused tardy/absence. The schoolwork missed by the student while attending lunch will not be able to be made up and a grade of zero will be given for that specific schoolwork. Students are prohibited from leaving campus for lunch with any other student, including siblings in grades 10 - 12.

Lunch Grades 10-12

Rivet High School offers an open-campus lunch policy for students who are classified as sophomores, juniors, or seniors. Off-campus lunch is considered a privilege and can be taken away at the discretion of Rivet High School Administration. Rivet Middle/High School is not responsible for any incidents or accidents that occur during off-campus lunch. Specific students eligible for off-campus lunch can have this privilege revoked by Rivet High School Administration if the administration deems that the student has not practiced exemplary behavior in the classroom or any school-sponsored events. Examples of grounds for revocation include but are not limited to, violations of school rules; negligence of completing schoolwork, assignments, and homework, tardiness, tardiness when returning from off-campus lunch, absenteeism, and more.

Tardy Policy:

Any student who arrives to any class 15 minutes after the bell is considered tardy. The teacher will log on to PowerSchool the tardy. Parents will be notified after the student's fifth (5) tardy, which will result in a lunch detention. The sixth (6) and seventh (7) tardy will require that the student attend one day of After-School Detention. On tardy numbers eight (8) and nine (9), students will receive a one day of In-School Suspension. The tenth (10) tardy will result in an In-School Suspension and the student will receive only 75% of credit for assignments on the day of suspension. Additionally, the student and parents will meet with the administration. The eleventh (11) tardy and beyond will result in an In-School Suspension and the student will receive only 50% of credit for assignments on the day of suspension. Suspension days will be served on the following school day. On the day of suspension the student is not permitted to attend or participate in any extracurricular activity. The student will begin a new tardy record at the beginning of each grading period.

Three tardies returning from lunch will result in the loss of off-campus lunch privileges for the grading period. If the 2 tardies occur during the final week of the grading period the consequence will be enforced the first week of the new grading period.

Leaving Campus:

Students may leave school grounds during the day to go on field trips, attend class at Vincennes University, and eat lunch (grades 10-12). These excursions are privileges granted by the school administration. A field trip permission form must be completed and returned to the school official before the student may attend the field trip. Before leaving the school grounds AT ANY TIME (except authorized lunch), a student must obtain permission from the school secretary and/or principal and students MUST sign out in the office. In case of illness while attending classes the student should report to the school office so that a parent can be contacted to give approval before the student is allowed to go home. Attendance for field trip/extracurricular events for students who are not in good academic standing will be at the desecration of the administration.

Catholic Diocese of Evansville Code of Christian Conduct Covering Students and Parents/Guardians

The students' interest in receiving a quality, morally based education can only be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary in its discretion, to require parents/guardians to withdraw their child.

It shall be an express condition of enrollment that the **student** behave in a manner, both on and off campus that is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the **parents/guardians** of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles, or procedures set forth in any student/parent handbook of the school.

These Christian principles further include, but are not limited to, the following:

1. Parents/Guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school;
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor-driven disruptive, threatening, hostile, or divisive;
3. These expectations for students and parents/guardians include, but are not limited to, all school-sponsored programs and events (e.g., athletics, field trips, Baccalaureate, Graduation, etc.).

Crisis Confrontation Policy (Diocese of Evansville):

The safety and well-being of every student, the school staff and the educational and disciplinary environment of our Catholic Schools are of paramount importance. Catholic school authorities, therefore, must often make judgments that are intended to directly and quickly address potential problems and dangers they perceive based upon information received or obtained and/or behavior observed with respect to a particular student or group of students.

Therefore, the provisions of this section may be invoked by school authorities without prior notice to the student or the student's parents in any instance where school authorities possess information which leads them to conclude that a reasonable possibility exists that any of the following events either has occurred, is underway, or may occur absent intervention:

1. A student has engaged in or has threatened to engage in any illegal conduct, whether or not on school property;
2. A student has engaged in or threatened, attempted or made plans to engage in any intentional conduct that did, may or would present a risk of physical harm to any person or persons, whether or not on school property;
3. A student has voluntarily participated in or assisted in any conduct, which, although not itself illegal, encourages, invites, or entices, by word or example, any other person to engage in conduct violative of the law or violative of the Code of Christian Conduct;
4. A student has knowingly possessed, used, transmitted, or been under the influence of any controlled substance, alcoholic beverage, or intoxicant of any kind on school property or at any school function;
5. A student knowingly possesses, handles, conceals, or transmits any object that could be used as a weapon or instrument of destruction on school property or at any school function;
6. A student knows, but fails to disclose to school authorities, that another student either:
 - a. has threatened or made plans to engage in conduct that would intentionally present a risk or physical harm to any person or persons; or
 - b. has possessed, handled, concealed, or transmitted any object that could be used as an instrument of destruction on school property or at any school function;
 - c. has used social media to threaten or harm others.

Upon the receipt of such information, school authorities, in addition to all other remedies available, shall have the authority to confront the student and/or the student's parents or guardians and/or impose, as a condition of such student's continued enrollment, any reasonable requirements and/or restrictions upon such student and his or her parents or guardians which, in the opinion of school authorities are necessary to protect the general student body, the school itself, the educational mission of the school and/or members of the general public. The failure of a student or parent to comply with such requirements, conditions and/or restrictions shall be grounds for immediate expulsion of the student.

Internet Acceptable Use Policy Contract:

The Catholic Schools in the Diocese of Evansville are committed to the goal of having network/Internet facilities used in a responsible, efficient, ethical, and legal manner in accordance with the Internet Acceptable Use Policy and the Code of Christian Conduct. Users must acknowledge their understanding of the Internet Acceptable Use Policy as a condition to receiving an account or using the network.

Catholic Diocese of Evansville Internet Acceptable Use Policy:

We are pleased to bring Internet access to Rivet Jr./Sr. High School and believe that the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

If a student violates any of the terms and conditions described below, his or her Internet privileges will be terminated and future access may be denied. Furthermore, a student may be subject to disciplinary action, including expulsion, for abuse of the use of the Internet. This includes communications originating in or outside of school by mobile devices of any kind (including but not limited to cellular phones, gaming units, Ipads, and other similar devices) which threaten other students or school personnel, violate school rules or disrupt the educational process.

Abuse of Internet communications may include, for example, the posting of dissemination of written material, graphics, photographs, or other representations which communicate, depict, promote, or encourage:

- The use of any illegal or controlled substance, including alcoholic beverages;
- Violence or threats of violence, intimidation, or injury to the property or person of another;
- Lewd, offensive, sexually suggestive or other inappropriate behavior.

Student Agreement:

1. **Personal Responsibility.** I will accept personal responsibility for my misuse of the Internet and electronic information system. "Misuse" may be considered any message sent or received that indicates or suggests racism, sexism, and inappropriate language, harassing or insulting messages, inappropriate sexual content or intentionally wasting limited resources.
2. **Acceptable Use.** My use of the internet and email will be in support of educational research and the education goals and missions of Rivet Jr./Sr. High School as defined by the teacher in charge. I understand that "surfing" the Internet can result in congestion of the school network slowing it down for others.
3. **Network Etiquette.** I will be polite and will not send or encourage others to send abusive messages. I will use appropriate language and realize that I am a representative of my school community. I will never use swear words, vulgarities, or other inappropriate language.
4. **Privacy.** I will not reveal my home address or my personal or family phone numbers or those of any member of my school community to anyone over the Internet at any time.
5. **E-mail.** I understand that electronic mail is not guaranteed to be private. I will not send anything that I do not want others to read.
6. **Security.** Under no circumstances will I order any material over the Internet. I will not download and/or attach files from any user or users I am not familiar with.
7. **Copyright.** I understand that to copy another person's work on the Internet and call it my own is a violation of copyright law. This pertains to all text, graphics, and sound. When using other people's work, I will ask permission when possible and credit the author accordingly.

Use of the Internet and email at our school is a privilege and not a right. I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the Internet Use Agreement may be unethical and may constitute a criminal offense. Any violation of my Internet use or access privileges may be revoked and school disciplinary action may be taken. **Please sign that you agree on the Signature Page found in the Back-to-School Packet.**

SCHOOL COURTESY

General Responsibilities

Rivet Jr./Sr. High School is known for its warm friendly spirit. To promote this atmosphere, every student is asked to assume certain responsibilities.

- Shouting, running, whistling, or banging lockers disturbs the atmosphere of quiet that is indispensable in a school building.
- Quiet conversation is permitted in the classroom at the teacher's discretion and between classes; a moderate tone of voice should be used throughout the building.
- An atmosphere of quiet must be maintained in the corridors outside classrooms while classes are in session.
- Loitering in the corridors disrupts effective traffic patterns; do not block the hallway but allow people to pass.
- **Courtesy** requires a proper respect for school offices. Congregating inside or outside an office can interfere with the business of the office. Anyone waiting to see a member of the school staff should stay at an appropriate distance while other business is being transacted.
- **The office phones and classroom phones are for official school business.** Students should get permission to report to the main office any time there is a need to contact a parent.
- No food, gum, candy, or drinks are allowed in the classrooms, hallways, lockers, or gym at any time. Students may keep their sack lunch in their locker only.
- Feet should remain on the floor at all times and never be put on the backs or arm rests of other seats.
- Backpacks and purses are not allowed to be carried during the school day. **All backpacks, duffel bags, purses, and gym bags are to be left in the locker until leaving the premises.**
- School lockers are the property of the school. For safety and security, lockers must not be tampered with in any manner.
- Dignified conduct at assemblies demands attention and courtesy from the entire student body.

Disciplinary Procedures and Actions

As a private Catholic educational institution, Vincennes Rivet Middle/High School operates under contractual law. Thus, students who attend Vincennes Rivet are expected to follow the rules and procedures that are expressed in the Student Handbook or the requests made by the faculty and administration. Students who persistently fail to comply with school rules and school authority figures will not be allowed to attend Vincennes Rivet. Our school is a community of learning. As part of the Catholic Church, we strive to teach the proper behavior of Christian citizens. We believe that the foundation of proper behavior comes from the teachings of the Church and the teachings of the home. *Because of the uniqueness of being a private Catholic educational institution, students are not guaranteed constitutional due process rights, as are students who attend public schools.*

Disciplinary Procedures:

Each student has the responsibility to know and to follow the rules and procedures of our community. In the case of misconduct, each faculty and staff has the right and the responsibility to deal with situations as they present themselves. The Dean of Students has the responsibility of handling the normal disciplinary problems and referrals. Each severe disciplinary problem is referred to the Principal and/ or the Board of Discipline. **The grounds for disciplinary consequences apply to student conduct: a) during school activities on or off-campus, b) on school property at any time, c) while traveling to and from school or school activity.**

The Board of Discipline/Attendance:

The Board of Discipline/Attendance conducts hearings and issues rulings regarding students that have committed major violations of school and /or community regulations, or who have shown an unwillingness to change their behavior after regular punitive actions have been taken. It also serves as an appeal board for students seeking reinstatement of lost credit(s) due to excessive absences. The Administration appoints the committee each school year; it consists of the Dean of Students, Guidance Counselor, one faculty member, and the Principal. **If at any time the Principal, Dean of Students, or a member of the discipline committee sees the need to meet about a student, then, with the approval of the Principal, a meeting will be called. Guardians will be notified of the meeting and asked to attend.**

Students applying for any leadership positions must be in 'good standing' in academics, attendance, and discipline. (Failing grades, excessive absences, and/or five detentions are examples of unacceptable levels.)

The school reserves the right to discipline students for conduct, whether inside or outside of school, that is detrimental to the reputation of the school.

Disciplinary Probation:

Disciplinary Probation is imposed on a student because he/she has forfeited the confidence of the school community, normally as a result of repeated infractions and the unwillingness of the student to alter his/ her behavior in response to regular punitive actions. The student is required to restore the confidence through his/her future behavior. The Administration and/or Board of Discipline will determine the length, the restrictions, and the details of the probation. Disciplinary Probation usually entails exclusion from ALL EXTRA- CURRICULAR ACTIVITIES and loss of privileges at school. While on probation, students are only allowed on school property from 7:45 a.m. to 3:30 p.m. on school days.

"Point" System:

If a student misbehaves/ breaks a classroom and/or school rule, he or she may be given a "point". An individual point is a warning for the student to self-correct the behavior. If, however, a student receives a second point in one day, or a third point in one week, an after-school detention will be issued. The system allows students to correct their behavior before any punishments result. Points are posted on *PowerSchool* and are immediately available for parents to see.

After-School detention:

Students receiving a detention must report after school on the day they are assigned. If a student does not serve his/her after-school detention as assigned, an additional after-school detention will be issued, and the original detention is rescheduled. The Board of Discipline conducts hearings for excessive detentions. After-School Detentions are posted on *PowerSchool* and are immediately available for parents to see.

In-School Suspension:

A student serving an In-School Suspension is to report to administrative personnel in the school office at 7:50a.m. on the morning of the scheduled suspension. The student will be dismissed from In-School Suspension at 3:15 p.m. each day of the suspension. Students may not be allowed to participate or attend extracurricular events or practices on the day of the suspension (at the discretion of the administration).

Out of School Suspension:

On days when the student is serving an Out-of-School Suspension, he/ she is not allowed to attend any school-related activities and is not allowed on school property. Parents are notified ahead of time and assume responsibility for the student. Before a student can be admitted back to school, a conference between the student, parent/guardian, Dean of Students, and the Principal must take place. Accumulated suspensions, in school or out of school, will result in a Board of Discipline meeting, which could recommend expulsion from school.

Expulsion:

Expulsion is the final dismissal of a student from school. Expulsion brings with it the loss of credit for the semester during which the student is expelled. A student may be expelled for the following reasons:

1. A single offense which is so serious it causes a threat or disruption to the school;
2. Violation of an individualized contract with the student and parent or guardian that has agreed upon due to a pattern of disciplinary problems.

Exclusions:

A student may be excluded from school in the following circumstances:

- 1.) If the student's immediate removal is necessary to keep and restore order or to protect other persons or school property.
- 2.) If he/she appears mentally or physically unfit for school purposes.
- 3.) If he/she has a dangerous communicable disease which possesses a substantial threat to the health or safety of the school community

Student Responsibilities and Behavior:

Students are expected to observe school decorum at all times. Boisterousness, "rough housing," public displays of affection, loitering in the halls or on the steps of the school building and disrespectful language are unacceptable. Violation of these expectations and school regulations will often carry a penalty of detention. This penalty may be assigned by any member of the faculty or staff.

Detention means a student must remain after school for sixty (60) minutes in a room designated by the Dean of Students and supervised by a faculty member. Detention is held Monday and Thursday beginning at 3:20 p.m.

Serious violations are likely to result in suspension or expulsion. The following are examples of student conduct which is unacceptable wherever it appears. Such behavior may constitute grounds for expulsion of a student from school:

1. Using violence, force, noise, coercion, threats, intimidation, or other comparable conduct and thereby interfering with school purposes;
2. Fighting;
3. Damaging or stealing school property;
4. Damaging or stealing the property of others;
5. Threatening or intimidating any student;
6. Doing harm to a fellow student;
7. Threatening or doing physical harm to a school employee;
8. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, tobacco or e-cigarettes or vape products.
9. Knowingly possessing, handling, or transmitting any object that might be considered a weapon;
10. Engaging in any unlawful activity that interferes with the school process including falsifying records;
11. Insubordinate conduct;
12. Violation of school attendance policies;
13. Sexual harassment;
14. Use of social media to defame individuals or organizations, including Rivet Jr./Sr. High School;
15. Tampering with safety equipment or triggering a false fire alarm;
16. Harassment, bullying, or hazing;
17. Gambling.

Cheating

Cheating in school is mostly about two things: dishonesty and breaking the rules, which violates the Christian Code of Conduct.

Cheating applies to all of your schoolwork: tests and quizzes, homework assignments, and reports or papers to name a few. Some examples of cheating include, but are not limited to:

- Claiming that you did the work by yourself when you really didn't
- Pretending you did work that you didn't do, or saying it's your work when it's really someone else's

- On the flip side, doing another person's work for him/her and letting him/her take credit
- During a test, writing down answers beforehand, getting answers from other students, or helping other students answer questions

Students that are found to have cheated will receive a zero for the grade, as well as a one after school detention and a disciplinary point for their conduct.

Plagiarism

Plagiarism is defined as using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author.

Students that are found to have plagiarized will receive the following consequences:

- *1st offense*: A "0" on the assignment - 1 after-school detention
- *2nd offense*: A "0" on the assignment - 2 after-school detentions
- *3rd offense*: Student will meet with administration, who will determine the appropriate discipline

Bullying Policy (Diocesan)

The Catholic Diocese of Evansville and the Catholic Schools Office (CSO) believe that each school in the Catholic Diocese of Evansville must be aware that its purpose is rooted in the mission of the church. Each school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Bullying is prohibited in all schools in the Catholic Diocese of Evansville. It must not be tolerated on or off the school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of "love your neighbor as yourself," and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior; treating others with civility and respect; and refusing to tolerate harassment, intimidation, or bullying.

Bullying, as defined by the CSO, is any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate, or intimidate the other student while on or off school grounds where acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, digital or electronic expressions/threats, teasing, putdowns, name-calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

Any person who has a complaint of bullying must bring that complaint to the attention of the principal. All such complaints will be properly investigated. Every effort will be made to maintain the privacy of the charging person and the person or persons complained about. School officials will keep documentation of all bullying investigations and allegations and take appropriate and corrective action including disciplinary action measures if justified to remedy violations. A copy of an Incident Form must be sent to the superintendent as soon as possible.

Social Media Policy

It is not the responsibility of Rivet to monitor what students place on Snapchat, Tik Tok, Instagram or any other similar electronic information posting space. However, information brought to the attention of the Administration that confirms or identifies inappropriate behavior/activity, statements, or threats, directed towards Rivet Administration, Faculty, Staff, or Student(s), will be investigated and dealt with, and could result in disciplinary

action and/or police notification. Students should be extremely cautious about placing personal or contrary information to our ideals on these types of “easily accessible” sites.

Cell Phones and Electronic Items

Cell phones, tablets, smartwatches, and other electronic items, with the exception of school Chromebooks, may not be used during the class periods without teacher permission. All of these items should remain in lockers. If they are brought to class, they will be placed in a designated area, and the teacher will not be responsible for them. Repeated violations of this rule may require a parent or guardian to retrieve the device from an administrator.

Medication

If a child must take prescribed medication in school, that medication must be sent to the school office in the container received from the pharmacy and must have on its original label the following information:

- Child’s name
- Name of doctor prescribing the child’s medication
- Frequency
- Dosage (time of last dose, time of next dose)
- Date

All non-prescription medication (cough drops, Tylenol, etc.) should be taken to the school office in the original container with the original label containing the following information:

- Child’s name
- Frequency
- Dose (time of last dose, time of next dose)
- Date

According to school policy and dictated by the county health officer, no medication, prescription or nonprescription, may be given without the medication in the original container with the original label being attached. A permission note is required from the parent/guardian and/or doctor. The note will be valid for the current school year only. No medication will be sent home with any student. Parents are required to pick up any unused medication. If any medication is left at the end of the school year, it will be destroyed. In the case of a student who must carry his/her inhaler, diabetic insulin, or EpiPen on his/her person or in the classroom, a healthcare provider’s statement is required that states he/she must carry it on his/her person or in the classroom.

The school reserves the right to refuse to give any non-prescription medication if it believes the child’s condition warrants the attention of a physician, exclusion from school, or the medication and/or dosage appears inappropriate for the child’s age or condition.

Dress Code:

The Uniform Dress Code for Rivet Middle School/High School is based on our belief that students should present an image that reflects a sense of pride in themselves, their families, and their school. In a society that places much

emphasis on fashion, where consumerism attempts to define social position and self-worth by the price, label, or logo which appears on clothing, our dress code stands as a reminder that clothing can be simple and uniform.

The real worth of the individual is in what he or she accomplishes with the gifts and talents God has given. Our students will enter careers and professions where what they wear or their general appearance will not be their choice. We feel that we have an obligation to help them understand and accept those expectations as part of being an adult. *We consider proper dress and grooming to be part of the learning process.* **Students are expected to observe the ordinary rules of neatness, cleanliness, modesty, and good taste.** Since the Student Handbook cannot make provisions for the continually changing styles, the school administration reserves the right to decide what is acceptable and appropriate dress for school AND school functions.

Rivet polos and sweatshirts MUST be ordered through the school. There are no approved public providers.

Uniform dress pants may be purchased through any retail outlet that carries slacks/pants that meet all *regulations* of the school dress code.

The student dress code is outlined in detail on the following pages. Violations of dress code policy may warrant disciplinary action. Disciplinary action includes, but is not limited to detention, changing clothes, **sending kids home**, and/or loss of special dress day privileges.

On all *Mondays, Tuesdays, Wednesdays and Fridays* the school approved black, purple, or gray polo shirts must be worn.

Polos may be worn with khaki or black slacks, shorts (cargo shorts are allowed - cargo pants and skirts are not allowed).

Polos must be tucked and a brown or black belt must be worn on Mass Day.

Mass Day is a day when Mass is scheduled, even if we do not end up attending Mass such as a school delay. The students are expected to follow the dress code for Mass Day. On Mass Days (or any other day the school has Mass) the purple polo must be worn with khaki dress pants, or shorts.

Only crew-necked or quarter-zip school approved sweatshirts can be worn.

Shirts worn under polo's must be either **plain white** or **plain black** only.

All polos, sweat shirts, and quarter zip-ups will be provided to parents and students for purchase through the school office.

Shoes must be black or brown dress shoes or black, brown, or tan boat shoes. Tennis shoes are allowed, but must not include any bright or neon colors on them.

- a. Appearance must be modest, neat, clean, and well-groomed.
- b. Clothing that is marked with alcohol, tobacco, slogans, vulgar or suggestive language, promotes violence, or contains derogatory comments toward any person or groups of people is inappropriate.
- c. Clothes must fit properly. Clothes must not be too tight, too short, too low, or too baggy. Holes or tatters are not allowed.
- d. Skirts are not permitted to be worn.
- e. Tank tops, muscle, or spaghetti-strapped shirts are not allowed. Sport jerseys must have a shirt underneath.
- f. Shorts must be 3" off the floor while kneeling.
- g. Shorts that are not allowed:
 - i. Cut-offs or any frayed bottom.
 - ii. Trunks.
 - iii. Athletic running shorts.
 - iv. Undershorts.

- v. Silk, spandex, or nylon shorts.
- h. No sweatpants, yoga pants, leggings, athletic pants and/or outfits are allowed.
- i. Hi-lights in hair must be natural hair colors.
- j. No sweatbands on wrists and/or forehead.
- k. Hats of any kind are not allowed.
- l. Girls are permitted to wear earrings. No body piercings are permitted.
- m. Boys are not permitted to wear earrings. No body piercings are permitted.
- n. No shoes with any sort of wheels on them are allowed.
- o. Visible tattoos are not permitted.
- p. No outside jackets in the classroom.

“Free” Dress Days.

On such days, students are allowed to dress freely so long as they do not violate the rules A-P from above.

“Spirit” Dress Days

On such days, students must dress in the theme of the Spirit Day or wear regular school clothing. Additionally, Spirit Days do not make “illegal” zip-ups and sweatshirts allowable for wear.

School Safety Guidelines

Disaster Drills

- Drills are held periodically; proper procedures are posted in classrooms
- Drills are not meaningless, but are meant to teach safe, orderly, and quiet methods of seeking protection and/or evacuation.
- SILENCE MUST BE OBSERVED AT ALL TIMES THROUGHOUT THE DRILLS.

On-Campus Drug Prevention:

In order to provide a safe drug-free environment and to utilize a safe and effective method of determining the presence of illegal drugs on the school campus, Vincennes Rivet Middle/High School periodically invites local law enforcement officials (and their K-9 drug dogs) to the school. Law enforcement officials make a random search and alert school authorities, who will then make a manual search. Any suspected controlled substance found will be turned over to the police for testing. Any detected violation of school rules will be handled using school policies found in the handbook. Any detected violation of laws will be handled by, and at the discretion of, investigating law enforcement officers. The school will assure that there is no interaction between students and the K-9 teams during the search.

Student Searches:

The Principal, Dean of Students, Guidance Counselor, and all school personnel may search students and their personal belongings if they have reasonable cause for suspecting the search will turn up evidence that the student has violated or is violating either the law or school rules. Parents will be contacted.

Locker Searches:

A student who uses a school locker may not expect privacy in that locker. Any items forbidden by civil law or school rules which cause or which can be reasonably foreseen to cause an interference with the school climate or educational function must not be stored in school lockers. The school Principal, Dean of Students, Guidance Counselor, and all school personnel may search students’ lockers at any time. The Principal or Dean of students may also authorize any school official or law enforcement officers to search any student locker at any time.

Extra-Curricular Activities

Extracurricular Participation:

In order to participate in extracurricular activities or athletic practices or events, a student MUST BE in school for the entire day. Students who are absent on Friday must have the approval of the principal for weekend participation. Students may not participate if they have an In-School or an Out-Of-School Suspension that day. No student will be retained from advancing to the next grade level for the purpose of improving his/her skills in extracurricular activities.

- All students are encouraged to participate in extracurricular activities such as sports, academic competitions, clubs, National Honor Society, and student council. To be eligible for extracurricular activity participation, all students must meet the following criteria:
 - Must not be 19 years of age on or before August 15 (athletics only).
 - Must have a signed physical form on file in the athletic office (athletics only).
 - Any Middle School Student who receives any "F's" (failing grade) for a nine week grading period will become athletically ineligible until the mid-term of the following nine-week grading period, at which time they must verify that their failing grade(s) has improved to a passing grade.
 - Any High School Student who receives one F (failing grade) for a nine week grading period will become athletically ineligible until the mid-term of the following nine-week grading period, at which time they must verify that they have no failing grades. Receiving two or more failing grades for a nine-week grading period, the student will become athletically ineligible for the next nine weeks.
 - Semester grades take precedence of grading period grades

This policy is based on nine-week grades and semester grades. In the case where an athlete who competes in a spring sport fails to meet eligibility requirements during the last nine week grading period of the year, then that athlete's ineligibility will carry into the following school year unless it can be proven that the class/classes was passed over the summer at summer school.

Miscellaneous

Dances:

All school rules and regulations apply at dances

- Any person whose wearing apparel would prove embarrassing to other students, sponsors, or chaperones will not be admitted. Proper dress length is required for admission
- Bare midriffs, bare backs, snug-fitting clothing, and halter tops are not permitted
- Shirts of any offensive nature will not be permitted, including advertisements, and are to be buttoned
- Shoes must be worn at all times
- Dancing deemed inappropriate by school officials may result in the student being asked to leave the event
- Special permission must be given to students entering a dance one hour after it begins
- Students must sign out and are not readmitted after leaving a dance
- Students should leave the premises immediately following a dance
- Congregating of students on school property after a dance is not permitted
- Student dates must be in at least 9th grade, and under the age of 21
- Students from other schools are subject to the approval of the Rivet administration

No high school students may attend middle school dances and students who are in eighth grade or younger are not permitted at high school dances. An upper age limit of 20 will be enforced for high school students unless the Rivet student is 17 or older, then the upper age limit is 21, unless approved by the administration. Students must sign out and are not readmitted after leaving a dance.

Motorized Vehicles:

Motorized vehicles and their operators are subject to school rules, the laws of the City of Vincennes, and the State of Indiana. Barnett Street parking on school days is limited to faculty and staff. Seniors and faculty members may park in the parking lot. During school hours, vehicles are off limits to students except when authorized to leave campus.

Bus Transportation:

Limited bus transportation is provided to the students of our schools. Prior to and after entering or leaving the bus, the students should remain at least 10 feet from the vehicle, walk at all times, and when crossing a road, stop, look, and listen. All school rules apply during transportation. A calling tree is in place to notify parents in the event of bus breakdown.

Emergency and Weather Procedures:

The most familiar case of these are fire and tornado drills. When these situations occur, students are to act in an orderly manner according to the specific directions of their teachers. When foul weather causes a cancellation or delay of school, an announcement will be made through School Messenger, and on the following radio and television stations: WAOV-AM (1450), WZDM-FM (92.1), WUZR-FM (105.7), and WTWO-TV (Channel 10&14) (Rivet follows the Vincennes Community Schools on weather cancellation, delays and early dismissals.

Asbestos:

Rivet has complied with the Federal Asbestos Hazard Emergency Response Act (AHERA) [40 CFR 763.93 (e) (10)] by completing the following requirements:

- 1.) Inspecting all facilities for both friable and non-friable asbestos-containing building materials.
- 2.) Samples were taken during the inspection of all materials suspected of containing asbestos, and the samples were analyzed at an EPA-accredited laboratory.
- 3.) A Management Plan has been written, outlining the administration's intent in controlling and abating any asbestos-containing building materials.

Some asbestos-containing building materials were found in the school facility. However, an Operations and Maintenance Plan, which is part of the Management Plan, describes the location of these materials and specific steps for maintaining the existing materials until their ultimate removal. The inspection results and Management Plan are available for review in the administrative office.

Pest Control Policy:

All applications of pesticides will be made in strict compliance with label instructions and applicable Federal and State law. While pesticides protect students from pests, under certain circumstances they may pose a hazard to children. When possible, pesticide applications will be made during non-instructional times or during vacation periods, and pesticides are prohibited when students are in or near the area to be treated. If you wish to receive advance notice of pesticide application, please inform the principal. A written notice shall be given to you no later than 48 hours before the application. No notice will be given if the application is made when students are not present. In the case of an emergency application (necessary to eliminate an immediate threat to human health) notice will be given as soon as possible after such application.

Diocese of Evansville Seclusion and Restraint Statement:

The Diocese of Evansville believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. The purpose of this statement is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

Behavioral interventions for children must ensure all children are treated with dignity and respect. This environment should allow all children to be free from physical or mental abuse, aversive behavioral interventions that compromise health and safety, and any physical seclusion or restraint imposed solely for purposes of discipline or convenience.

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

Immunizations:

Every student shall be immunized in accordance with Indiana State Department of Health regulations. Records certifying such immunizations are maintained as part of the student's health record located in the school information system. Updated documentation of student immunizations is due to the school office no later than 30 calendar days after the beginning of the school year.

Hall Passes:

Students who are outside the classroom during class periods must have their current teacher's official pass. Failure to comply may result in disciplinary action.

Cafeteria Charging Information:

The Vincennes Catholic Schools strongly **discourages meal charges** but understands there are instances when a student may need assistance with meal funds; therefore, the following guidelines for meal charges and collections will apply.

1. Parents have the responsibility to provide a meal from home, provide money for the student to obtain a meal at school or apply for federal meal assistance through the Free and Reduced Meal Program.
 - a. Free and Reduced Meal applications are available in each school office and from the Food Service Director by calling 812-882-5460.
 - b. Students are expected to pay for lunch or bring a lunch from home until the household receives written notification of their free or reduced status.
 - c. Any negative balance accumulated before a student receives written approval for free and reduced lunches, or any extra charges that a student incurs that are not covered by the lunch program and must be paid for by the parent.
2. Students will be allowed to charge a meal when the need arises, but parents are expected to take steps to pay those charges in a timely manner (within a week).
3. **Students, who order lunch, then do not pick it up; will be charged \$2.00 to cover the cost of the meal. The exception would be if they leave school because of illness.**
4. Students may be informed at the point of service when their meal account is in need of funds and payment reminders are sent home by email with Titan School Solutions on a weekly basis to all students in the school system with a negative balance.
5. Ala carte food **MAY NOT** be charged, and students with a negative balance **MAY NOT CHARGE** ala carte foods. Those foods include morning drink, seconds, snacks, any food item not listed on the menu for lunch.
6. Students with a negative balance of \$25.00 will begin receiving an alternate lunch until the account is brought current.
7. Families with a \$50.00 negative balance are sent letters advising the household that if there is no attempt to make a payment (partial payments are accepted), the negative balance will be turned over for collection and they will be responsible for all charges incurred in collecting this amount. **The student account will be put on a cash only basis and the student will no longer be able to charge meals or they must bring a lunch from home.**
8. If you have any questions, please call the Food Service Director at 812-882-5460 or email tokbarnes@evdio.org.

Wellness Policy:

The Rivet Wellness Policy can be found on the school website.

