



233 South 5th Street
Richmond, IN 47374
www.setonschools.org

**SETON CATHOLIC HIGH
SCHOOL
STUDENT HANDBOOK**

2015-2016

August 2015

Dear Parent/Guardian and Student:

This handbook is intended to be a reference for you with regard to the policies, procedures and programs of Seton Catholic High School. Please keep this book in a convenient place in your home and refer to it often.

With best wishes for a successful school year.

Sincerely,

Rick J. Ruhl
Principal

SETON CATHOLIC HIGH SCHOOL

233 South 5th Street

Richmond, IN 47374

Phone: (765) 965-6956

Fax: (765) 935-9930

www.setonschools.org

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations. The administration is the final arbiter of all matters relating to school rules and policies. They are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a handbook; however, we expect all students to follow reasonable rules and not violate the rights of others.

PARENTAL/GUARDIAN STATEMENT SUPPORTING SETON CATHOLIC HIGH SCHOOL POLICY AND REGULATIONS ACCEPTANCE AGREEMENT

Sign and return this page to the school office no later than Friday, September 4, 2015.

Indiana State Law requires student's parent/legal guardian as well as any student in grade 7-12, to acknowledge in writing that they have received a copy of the school handbook containing the disciplinary policy.

For, and in acceptance of the student named below, we hereby agree to accept and abide by all rules, regulations, policies, and procedures adopted or implemented by Seton Catholic High School.

We also understand our duty as parents/guardians are to model the conduct that Seton Catholic High School expects of our sons and daughters. We pledge to promote positive choices for our youth and provide support for social issues facing them.

By signatures, we also hereby acknowledge that we have been furnished with a copy of the Seton Catholic High School Student Handbook for the 2015-2016 school year, that we have read, and that this Agreement has been entered into of our own free will and accord.

We understand that we are responsible for the payment of all financial obligations such as tuition, class fees, and lost or damaged books resulting from our son's/daughter's attendance at Seton Catholic High School.

Student (Please Print): _____

Student Signature: _____ / ____/2015

Parent/Legal Guardian (Please Print): _____

Signature: _____ / ____/2015

STUDENT-ATHLETE CERTIFICATION:

Based on the information presented in the *Seton Catholic Athletic Handbook* (pages) and by the SCHS athletic staff, I believe I am eligible to represent SCHS in interscholastic athletics. If accepted as a member of the SCHS athletic program, I agree to abide by said rules and regulations of SCHS and the IHSAA. To the best of my knowledge, I have suffered no injury or illness in the past that would hinder my participation in the athletic program.

Student (Please Print): _____

Student Signature: _____ / ____/2015

Parent/Legal Guardian (Please Print): _____

Signature: _____ / ____/2015

GUIDELINE FOR SETON CATHOLIC SCHOOLS ON RESPECTING PERSONS

Sign and return this page to the school office no later than Friday, September 4, 2015.

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to this guideline and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion.

Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, IPAD or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

By signature, I hereby acknowledge that I have been furnished with a copy of the **Guidelines for Seton Catholic Schools** on Respecting Persons. I have read the guidelines and agree to adhere to them in their entirety.

Student (Please Print): _____

Student Signature: _____ / ____/2015

SETON CATHOLIC HIGH SCHOOL

2015-2016 STUDENT HANDBOOK

Administrative Staff

Mr. Rick Ruhl.....	Principal
Rev. Kevin Morris.....	Pastor
Mrs. Shaunna Stamm.....	Director of Guidance, Testing
Mr. Trent Tremain.....	Physical Education, Athletic Director
Mr. Tim Elstro.....	Director of Technology
Mrs. Evelyn Miller.....	Director of Food Service
Mrs. Emily Robinson.....	Administrative Assistant

Faculty

Ms. Sharon Brochin.....	Media Center Specialist, Social Studies, Testing Coordinator
Mr. David Brown.....	Science (JH)
Mrs. Kim Dorsten.....	Social Studies
Ms. Allison Green.....	Visual Fine Arts
Ms. Veronica Martin.....	English/LA
Mr. John Markward.....	Mathematics
Mrs. Rachel Ramer.....	English/LA
Mr. Dan Reichley.....	Mathematics, Science
Mrs. Kathy Schmidt.....	Spanish/PE
Mr. Evan Schroeder.....	Music Education
Ms. Elizabeth Stracener.....	Science/Health
Mrs. Marcy Valentini.....	Theology
Mr. Michael Waters.....	Theology

Accreditation & Memberships

Seton Catholic High School is fully accredited through AdvancEd, and the Indiana Department of Education. SCHS holds memberships in the Indiana High School Athletic Association (IHSAA) and the National Catholic Education Association (NCEA).

Introduction

This student handbook outlines the opportunities and responsibilities that are yours at Seton Catholic High School. Read the policies and rules contained within closely, as you will be asked to abide by them as students of SCHS. Know, however, that a handbook can never fully capture the culture of excellence and faith that we all hope will be the hallmark of your experience at Seton Catholic High School.

The ultimate purpose of education is to help each student become an active participant in our democratic society. Accepting the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. Responsible behavior will help all students to become better school citizens and insure the best learning environment for all. The hope of the Seton Catholic faculty and staff is that you will participate in various activities and thus find things within the school, which prepare you to live a better life. Remember that your success will be whatever you make it.

Be proud of your school. Take good care of it and feel free to make suggestions for improvement. As a school citizen, you are expected to act responsibly and conduct yourself properly. You can find your way to a bright future if you expand your interests, knowledge and behavior by taking advantage of the opportunities Seton Catholic has to offer. Jesus Christ's challenge for each of us is direct. He says to us in Matthew's Gospel, "You are the light of the world.just so, your light must shine before others, that they may see your good deeds and glorify your heavenly father." Let your light shine!

A school is a living organization which develops traditions, precedents and a culture infused with the spirit of its students and families. As part of this tradition, we challenge you to make your mark.

Seton Catholic High School reserves the right to modify the policies, procedures, and rules outlined in these publications as necessary. New policies, procedures, and/or rules may be added and students and parents will be notified accordingly of all changes.

Mission Statement

Seton Catholic Schools, a pre-kindergarten through grade twelve coeducational ministry of St. Andrew, St. Mary, and Holy Family parishes, exists to pass on the teachings and values of the Roman Catholic Church within an environment of academic excellence. Inspired by the love of Jesus Christ and Saint Elizabeth Ann Seton's commitment to Catholic education, the school system serves the Richmond community and families from East Central Indiana and Western Ohio. Seton Catholic Schools welcome and embrace those of all faiths and beliefs.

Seton Catholic Elementary School nurtures students to be lifelong learners laying a foundation in core subjects with a standards based curriculum. Individual gifts and talents continue to be recognized at Seton Catholic Junior and Senior High School through the rigorous college preparatory course offerings, combined with a rich program of extracurricular activities and community service opportunities. In a loving and caring atmosphere, the faculty at Seton Catholic Schools strives to guide all students toward fulfillment of spiritual, academic, and personal potential.

Catholic Nature of the School

As a school of the Roman Catholic Archdiocese of Indianapolis and the Richmond Catholic Community, Seton Catholic High School is charged with playing an important role in the formation of students in their Catholic faith

through a program of Catholic religious studies and experiences. The school makes every effort to insure that the teachings of the Roman Catholic Church, as promulgated by the Holy Father in Rome, are presented to students in a structured curriculum.

Students of other faiths are most welcome to be a part of the school community, enhancing the tapestry of diversity in the student body. All students, however, are required to study Catholic theology as part of their course of study at Seton Catholic High School.

Seton Catholic high School respects the personal consciences of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

In response to the religious practices of some faiths, it is important to note that the school will retain the right to limit or prohibit the wearing of any item that is considered by the school to be a violation of school policy. Seton Catholic High School reserves the right to make definitive decisions concerning whether the wearing or possession of any item is to be considered a violation of school policy.

Philosophy

Seton Catholic High School is a coeducational Catholic secondary school established by the parishes of Richmond and the Archdiocese of Indianapolis in response to Jesus' command to bring the Gospel to all.

As a faith-based educational community, Seton Catholic High School is called to provide for the spiritual, intellectual, and character formation and development of the young men and women of east central Indiana and west central Ohio. The school will accomplish this by providing a strong core curriculum, in conjunction with extracurricular activities, integrated with Christian principles that promote responsibility to society and to the Church.

By upholding the dignity of each human being, Seton Catholic High School will create an environment in which students develop the confidence to grow in wisdom, faith, and knowledge in order to prepare them to take their rightful place as leaders in their communities and in the Church.

The students, parents, teachers, and staff of Seton Catholic High School, while embracing the differences that make us a true community, seek to instill in all students the capacity and desire to become life-long learners and seekers of the truth.

Goals

Students at Seton Catholic will be challenged in three ways:

Spiritually

- to develop an awe and reverence for God.
- to know, understand and deepen their relationship with Jesus Christ.
- to build up God's Kingdom by sharing their spiritual gifts.

- to understand and develop a Catholic view of life.
- to demonstrate respect for the dignity and worth of others as well as for oneself.
- to read and reflect on the Word of God as found in the Bible.

Academically

- to pursue a challenging core academic program complemented by the opportunity for exploration of other areas of interest.
- to integrate faith and values into all curricular areas.
- to develop critical thinking, problem solving and technological skills.
- to develop a passion for lifelong learning.
- to prepare for a successful transition to college, vocational or work experiences.

Personally

- to be responsible for one's actions.
- to better serve others.
- to discover and develop their talents through participation in school activities.
- to acquire knowledge, confidence, courage and hope in order to make healthy life decisions.
- to be able to resolve conflict in a peaceful, respectful manner.
- to instill honor, respect and value for diversity.
- to promote the value of community by keeping informed and involved as citizens of a democratic society.

Admission to SCHS

Admissions Policy

POLICY STATEMENT – Admission and Wait List for Preschool through Grade 12

In order to ensure an orderly and equitable admission for children to Seton Catholic Schools, Inc. (hereinafter referred to as “Seton Catholic Schools”), this policy and procedures is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the Board of Directors and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of Seton Catholic Schools.

A. Primary Goal – Catholic Education

The primary goal of Seton Catholic Schools is to provide a Catholic education to the children in the greater Richmond area in accordance with the mission statement of Seton Catholic Schools, archdiocesan policies, curriculum and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of Seton Catholic Schools.

B. Accommodation of Students with Special Needs

Seton Catholic Schools strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. Seton Catholic Schools has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

C. Parishioner Status

Regular attendance at Mass and faithful and consistent stewardship of Time, Talent, and Treasure (financial support) to the Richmond Catholic Community will be expected by Catholic families of students attending or wishing to attend Seton Catholic Schools. Families meeting these criteria will be deemed “parishioners”

for purposes of determining the rate of tuition. All other families will be considered “non-parishioners” for purposes of tuition.

Parishioner tuition rates for Seton Catholic Schools apply to families that are active members of the Richmond Catholic Community and who have students enrolled in the elementary and pre-school classes. Approximately 30% of Seton’s annual budget is funded by parish financial support, therefore, it is essential that parish families participating in the school also attend Mass regularly and make weekly contributions to the parish to offset the difference in tuition rates.

The Board of Directors of Seton Catholic Schools, Inc. is committed to ensuring that a quality education, grounded in Christian perspective, is affordable for all families in eastern Indiana and western Ohio. At both the Junior High and High Schools, the distinction between parishioners and non-parishioners no longer applies; the rates are the same for both.

Definition of terms

- Active parishioner: One who regularly attends Mass, contributes time, talent, and financial resources to the parish.
- Non-active parishioner: One who does not contribute time, talent, or financial resources to the parish.
- Non-parishioner: A parishioner of a church other than the three parishes that comprise the Richmond Catholic Community.

D. Financial Aid and Responsibility

It is a goal of Seton Catholic Schools to provide financial support to economically disadvantaged families to the fullest extent possible. However, all Seton Catholic Schools families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by Seton Catholic Schools. Families of students who are not of the Catholic Faith will be expected to assume their portion of the financial responsibility for the education provided through an increased tuition rate, since they do not participate in the investment (subsidy) received by Seton Catholic Schools from the contributions of parishioners.

E. Agree to Abide by the School Rules

Upon admission all parents and students agree to abide by the policies and rules of Seton Catholic Schools as specified in the School Handbooks.

F. Non-Discrimination

The Board of Directors, Administration and Pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

Admission Selection Procedures

Beginning with the spring registration date each year, without exception, students registering for preschool who are at age 3 or 4; or for kindergarten, who are age 5 by August 1 of the school year for which they are registering will be eligible for consideration for admission. For grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in Seton Catholic Schools based on the maximum capacity of classrooms as set by the Board of Directors according to the following categories in order of preference:

1. Current students of Seton Catholic Schools.
2. Catholic children of parishioners (as defined in C above) who are siblings of students attending Seton Catholic Schools in the current school year, as well as children of non-parishioners who are siblings of students attending Seton Catholic Schools in the current school year.
3. Catholic children of parishioners who are siblings of a graduate of Seton Catholic Schools.
4. Catholic children of parishioners.
5. Non-Catholic children.

Within categories numbered above, priority will be given according to the parish registration date of any family deemed to be a “parishioner” (See Section C above), as well as the date of the admission application.

Each year’s incoming student class will be selected soon after the registration/re-registration process is closed. For any student selected for the incoming class, his or her Catholic siblings will be placed in category #2 or #4 above for the school year for which they are registering depending on parishioner status (See Section C above).

Wait List

Students not selected for admission to Seton Catholic Schools will automatically be placed on a wait list. If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed in the Admissions Selection Procedures above. The wait list will exist from year-to-year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

Transfer Students

Students in good standing from another school will be considered for transfer admission after the following has been accomplished:

1. Enrollment/Admission forms are completed;
2. A conference with the principal, parents and student has been held to discuss the goals, religious mission and expectations of Seton Catholic Schools;
3. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child in Seton Catholic Schools;
4. Previous educational records have been supplied to Seton Catholic Schools including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, or Individual Catholic Education Plan (ICEP);
5. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted;
6. Updated immunization records have been received;
7. Applicants for admission to grades 6-12 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern at the junior high and high school levels;
8. NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the principal in consultation with the Pastor.

If the principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by Seton Catholic Schools, and that the student is likely to be successful in the Catholic educational setting, and an opening exists; the student may be admitted either on a probationary basis or without restriction. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Selection Procedures above.

Non-Discrimination Policy

As a Catholic educational institution, Seton Catholic High School denounces any attempt at discrimination or discriminatory overtones. SCHS does not unlawfully discriminate on the basis of age, race, religion, national origin, gender, or disability in admission or access to, or treatment or employment in, its educational programs or activities.

Probation Enrollment

All transfer students (students who have not gone through the Seton Catholic School system) are subject to a nine-week or semester probationary period. Their academic progress will be reviewed at the end of the semester at which time they will be removed from academic probation, retained on academic probation or not allowed to return to Seton Catholic for the next semester.

Tuition & Finance

Tuition Payment Policy

This policy defines eligibility for tuition and fee rates, expectations for payment of tuition and fees, and a procedure for collection of delinquent accounts. Parishioner tuition rates for Seton Catholic Schools, Incorporated apply to families that are active members of the Richmond Catholic Community and who have students enrolled in the elementary and pre-school classes. Approximately 30% of Seton's annual budget is funded by parish financial support, therefore, it is essential that parish families participating in the school also attend Mass regularly and make weekly contributions to the parish to offset the difference in tuition rates.

The Board of Directors of Seton Catholic Schools, Inc. is committed to ensuring that a quality education, grounded in Christian perspective, is affordable for all families in eastern Indiana and western Ohio. At both the Junior High and High Schools, the distinction between parishioners and non-parishioners no longer applies; the rates are the same for both.

1. Definition of terms

- Active parishioner: One who regularly attends Mass, contributes time, talent, and financial resources to the parish.
- Non-active parishioner: One who does not contribute time, talent, or financial resources to the parish.
- Non-parishioner: A parishioner of a church other than the three parishes that comprise the Richmond Catholic Community.
- Christian perspective: A perspective based on the teachings of Jesus Christ and His apostolic church.
- Payment in Full: All tuition and fees for the upcoming school year are to be paid on or before the close of the initial spring enrollment period. For those families enrolling after this date, payment in full is due upon the date of enrollment.
- FACTS: FACTS Tuition Management Program

Seton Catholic Pre-School rates apply to both parishioner and non-parishioner families.

2. Obligation – Tuition Payment:

- Payment in Full.
- If payment in full is not received by the school on or before the above due date, then payment must be made through FACTS. Those families who do not pay in full by the spring enrollment deadline are required to enroll in FACTS and make all future payments through the FACTS program. Through FACTS, families authorize a third party to make regularly scheduled automatic bank withdrawals from a valid checking or savings account, which are then transferred to the school in a timely manner.
- If payment in full is not received by the spring deadline and the family has not enrolled in FACTS, then the child's enrollment for the upcoming school year will be canceled and payments made to date refunded, with a service fee deducted.
- Families who have defaulted in FACTS and who have not paid the current year's tuition obligation in full by July 1 of the same calendar year will have their FACTS enrollment canceled. Their child's enrollment for the upcoming school year will also be canceled. Any outstanding tuition balance must be paid in full prior to re-enrollment or enrollment for the new year.

3. Method of Payment

- Payment in Full may be made in cash, by personal check, or money order. Checks should be made payable to Seton Catholic Schools, Inc, and remitted upon enrollment. This option to pay the school directly is only available during the initial enrollment period.
- FACTS is the only other method of payment approved by the Board of Directors of Seton Catholic Schools. Enrollment in FACTS takes place during the initial spring enrollment process. Assistance with completing the paperwork is available at two parent workshops each spring.

4. Tuition Collection Actions (Does not apply to Payment in Full option)

- Upon enrolling in the FACTS program, families make a commitment to be financially responsible and abide by the program's tuition payment schedule. The payment schedule includes 11 equal monthly payments which start in July and run through May.
- Defaulting on the FACTS program will result in the guarantor being notified to pay the balance in full, or meet with the principal within 10 business days to discuss the reason for nonpayment and either pay the past due amount or meet with a subcommittee of the Board to set up an acceptable alternative payment plan. If the guarantor fails to do so, then he/she is given another 10 business days to comply. Failing that, the student will be excluded from school; the account will be prorated to the date of exclusion and will be sent to a collection agency. If an alternative plan is accepted, the same procedure applies if payments are missed. Extraordinary circumstances will be considered by a subcommittee of the Board.

5. Delayed Payment

- A parent/guardian experiencing severe financial difficulty, who is in danger of missing more than one payment, must contact the school principal to discuss the situation. This contact is imperative in our efforts to better manage the tuition collection process and to prevent any unwarranted collection action.

Financial Aid

Financial aid is offered in order to help families of all income levels afford a Catholic education at Seton Catholic High School. Families requesting tuition assistance must complete an application at the time of registration. In late April or early May, families will be notified (in writing) regarding the amount of assistance available to them. Work opportunities are also available for families wishing to help offset the cost of tuition.

Fundraising

Outside of tuition and parish subsidy, the only source of revenue for SCHS is the program of fundraising sponsored by the school. The success of school fundraising requires the hard work and cooperation of families in the school

community. It is necessary, then, that all students and families, regardless of financial circumstances, assist in the fundraising efforts of the school. Every effort is made to minimize the number of these activities in the course of a year.

Past Due Accounts

A student may be removed from the school if his/her tuition account is more than 30-days in arrears. The student will be allowed to return to school when the tuition account is made current. Continued late payment or nonpayment of tuition is grounds for asking a student to withdraw from the school or to deny re-enrollment for the following year.

Scholarships

In an attempt to make a Seton Catholic High School education available to as many students and families as possible, the school offers some need-based financial assistance. A family must submit a complete financial aid application to be eligible to receive any need-based financial assistance. Contact the school office for more information.

The school does have a limited number of scholarships available to incoming and current students as well as graduating seniors. These scholarships have a wide variance of criteria such as academics, extracurricular participation, leadership, mental attitude, etc. Please contact the school office for a complete listing of scholarships and specific criteria.

Student Insurance

The Archdiocese of Indianapolis maintains a secondary insurance policy for student and athletic accidents for any student attending Seton Catholic High School. Please contact the school office for further information.

Spiritual Formation Program

Since “true education is aimed at the formation of the human person in the pursuit of his ultimate end” a spiritual formation program is at the heart of Catholic education. Hence, the most important program at Seton Catholic is our spiritual formation program. It is comprised of two components: religious instruction and religious activity. All students receive instruction in the essential teachings of the Catholic faith from certified catechists. Students also have the opportunity to participate in activities designed to help them personally claim their Catholic faith. These activities are supported by the participation of the entire Seton Catholic staff. Religious activities include: Liturgies, Retreat Experiences, Community Service, Service Learning, and Penance Services.

Through this holistic program of religious instruction and religious activity, Seton Catholic seeks to form the Young Church for intelligent leadership and generous service.

Campus Ministry Program

Annual Retreats

All students will attend an annual religious retreat during the school year. These retreats give students an opportunity for prayer, discussion, and camaraderie that cannot be fostered in a classroom setting. All students are expected to fully participate in their retreats. Absence from a retreat is considered a school-day absence. Retreats will be administered through the faculty/administration or School Chaplain.

Goals

The goals of Campus Ministry at SCHS are:

- To create a Christian environment in the school and at school functions where everyone is aware of the living presence of Christ the Teacher;
- To assist parents in their role as the primary teachers of their children in the ways of the faith;
- To create a community within the school which by its very nature is imbued with Catholic habits and practices.
- To coordinate regular celebration of the Eucharist during the school schedule as well as other prayer services and sacramental celebrations;
- To oversee the planning and running of annual retreats for all students and faculty;
- To encourage acts of Gospel service through the coordination of a Christian Service Program of required service hours for all students as well as school-wide service projects;
- To foster openness, understanding, and cooperation between different religious traditions, especially those present among the members of the school community;
- To empower faculty and staff members in their own individual spiritual formation and to develop group formation events for faculty and staff;
- To reach out to parents and families to include them in the spiritual formation program of the school;
- To share responsibility for Christian formation with the staff and people of the Richmond Catholic Community under the guidance of the local pastor and the Archbishop of Indianapolis;
- To coordinate the annual observance of Catholic Schools week.

Mission

As a Catholic school of the Archdiocese of Indianapolis and the Richmond Catholic Community, Seton Catholic High School has as her goal the integral formation of the soul, intellect, heart, and body of her students by putting flesh on the bones of the Great Commandment: to love God above all others and to love our neighbors as ourselves. Within this goal, the mission of Campus Ministry at Seton Catholic High School is to coordinate and guide the Christian formation of healthy, well-rounded, and spiritually grounded individuals who are preparing to be active members of their faith communities.

Campus Ministry at SCHS involves three groups of people: students, faculty/staff, and families. The majority of the school's ministry is focused toward students, but significant efforts are also given to the formation of the faculty/staff and school families in the Christian life.

Religious Resources

A school chaplain as well as members of the Theology Department are available to all students for personal and spiritual counseling. These staff members can also be invaluable in terms of coordinating with local pastors for sacramental preparation for students.

Religious Services

On a regular basis, all students gather for the celebration of Mass in the church of St. Andrew. Students play a role in the Mass, providing readers, singers, etc. Students of all faiths are required to attend this weekly Mass as well as other prayer services throughout the year.

Christian Service Program Overview

The goal of the Seton Catholic Service Program is to foster the development of empathy, awareness, social responsibility, and a sense of caring for others as our community serves those with needs. Our efforts are based on

the mission of Seton Catholic High School to form the entire human person on, through, and with the teachings of Jesus Christ and the Roman Catholic Church.

The involvement of the entire Seton Catholic community is vital to the program's success. Each student is expected to be engaged in this program through his/her completion of service projects. All service must be completed through a Seton Catholic service event, a Church sponsored service event, or through an approved non-profit organization.

Leadership Role Defined:

Each student is to take a leadership role in each service project. The term "leadership role" refers to all aspects planning and organizing a service project from start to finish.

The Projects

1. Service to Seton Catholic High School
2. Service to the student's home parish or church
3. Service at an approved non-profit organization

Service Hour Benchmarks

Jr. High (7th and 8th Grade): 20 hours per school year

- Complete at least 10 hours each semester

Freshmen: 30 hours per school year

- Complete at least 15 hours each semester

Sophomores: 30 hours per school year

- Complete at least 15 hours each semester

Juniors: 40 hours per school year

- Complete at least 20 hours each semester

Seniors: 40 hours per school year

- Complete at least 20 hours each semester

These numbers represent minimum service hour requirements. Students are welcome to earn more than the minimum each year.

Elements of each project

Each service project, through Seton Catholic, an outside agency, or with a parish or church, should entail three components:

1. Education (Define an issue or need, who is affected and how, what purpose does our service provide, etc.);
2. The service (The actual service event);
3. The reflection (Brief summary of the education component, brief summary of the service project, and a personal reflection on the issue and the service performed.).

Philosophy

Jesus Christ came to bring good news to the poor, freedom for prisoners, sight for the blind, and restoration for every broken person. Our efforts, which are his, reach out to the afflicted, and in a special way to the poor and disadvantaged. We come not just to serve the poor, but to be with them and of them, because it is only from there that we can appeal as Jesus did for the conversion and deliverance of all. Our concern for the dignity of every

human being as God's cherished child directs our care to victims of every injury: prejudice, hunger, ignorance, addiction, and abuse. Our mission sends us into every kind of work reminding us once again that the farther we go in giving, the more we stand to receive.

The objectives of the Seton Catholic Service Program are:

1. To enable our students to work directly with the poor and disadvantaged, and through that contact to grow to a deeper appreciation of the dignity of all human persons;
2. To give our students an opportunity to reflect on the message of Jesus Christ as it relates to experience of their service, and make that message a more permanent part of their lives;
3. To expose the student to a variety of service opportunities so that he/she will discover his/her gifts and interests, and remain committed to some type of Christian service for life.

Service Requirements

- The student should not receive any compensation for his/her service.
- School-wide activities sponsored by SCHS (such as Branch Out Day, food drives, Easter Basket collections, etc.) cannot be counted toward a student's individual service hours.
- Students may perform a maximum of five (5) hours of Christian service per organization. The only exception is Seton Elementary's summer fun camp. A student may perform up to five (5) hours at the summer fun camp and still do a maximum of five (5) hours in the "School" classification.
Students may perform a maximum of five (5) hours of Christian service in "Church" (one hour increments) by volunteering at weekend Masses. Such volunteerism is limited to the following:
 - Server (all grades);
 - Lector (grades 9-12);
 - Eucharistic Minister (must be Confirmed, Commissioned, and must be willing to commit to being scheduled to serve in this capacity at weekend Masses).
- All service hours must be documented on the official SCHS Service Record form and turned in to the student's theology teacher. Incomplete forms will not be accepted. *Documentation forms must be turned in no more than one week after the completion of the service hours.*
- The school Chaplain coordinates the Christian Service program of the school, and has the final say on disputes regarding the program.
- Ideas for Christian service are announced regularly and can also be obtained in theology classes.
- Fall semester service hours may begin on the first day of summer vacation and must be turned in on or before December 1, 2015. Spring semester service hours begin on the first day of Christmas break.
- Students may begin or even complete their service projects in the summer, and are encouraged to do so. All students are required to complete their service projects on or before May 1, 2016. This approach is intended to allow students to focus on their studies and finals during the fourth quarter. In addition, all seniors will need to complete a senior service essay by the end of the third quarter. This essay should be a reflection of the service completed over the year(s) at Seton Catholic High School. Any senior who does not complete his/her service projects or essay will not be allowed to take part in the graduation ceremonies and a diploma will not be granted until the hours are completed. *Note:* Successful completion of eight semesters of theology classes with a passing grade is required for graduation from SCHS.
- Students failing to complete the required service hours will lose 10% on their theology grade for the semester, receive an incomplete (I) for theology class on their grade report and no GPA will be calculated. Students have 30 days after the end of the semester to make up the missing hours; after the 30 days, the incomplete will be changed to an F for theology class.
- At the Honors Awards Assembly each spring, recognition is given for outstanding Christian service to one member of each class.

- Service activities that are often extensions of being part of an athletic team, and/or are organized by a member of the coaching staff, do **NOT** qualify for this program. If you are doing something as part of a team or due to a team expectation, it does **NOT** qualify for this program.
- Christian service hours earned through this program apply only to this program. The Christian service hour requirements stipulated in the high school's Service Program are completely separate and apart from Seton Catholic School's new family service hour program (FiSH).

IMPORTANT REMINDERS!

1. Documentation forms must be turned in no more than one week after the completion of the service hours.
2. Students may begin or even complete their service projects (annual service hour requirement) in the summer preceding the school year.
3. Students are limited to no more than five (5) hours per activity. In addition, students may earn up to 50% of the total hours required in one category. The following fictitious scenario is meant to serve as a basic example:

Rick Ruhl is in the 7th grade. From June through October, he serves at his church five times and earns five service hours (classification: Church). In so doing, Rick has fulfilled 50% of the total first semester service hour requirement for his grade level. He may choose to volunteer at school or at an approved non-profit organization, or a combination of both, for the remaining five hours.

Approved Non-profit Organizations

If a student wishes to work with/for an agency not on this list, they need to get it approved by their Theology teacher or Principal. The list below is not final. Check back to this list for updates throughout the year.

- | | |
|----------------------------|--|
| ▪ 4-H | ▪ Junior Achievement |
| ▪ Abilities Richmond | ▪ Knights of Columbus |
| ▪ Adult Day Care | ▪ Knights of St. John |
| ▪ American Red Cross | ▪ Lions Club |
| ▪ Birthright | ▪ Morrison-Reeves Library |
| ▪ Birth to Five | ▪ Reid Health (approved projects) |
| ▪ Boys & Girls Club | ▪ Relay for Life |
| ▪ Cardinal Greenway | ▪ Richmond Art Museum |
| ▪ Catholic Women United | ▪ Richmond Civic Theatre |
| ▪ Circle-U Food Pantry | ▪ Richmond Day Nursery |
| ▪ Community Food Pantry | ▪ Rock Solid Ministries |
| ▪ Cope Environmental | ▪ Salvation Army |
| ▪ Gospel of Life Committee | ▪ St. Vincent de Paul |
| ▪ Habitat for Humanity | ▪ Senior Opportunities |
| ▪ Hayes Arboretum | ▪ Starr-Gennett Foundation |
| ▪ Help the Animals Shelter | ▪ Wayne Co. Historic Preservation Commission |
| ▪ Jacy House | ▪ YMI |

Academic Formation

Philosophy of Curriculum and Teaching:

At Seton Catholic High School, the academic program, while centered around intellectual growth, acknowledges and incorporates other essential aspects of the person – the spiritual, social, creative and physical. Challenging coursework designed to prepare students to confidently pursue further academic life is drawn from each of the

following academic disciplines: English/Language Arts, Fine Arts, Foreign Language, Mathematics, Science, Social Studies and Theology.

The theology and religious education components of the curriculum are central in the program as each of the other disciplines reflects its connection to the life of faith. Contributing further to the comprehensive development of each student are the arts and their accompanying productions and performances which encourage creativity and expression. Athletic participation promotes action and leadership. Co-curricular activities develop the intellectual, leadership and social skills which students translate into service, while the Library and technical resources enhance self-expression and communication skills. Seen as an interlocking network of courses, activities, events and resources, the academic program at Seton Catholic High School fosters the development of the whole person.

More important than the sum of its courses or activities, the program at SCHS centers around the relationship between the teacher and the learner. The climate established by this relationship is designed to foster learner involvement, engagement, curiosity and passion. Catholic educator, Jacques Maritain, suggests that every individual possesses an “inner vitality”. Like Maritain, we believe that the teacher supports and strengthens that vitality through the quality of interactions with the student. In our goal of developing lifelong learners, we recognize that the caring guidance of teachers who are as devoted to the student as to the subjects they teach is essential if education is true to the pursuit of truth and wisdom.

Moreover, we remember that ‘the learner’ is an individual who possesses a particular collection of talents, abilities and concerns. Guided by our belief that “Created in the image of the one God and equally endowed with rational souls, all have the same nature and the same origin...all enjoy an equal dignity”, we translate this value into our program. The program, while common to all students in its goal to offer elements essential to college preparation, individualizes the challenge according to distinct talents and interests.

1:1 Computing at SCHS

Each SCHS student is issued a Netbook personal computer that is property of Seton Catholic High School. These devices are used to house electronic textbooks, create cutting-edge classroom interaction, conduct tests/assessments, and enhance creativity and critical thinking for all students.

The 1:1 computing program at SCHS is intended to ensure that every student has access to a technological device at school and at home that allows him/her to interact with the most current information and content available.

Academic Assistance

Teachers are generally available to students each day before and/or after school for extra help in class. Students are encouraged to take advantage of this assistance. Students with great difficulty in a given subject area who require an exceptional amount of help should seek the assistance of a tutor.

Academic Probation

All Seton Catholic High School students are expected to maintain continued academic success. If a student receives 2 or more failing grades or has a Grade Point Average in any semester at 2.0 or below, he or she will be placed on academic probation and the following will occur:

- A letter from the Principal will be sent to the parents notifying them that their student will be placed on academic probation.
- A conference will be set up with the Principal, Guidance Director, student, and parents to place the student on an academic contract.

The following conditions will accompany the academic contract:

1. The student must attend a tutoring program, which can be the school's program or a program chosen by the parents.
2. The student may not exceed three (3) absences during each nine-week grading period. Parents must call the school when the student is absent.
3. The student must exhibit appropriate behavioral skills within the classroom and hallways at all times.
4. The student will be placed on social probation.
5. The student will be given a weekly progress report form to be completed by the teachers, brought home for signing by the parents, and returned to school to the Guidance Director.

Failure to comply with the academic contract will result in consequences that will be set up for each individual student during the academic conference.

Our academic council will meet to review and assess the student's progress:

1. At the fourth (4th) week of each nine-week grading period.
2. At the end of the nine-week grading period and the end of the semester.

The academic council's recommendations may be:

- A. A return to regular academic status,
- B. Continued academic probation for another semester,
- C. Or, the withdrawal of the student from the school.

The academic council shall inform parents of the decision with regard to (A) and (B) and consult with the Principal who will make the decision to withdraw the student from school.

After School Tutoring

Students are encouraged to work directly with the teacher if they experience difficulty in class. Students from the Elizabeth Ann Seton Chapter of the National Honor Society will be available for tutoring after school. Students who need help completing homework may attend these sessions on a voluntary basis. Parents or teachers may recommend attendance at these support sessions. Students placed on academic probation will be required to attend.

Assignment Planning and Organization

A component of the study skills aspect of the academic program is helping students develop effective organizational techniques for managing assignments, projects and extracurricular activities. School planners are available for students and their use is highly encouraged.

Students should record the following in their planner:

- Daily assignments and due dates;
- Tests (date, contents, kind);
- Long-term assignments (i.e. research paper) and parts or deadlines;
- Special projects (division of parts, deadlines);
- Tutoring times;
- Athletic and extra-curricular activities (dates and times).

Class Rank

The Cumulative GPA determines a student's class rank. Valedictorian and Salutatorian status is based on a Cumulative GPA achieved after the first semester of the senior year. To qualify, one must:

- Have been a student at SCHS for at least six semesters;
- Be representative of a good SCHS student.

Cumulative Grade Point Average

The Cumulative Grade Point Average (CGPA) is determined by dividing the total number of honor points earned during regular semesters by the number of credits attempted.

eLearning

Using a variety of technology platforms, we are able to ensure that the teaching-learning process can continue in a systematic, structured way, even on those days when we must close the buildings due to inclement weather.

If school is “cancelled” due to inclement weather, our *eLearning* protocols will automatically go into effect. Every student must be checked in that day by 9:00 am or they will be considered absent. After each student has checked in, he/she will need to access the assignments for the day.

Teachers will be available via school E-mail for questions between 9:00 am – 12:00 noon on all *eLearning* days.

Grade Point Average

The Grade Point Average (GPA) for each semester is determined by dividing honor points earned for all classes taken by the total number of credits attempted. Grades attained in night and/or summer school are not computed into a student’s GPA.

Graduation – Archdiocesan Policy

High school seniors shall graduate from the Catholic Interparochial high schools of the Archdiocese of Indianapolis after they have earned the credits required by the State of Indiana and the given high school, and after they have completed eight semesters of attendance at said high school.

Pupils who transfer into an interparochial high school within the Archdiocese of Indianapolis will be expected to earn credits required by that high school from the moment they enter. Requirements are not retroactive, except as mandated by state law.

Should a senior decide to leave a given high school at the seventh semester to make up the last few credits at an evening school, the interparochial high school from which the student has withdrawn shall not issue a diploma to that person.

Graduation Exercises

Graduation exercises signal the completion of the course of studies required to earn a diploma at Seton Catholic High School. Participation in the graduation ceremony is open to all those who have completed graduation requirements, are in good standing with regard to behavior, and have satisfied all financial obligations to the school. Any student who fails to meet these criteria may not be allowed to participate in the graduation ceremonies and related activities.

Graduation Requirements (SCHS)

All students at SCHS are expected to satisfactorily complete a strong academic program of 48 course credits (Indiana Core 40 + 8 Theology credits) including requirements in each of the academic departments, as well as the appropriate number of hours of Christian Service for each year of enrollment at SCHS. The specific requirements are as follows:

The Core 40:

Course and Credit Requirements	
English/ Language Arts	8 credits Including a balance of literature, composition and speech.
Mathematics	6 credits 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>Or complete Integrated Math I, II, and III for 6 credits.</i> All students must complete a math or physics course in the junior or senior year.
Science	6 credits 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits World Languages Fine Arts Career-Technical
Physical Education	2 credits
Health and Wellness	1 credit
Electives*	6 credits (Career Academic Sequence Recommended)
40 Total State Credits Required	

The Core 40 with Academic Honors:

For the Core 40 with Academic Honors diploma, students must:

- Complete all requirements for Core 40 (see chart);
- Earn 2 additional Core 40 math credits;
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages);
- Earn 2 Core 40 fine arts credits;
- Earn a grade of a “C-” or better in courses that will count toward the diploma;
- Have a grade point average of a “B” or better (3.0);

- Complete one of the following:
 - Complete AP courses (4 credits) and corresponding AP exams – not currently offered
 - Earn a combined score of 1200 or higher on the SAT critical reading and mathematics
 - Score a 26 or higher composite on the ACT
 - Complete dual high school/college credit courses from an accredited postsecondary institution (6 transferable college credits) – one year long ACP class at SCHS

Grade Reporting

Jupiter Ed LMS. Seton Catholic High School offers its students and parents full access to viewing the student's grades through Jupiter Ed LMS—an on-line grading system. Parents are given password protected access to their child's academic performance (grades, assignment completion, attendance, comments from the teacher) to date in each of his/her classes. Grades are available for review by students and parents in real-time.

Students are encouraged to monitor their own personal academic progress and will be given a password.

Homework

Homework is an integral part of education at Seton Catholic High School. Students should receive a homework assignment each night in most courses. It is the expectation of the faculty that students will complete homework as a part of all classes. It is the responsibility of the student to request from the teacher missed assignments and notes when the student is absent from a class. Students are responsible for completion of daily assignments. Failure to complete homework consistently may result in negative consequences. (*Refer to the Discipline Policy under the Consequences for lesser offenses in the Parent/Student Handbook.*)

Honor Roll

At SCHS, we recognize students for scholastic achievement based on their GPA in three different honor rolls. Students who achieve a 4.00–4.33 GPA in a particular grading period earn a spot on the Highest Honors honor roll. Students who achieve a 3.50–3.99 GPA in a particular grading period earn a spot on the High Honors honor roll. Students who achieve a 3.00–3.49 GPA in a particular grading period earn a spot on the Honor Roll. Students with a 'D' or 'F' in any class cannot be on the Honor Roll.

Normal Course Load

The normal course load for a Seton Catholic High School student is 14 credits per year. Students may not schedule fewer credits in any semester unless specifically approved by the Principal for convincing academic reasons consistent with our college-preparatory program.

Progress Reports

With 24-hour access to updated grades now a reality for parents and students, we no longer send home a written progress report at the mid-point of each grading period. It is the school's expectation that parents take full advantage of monitoring their child's academic progress, and feel comfortable contacting teachers and counselor as needed.

The school has retained the policy that no student may receive a grade of "F" for a grading period without the teacher having made a timely effort at communicating (voicemail, e-mail, letter, etc.) with the student's parents.

Report Cards

Report cards are published at the end of each quarter, and are posted to the parent portal on Jupiter Ed LMS. An email reminder will be sent at the end of each quarter. The first and third-quarter grades are not final grades that appear on a student's record; they indicate how the student has performed so far and what final grade may be

expected if performance continues at the same level. Semester grades, seen on the second—and fourth—quarter report cards, are the final grades that are posted on a student's permanent record.

Schedule Changes

Students are ordinarily prohibited from dropping classes. In rare situations, students permitted to withdraw from a class after the beginning of the course must have the written permission of their parents, the teacher, and the Guidance Department.

A student who wishes to request a schedule change may do so within the first 10 days of the semester without incurring an academic penalty. A student requesting to drop a class after this period will be assigned a semester grade as follows: WP (Withdraw Passing) or WF (Withdraw Failing). The WF will count toward the student's semester grade point average.

School-wide Grading Scale

Letter Grade	GPA Value
A+ (98-100)	4.33
A (94-97)	4.00
A- (93)	3.67
B+ (91-92)	3.33
B (86-90)	3.00
B- (85)	2.67
C+ (83-84)	2.33
C (76-82)	2.00
C- (75)	1.67
D+ (73-74)	1.33
D (71-72)	1.00
D- (70)	0.67
F (0-69)	0.00

WP - Withdraw Passing

WF - Withdraw Failing

Special Needs

Some students with limited, diagnosed special needs are able to succeed in the academic program at SCHS with outside support provided by the area public school corporations or by private counselors. The administration coordinates the use of such outside resources.

Given the small size and focused academic nature of the school, Seton Catholic High School cannot properly serve some students with special academic or behavioral needs. Should the staff determine that the school could not meet a student's needs; the student may be asked to withdraw. SCHS will make every effort to assist the family and student in finding a more appropriate educational environment.

Strategies and Assessment

The understanding of human beings as reflected in Catholic faith determines how we educate and generate the most important “what for” of education. Teachers at Seton Catholic High School realize that every student is ‘special’ – even exceptional – and as such deserves to be held to academic expectations, which, while tuned to the individual, are rigorous, consistent and realistic. It is the goal of our program to ensure that, to the extent possible these expectations are met for each individual learner.

A focus on students as individuals necessitates the use of a variety of teaching and assessment strategies. Such methods as lecture-discussion, cooperative learning, projects and demonstrations incorporating audio/visual technology, individual presentations, role plays and simulations, portfolio, and written analysis will be employed to motivate and stimulate students. Effective teaching requires that students do more than passively attend to teacher lecture. Learning occurs when students claim ownership and engage in the learning activity. Teachers will continually reassess lesson plans and learning activities to develop strategies which more effectively involve students in the learning process.

Teachers at SCHS recognize that learning takes place insofar as relationship and connection develop between the student and what is learned. Teaching strategies will address this reality by strengthening that relationship. Relationship between the learner and what is learned occurs in several dimensions of human experience: spiritual, intellectual, creative and physical. While the intellectual dimension is assessed by questions and performance which demonstrate the full range of cognitive skills it is equally important that faith and spiritual growth be confirmed and deepened, that creative expression be encouraged and supported and that active commitment to service be demonstrated across the curriculum.

Summer School

A student who wants to attend an accredited summer school must first receive permission from the Guidance Counselor. A student who fails any subjects required for graduation must make them up in summer school or during the school year if the course can be worked into the daily schedule.

NOTE: All students must take all the required junior and senior level courses at Seton Catholic. In extreme emergency cases, a student can petition the Principal for a waiver from this rule.

Test Policy: Semester Exams

In grades 9-12, final exams are conducted at the end of each semester and are designed to test a student's comprehensive and cumulative knowledge in a particular course. The exam counts for 20% of the student's final semester grade. First semester grades are calculated using the following formula: quarter 1 grade (40%) + quarter 2 grade (40%) + semester exam/project (20%) = semester 1 grade. Second semester grades are calculated using the following formula: quarter 3 grade (40%) + quarter 4 grade (40%) + semester exam/project (20%) = semester 2 grade.

Textbooks

Each fall, all students are issued textbooks for the academic year. It is important that students take responsibility for the condition of their textbooks during the school year. Parents will be charged for lost or damaged textbooks.

Weighted Courses (grades 9-12)

Students who take rigorous courses have an additional weight value added to them. Honor courses, ACP Dual Credit, and AP courses receive an additional point. Report cards reflect the actual grade earned in the course. Grade point average (GPA) reflects the weighted value.

School Services

Guidance Department

The Guidance Department is committed to the development of the full potential of each student at SCHS. To this end, it supports students in meeting their academic, personal, and social needs. The role of the counselor, as advocate for the students, is to provide support and guidance.

To meet this commitment to students, the Guidance Department:

- Provides individual counseling for students in the areas of personal, social, career, and college planning issues;
- Oversees all academic scheduling;
- Monitors academic performance of students. Liaisons with faculty on student performance;
- Organizes and facilitates all parent meetings regarding students;
- Makes referrals for psychological, behavioral, and academic evaluations when indicated;
- Liaisons with external support personnel and agencies (therapists, physicians, etc.);
- Oversees all new student orientation;
- Liaisons with Special Education Personnel from area public school corporations in providing special services for students with learning disabilities;
- Plans, organizes, and implements all college planning activities.

The Guidance Department provides information, activities, and experiences to assist students in planning for and selecting appropriate post-secondary education. Such activities include interest inventories, college testing, college representative visits, college planning nights, financial aid nights, career exploration, and other such experiences.

Lockers

Students are assigned hall lockers for their books, coats, etc. and it is recommended that the lockers be kept locked at all times. No student is to be allowed access to another's locker. The school accepts no responsibility for the safety or security of any student's personal belongings.

Student lockers are the property of SCHS and are provided by the school for the convenience of students. Each student will be assigned a locker and combination at the beginning of the school year. Students are not to change lockers without permission from the school office.

Students are to keep their lockers in "good housekeeping order" at all times. This includes leaving no open food or drinks in their lockers. Decorations are not allowed on the outside of lockers without the Principal's permission. Locker decorations are to be in good taste. Insensitive attachments are not permitted inside or outside of the lockers. Pictures referring to alcoholic beverages are not to be used. All decorations are to be mounted with masking tape. A trip to a locker is not an excuse for tardiness.

Lockers not in working condition are to be reported to the office. A student is to use the single locker assigned to him/her ONLY.

Since lockers are the property of the school, they are subject to inspection by the Principal at any time. The Principal will exercise this right only as necessary for the welfare and safety of the students.

Lost & Found

SCHS is not responsible for lost articles. Books and other items which are found should be brought to the school office, which is the location of the Lost & Found. All inquiries about missing items should be directed there.

Student Records

Student records consist of personal files and grade transcripts. Seton Catholic High School maintains a personal file on each student enrolled. Each file contains records forwarded by the student's former school, registration forms, immunization records, report cards, and any other personal information, which the school might acquire regarding the student during his/her attendance at SCHS. These confidential records can be copied or transferred only by the written permission of a student's parent or guardian.

Proof of immunizations required by state law must be on file in order for the student to remain in school, unless there are medical or religious exemptions pertaining to inoculations. These exemptions must be supported by a written document from the parent, which he/she must verify each year.

The personal records of students who withdraw from SCHS prior to their graduation date are also saved. A loss file holds these for one year after they would have graduated. All personal files, those of graduates and withdrawals, are destroyed one year after the graduation date.

Transcripts are records of a student's grades, standardized test scores, and attendance for the period of time that he/she is enrolled at SCHS. A student's total credits earned, class rank, and grade point average (G.P.A.) are also recorded on the transcript. Transcripts are permanent records; they are never destroyed.

When a student transfers from SCHS to another high school, a copy of his/her transcript and proof of required immunizations by the Indiana State Department of Health are necessary for enrollment. In order for a student to graduate, an official copy of the transcript must be on file at the new school. An official copy is one on which our school seal has been imprinted, and a school official's signature appears. Upon written request from the proper school authority, the official copy can be mailed or hand-carried in a sealed envelope if the following criteria are met:

- Parent/guardian has officially withdrawn the student from SCHS;
- Tuition account is current.

The graduate should submit a transcript request in writing which may be mailed, faxed or hand-carried directly to the Guidance Office. The request should include the name and address of the recipient of the transcript, the date of the request and the graduate's birthday and signature. If an official request form is not available, the graduate may send his/her own personal statement with the aforementioned information, or use a basic form supplied by the Guidance Office. If applicable, the fee should also be included. There is a fee of \$5 per copy after the initial request by the student; the first copy is complimentary. There is no transcript fee for current students.

All records are stored in fireproof file cabinets, which are located in the Guidance Office. Requests for transcripts should be directed to the school secretary.

Work Permits

Work permits will only be issued to SCHS students who are **CURRENTLY ENROLLED**. Requests for work permits can only be made directly to the Principal. Every attempt will be made to have the work permit prepared by the end of the day the request is made.

- Students who have two or more F's **WILL NOT** be issued a work permit.
- Students with 10 or more absences in a semester **WILL NOT** be issued a work permit.
- SCHS reserves the right to revoke the work permit of any student who fails two or more classes or who has 10 or more absences during any given semester.

Health & Emergency

Drills/Emergency Evacuations

To insure the safety of students and staff and to comply with state law, Seton Catholic High School holds regular fire drills and other safety-related evacuations. During these drills, students must remain silent and be alert for directions that may be given while the drill is in progress. Upon evacuation of the building students are to report directly to the teacher of the class which is meeting at the time of the drill. Should a drill occur during lunch or during passing period, students must report to the teacher of the class which met immediately *before* lunch or *before*

the passing period. These drills are taken very seriously and any student whose conduct during a drill is considered inappropriate will be subject to disciplinary measures.

Illness or Injury

The health and safety of students at SCHS is of paramount importance. Any student who becomes ill during the course of the school day should report to the school office. As Seton Catholic High School has no health professional on staff, parents will be called when a student reports illness. Any student who experiences an injury during the school day must report to the school office. Parents will be notified of all but the most insignificant injuries. The school reserves the right to contact emergency medical personnel in case of any injury which, in the opinion of school authorities, warrants such action. Parents will be contacted immediately.

Medication & Medical Care

When medication absolutely must be given at other times outside the home, parents (guardians) shall provide explicit written instructions, including instructions as necessary from their physician or other medical practitioner, regarding the need for prescription medication or specific medical care. Parents (guardians) shall also provide written permission for non-medically trained school, parish or archdiocesan personnel to oversee the self-administration of medication or necessary routine medical care by the student.

School age children and youth (grades preschool-12) are not permitted to carry prescription medications on their persons. All prescription medication to be administered during school hours, for children in grades preschool-8, must be delivered by the parent (guardian) or another adult designated by the parents directly to the school Principal or his designee. Likewise, medication may only be sent home with the parent (guardian) or another designated adult.

High school age youth (grades 9-12) may deliver needed medication to the Principal or his designee with advance written permission of the parent (guardian). For students in Grade 9 through 12, medication may be released to the youth for purposes of transporting it to his/her home if a parent (guardian) provides advance written permission for the youth to do so.

Receipt of the medication will be logged into a confidential medical log by the Principal or designee. The medication must be sent in the original pharmaceutically dispensed and labeled container with instructions for administration. The medication shall also be accompanied by written permission from the parent (guardian) allowing non-medical staff to oversee administration of the specific medication. The permission note shall state:

- Student's name;
- Name of medication;
- Diagnosis or reason the medication is to be taken;
- Appropriate dose, method of administration (i.e., by mouth), specific instructions (i.e., take with food, etc.)
- Time or times of day (hours) medication should be taken;
- Start date and number of days the medication is to be taken;
- Any known side-effects of the medicine and/or symptoms of the condition being treated and known tolerance to medicine.

Non-Prescription Medications (including analgesics, vitamin supplements, etc.)

Students are not permitted to carry non-prescription medications including (herbs, enzymes, oils, etc.) on their persons. All non-prescription medication to be administered during school hours, for children in grades preschool-8, must be delivered by the parent (guardian) or another adult designated by the parents directly to the school Principal or designee. Likewise, such medication may only be sent home with the parent (guardian) or designated adult.

High school age youth (grades 9-12) may deliver needed non-prescription medication to the Principal (or designee) with advance written permission of the parent (guardian). Medication may also be released to the youth for purposes of transporting it to his/her home if a parent (guardian) provides advance written permission for the youth to do so.

Receipt of the medication will be logged into a confidential medical log by the Principal or designee. The school shall not stock and/or dispense non-prescription medications to students other than those provided by the parents (guardians). Likewise, staff or volunteers shall be advised not to dispense non-prescription medications to students from their personal supplies. Non-prescription medication shall be delivered directly to the Principal (or designee) accompanied by a written note from the parent (guardian) giving permission for staff to oversee self-administration of the specific medication. The permission note shall state:

- Student's name;
- Name of medication;
- The reason the medication is to be taken;
- Appropriate dose, method of administration (i.e., by mouth), specific instructions (i.e., take with food, etc.);
- Time or times of day (hours) medication should be taken;
- Start date and number of days the medication is to be taken;
- Any known side-effects of the medicine and/or symptoms of the condition being treated and known tolerance to medicine.

The non-prescription medication must be delivered in the container in which it was purchased.

Self-Administration of Prescription and Non-Prescription Medication

Students will generally be responsible for reporting to the Principal or designee at the times medication is to be given. Reasonable administration of this rule will consider the age and/or ability of the child regarding the need for notification or assistance by staff.

All permission for medications expires at the end of the current school year and must be renewed for the new school year.

Medication shall not be administered to children or youth for any reason without express permission of the parents (guardian). Permission should be in writing, including by e-mail, or fully documented in writing if taken by phone. This includes analgesics such as aspirin, acetaminophen and ibuprophen; cough drops, cough medicine, cold remedies and other over-the-counter medications. Such items are not to be stocked and/or dispensed by the school or youth-serving program. Volunteers, chaperones, parents (guardians) shall also be advised not to administer any prescription or non-prescription medications to students from their personal supplies. Administration of routine first aid treatments for minor cuts, scrapes and bruises is generally acceptable.

Except in an emergency, staff members should not directly administer medications either by ingestion or by injection unless a health plan is in place, qualified medical personnel are present or are supervising the administration of medical care under such a plan.

Students with Chronic Conditions

(Examples: severe allergies, anaphylactic shock, epilepsy, diabetes, severe asthma, etc.)

Parents (guardians) of children with chronic conditions requiring specific treatment or possible emergency responses shall annually file a health care plan (i.e., allergy, diabetes or asthma action plans, etc.) with the school that has been approved by a physician or other medical practitioner.

If a plan requires special accommodations (i.e., for a peanut allergy), the accommodations must be reasonable and able to be accomplished successfully within the routines of the school. For example, there may be a request to

provide a “peanut free” school – prohibiting all peanut products from entering the building – but the school cannot possibly guarantee such a condition. Instead, a “reasonable accommodation” might include a peanut-free zone in the cafeteria and the education of staff and students as to the dangers to the student with the allergic condition, and prohibition of peanut products in the individual classroom.

As children mature, they will be required to self-administer their medications (i.e., injections, blood glucose tests, etc.) if at all possible, with the oversight of a designated staff member in most non-emergency situations. Parents (guardians) are responsible for providing and maintaining all supplies necessary for care (i.e., glucose monitors, snacks, insulin injectors, epinephrine injectors, etc.).

Seclusion and Restraint Plan

Seton Catholic High School 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. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to insure 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.

Parents can access a full copy of our school’s plan by request in the school office.

Weather Closings

Severely inclement weather and/or poor driving conditions may make it necessary to close the school for a day or to delay the opening of school. In the event of inclement weather, the principals of both Seton Elementary and Seton Catholic High Schools work together to decide the proper course of action. The decision to delay or cancel classes will be made before 6:00am. Every effort is made to get this information to the local broadcast media in a timely fashion (i.e., before 6:15 a.m.).

NOTE: Seton Schools act independently of any other area public or private schools when deciding delay or close due to weather. We do NOT automatically follow the area public school corporations’ decisions.

Our primary weather-related school delay or cancellation alert platform is our school website, www.setonschools.org. Secondary methods of communication will continue to include:

- Radio stations (g101.3-FM, WKBV 1490-AM, Kicks96-FM, WHON 930-AM, and The Point 101.7-FM)
- Television stations (WTHR 13, WHIO 7, ABC 22, and Fox 45)
- Seton Catholic Schools Facebook page
- Text alert

Seton Catholic Schools will be open unless a text alert message is issued and/or a public announcement is made over the radio or television stations listed. **Please do not call the school.**

In the event that deteriorating weather makes it necessary to close school early, every effort will be made to contact parents and arrange for transportation of all students.

All personnel are urged to make every possible effort to get to work. When severe weather conditions exist, teachers have a relay system to help spread the message. If the school is closed, non-teaching employees are expected to contact the school for directions.

In order to meet state requirements, days missed due to inclement weather must be made up and will be worked into the school schedule. Ample notification via E-mail, newsletters, church bulletin, etc. will be sent home concerning make-up dates.

Norms of Conduct

Absence

A parent or guardian must report their child's absence to the school office before 9:00 a.m. by calling (765) 965-6956 and stating the name of the student and reason for absence. If we do not receive notification by 9:00 a.m., the school office will make a reasonable attempt to verify the absence by calling the parent either at home or at work. Unless the student has been hospitalized or has an extended illness, the school must be notified each day of the absence. **Failure to report a student's absence on the day it occurs will result in an unexcused absence.**

After an absence, a student must bring a written excuse signed by a parent/guardian to the school office when first arriving at school. **Failure to provide this note will result in the student's absence being considered unexcused.** A written excuse is a safeguard for the student in case any questions arise concerning the absence. Teachers check absent students against an absentee list each day. Forged notes are a cause for disciplinary action.

Age of Majority

With regard to Indiana's Majority Law, local school policy is that all students attending Seton Catholic High School must be living with a parent or legal guardian. All school contact will be with that parent or legal guardian. Exceptions to this rule may be made only by the Principal and Pastor.

Appointments

Seton Catholic discourages the scheduling of medical appointments during school hours. If, however, a student must schedule a medical appointment during school hours, he/she must bring to the school office a note from his/her parent or guardian indicating the time of departure from school for the appointment, the doctor's name and the doctor's address. If a student is driving to an appointment, he/she must sign "out" at the school office before leaving the building. If a student is being driven to an appointment by a parent/guardian, the parent/guardian must come to the school office and sign the student out. It will not be necessary to sign the student back "in", if the student has a physician's excuse with them. **Failure to provide this note will result in the student's absence being considered unexcused.**

Note: Absences because of appointments count toward the total number of absences in class for the semester as well as against perfect attendance.

Attendance

Daily attendance of each student is essential to his or her success at Seton Catholic High School. Each teacher has carefully planned the week's work and has assigned specific material and/or testing for each day. Whenever an absence by a student occurs, he/she misses an important part of the planned curriculum process because he/she misses the teacher's instruction and explanation of material as well as important testing. Chronic absences limit

accomplishments and reinforce a habit which will handicap the individual in future education or employment. Absences for each subject will be recorded.

The responsibility for the student's regular and punctual attendance to school and to class rests with the student and his/her parent or guardian. Students and parents should make every effort to ensure punctual daily attendance. Proactive communication by the parents with the school is essential with regard to student attendance. Only with parental support of this policy can students hope to develop responsible attendance patterns.

A student who has been absent from school legitimately is entitled to make up work missed at full credit if the student brings a signed note from a parent/guardian or doctor.

A student is considered absent from the class if they miss more than half of that class period.

College Visitation/Job Shadow

College visitation days do not count as days absent from school. For a college visitation/job shadow to be excused, the following must be met:

- The student must be a junior or senior;
- The student must secure a college visitation form from the Guidance Office, sign it, have it signed by a parent/guardian and return it to the school office before the day of absence from school. The Guidance Counselor will return the form to the student to be taken to the college/university on the date specified for the visit. At the end of the appointment a representative from the college/university must sign the form and give his/her telephone number;
- The student must return the form to the Guidance Counselor upon return to school the next day as a verification of his/her appointment at the college/university. If the student fails to do this, the day's absence will be considered unexcused;
- Each student can take two college visitation days per semester if his or her attendance record is satisfactory. The two days can be taken together if the college is at a distance. It is assumed that every student going on a college visitation has a scheduled appointment at the college/university. One does not just drop in at a college admissions office. In making an appointment for a college visit, the student must allow time to follow the above outlined procedure for taking a college visitation day;
- Days for college visitation are not allowed immediately before or after a scheduled school vacation. Please consult the school calendar before making appointments;
- College visitation days may not be taken during the month of May;
- Excused college visitation days do NOT count toward total absences.

Excessive Absence

Students cannot pass a course if absent from a class more than **ten (10) times** during a semester. An exception to this rule would be the case of a student with a prolonged illness in which case the student can make up work missed if a doctor's note is supplied to the school office upon the student's return to school. Students with six or more excused absences per quarter are required to have a doctor's note for each absence following.

If an individual student's absences become excessive, the following procedures will be employed:

1. A letter will be sent to parents upon the student's 4th absence from school;
2. Upon the student's 8th absence, an additional parent contact will be made. This contact may include, but is not limited to: letter, phone contact, or meeting with teacher or administrator;
3. Upon the student's 10th absence, he/she may lose credit for the entire grading period. The student may also be referred to the local civil authorities as a habitual truant.

Excused Absence

If a student is absent for any reason listed below, that absence will be recorded as an excused absence. School-sponsored activities do not count toward absence total. The following are considered excused absence:

1. Personal, short-term illness or injury - A doctor's note is required for any student who misses more than three consecutive days due to illness;
2. The death and/or funeral of an immediate family member (parent, sibling, grandparent, aunt, uncle, cousin);
3. Court-mandated appearances or jury duty - documentation must be provided;
4. Work rendered on an Election Day or examination for the military;
5. A college visitation day for seniors (2 days) and juniors (2 days);
6. Work as a page in the Indiana legislature or the United States Senate.

Expectations

Each student of a Catholic high school is to exemplify the highest behavior, that of being a Christian with all its implications. One of the essential purposes of a Seton Catholic education is the formation of character. The rules of the school, designed for the purpose and in the interest of good order, are exercised with discretion and justice.

Seton Catholic does not hold itself responsible for offenses committed outside its jurisdiction; yet any conduct that is detrimental to the reputation of the school or that binds the advancement and moral good of the students in general is sufficient cause for suspension or dismissal.

Extended Vacations

The school vacation periods are published at least a year in advance. Vacations taken outside of scheduled school vacation days are *not* considered excused absences.

Funerals

In the event of a death in the family of a student, only relatives of the deceased and official representatives of the school will be excused to attend the funeral. Absences for funerals other than a family member will be considered unexcused, except in special circumstances approved by the school administration.

Make-up Work

The responsibility for making up work rests with the student after communication with the teacher. **It is NOT the responsibility of the teacher to seek out the student.** When a student is absent for one day, it is recommended that assignments and homework be obtained from a classmate or by contacting the teacher. If the absence is for a period of two days or more, students or parents should check assignments online or contact teachers. If assignments cannot be obtained electronically, makeup work may be picked up in the main office. The homework form will be available in the office by 3:00 P.M. on the day after the request is made.

The general rule is that a student has one class meeting for each missed class to complete makeup work. To insure fairness to all students, however, teachers may require the submission of assignments on the published due date. Students absent on the due date may be instructed to make arrangements to have the assigned work delivered to the teacher.

Students who are not in attendance the day before a scheduled test/quiz will take the test/quiz the first day they return to class unless otherwise arranged with the teacher. If absences are due to extraordinary circumstances, students will discuss the absences with the school's guidance counselor who will help coordinate their makeup work with their teachers. Teachers shall not be required to provide makeup work prior to a scheduled student absence.

Notice

It is important that students understand that any teacher, permanent staff member, or substitute teacher has the authority to correct misconduct at any time. Insubordination (a deliberate refusal to obey a reasonable request made by a teacher/staff member) or insolence (quarrelsome argument with a teacher/staff member) is never acceptable at SCHS. All discipline actions and incidents are recorded and kept on file throughout the time a student is enrolled at Seton Catholic High School.

Everyone at Seton Catholic is expected to show respect for themselves and those around them, as well as the material and physical surroundings which are provided. Each member of this school community has the right to grow and mature intellectually, physically, emotionally and spiritually. At the same time, each person has the responsibility to see that others rights are respected and upheld. Language and behavior should contribute in a positive way to school life.

Rules and regulations represent guidelines for behavior. It is impossible to write rules to cover all situations that may arise but the rules in existence are designed to enable all those at Seton Catholic to function harmoniously with each other. If everyone abides by the rules, we contribute to an environment in which persons can find experiences that will help them grow in meaningful ways. By breaking rules, a student infringes on another's rights, disrupts the community and often hurts him/herself in the process. If this happens, the offender must accept the consequences for what he/she did. At Seton Catholic, the consequences will take various forms, according to the degree of violation of the rules and of people's rights. Everyone makes mistakes. No one is perfect. The goal is that everyone learns from mistakes and thus becomes individuals who make an even better contribution to the total school community.

Participation/Spectator Absence Policy

A student must be present for the entire final four periods of the school day to be eligible to be a participant or spectator in an afternoon or evening school function or activity. Any student who leaves school prior to dismissal because of an illness is not eligible for participation in any after school or evening function or activity. Students absent on Friday may not attend or participate in any school-sponsored activities occurring that weekend without permission from the administration. An e-mail will be sent prior to the end of the school day notifying all coaches and sponsors of students not eligible to participate that day.

An athlete must be in school for the entire school day in order to practice, compete, or participate in any other team activities on that day. Subsequently, a student who is not in attendance for the entire day on Friday when school is in session may not participate in a weekend IHSAA athletic contest. Exemptions may be granted for documented reasons such as medical appointments or funerals. A written exemption request from the parent or guardian, with documentation of the reason for absence, must be presented to the coach, athletic director, Principal, or secretary before that athlete will be allowed to participate.

Patterns of Absence

In the event that the school notices a pattern with regard to absence of a particular student (e.g., absent each time a major test is given), the parents will be notified of the school's concern and will be asked to help rectify the problem. The school reserves the right to deny a student the opportunity to make up school-work missed during an absence of this type.

School Related Absence Policy:

Field trips for educational purposes are encouraged. No student may attend an educational field trip without written parental permission. Students who are absent from school for such activities as academic competitions or performances, co-curricular activities, field trips or athletic competitions for an entire class period or more are responsible for work missed and must make up their work in a timely fashion as designated by their teachers.

Spring Break Policy

School policy does not provide for any extension of the spring break or early starting dates. No student will be excused from school for travel the week before or the week after spring break. Any student absent for travel reasons will be unexcused from classes. Teachers are not required to make special provisions for students who are unexcused. Students absent because of illness on the day(s) preceding and/or immediately following spring break will be required to bring a doctor's excuse to the school office upon their return to school.

Tardy to Class

Students are to be in their classroom and seated when the bell rings. Otherwise, they are considered tardy. This includes Zero Hour. Being on time to class is a reflection of the student's commitment to excellence. While being a few seconds late does not seem like a major concern in itself, the continuous pattern of being tardy for class is habit-forming and is not properly preparing the student for life after Seton Catholic.

Repercussions for excessive tardy to class are as follows:

- Upon the third tardy to an individual class, and for each tardy to class that follows, the teacher will refer the student to the school office for a detention to be served in the after-school detention room. Parents are notified;
- At six or more, a Saturday School detention is issued and parents are notified;
- The tardy count starts at zero at the beginning of each quarter.

Tardy to School

We understand that traffic, car issues, ride-sharing and other situations may occasionally cause a student to be late to school. School policy allows three late-to-school infractions per quarter to accommodate those types of situations. Students reporting late to school will go directly to the school office to receive a pass into their 1st period class. No students will be allowed into 1st period late without a pass. Any student arriving to school after 8:45 a.m. will be assessed an unexcused absence for 1st period. If the student has a medical appointment, he/she will not be penalized as long as an appointment card is submitted when he/she arrives at school.

After the third tardy to school per quarter, the consequences are as follows:

- Upon the fourth tardy to school, and for each tardy to school that follows, an after-school detention is issued and parents are notified;
- At six or more, a Saturday School detention is issued and parents are notified;
- The tardy count starts at zero at the beginning of each quarter.

All tardies are considered unexcused unless the student has a pass from the office or, if detained by another teacher, a pass from that teacher to give to his/her classroom teacher.

Truancy

Any student absent from school or a class period without consent is truant. This is an unexcused absence, and the student must be readmitted by the Principal. Work must be made up, but no credit will be given. One detention will be assigned for every period missed during a full day or multiple days truancy. A minimum of 3 detentions will be assigned for any partial day.

A student is truant if he/she:

- leaves school at any time without signing out at the school office.
- is absent from school without prior permission from the parent.
- is absent from class without permission.
- obtains a pass to go to a certain place and does not report there.
- becomes ill and goes home or stays in the restrooms instead of reporting to the office.

***Note:** In case of an emergency during the school day related to sickness or circumstances beyond the student's control, he/she must notify an adult in the building in order to report it accordingly and avoid being listed as truant. Repeated truancy is a cause for great concern and will be dealt with harshly. Suspension and expulsion will be considered for repeat offenders.*

Unexcused Absence

The grading policy for unexcused absence is as follows:

- Previously given assignments due that day will be considered late.
- Any essay, project, presentation, quiz, test, class work or homework given on the day of an unexcused absence will earn a 50% of the earned grade.

Appropriate School Behavior

Academic Integrity

Academic honesty is an integral part of the program at Seton Catholic High School. It is expected of all of our students that they earn their grades honestly. No student should give or receive help on any test, quiz, project, or homework assignment unless the teacher has given specific permission to do so. Plagiarism of published material and the presentation of this material as original work are academically dishonest. Any time a student fails to follow directions for testing (e.g., talking during the test, looking at other papers, etc.), even if it does not necessarily involve the exchange of test information, a testing irregularity has occurred and carries with it consequences.

The consequences for cheating on tests, quizzes, or homework in one class for the duration of the course (full year or semester) are as follows:

First Offense:

- Teacher documents the cheating episode and speaks with the student.
- Student receives a zero on the test, quiz, or assignment.
- Principal is informed of cheating incident.
- Principal confers with the student and keeps record of cheating.
- Student receives a Saturday school detention.
- Teacher calls the student's parents, explains the cheating episode, and reviews with the parents Seton Catholic's cheating policy.

Second Offense: (see first offense above)

- Parent is notified of the second offense by the Principal.
- The student's grade will be lowered by one letter grade at the end of the quarter.
- Student is suspended from school for one day.

Third Offense:

- Parent is notified of the third offense by the Principal.
- Student receives no credit for the class for that semester.

In reference to cheating on homework, a student who volunteers his or her work to be copied will receive the same consequence as the student who copies.

The internet is a powerful tool packed with all kinds of information. However, students who rely solely on Google or other such overly general search engines will not be served very well at all. When it comes to preparing research

papers, students who are successful in college learn to do “traditional” searches for sources—books, and articles through library-oriented engines.

Automobiles & Parking

Parking at Seton Catholic High School is a privilege and not a right. Students who are issued parking permits are expected to observe all parking regulations and traffic rules of the City of Richmond and the State of Indiana. The presence of students requires that our student drivers exhibit exceptional care and caution in the parking lot and the streets on campus. Students who fail to demonstrate caution and care will have parking lot privileges revoked.

Students must register their cars in the school office in order to use the school parking lot and must display a parking tag. There is a small \$5.00 fee for the parking tag.

By the use of our parking lot the person in charge of the vehicle consents to a search of the entire vehicle and its contents with reasonable/probable cause by school officials or police officers.

Students must have permission from the office to leave the building to procure items from their cars.

The parking lot is provided for the convenience of the school community, it is not a place to congregate and socialize.

- Students are not to loiter in the parking lots before, during, or after the school day, or at any school-related event.
- All student drivers must park in the school parking lot.
- All student drivers must purchase a school parking pass.
- All students must be licensed and covered by insurance.
- Speeding/reckless driving is prohibited on school grounds.
- Students may not let others use their parking tags.
- Loud and/or vulgar music is not permitted on school property at any time.

Cafeteria Conduct

Lunch is served in the school cafeteria on all full school days. Students may also bring lunches from home. All food must be eaten in the cafeteria.

Students should come to the cafeteria on time and remain for the entire period. No one may leave the cafeteria unless granted permission from the teacher in charge. Proper behavior and etiquette are expected of every student. Students are expected to clean up and dispose of any trash in order to leave the tables clean and orderly.

- Throwing of objects in the cafeteria is strictly prohibited.
- Defacement of cafeteria tables will result in a referral to the Principal for disciplinary action.
- **No fast food can be carried in during lunch hours by anyone.**
- **Commercially prepared foods and carbonated beverages are not allowed.**
- **No food or drinks are permitted outside the cafeteria.**

Civil Law

Civil laws are strictly enforced by the school authorities. Any infraction of these laws by students while on school premises or during school activities will merit appropriate action by the school.

Closed Campus

The Seton Catholic High School campus is a closed campus, which means students may not leave campus at any time during the school day, including the lunch period.

Corridor Courtesy

Passing through the corridors is pleasant if students are courteous. Please remember the following:

- Keep to the right in the corridors and on the stairways.
- Use the corridor as a passageway, not as a meeting place; keep moving.
- Refrain from running, pushing, rough play, loud talking and shouting.
- Loitering at drinking fountains and restrooms is not permitted.
- Food and drinks are not permitted in the corridors and classrooms during the school day.
- Do not litter.
- Make certain you have a corridor pass during class time.

Dress Code

Uniform shirt and sweatshirt colors for the 2015-2016 school year:

12 th Grade:	Maui Blue
11 th Grade:	Steel Gray (Charcoal)
10 th Grade:	Deep Berry
9 th Grade:	White
8 th Grade:	Navy Blue or Red
7 th Grade:	Red

All official uniform shirt/sweatshirt colors are based on availability through BSN Sports.

The required uniform polo shirt must also include the official academic logo embroidered on the upper left breast. Acceptable crew-neck sweatshirts (where available) are to be embroidered with the schools' academic logo on the upper left breast. **NO HOODS ARE PERMITTED.** A school uniform shirt must be worn underneath sweatshirts to be in accordance with the school dress code. **NO SWEATERS ARE PERMITTED.**

NEW for the 2015-2016 school year:

- 7th Grade: Red is the only acceptable color
- ALL GRADES: In addition to the uniform crew-neck sweatshirt, students may also wear a uniform navy Sport-Wick Stretch ½ Zip Pullover which includes the official academic logo embroidered on the upper left breast. This optional item must be constructed of the material as stipulated.

General Guidelines

A student's general appearance reflects his/her attitude toward his/her school and himself/herself. A dress code should reflect the values of the institution that establishes the code. As long as a student is enrolled at Seton Catholic, he/she should represent and reflect the traditions of the school. The faculty and staff of SCHS believe that:

- In the formation of mature, educated, Christian adults, students must possess personal discipline.
- The sacrifice and effort required to adhere to a uniform dress code policy on a daily basis is an outward expression of the discipline necessary for academic success and spiritual growth.
- In an effort to boost school pride, the dress code allows students to be identified as members of the SCHS community while on campus as well as traveling to and from school.
- A dress code focuses on equality and a sense of belonging and thus helps to eliminate competition to "out-dress" other students.

All students will observe dress regulations before entering their first period classes, during the school day, and until after announcements have been concluded at the end of the day. Reasonable care and neatness in regard to properly

fitting attire are expected of all students at school and at all school activities. If it is not listed here, it may not be worn. The following guidelines must be adhered to during the school day unless otherwise directed by the Principal:

Shirts, Blouses and Sweatshirts

Uniform polo shirt with academic logo with sleeves; shirts must be tucked in. Shirts, camis, tank tops worn under the uniform must be **white/plain** and short sleeved. NO rolled up sleeves. All tops must properly cover the chest (no cleavage revealed). Acceptable sweatshirts are to be embroidered with the schools' academic logo on the upper left breast. **NO HOODS ARE PERMITTED.** A school uniform shirt must be worn underneath sweatshirts to be in accordance with the school dress code. **NO SWEATERS ARE PERMITTED.**

Trousers and Slacks

- The slacks must be dress slacks made of cotton-twill material similar to a pair of “Dockers” cotton-twill pants. Slacks made of denim, fleece, velour or athletic warm up style material are not allowed—nor are Capri pants.
- Khaki color or Navy blue
- Worn at the waist with a belt
- Cargo pants/jeans type are not dress pants and therefore are not permitted.
- Cuffs must be hemmed
- Pants may not be torn or modified
- All pants must be full length – **NO SHORTS, CAPRIS, SKIRTS OR SKORTS ALLOWED (male and female)**

Shoes/Socks

- Dress or athletic shoes
- Sandals with back straps
- No flip-flop type/shower shoes
- Dress boots are okay
- Socks must be worn

Hair and Hair Color

Hair must be neatly cut and clean. Hair color that is distracting will not be permitted. Hair coloring must appear natural and may not be of an outrageous hue. Any unnatural hair coloring is prohibited. Students will be sent home and excluded from school until hair has returned to a natural shade.

Men's hair must not touch the collar and must be trimmed above the eyebrows. Hair on the side ear area and sideburns must be groomed at a level that matches the individual's mid-ear region. Administration reserves the right to suggest a haircut at anytime even if the hair meets current hair length standards. This is to insure that hair is not too unruly and has a presentable, groomed appearance.

Men should have no facial hair; they are expected to have a clean shaven appearance. Students who are deemed as having an unacceptable amount of facial hair will be asked to shave. Coming to school unshaven will merit a detention.

- Males in the senior class (**only**) may have facial hair, but it must be neatly cut, trimmed and clean.

Earrings, Accessories and Tattoos

- Pierced body jewelry, other than pierced ears for girls, is not allowed.
- Chains and other accessories hanging from clothing/body are not allowed.
- Visible tattoos are not permitted.
- Fingernails – painting permitted for females; not appropriate for males. No black or dark colors.

Outdoor Wear

Coats, jackets, fleece/fleece-type jackets, hooded sweatshirts, hats, scarves, bandanas, etc., are not to be worn indoors.

Spiritwear Dress Day Wear

- Official SCHS spirit wear tops; khaki/navy uniform cotton-twill slacks
- Other attire as permitted by the Athletic Director and the Principal

Game Day Wear

- Dress Up Day attire
- Other attire as permitted by the Athletic Director and the Principal

Dress Up Days

During the course of the school year, there may be certain days when students are asked by the school administration to dress up for a special occasion. (If moderators of clubs, teams, and organizations ask their members to dress up for a special occasion, it is the coaches or moderator's responsibility to review the dress up day guidelines with his/her team or organization.)

Always allow common sense and good, sound judgment to be your guide. When common sense needs a boost, be sure to adhere to the following guidelines:

1. When a female student stands erect, the skirt or dress may be no shorter than three inches above the knee. Any slits on dresses or skirts may not exceed a one-inch opening.
2. Female students may wear dresses, skirts, dress slacks and/or dress sweaters. **SPAGHETTI-STRAPPED OR SLEEVELESS DRESSES ARE NOT PERMITTED.** Sheer or see-through materials are not permitted. Tunic cut shirts are the only type of shirts allowed outside the waistline. All others must be tucked in.
3. Male students must wear dress full button down shirts, ties and dress-up pants. The tie must be worn properly. Shirts will be tucked in.
4. No cargo style pants are permitted for any student dress up days.
5. Any ill-fitting clothing will be referred to the Principal and parents/guardians may be called to bring additional clothing. Students will not be allowed to attend class until they are properly attired. Missed class periods will be considered unexcused.
6. All sandals must have a strap around the heel. This regulation applies to female students only; male students are not permitted to wear sandals.
7. No flip-flop type/shower shoes.
8. All tops must properly cover the chest (no cleavage revealed).

Free Dress Days

Throughout the school year, the Principal may deem certain days as free dress days rather than regular dress code days. Jeans are to be neat and clean and properly fitting and other clothing (T -shirts, sweatshirts, etc.) must be appropriate. No distressed jeans; jeans/pants may not have holes, rips, or tears of any kind. Clothes from other high schools are not permitted to be worn. College-wear is acceptable. All Seton Wear will be permitted on free dress days.

During free dress days, students are still expected to honor the grooming, hair and jewelry guidelines listed in this handbook. Shorts are **not** allowed. Tank tops, tube tops or any other clothing that show bare shoulders and/or chest are not allowed. Clothing may not include writing or logos which promote alcohol, drugs or other behavior deemed inappropriate by SCHS.

Dress Code violations will be dealt with in one or more of the following manners:

- Detention
- Exclusion from classes until proper clothing is obtained (permission by parent or guardian necessary if student needs to leave school premises to obtain it).
- Suspension

NOTE: Final determination as to the appropriateness of dress, personal appearance, hair length, and hairstyle or hair color will be made by the Principal.

Forgery

Forgery is the act of falsely and fraudulently marking or altering a document or statement (i.e. physician note, parent note, passes, etc.) or falsely representing a situation.

Gambling

Students are not permitted to gamble on school property or at a school sponsored activity. Violations will be met with disciplinary measures.

Hall Passes

Students are not permitted in the halls during class periods unless accompanied by a teacher or unless they have a hall pass from an authorized staff member.

Harassment and Violence

The Archdiocese of Indianapolis and Seton Catholic High School are committed to providing and maintaining a learning and working environment that is free from physical, psychological, and verbal harassment. This includes racial, ethnic, religious or sexual harassment and violence. This commitment continues our longstanding policy of fair and equal treatment of every person regardless of race, color, sex, national origin, age; or marital, socioeconomic, veteran, and disability status. We have an obligation to provide an environment that is free from intimidation and harassment based on any of these factors.

Harassment can result from a single incident or from a pattern of behavior in which the purpose or effect is to create a hostile, offensive, or intimidating environment. Harassment encompasses a broad range of verbal or physical behavior that can include, but is not limited to, the following:

- Physical or mental abuse
- Bullying, hazing, shunning
- Direct or indirect threats, intimidation, assault
- Racial or religious insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments or sexual jokes
- Requests for sexual favors used as a condition of employment or as a condition for obtaining an education that may affect any personnel or educational decisions such as hiring, promotion, or compensation; and/or grades, promotion, class placement in school, etc.
- Verbal Harassment (including harassment expressed through the use of technology, i.e. e-mails, blogs, web sites, etc.)

All reports about harassment will be taken seriously and investigated thoroughly. Any student found in violation of this policy will face serious disciplinary consequences up to and including dismissal. Any student filing false or frivolous charges will face similar consequences.

Inspection

The school, operating *in loco parentis*, reserves the right to inspect and search book bags, lockers, cars and personal property of students on the Seton Catholic High School campus.

Insubordination

Insubordination consists of intentional acts of students who fail to comply with the reasonable directions of the teachers, supervisors, or administrators during any period of time when he/she is under the school's supervision. This would include arguing or talking to a teacher, supervisor or administrator in a rude and unacceptable manner.

Leaving School Grounds

Once on the school grounds in the morning, a student will not be permitted to leave the school grounds anytime during the school day without proper documentation from the school office. Pass-out slips will be given only after presentation of a written note from the parents. Failure to obtain a pass-out slip before leaving the school grounds will be considered truancy.

Obscenities

Obscenities are remarks which are written or spoken and are offensive to the prevailing notions of decency. Gestures, pictures, apparel and student conduct may be offensive to prevailing notions as well.

Plagiarism

Plagiarism is defined as "appropriating as one's own the writings, ideas or thoughts of another without proper documentation." This includes the use of internet translators in language classes. It is essential that students know that use of all or part of any document or source material without identifying it as such, whether intentionally or accidentally, will be considered plagiarism and the student will be subjected to this policy.

Examples of plagiarism are as follows:

- Submitting a research assignment without a works cited page and/or proper citation.
- Copying 3 or more words from a source without using quotation marks and citing the source.
- Using the original idea from another source without giving credit through citation.
- Using a paper that is already published on an electronic source.

The consequences for plagiarizing in one class for the duration of the course are as follows:

First Offense:

- Teacher documents the plagiarism episode and speaks with the student.
- Student receives a zero on the assignment.
- Principal is informed of plagiarism incident.
- Principal confers with the student and keeps record of plagiarism.
- Student receives a Saturday school detention.
- Student's grade is dropped by one letter at the end of the quarter during which the plagiarism occurred.
- Teacher calls the student's parents, explains the plagiarism episode, and reviews with the parents Seton Catholic's plagiarism policy.

Second Offense: (see first offense above)

- Parent is notified of the second offense by the Principal.
- Student receives no credit for the semester during which the plagiarism occurred.

Public Display of Affection

The school administration understands that dating and social relations occur among students who attend Seton Catholic High School. While at school or school sponsored activities students are expected to conduct themselves as ladies and gentlemen. The school is not the place for social relationships that may offend or embarrass others. Overt public displays of affection cannot be tolerated because they detract from the cohesiveness of the learning environment and can make other people uncomfortable. Holding hands, kissing, walking arm in arm, etc. is not acceptable at school. Instances of inappropriate public affection will be discussed with the students involved and, if necessary, be addressed by the administration.

Stealing & Vandalism

Stealing or willful destruction of school property or the property of other students is a most serious offense, and the offender must appear before the Principal for consideration of expulsion. The parent/guardian of each student is responsible for proper remuneration when willful destruction occurs to school property.

Weapons

Possession of any form of weapon (guns, knives, chains, etc.) is strictly prohibited. Students found in the possession of a weapon may be turned over to law enforcement officials. They will also be subject to the school's disciplinary action of suspension and/or expulsion.

Discipline Policy

The Principal of the school, in concert with the Pastor, reserves the right to act on disciplinary matters not specifically addressed in this handbook.

Philosophy of Discipline:

True discipline is never an end in itself. It is not the goal of Seton Catholic High School to burden students with meaningless and trite rules and regulations which serve only to "control" students and exert a controlling and purposeless authority over them.

Discipline at Seton Catholic is based on the belief that any education worth pursuing is not only intellectual but also spiritual, moral, and social. The school wants to help young people learn to live, interact and contribute maturely and responsibly in a learning community. This means learning to recognize the needs of others in the community and developing the self-discipline to make decisions and act in a manner that is respectful of one's own dignity, and also affords that same respect to the dignity of others and the needs of the community.

Students learn self-discipline by living in a community that sets high moral and ethical standards, explains and teaches those standards, and models them for students. Students also learn self-discipline by accepting responsibility when they fail to meet the community's standards of action and working to regain the trust of parents, teachers and fellow students.

Behavioral Referral Progression

For lesser infractions, the following procedures apply:

1. The student will receive an immediate after school detention to be served within three days of the offense.
2. At the third detention, a Saturday School will be issued and a conference will be held to discuss a behavior plan. Failure to attend will result in automatic out-of-school suspension.
3. The next offense will result in up to two days of Saturday School.
4. The next offense will result in three days of In-School Suspension.
5. The next offense may result in expulsion.

All discipline actions and incidents are recorded and kept on file throughout the time a student is enrolled at SCHS.

The absence of a behavior from these lists does not mean that the behavior is not a violation of the disciplinary code or cannot be punished. The administration may take actions, initiate regulations or impose penalties not listed, when, in the opinion, of the administration, an activity or behavior could lead to the disruption of the educational process, cause damage detrimental to the reputation of the school.

The Principal, at his discretion, may take appropriate actions in dealing with violations of school, local, county, state, or federal regulations which occur at anytime during non-sponsored school events which may bring dishonor to the reputation of Seton Catholic High School.

Behavior Regulations

Different levels of student misconduct merit different sanctions. For all but the most serious instances of student misconduct, it is the intent of this policy that the student be given ample opportunity to amend his/her conduct before being subject to the most serious sanctions. It is also the intent of this policy that for such less serious instances of misconduct the administration and faculty enjoy an adequate discretion in administering sanctions. Certain offenses, which shall be set forth below, are so grave as to merit the immediate application of the most serious sanctions. Students who commit any of these offenses shall be subject to immediate and non-discretionary expulsion.

Behavior Review

SCHS reserves the right to review, at the end of each school year, the behavior of any student, particularly any student who has been placed on behavioral probation during the course of the year. A student may be denied the opportunity to re-enroll if, in the opinion of the school administration, the student's behavior warrants such action.

Bullying

There is no excuse for bullying. Bullying is a form of harassment, which can be verbal, emotional or psychological. Bullying is the deliberate attempt to denigrate and socially stigmatize another student. Bullying is the exact opposite of the behavior and action that Seton Catholic High School espouses. It is a very serious infringement of the rules and standards of community living and it is not tolerated. Parents are encouraged to immediately report incidents of bullying to the Principal. The situation will be investigated and dealt with discreetly and tactfully.

Campus and Extended Campus

The campus of SCHS is defined as follows: the school building and all parking lots and property owned and maintained by St. Andrew Parish. This would also include facilities that are off of the actual premises of the parish but are being used by Seton students as a Seton facility (e.g. the YMCA, athletic fields, etc.). The extended campus is any place where a school organized activity is taking place. For example, buses taking students to a game are part of the extended school campus. Field trips, athletic events, etc, are all part of the extended campus and school rules apply on campus and on extended campus.

Cardinal Code of Honor

Students at Seton Catholic High School honor God above all things and strive to develop a personal relationship with God through Jesus Christ as a top priority. A Cardinal is expected to honor the dignity of all other persons in thought, speech and action; to accomplish this, students demonstrate self-respect in behavior at all times. The Seton Catholic High School community will not tolerate lying, cheating and stealing. Students at SCHS promote a love of learning to nurture an academic environment. A Cardinal is the representative of the entire SCHS community and promotes her well-being and reputation in thought and deed at all times. Students are actively engaged in service to the needs of the surrounding community.

All students of SCHS are expected to:

- Respect others bodies, feelings and property.
- Exhibit a Christian attitude and refrain from vulgar or obscene language.
- Fulfill all academic requirements.
- Come prepared for class.
- Follow the provisions of the school dress code.

Our Code of Honor is positive in nature and embodies the teachings of the Gospel as it applies to school life. Its intention is to provide members of our community with a clear framework for attitudes and behaviors in our school in hopes that the ideas expressed will carry over into all aspects of life. Members of the community will know and refer to these points as expressive of what is acceptable and unacceptable behavior. Conferences will be held with incoming students explaining in depth the meaning and value of the Code.

Cell Phones, I-Pods, Cameras, MP3 Players, Bluetooth or other Communication/Entertainment Devices/Games

The administration advises that use of cell phones and other listed devices during the school day is becoming an academic interference with the learning environment, causing students to be tardy and becoming a distraction that is detrimental to ensuring academic excellence and intellectual productivity. Parents are advised not to call, text or e-mail your student during the academic day. For emergency and critical situations, parents can contact the school office at (765) 965-6956 for a message to be relayed to the student.

Students may bring cell phones or other listed devices to school, but they must be turned off from 8:15 a.m. to 3:10 p.m. each school day. Students who activate, play with, look at or in any way use these items during regular school hours will have them confiscated and kept by the Principal. The following actions will be taken:

- 1st offense – Weekday detention. Item will be returned **after** detention is served and parent is notified.
- 2nd offense – Student will serve a Saturday School detention. Parents must retrieve the item **after** the detention has been served.
- 3rd offense – Student will serve a 1 day in-school suspension. Parents must retrieve the item **after** the suspension has been served.
- If there are future offenses involving these electronic devices, student and parents will meet with the Principal to determine further punishments.

If students interact with a phone or other listed device, it is considered a violation, even if parents or family members are involved. **Parents are asked not to communicate with students during the day via these methods.** For emergency and critical situations, parents can contact the school office at 965-6956 for a message to be relayed to the student.

Chewing Gum

Students may not chew gum on school campus. Violations of this policy result in a weekday detention.

Classroom Rules & Regulations

Each individual teacher may establish his/her own classroom rules in addition to those outlined in this handbook. Repeated failure to follow a teacher's rule(s) may result in a referral to the office for disciplinary action.

Dismissal from Class

Dismissal from class is considered serious. If a student is dismissed from class for any reason, he/she must report immediately to the school office.

- The student will not be allowed to return to the class from which he/she was dismissed until he/she has had a conference with the Principal.

- Students who are dismissed from class will serve two (2) weekday detentions.
- Repeated dismissals from class indicate a serious problem and will be handled by the Principal.

Exclusion

Exclusion from attendance at Seton Catholic High School shall be reserved for special cases involving failure of a family to uphold its obligations to the school or other non-disciplinary reasons that may preclude a student's continued enrollment in Seton Catholic.

Exclusion is defined as long-term or permanent removal of a student from attendance at school and school activities for non-disciplinary reasons. Examples of reasons for exclusion are: communicable disease, infestation with parasites, failure to comply with compulsory immunization laws, failure of the student to meet minimum academic standards, inability of the school to meet the educational needs of the student, mental illness, non-payment of tuition by the family, failure of the parents to support the school in its enforcement of discipline, religious and other policies, and other similar reasons.

Expulsion

Expulsion from attendance at Seton Catholic High School shall be reserved for extremely serious or repeated misconduct. Expulsion is defined as long-term or permanent removal of a student from attendance at school and school activities as a penalty for extremely serious or repeated misconduct. Expulsions are generally for over ten (10) days and usually for not less than the remainder of a semester, up to and including permanent removal from attendance at the school.

The grounds for expulsion apply on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used, off school grounds at a school-related activity, function or event, and/or traveling to or from school or a school activity, function or event. The grounds for expulsion may also apply if a student is engaged in unlawful activity on or off school grounds at any time while school is in or out of session, and/or if a student is engaged in disruptive, harmful or threatening behaviors that may impact the school, its staff or its students (i.e., harassment, threats, internet activities targeting students or staff, public immorality, etc.).

Fair Process

In all cases involving removal of a student from classes or from school attendance for more than one (1) day, a simple procedural fair process is to be afforded the student and parents. Simple procedural fair process at Seton Catholic involves the following:

1. **Notice:** Notification of the nature of the offense with which the student is charged and a statement of the intention of the school to invoke a suspension, expulsion or exclusion.
2. **Opportunity to be Heard:** A meeting with school officials is offered in which the student and/or parents are allowed to hear a recitation of the infractions, and, if the student denies the charges, a summary of evidence; tell his/her side of the story and to speak against the proposed penalty. This is normally followed by written notice of the decision to suspend or expel the student or announcement of an alternate decision.
3. **Opportunity for Review of the Decision:** The written notice of suspension, expulsion or exclusion indicates that the student or parent may request the opportunity to have the decision reviewed by the Pastor of the Richmond Catholic Community.

For cases calling for expulsion from attendance at Seton Catholic, minimal procedural fair process usually includes:

- A thorough investigation of the misconduct by school officials.
- Notice in writing to the student and parents listing the infraction(s), the intended penalty and offering a formal meeting with school officials within a reasonable period of time following the notice.

- Opportunity for both the student and the parents (guardians) to attend a formal meeting with a school administrator which provides, at minimum: a written recitation of the infraction(s) and, if the student denies the charges, a summary of evidence; an opportunity for the student and parents to tell their side of the story, to present new evidence and to question the reasons for the intended expulsion.
- A written record of the meeting.
- Determination of fact and a final decision about the intended expulsion made after the meeting is concluded.
- Written notification to the student and parents detailing the reasons for and conditions of the expulsion and containing a notice of the opportunity to have the decision reviewed by a specific person within a specified period of time.

For suspensions from attendance at school or classes, minimal procedural fair process usually includes:

- An investigation of the misconduct by school officials.
- Notice verbally or in writing to the student and parents (guardian) listing the infraction(s), intended penalty and offering a meeting with school officials within a reasonable period of time.
- Opportunity for the student to attend a meeting with a school administrator which provides, at minimum, a recitation of the infraction(s); and if the student denies the charges, a summary of evidence; an opportunity for the student to tell his/her side of the story, to present new evidence and to question the reasons for the intended suspension. Parents (guardian) may attend the meeting at their request or if the administrator requests their presence.
- A written record of the meeting.
- Determination of fact and a final decision about the intended suspension may be made during or after the meeting.

For exclusions from attendance at classes or school, minimal fair process usually includes:

- The elements of a simple procedural fair process including notice, opportunity to be heard and provision for a review of the decision. Exclusion cases usually do not directly involve the behavior of the student and are, therefore, different from disciplinary suspensions and expulsions. However, the end effect on the student may be very similar and call for the protections of a fair process.
- Notice in writing to the parents listing the reasons for the intended action and offering a meeting with school officials within a reasonable period of time.
- Opportunity for a formal meeting with a school administrator which provides, at minimum, a recitation of the reason(s), presentation of evidence, and an opportunity for the student and/or parents to tell their side of the story, to present new evidence and to question the reasons for the intended exclusion.
- A written record of the meeting.
- Determination of fact and a final decision about the intended exclusion made after the meeting is concluded.
- Written notification to the student and parents detailing the reasons for and conditions of the exclusion and containing notice of the opportunity to have the decision reviewed by a specific person within a specified period of time.

In some cases it may become necessary to immediately remove a student from the school, especially if he/she presents a danger or a threat to himself or others. In these cases, simple fair process will follow as quickly as possible to formalize the suspension.

A student may also be suspended from attendance at Seton Catholic pending a possible expulsion, especially when his/her presence in the school could threaten or send a negative message to other students.

A student or student's parent who fails to respond to a notice of suspension, expulsion or exclusion within the stated limits may forfeit all provisions for further fair process or review at the discretion of the school administration.

Major Offenses

Several types of behavior constitute very serious disruptions of the learning environment and will be addressed with increasing levels of severity. Conduct not reflective of the moral values and/or the spirit of SCHS may result in expulsion.

- Bringing a firearm onto the grounds of Seton Catholic High School or to any activity sponsored or sanctioned by SCHS. For purposes of this policy, a firearm shall be defined as any weapon which fires a projectile capable of causing serious harm to a human being. Firearms include, but are not limited to, weapons which propel projectiles by means of gunpowder or any other explosive agent and weapons such as bb guns and pellet guns which propel projectiles by means of compressed air. The term firearm shall not include toy guns or any gun which fires a projectile that is not normally capable of causing physical damage to a human being.
- Bringing any weapon capable of causing serious bodily injury to a human being onto the campus of SCHS or to any activity sponsored or sanctioned by SCHS. The administration shall be granted reasonable discretion in determining whether a weapon is capable of causing serious bodily injury to a human person.
- Threatening bodily harm or engaging in a battery upon another person which results in *serious* bodily injury while on the campus of Seton Catholic High School or while participating in any activity sponsored or sanctioned by SCHS.
- The Archdiocese of Indianapolis absolutely prohibits sexual harassment of anyone in any form. Seton Catholic High School fully subscribes to and supports this policy and will enforce it strongly. Engaging in a sexual assault upon any person while on the campus of SCHS or while participating in any activity sponsored or sanctioned by SCHS constitutes an offense. For purposes of this policy a sexual assault shall be understood to mean rape, deviant sexual conduct, or the attempt to commit either rape or deviant sexual conduct as those crimes are defined by the laws of the state of Indiana. Students who feel that they are victims of such behavior should report the incident(s) to the Guidance Office, any teacher, or the Principal.
- Engaging or attempting to engage in sexual harassment or in nonconsensual sexual contact which does not constitute a sexual assault as defined in this policy while on the grounds of Seton Catholic High School.
- Engaging or attempting to engage in consensual sexual contact with another person while on the grounds of SCHS or while participating in any activity sponsored or sanctioned by SCHS.
- Bringing any illegal drug, narcotic or look-alike substance onto the grounds of Seton Catholic or while participating in any activity sponsored or sanctioned by SCHS, or selling or dispensing any illegal drug, narcotic or look-alike substance while on the grounds of SCHS, or while participating in any activity sponsored or sanctioned by SCHS.
- Bringing alcohol or any tobacco product onto the campus of Seton Catholic, using alcohol or any tobacco product while on the grounds of SCHS or while participating in any activity sanctioned by SCHS or selling or dispensing alcohol or any tobacco product while on the grounds of Seton Catholic High School or while participating in any activity sanctioned by SCHS.
- Bringing pornographic or obscene materials onto the campus of SCHS, viewing or causing to be viewed pornographic or obscene materials while on the grounds of SCHS or while participating in any activity sponsored or sanctioned by SCHS, or selling or in any other way distributing or publishing pornographic or obscene materials while on the grounds of SCHS or while participating in any activity sponsored or sanctioned by Seton Catholic High School.
- Unexcused absence from class or failing to attend class without the knowledge and consent of parents or guardians and Seton Catholic High School.

Minor Offenses

The following is a partial list of minor offenses. These may result in an after-school detention, a Saturday School detention, an in-school suspension, or an out-of-school suspension.

- Participating in, and/or encouraging other students to participate in any conduct or activity that disrupts the orderly operation of school activities.
- Threatening, starting or participating and instigating in a shoving incident or fight.

- Using profanity, obscene gestures, or language that is intended to harass or intimidate, or has the effect of harassing or intimidating any other person.
- Failing to obey the directives of teachers or other school personnel during any time period when a student is under the school's supervision.
- Engaging in horseplay.
- Engaging in Public Display of Affection

Students who repeatedly commit minor offenses may be subject to all of the sanctions listed above with the exception of expulsion. These offenses include:

1. Tardiness
2. Dress code violations
3. Failure to complete homework assignments. Failure to turn in assignments in a timely manner may also result in a lowered grade or failing grade at the discretion of the faculty.

Off-Campus Conduct

Although the school cannot assume responsibility for a student's conduct when the student is outside the school's jurisdiction, students should remember that at all times they are responsible for the good name of Seton Catholic High School. A student must realize that his/her conduct, no matter where he/she might be reflects upon his/her personal dignity and the dignity of his/her fellow classmates. Consequently, student conduct not in keeping with the guidelines of the educational philosophy and objectives of Seton Catholic is a discredit to the individual as well as fellow students and is subject to review by the administration for possible disciplinary action.

If a Seton Catholic High School student is in attendance at a gathering at which drugs and/or alcohol are present, he/she is to leave immediately (within five minutes). Failure to do so implies guilt, and the student will be considered in violation of the school's drug and alcohol policy.

Probation

If a student has forfeited the confidence of the school administration and is required to restore it through attention to conduct and academic work, he/she is on probation. Students placed on social probation forfeit the privilege of participating in certain school activities for a specified period of time. A student on disciplinary probation receiving additional referrals will be suspended from school for at least one day. Readmission to school will be determined in a meeting attended by the Seton Catholic Principal, the parents and the student.

Referral

A disciplinary referral can be made by any faculty or staff member for conduct deemed improper. The referral becomes a matter of record. A student receiving multiple referrals can be suspended from school.

Right to Appeal

When a student or his/her parent believes the student is being improperly treated, improperly denied participation in any educational function of the school or is being subject to an illegal rule or standard, either can present the concern to the school administration.

Saturday School

A three-hour work detention, 9:00 a.m. – 12:00 noon, on Saturday morning. Students serving Saturday School are expected to perform manual labor on school and/or church grounds during the entire duration of the detention.

Suspension

Suspension from attendance at Seton Catholic High School shall be reserved for serious and/or repeated misconduct. Suspension is defined as a temporary removal of a student for more than one (1) day from attendance in classes or at

school and school activities as a penalty for serious or repeated misconduct. Suspensions can be served “in school” – the student is not allowed to attend classes and school activities, but stays at school; or “out-of-school” – the student is not allowed to attend school and school activities.

Students who are suspended also are excluded from all extracurricular activities and events during the course of the suspension. Suspension includes any holiday, weekend and/or vacation activity/event if imposed during such time. All work missed during suspension must be made up within the number of days the student was suspended. Suspensions vary in length. Determination of appropriate suspension length is made by the Principal.

The grounds for suspension apply on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used, off school grounds at a school-related activity, function or event, and/or traveling to or from school or a school activity, function or event. The grounds for suspension may also apply if a student is engaged in unlawful activity on or off school grounds at any time while school is in or out of session, and/or if a student is engaged in disruptive, harmful or threatening behaviors that may impact the school, its staff or its students (i.e., harassment, threats, internet activities targeting students or staff, public immorality, etc.).

Weekday Detention

Weekday detentions address minor infractions of school rules. The school administration contacts the student's parents via email to notify them of weekday detentions. Parent meetings can be requested when there are repeated patterns of misconduct.

Detentions issued by teachers are served immediately after school as assigned by the teacher. Detentions issued by the Principal must be served within the week they are assigned.

A detention consists of the student being detained one hour after school. Detentions will be served after school from 3:20 p.m. to 4:20 p.m. Students are to report to the detention room promptly by 3:20 p.m. and be prepared to study. No talking, eating or sleeping will be permitted. Students who are late or disruptive will be asked to leave and will receive no credit for that detention.

Students must serve their detention on the day assigned regardless of co-curricular activities, athletic practices, or work. A student may miss serving a detention per this schedule only if there is a game, meet or performance. Students must communicate any extenuating circumstances to the Principal. Repeated failure to serve detention will result in action by the Principal.

One day's notice of detention will be given in order for students to make arrangements for transportation. If a student receives five school issued detentions, he/she will be suspended from school for one day. A student amassing eight detentions will be suspended for three days.

Serving detention takes precedence over after-school employment or athletics. The requirements of an employer or the participation in extracurricular activities do not excuse a student from serving a detention.

Extracurricular Events

Dance Policy

Dances are intended for the students of Seton Catholic High School. A student may bring one guest from outside the school provided that a guest pass is obtained and approved by an administrator the day before the dance. No

guest passes will be issued on the day of the dance. Guest passes are limited to students who are currently in school (grades 7-12). Seton Catholic students are responsible for the actions of their guest.

Admission to dances will be permitted only until one-half hour after the start of the dance. Time will be permitted for athletes who arrive late to change clothes for the dance. There will be no pass outs during the dance. All school policies will be strictly enforced.

School dances are held to allow students a venue for fun and enjoying one another's company. It must be remembered, however, that SCHS has an obligation to insure that behavior at dances is appropriate. *Students may not engage in any dancing that is sexual or suggestive in nature, nor in any way reflects morals contrary to Church teaching.* Failure to observe this basic tenet will result in removal from the dance and possible disciplinary action.

Students who are on suspension or students who have been expelled are prohibited from attending a school-sponsored dance.

Dress Code for Dances

- Any person whose wearing apparel would prove embarrassing to other students, the sponsors or chaperones will not be admitted.
- Dress that reveals bare midriffs, bare backs, are sheer or see-through are not permitted.
- Dress may not advertise alcohol, tobacco products or drugs.
- Dress of any offensive nature will not be permitted.
- Shoes must be worn.

Field Trips

Field trips can be a significant enhancement to the educational program at Seton Catholic High School. All field trips require prior approval of the Principal. Students may participate in a field trip *only* with a written school field trip permission form signed by a parent or guardian. *Permission for a student to attend a field trip granted over the telephone by a parent or guardian is not allowed.*

Guests at Seton Catholic

In special cases, guests are permitted with permission. Guests will have a pass with them at all times.

Anyone bringing a guest in the building without prior written permission will sustain a suspension from school. This policy includes visitors in the cafeteria during lunch.

General Information

Archdiocesan Policy – Parent Drivers

The Archdiocese of Indianapolis has developed a policy to protect both students and drivers on school field trips. Before one can drive our students, the following must be on file at Seton Catholic High School:

- A copy of your driver's license
- A copy of your car's registration
- A certificate of insurance from your insurance company verifying that you have a minimum of \$100,000/\$300,000 bodily injury liability insurance
- A background check on file

This information must be updated each year.

Assistance – Substance Problems

While the school has a strong policy forbidding the use and/or possession of drugs and alcohol, SCHS strongly desires to help students who have problems with drugs or alcohol *before* these problems become disciplinary matters. Students are encouraged to approach school authorities if they have concerns about themselves or their friends. A student who approaches any school authority outside of a disciplinary investigation will be assisted in finding appropriate help and support. These requests will be handled in the strictest confidence and will not be subject to the disciplinary process.

Awards

At the end of each school year, Seton Catholic High School stages an Honors Convocation to recognize graduating seniors and underclassmen with appropriate awards. In addition to academic honors, the following school awards are presented:

- ***Valedictorian, Salutatorian:*** awarded to the two students with the highest cumulative academic averages. These students will speak at Commencement.
- ***Archbishop Joseph Tobin Award:*** the school's most prestigious award recognizes the graduating senior who has demonstrated excellence in scholarship, outstanding character, inspired leadership, and genuine generosity in service to the school community.
- ***St. Pope John Paul II Christian Leadership Award:*** given to the underclass student who most exhibits the ideals of Christian leadership as envisioned by Pope John Paul II.
- ***Principal's Award:*** is given to the graduating senior who, over four years, has offered encouragement to others, supported the school and her programs, and generally has contributed most to the life of the school community.
- ***Department Awards:*** presented by each of the academic departments to the student who has demonstrated the greatest enthusiasm, interest, and achievement in an academic discipline.

Backpacks

Students are not allowed to have backpacks, large purses, bound organizers, brief cases or other bags in classrooms without special permission from an administrator. No distinction will be made between a backpack, bag, and large purse.

Building Hours

The student school day begins at 8:15 a.m. each day, and Zero Hour begins at 7:20 a.m. Seton Catholic High School is open to students by 6:30 a.m. each day. The student school day ends at 3:10 p.m. each day. Any student or group of students in the building after 3:45 p.m. must be under the supervision of an adult staff member. *Seton Catholic High School assumes no responsibility for any student who re-enters the building after building hours.*

Clubs and Activities

The school offers a full complement of activities outside athletics designed to appeal to a broad spectrum of interests. A sampling of those activities includes the following: Cardinal Singers, Chess, Crafting for Charity, Drama, Euchre, Science, and Spirit Clubs, Student Government, and dramatic variety productions.

Students are encouraged to join the various school clubs. All officers must be approved by the administration and the moderators. All fund raising activities must be approved by the administration. No funds may be used without the permission of the moderator.

Communication

We encourage students to take responsibility for communicating with teachers regarding academic needs or concerns. For parents, the best way to reach a teacher is via email. To e-mail a faculty or staff member, simply use the first initial of the first name and the last name @SetonSchools.org. (For example, Rick Ruhl can be reached at RRuhl@SetonSchools.org)

Distribution/Display of Materials

All posters, handbills, petitions or other written materials must be approved by the Principal or designate prior to posting or distribution. Materials may be posted only in designated areas and must be removed when no longer timely or at the Principal's request.

Drop Off and Pick Up of Students

Students may be dropped off and picked up in front of the school's main entrance along South 5th Street. When picking up students at dismissal, parents are encouraged to use the St. Andrew Church parking lot on the southeast corner of South 5th and South C Streets. This simple practice will help us ensure student safety at dismissal time.

Elections – Student Government

Students who intend to run for any school government office must be approved by the Principal and guidance counselor before petitioning to run for office. Students who are on academic probation or behavioral probation are not eligible to run for office.

Food/Drink

Chewing gum is explicitly forbidden in the school building and the area immediately surrounding the building because of the cleaning problems it poses. There is to be no food, drink or candy in classrooms or in halls without previous permission.

Money-Raising Projects

All money-raising projects planned by student organizations must be approved by the Principal. Fund raising activities for outside groups will not ordinarily be allowed during school. All school procedures for the handling of money must be observed by student organizations. These procedures have been given to teachers and may be obtained from the organization moderator.

School Counseling Services

The underlying principle of our guidance and counseling programs is the belief that each student is a child of God who is loved and loving, who possesses a unique dignity, and who has a positive contribution to make in building the reign of God.

Seton Catholic High School believes the pastoral care of students is a responsibility of all adults on staff. If there is a particular teacher you feel comfortable talking with, we encourage you to talk with that teacher, who may then help you get help elsewhere, if necessary. SCHS has a trained counselor on staff, who specializes in both academic and personal counseling.

Visitors

All visitors, including parents, must register in the main office upon arrival on campus. Students and parents with a sincere interest in attending SCHS may visit the school. Arrangements for such a visit must be made through the office. No visitors will be allowed during the week of finals, both semesters.

We encourage students to bring a friend who may be interested in enrolling at Seton Catholic. These are called "shadow" days. A student who wishes to bring a friend to the school must adhere to the following procedures:

- The SCHS student's parent must notify the school 48 hours in advance that their son/daughter wishes to bring a guest to school.
- A school representative will then notify the parent of permission or denial of request.
- The day of the visit, the Seton Catholic student should report to the school office to receive a visitor's pass for his/her guest. The guest should return to the school office to check out prior to leaving the campus.

Students should be courteous and polite to all visitors. Students should provide directions and answer questions for visitors when asked. **For safety reasons, students should not open the outside doors to persons other than current SCHS students or faculty members.**



Seton Catholic High School Athletic Handbook

Updated Fall 2015

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Dear Student-Athletes and Parents/Guardians:

The *Seton Catholic High School Athletic Handbook* is our means by which to inform you of our philosophy, goals, and expectations. Please do not simply view this as a rules book because it much more than that. It is being used as a tool to ensure that we make every effort to help our student-athletes succeed on the athletic field, in the classroom, and most importantly, in life. While our athletic staff desires to see our athletic teams win many games and compete at the state level, our main objective is to produce productive and moral members of our society. With the guidance from our athletic staff and the support from our parents, we can certainly achieve this objective.

A lot of hard work by many individuals has gone into the creation of Seton Catholic High School. A lot of hard work is still in the future as we continue to build our athletic program. SCHS is represented not only by our teachers, coaches, and students, but also by our families and supporters. While athletics is very competitive and many times emotions run high, it is always important to display a Christian attitude through good sportsmanship. It is important to remember that the way we present ourselves is a reflection on our school and on our faith.

With your support and observance of the *Seton Catholic High School Athletic Handbook* we can ensure our student-athletes the best possible chance to succeed. Our athletic staff will strive to put a group of young men and women on the field of competition every contest that we can be proud of as members of Seton Catholic High School and the Richmond Catholic Community. Thank you for your continued support and I look forward to another great year of athletics. GO CARDINALS!!!

Sincerely,

Trent Tremain
Athletic Director

PHILOSOPHY

1. The year-round conduct of a SCHS athlete in all places shall communicate the Catholic identity of our school community and enhance the morality and educational environment of our school.
2. The *Seton Catholic High School Athletic Handbook* is in accordance with the Indiana High School Athletic Association (IHSAA) Constitution and By-Laws for the benefit of every athlete in our total program.
3. The *Seton Catholic High School Athletic Handbook* is in effect twelve months a year for all in-season and off-season athletes in grades seven through twelve because of the value of maintaining optimal physical and mental health at all times, and our athletes' ongoing representation of SCHS throughout the calendar year.

Mission and Beliefs

The mission of the Seton Catholic High School Athletic Department is to provide and foster an environment in which our student-athletes have the opportunity to excel and develop their God-given talents and potential in all aspects of their life skills.

- Cardinal students, athletes, coaches, parents, and fans will conduct themselves in such a manner as to bring honor and pride to SCHS.
- Cardinal athletics will foster loyalty to Seton and to one another and will develop important character traits including, but not limited to, positive work ethic, respect, perseverance, sportsmanship, and fellowship.
- Seton athletics will be an example of Christian character and Catholic traditions and beliefs.
- Seton student-athletes will be leaders in representing Seton in all they do, on the field of competition, in all academic responsibilities, and in the community.

EXPECTED CONDUCT OF STUDENT-ATHLETES

- An athlete should strive to be a positive influence in all he or she does. He or she works for the betterment of SCHS, the family, him or herself, and the Catholic community in all endeavors. An SCHS athlete is expected to understand that one's dress speaks loudly about the individual and the school he or she represents.
 - ❖ All high school athletes will be expected to be in compliance with the dress-up requirements set forth in the *Seton Catholic Student Handbook* during school hours on game days unless told differently by the principal.
 - ❖ All high school athletes should wear uniforms or team-issued warm-ups to and from the contests. No other attire is permitted.
 - ❖ All junior high school athletes will be expected to be in compliance with regular school dress code requirements set forth in the *Seton Catholic Student Handbook* during school hours on game days. They may also choose to dress-up or their coach has the right to require them to dress-up.
 - Appropriate school dress attire is to be worn to and from the contests in the sports of basketball and volleyball.
 - Uniforms or appropriate warm-ups may be worn to and from the contests in the sports of cheerleading, cross country, diving, golf, and track.
- An athlete should live by the principle that maximum effort and performance in athletics and academics cannot be attained if one drinks alcohol, uses controlled drugs or tobacco.

- An athlete should strive to be a sportsman or sportswoman, one who knows the use of illegal or unfair tactics to gain an undeserved advantage is wrong.
- An athlete should plan so that energy can be devoted to studies and one's abilities can be rewarded. It is the athlete's responsibility to ensure that he or she allows time to meet the requirements both in athletics and academics.
- An athlete should appreciate that coaches, teachers, and school officials seek the best interests of all athletes as they conduct and represent the total athletic program and name of SCHS.
- An athlete should treat contest officials with courtesy and respect. An official does not win or lose a contest. He or she officiates to ensure a fair contest for both teams.
- An athlete should care for equipment and property as if it were his or her own. If equipment or property is destroyed through practice or age, the school will replace the item. If an athlete loses, damages, or steals the item, he or she will pay for its replacement.
- Athletes are encouraged to participate in religious services provided by Seton and their parish communities.

EXPECTED CONDUCT OF PARENTS/FANS

- Parents/fans need to always be mindful that their behavior represents not only themselves, but also their families, SCHS, and their Christian faith.
- Always practice good sportsmanship.
 - ❖ Cheer for SCHS, and even athletes from other schools, but never insult or taunt any athlete.
 - ❖ Display respect for contest officials, even if you disagree with a call. Under no circumstances is it acceptable to verbally abuse an official.
 - ❖ Do not taunt or make derogatory remarks towards the opposing team's fans.
 - ❖ Do not throw objects onto the playing surface at any time.
 - ❖ Never enter the playing area during a competition.
 - ❖ **Sportsmanship Challenge Program**
 - Your behavior at games now affects SCHS' sportsmanship rating with the IHSAA. If you are ejected from a contest, the entire SCHS athletic program now pays the price for your actions.
- Always be respectful in your interactions with SCHS coaches
 - ❖ Do not approach a coach during a contest
 - ❖ Avoid approaching a coach immediately before or immediately after a contest, unless there is an emergency situation that they need to be made aware of.
 - ❖ **Chain of Command**
 - If you have a concern regarding the team or your student-athlete, please speak to the following individuals in order:
 - Coach, Athletic Director, Principal, Superintendent
 - If your concern is directly related to a specific coach and his or her code of conduct, please speak to the following individuals in order:
 - Athletic Director, Principal, Superintendent

IHSAA AND SCHS INTERSCHOLASTIC ATHLETIC ELIGIBILITY

Before any participation in the SCHS athletic program, including out-of-season conditioning and open facility sessions, an athlete needs to:

1. Be enrolled at SCHS.
2. Have a completed *Emergency Contact Information Form* with supporting parent/guardian signature on file in the office.
3. Sign the *Seton Catholic High School Athletic Handbook Consent Form* as documentation that the student and parent/guardian know, understand, appreciate and volunteer to assume the risks and conditions, as well as the expectations, associated with interscholastic athletic participation at SCHS.

Before the first official practice in a sport, excluding out-of-season conditioning and open facility sessions, an athlete needs to:

- Be enrolled at SCHS.
- Pass a physical examination from a licensed physician and have supporting student, parent, and physician signatures of consent. Completed IHSAA physical exam forms (must have the IHSAA logo in the upper right hand corner) are to be turned in to the athletic director. The examination must be administered between April 1 of the preceding school year and the start of the official practice in the current school year (IHSAA By-Laws).
- Have a completed medical emergency form with supporting parent/guardian signature on file in the office.
- Sign the *Concussion Acknowledgment and Signature Form* as the ImPACT Program is a vital tool used by SCHS to protect our athletes from serious brain injuries both now and in the future.
- While not required, it is also strongly recommended that all athletes complete the *HIPPA Consent Form* in order for the Reid Hospital athletic training staff to best serve their needs.
- Sign the *Seton Catholic High School Athletic Handbook Consent Form* as documentation that the student and parent/guardian know, understand, appreciate and volunteer to assume the risks and conditions, as well as the expectations, associated with interscholastic athletic participation at SCHS.
- Meet specific program or team rules in addition to those included in the *Seton Catholic High School Athletic Handbook*.

Before the first official contest in a sport, an athlete needs to:

- Be enrolled at SCHS.
- Pass a physical examination from a licensed physician and have supporting student, parent, and physician signatures of consent. Completed IHSAA physical exam forms (must have the IHSAA logo in the upper right hand corner) are to be turned in to the athletic director. The examination must be administered between April 1 of the preceding school year and the start of the official practice in the current school year (IHSAA By-Laws).
- Have a completed medical emergency form with supporting parent/guardian signature on file in the office.
- Have received passing grades in all full credit subjects or the equivalent at the end of the last grading period and be currently enrolled in at least six full credit subjects or the equivalent.
 - ❖ For high school athletes, first and third quarter grades determine second and fourth quarter eligibility, respectively, and first and second semester grades determine third and first quarter eligibility, respectively. Athletes must also meet any and all academic requirements, which Seton Catholic High School puts forth.
 - ❖ For junior high athletes, eligibility is determined by grades earned during the preceding quarter.

- In the event that an athlete fails a class during the second or fourth quarter but earns a passing grade for the semester in the same class(es), he/she will be eligible for athletics.
- ❖ Grades earned during the second semester of eighth grade do not affect the eligibility of freshmen. Those who received failing second semester grades will be placed on academic probation for the first quarter of their freshman year, but will still be allowed to participate provided they do not violate probation.
- Sign the *Concussion Acknowledgment and Signature Form* as the ImPACT Program is a vital tool used by SCHS to protect our athletes from serious brain injuries both now and in the future.
- While not required, it is also strongly recommended that all athletes complete the *HIPPA Consent Form* in order for the Reid Hospital athletic training staff to best serve their needs.
- Sign the *Seton Catholic High School Athletic Handbook Consent Form* as documentation that the student and parent/guardian know, understand, appreciate and volunteer to assume the risks and conditions, as well as the expectations, associated with interscholastic athletic participation at SCHS.
- Meet specific program or team rules in addition to those included in the *Seton Catholic High School Athletic Handbook*.

Age

To be eligible for athletic participation in a given sport, an athlete may not be twenty years of age prior to or on the scheduled date of the IHSAA state finals in the sport (IHSAA By-Laws).

Transfer Students

A student who transfers his or her enrollment to SCHS from a different high school, or from a junior high school if that school includes the freshman year, is required to complete an *IHSAA Athletic Transfer Report*. The parent or guardian of the transfer student must contact the athletic director as soon as possible upon enrollment at SCHS to begin the reporting process. Otherwise, forfeiture of team and individual interscholastic athletic contests will result from not receiving eligibility clearance from the IHSAA. The report is then sent to the student's former (sending) school and the IHSAA. The IHSAA makes the eligibility determination for the athlete (IHSAA By-Laws). SCHS does not grant eligibility for interscholastic competition before receiving the IHSAA ruling.

Athletic Participation Outside the SCHS Athletic Program

Participation during authorized contest season. Rule 15-1.1 & Rule 15-1.2

- Participation in organized non-school sports competition during the authorized contest season, including the IHSAA tournament series, in that sport shall cause the student to become ineligible for their school team in that sport for a period not to exceed 365 days.
- Student-athletes may receive private lessons so long as:
 - ❖ They are not mandated, scheduled or paid for by the school.
 - ❖ No school practices or competitions are missed.
 - ❖ No student from another school is participating in the lesson.

An outstanding student-athlete may participate as an individual during the authorized contest season of a sport, without loss of eligibility, provided the following criteria are met:

- A completed waiver application form signed by the parent, coach, and principal is forwarded to the Commissioner seven days prior to the event and approved by the Commissioner.
- Certification by State, National, or International non-school organization verifying the student's qualifications.
- Arrangements to complete academic lessons, assignments, tests, etc. are made in advance.

- Student may not miss an Association-sponsored tournament series or a school contest for which he/she is eligible.
- Student and parent agrees to not accept, directly or indirectly, any awards, gifts, trips, merchandise, etc. which would violate the IHSAA rules on amateurism, awards, prizes, and gifts.
 - ❖ Medals, trophies, and/or plaques are acceptable since they are symbolic in nature and not considered merchandise under IHSAA rules

Amateurism

To retain amateur athletic status, a criterion for interscholastic athletic participation, a student-athlete may not

- Play under assumed names
- Accept payment directly or indirectly for athletic participation
- Accept any awards, gifts trips, merchandise, etc. which would violate IHSAA rules
 - ❖ Medals, trophies, and/or plaques are acceptable since they are symbolic in nature and not considered merchandise under IHSAA rules
- Participate in athletic activities, tryouts, auditions, practices, and games held or sponsored by professional sport organizations, clubs, or their representatives.
- Accept awards, medals, recognition, gifts, and other honors from colleges/universities or their alumni.
 - ❖ A student-athlete, however, may accept transportation and expenses paid by colleges and universities for recruiting purposes during his/her senior year, if conducted within the limitations of college athletic codes (IHSAA By-Laws).

School Attendance

An athlete must be in school for the entire school day in order to practice, compete, or participate in any other team activities on that day. Exemptions may be granted for documented reasons such as medical appointments or funerals. A written exemption request from the parent or guardian, with documentation of the reason for absence, must be presented to the coach, athletic director, principal, or secretary before that athlete will be allowed to participate.

- While every effort should be made to be in attendance every day, Friday attendance does not count towards weekend participation.

An athlete who is absent five or more consecutive school days due to illness or injury must present written verification to the coach or athletic director from a licensed physician stating that the athlete may resume (IHSAA By-Laws).

If an athlete does not enroll in a high school during the first fifteen days of a semester, or has been enrolled more than eight consecutive semesters beginning with grade nine, or has represented a high school in a sport more than eight semesters, he or she is ineligible for further interscholastic athletic participation (IHSAA By-Laws).

Team Rules

An athlete is expected to abide by all team expectations in addition to those stated in the *Seton Catholic High School Athletic Handbook*. These expectations may apply to facets of participation such as attendance, punctuality, conduct, dress, and haircuts.

ENFORCEMENT

All coaches, teachers, administrative staff, athletes, and parents should work together to uphold and enforce the *Seton Catholic High School Athletic Handbook*. A possible code violation shall be reported promptly to the athletic director, who will include the athlete, parent, coach, and principal when needed in an investigation of the matter.

Upon further investigation, if it is decided that an athlete has violated the *Seton Catholic High School Athletic Handbook* and will be temporarily or permanently excluded from interscholastic athletic participation, the athletic director will inform the athlete and his or her parent/guardian of the decision and the consequences of the athlete's action(s).

High school athletes may only participate in one sport per sports season (fall, winter, spring).

- Since cheerleading is not an IHSAA sanctioned sport, we have classified it as an activity. Therefore, it is included in all athletic functions but high school cheerleaders may also participate in an additional winter sport.

Junior high athletes may participate in multiple sports per season.

An athlete who voluntarily quits a team or is dismissed from a team because of a rule violation(s) may not practice or train under a SCHS staff member until that team's season is complete. This rule is in effect from the first official practice date of the season until the completion of the particular SCHS team season.

If an athlete is cut from a team during the try-out period, he or she may try out for or join another SCHS team in the same interscholastic athletic season.

RULES AND CONSEQUENCES

- **Substance Use or Abuse**

An athlete can harm himself or herself by consuming alcohol or tobacco or by illicit drug use. This can harm an athlete's physical and mental health, athletic and academic performance, and personal reputation. A SCHS athlete shall not use, consume, possess, buy or sell alcohol or tobacco without consequence. Similarly, a SCHS athlete shall not be involved in illicit drug activity without consequence. This rule applies year round, on and off school grounds.

- **First alcohol, tobacco, or illicit drug involvement violation:**

- An athlete will lose the opportunity to compete in 50% of the total consecutive contests in the sport they are currently competing in, including tournaments. Or, if the athlete is not currently participating he or she will lose participation in 50% of the consecutive contests in the next sport he or she participates in, even if it is in another calendar year. If a violation occurs late in a season, including tournaments, the athlete will serve out the remaining percentage of contests in the post-season tournament or in the next season for a total combined punishment of 50%. Note: As it possible for an athlete to join another sport for the express intent of completing a required punishment, the athlete must both fully participate and complete 100% of the next sport or the punishment will carry over until the athletic director is satisfied that the terms of the punishment are fulfilled. This is to prevent both athletes and coaches from abusing this policy.
- In situations that may fall outside of the typical processing by law enforcement or school administration officials, an athlete who stipulates to his/her direct involvement to the principal, athletic director, or coach will be suspended for 25% of the total contests in that sport.

- **Second alcohol, tobacco, or illicit drug involvement violation:**
 - An underclass athlete may be athletically ineligible for one calendar year from the date the violation is confirmed.
 - A senior athlete may be athletically ineligible for the remainder of his or her senior year.
- **Third alcohol, tobacco, or illicit drug involvement violation:**
 - The athlete may be ineligible for interscholastic athletic participation for the rest of his or her high school career.
- An athlete shall not commit acts of vandalism, theft, or disrespect that affect the SCHS community. Should such an offense occur, the athlete will face consequences determined jointly by the athlete's in-season coach, athletic director, and principal. Such consequences may include suspension or dismissal from the team, depending on the severity of the offense.
- An athlete who is found guilty of a criminal offense outside the scope of the *Seton Catholic High School Athletic Handbook* will also face the above possible consequences as determined jointly by the athlete's in-season coach, athletic director, and principal. The same applies to an athlete who admits to such criminal activity but is not charged or arrested.
- An athlete who is at the scene of criminal activity (including, but not limited to, the illegal use of alcohol, tobacco, or other drugs) may face consequences determined by the coaching staff, athletic director, and principal.
- An athlete who is in violation of school rules will be disciplined according to the *Seton Catholic Student Handbook*. The athlete may face additional consequences based on his or her team's rules set by the head coach. If an athlete is suspended from school, he or she is ineligible for interscholastic athletic participation from the start of the school suspension until the end of the suspension.
- Athletes suspended for substance abuse and/or criminal activity must complete the season in the sport in which they served their suspension. Failure to do so will result in the same suspension in the next sport in which they participate.

DESCRIPTION OF AWARDS

Participation Certificates

- Certificates of participation will be awarded to all junior high and high school athletes at the sports banquet at the end of the school year.
- To receive this award the athlete must complete the entire sports season with the particular team(s).

Varsity Letters

- A varsity letter is awarded to any high school athlete who meets all of the lettering criteria for his or her sport.
- They will be awarded the class numbers and chevrons at the end of the school year and can order their letter jackets from the athletic director at the completion of the sports season in which they lettered.
- Varsity Letter Criteria
 - In all sports, to earn season-ending awards, an athlete must finish the season in good standing according to the *Seton Catholic Student Handbook*, *Seton Catholic High School Athletic Handbook*, and specific team rules.
 - Certain athletes may not attain the standards below due to illness, injury, or other unusual circumstances. In these cases, the varsity coach and athletic director reserve the right to award the varsity letter to such athletes provided they earned a varsity letter in that sport the previous year.

- Any senior athlete who does not meet the lettering requirements will still letter provided they have played at least two entire high school seasons in that sport.
- Any athlete who is on the official varsity roster in a team sport (Baseball, Basketball, Soccer, Softball, Volleyball) for two entire seasons but does not meet the lettering requirements below will earn a varsity letter.
- Any athlete in an individual sport (Cross Country, Golf, Gymnastics, Tennis, Track) who advances to the regional level or further in the IHSAA state tournament as an individual participant but does not meet the lettering requirements below will earn a varsity letter.

Baseball

- An athlete must play in at least 50% of the varsity games.

Basketball

- An athlete must play in at least 50% of the varsity quarters for the entire season.

Cheerleading

- An athlete must cheer in at least 75% of the contests.

Cross Country

- An athlete must finish in the top seven places on his or her team in at least 75% of the team's meets.

Golf

- An athlete must compete at the varsity level for 75% of the team's matches.

Gymnastics

- An athlete must compete at the varsity level for 75% of the team's meets.

Soccer

- An athlete must play in at least 50% of the varsity periods for the entire season.

Softball

- An athlete must play in at least 50% of the varsity games.

Tennis

- An athlete must compete at the varsity level for 50% of the team's matches.

Track

- An athlete must compete at the varsity level for 75% of the team's meets.

Volleyball

- An athlete must play in at least 50% of the varsity sets for the entire season.

Scholar Athlete

Any varsity athletes (including managers and statisticians) who meet the following requirements will receive the Scholar Athlete Award.

- The Scholar Athlete grade point average (GPA) is the average of the student's prior school year second semester GPA and his or her current school year first semester GPA. Freshmen are eligible based on current year first semester grades. Transfer student grades, including those from a junior high school that

includes the freshman year of study, are accepted from the former school for purposes of the SCHS Scholar Athlete program. In order for an athlete to receive this award, he or she must have at least a 3.5 GPA.

- Students must also maintain positive citizenship status in the classroom, athletic program, and as a member of the student body. In order to receive this award, athletes also cannot be suspended or receive four or more detentions throughout the course of the school year.
- Students who quit a team during the season or are dismissed from a team in the current school year will be ineligible to participate in the Scholar Athlete program for the current school year.

Cardinal Scholar Athlete Award

- This award is given to the top senior male and female Scholar Athlete with the highest cumulative GPA after seven semesters of high school. Recipients must meet all of the above requirements for the Scholar Athlete Award in order to receive this award.

Mental Attitude Award

- This award is given to the senior male or female athlete who has demonstrated outstanding character, athletic and classroom leadership, and concern for others and school. The candidate must have earned at least one varsity letter as a senior and must have been enrolled at SCHS from the first day of school in his or her senior year.

MEDICAL SERVICES STAFF

Reid Hospital provides the athletic training services for SCHS. Unless an athlete's injury is extremely severe, he or she is strongly encouraged to seek medical care and guidance first from Reid Hospital's certified athletic trainer, rather than from a general practitioner. Athletic health care professionals have extensive knowledge and experience in the prevention, rehabilitation, and management of sports injuries. After an injury that requires an athlete to miss action, written clearance is required to be given to the athlete's coach or the athletic director.

Insurance

The SCHS coaching and athletic training staff prioritizes the health and safety of our participants above winning. The staff is trained to instruct athletes in the safe and proper skill and training techniques of their individual sport(s). Due to the nature of athletic activity, however, injury, sometimes serious may occur.

For injuries sustained during school-sponsored activities, school insurance normally pays the balance of medical invoices after the family insurance ceases payments to health-care providers.

Should an injury requiring medical attention occur, the coach must file an incident report to the athletic director as soon as possible to begin the reporting process to the school insurance company. The next step in this process is for the family to obtain the insurance company form from the athletic director. This form asks for family insurance information and athlete information such as date of birth, residence, and injury. The family must return the form, signed, to the athletic director in order for the reporting process to continue.

The IHSAA carries insurance to cover catastrophic injuries incurred during participation in IHSAA sanctioned sports programs. More information about the IHSAA catastrophic injury insurance plan is available upon request from the athletic director.

SCHOOL AND PERSONAL PROPERTY

All athletes and team members are expected to care for equipment, uniforms, supplies, and facilities as if they were personally owned. This responsibility includes proper attention to washing instructions on uniforms. Please hang the uniforms to dry them. Do not put them in the dryer as this often causes the numbers and letters to peel off the uniforms.

Unauthorized use of another person's personal or school-issued items will not be tolerated. Participants will be expected to reimburse the school for school-owned items that are not returned at the designated time in specified condition. The replacement cost for such items will be invoiced to the family's account and will be due within 30 days of billing.

Transportation

Each team member will ride in the school-provided transportation vehicle from SCHS to each away contest for that team and then back to school after the completion of the event. There are always exceptions to this rule based upon exceptional circumstances but these are pre-arranged by the player or parent with the team's coach beforehand for approval.

In those instances involving a small squad and an absence of school-provided transportation, our coaches will make prior arrangements with their players' parents to car pool to the away contest. Parent drivers must be pre-approved in order to transport any students other than their own children. Once there, if approved by the coach, the players may leave the event to go home with their parents.

- To be pre-approved, you must have completed the following:
 - ❖ Safe & Sacred
 - ❖ Updated criminal & driving background check
 - ❖ Turned in a copy of driver's license and proof of insurance to the principal

Student-athletes may not drive to any away athletic contests. Student-athletes may drive to home athletic contests, even those that are held off campus.

Voluntary consent by both parent or guardian and athlete to participate in the SCHS athletic program includes permission to transport oneself and be transported by others in the same manner described above.

Regardless of the method of transportation, all participants are expected to hold the safety of themselves and others in the highest regard and to conduct themselves with respect for fellow team members, the driver, and other motorists and pedestrians.

SCHS Schedules, 2015 – 2016

REGULAR SCHEDULE

50 Minute Periods

Zero Hour.....	7:20 – 8:10
Period 1	8:15 – 9:05
Homeroom/M. Prayer	9:09 – 9:18
Period 2	9:22 – 10:12
Period 3	10:16 – 11:06
Period 4	11:10 – 12:28

Lunch

A: 11:10 – 11:34
B: 12:04 – 12:28

Class

11:38 – 12:28
11:10 – 12:00

Period 5	12:32 – 1:22
Period 6	1:26 – 2:16
Period 7	2:20 – 3:10

MASS/CLUB DAY SCHEDULE

44 Minute Periods

Zero Hour.....	7:20 – 8:10
MASS/Club	8:15 – 9:06
Period 1	9:10 – 9:54
Period 2	9:58 – 10:42
Period 3	10:46 – 11:30
Period 4	11:34 – 12:46

Lunch

A: 11:34 – 11:58
B: 12:22 – 12:46

Class

12:02 – 12:46
11:34 – 12:18

Period 5.....	12:50 – 1:34
Period 6.....	1:38 – 2:22
Period 7.....	2:26 – 3:10

2-HOUR DELAY SCHEDULE

34 Minute Periods

Zero Hour.....	9:20 – 10:10
Period 1	10:15 – 10:49
Period 2	10:53 – 11:27
Period 3	11:31 – 12:38

Lunch

A: 11:31 – 11:55
B: 12:14 – 12:38

Class

11:59 – 12:38
11:31 – 12:10

Period 4	12:42 – 1:16
Period 5	1:20 – 1:54
Period 6	1:58 – 2:32
Period 7	2:36 – 3:10

SPECIAL SCHEDULE

41 Minute Periods

Period 1	9:30 – 10:12
Period 2	10:16 – 10:57
Period 3	11:01 – 11:42
Period 4	11:46 – 12:55

Lunch

A: 11:46 – 12:10
B: 12:31 – 12:55

Class

12:14 – 12:55
11:46 – 12:27

Period 5	12:59 – 1:40
Period 6	1:44 – 2:25
Period 7	2:29 – 3:10

CARDINAL FIGHT SONG

Onward Cardinals, Onward Cardinals,
Fight with all your might!
Strike the foe a mighty blow,
'Til they have quit the fight.

RAH!

RAH!

RAH!

Onward Cardinals, Onward Cardinals,
As the games go by.
Let the banners fly for our Seton Catholic High!

Hail to the Red and Blue

- Rick Bayhan

Bless'd are we who come together in these hallowed halls.
Through our growth in faith and knowledge,
hope and promise calls.

Gift from those who for us labored on this sacred
land, set beneath the towering steeple guided
by God's hand.

We of Seton Catholic High School always will be true.
Hail to thee our alma mater, hail to the red and blue.