



Saint Theodore Guerin High School 2011/2012

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



©2011 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883

<http://www.schooldatebooks.com> • sdi@schooldatebooks.com

TABLE OF CONTENTS

Welcome.....	3	Student Testing	19
This Handbook	4	Student Records	20
Mission and Philosophy.....	4	Campus Ministry.....	21
Mission of the Diocese.....	4	Overview	21
The Vision of Saint Theodore Guerin		Mass	21
High School.....	4	Penance.....	21
Honor Statement.....	4	Service Program	21
Philosophy of Education	4	Campus Ministry Team	22
Membership and Accreditation.....	6	Retreats	23
Staff.....	6	Spiritual Counseling.....	23
Governing Board.....	7	Health Services	23
Non-Discriminatory Policy.....	7	Medication Policy.....	23
School Colors.....	7	Immunizations	24
School Mascot	7	Possession and Self-Administration	24
Alma Mater.....	7	Transportation of Medication	24
Fight Song.....	7	Screening.....	24
Bell Schedule.....	8	Staying Home Due to Illness.....	25
Assessment.....	9	Ill at School	25
Grading System	9	Annual Student Health Form	25
Honor Roll	9	Pregnancy.....	25
Final Exams	9	Attendance	26
Progress Reports	10	Overview	26
Academic Probation.....	10	Types of Absences.....	26
Athletic Eligibility	10	Medical Intervention Plan	27
General Information.....	10	Absences and Extra Curricular Activities.....	27
Cafetorium	10	Guerin Catholic Honor Code	27
Driving to School.....	11	Motivation.....	27
Drop Off and Pick Up	11	Vision	27
Emergency Drills.....	11	Honor Statement.....	28
Locks and Lockers	11	Disciplinary Policies.....	28
Student ID.....	11	Expectations	28
Vending Machines.....	11	Sanctions Defined.....	30
Visitor Policy	12	Discipline Council.....	31
Graduating From Guerin Catholic.....	12	Due Process	31
Requirements.....	12	Academic Integrity	31
Outside Credit.....	13	Dress Code.....	32
Selection of Valedictorian and		Consequences for Violating	
Salutatorian	13	Dress Code Policy.....	34
Special Academic Programs.....	14	Drug and Alcohol Policy.....	34
International Baccalaureate Programme	14	Cell Phones.....	34
Two Ways to Participate in the		Harrassment Policy.....	34
IB Programme	15	Student Internet and	
Learning Differences.....	15	Technology Use Policy.....	36
Organizations	15	Non-School Related Criminal Act.....	39
National Honor Society	15	Overnight Student Expectations	39
Student Council.....	16	Search and Seizure	39
Guidance Department	18	Smoking Policy	40
Services	18	Tardiness.....	40
Charting Your College Course	18	Truancy.....	40
College Visits	19	Weapons, Firearms, Destructive Devices.....	41
Schedule Changes.....	19		

A WELCOME MESSAGE FROM MR. WAGNER

Welcome to Guerin Catholic High School!

After graduating the Class of 2011 in June and welcoming another big class of freshmen with the Class of 2015, we begin our 2011 – 2012 school year with nearly one hundred additional students. We continue to grow in size and expand our facilities. Over the summer, we installed additional temporary classrooms to accommodate our students. Our capital campaign continues on as we make plans to add permanent space to our building moving forward. There are a few new faces joining our already outstanding faculty, committed to our efforts to provide the very best education possible for our students. This will be another exciting new school year!

We have looked at ways to keep the small community feel as we continue to grow. And we can accomplish this because we have people in this building who will do whatever it takes to advance the mission of the school. We will work hard to keep the message of the Guerin Catholic Honor Code in front of the students. This honor code acts as a preamble to the discipline section of our student handbook, defining our vision of an honorable community and asking students to commit to being active members of such a community.

There have been a number of changes, but we are also proud of what has not changed --- the opportunity for our students to receive an outstanding Catholic education at a school ranked as one of the *National Catholic Honor Roll Top 50* Catholic high schools in the country and as a *4-Star School* by the State of Indiana Department of Education. We are also the only *Apple Computer Distinguished School* in the state of Indiana. We will continue our commitment to excellence in learning and living our faith. We will continue to live our mission by developing leaders through academics and faith formation.

Finally, as you begin this new academic year, please be open to all Guerin Catholic High School has to offer. You have made the decision to wear purple. Be an active participant rather than an observer. Push yourself out of your comfort zone by trying new things. Trust in God's providence. Know that you will be in our prayers. May God bless you!

St. Theodore Guerin, pray for us!

Sincerely yours in Christ,



Rick Wagner, Principal

THIS HANDBOOK

This handbook contains a comprehensive detailing of school rules and regulations. **Student will be asked to sign a document acknowledging receipt of this handbook and agreeing to abide by its policies.** It also serves as a calendar and assignment book. Perhaps most importantly, it serves as the student's passbook. Students need to have a teacher sign the book to allow them to move about the school during regular class times. All students are given a copy of the handbook at orientation. If the handbook is lost, students must purchase a new one at the cost of \$10.00.

Note: Administration could not possibly anticipate every behavioral situation in such a limited handbook, and thus reserves the right to develop new policies, procedures and sanctions as needed to deal with unique circumstances as they arise. New policies will be approved by the School Governing Board prior to inclusion in the school handbook.

MISSION AND PHILOSOPHY

THE MISSION OF THE DIOCESE OF LAFAYETTE-IN-INDIANA

The Mission of the Catholic people in North Central Indiana is to proclaim the Kingdom of God, to praise the name of Jesus, and follow Him by:
loving God and our neighbor, especially those in need;
worshipping God as a faith community in word and sacrament
responding to ongoing personal conversion;
teaching of the Gospel message in the Catholic tradition; and
engaging in renewal, outreach, evangelization and ecumenical cooperation.

We, the people of the Local Church, gathered by the power of the Holy Spirit, are committed to responsible stewardship of our human and financial resources.

THE VISION OF SAINT THEODORE GUERIN HIGH SCHOOL

Lead with Humility
Serve with Love
Trust in Providence

THE MISSION OF SAINT THEODORE GUERIN HIGH SCHOOL

St. Theodore Guerin high school is a Roman Catholic college preparatory school serving students from diverse backgrounds and preparing them to be servant leaders through authentic faith formation, academic excellence, and student life opportunities.

HONOR STATEMENT

As a member of the Guerin Catholic High School community,
I will honor God in all that I do.

My words and actions will honor students, parents,
teachers, administrators, visitors and myself.

I will accept full responsibility for my actions,
and the consequences of those actions, without complaint.

I will also hold others accountable for their actions.

I will be an integral part of a Christian community characterized
by love, moral integrity, responsibility, and trust.

THE PHILOSOPHY OF EDUCATION OF ST. THEODORE GUERIN HIGH SCHOOL

The school's commitment:

St. Theodore Guerin High School, founded as a Catholic, college preparatory, diocesan high school, is committed to academic excellence as defined by the following:

- courses inspired and taught from a Catholic world view, based on the Christian concept of the human person, and in communion with the Magisterium of the Church always seeking wisdom and truth

- rigor that stretches students beyond what they believed possible to prepare them for college
- a caring, faithful, and knowledgeable faculty who help the students overcome the obstacles inherent in a challenging curriculum
- a liberal arts curriculum that challenges students not simply to absorb information but also to articulate, apply, and evaluate information
- a variety of teaching methodologies to allow for individual learning styles
- the fostering of active learning whereby students take part in the educational process enabling them to become critical thinkers and life-long learners
- a high level of expectation

The students' commitment:

Students at St. Theodore Guerin High School are expected to focus on academic and spiritual growth while developing their full God-given potential. Students are obliged to do the following:

- grow in their faith
- invest in each academic discipline by setting personal goals and expectations
- take an active role in the educational process by
 - o participating in class discussions
 - o claiming ownership of their work and showing a desire to learn
 - o thinking critically
 - o not settling for the easy answer
 - o seeking help from teachers when needed
 - o encouraging fellow students to push themselves academically
- work toward learning independence: study beyond teacher-assigned homework to self-guided daily preparation in all subjects
- develop leadership qualities through service to others

The parents' commitment:

St. Theodore Guerin High School presumes parents to have the primary and inalienable right to educate their children. Thus, parents are important partners in the educational process. In working together to prepare tomorrow's leaders, parents are expected to do the following:

- model Christian values and support the students' spiritual growth
- recognize that the school is a community of people who have been called by God to this vocation and are working in the best interest of the students
- communicate openly and honestly with the school faculty and staff
- counsel their students on constructive ways to work through the challenges associated with high expectations
- help their students set realistic priorities and develop time management skills
- understand and communicate to their students this philosophy of education

Profile of a Guerin Catholic Graduate

The St. Theodore Guerin High School Catholic Life Committee endeavors to create a Catholic culture whereby graduating seniors will be able to make the following statements in terms of their faith:

Continuing on my journey, I will trust in the Magisterium of the Church.

As a graduating senior of St. Theodore Guerin High School ...

- ***I embrace the True Presence of Jesus Christ in the Eucharist ...*** (cf. Council of Trent: DS 1640;1651, CCC 1407, 1410)
 - o In the Eucharist, the priest, acting in the person of Christ, offers Jesus, really present – body, blood, soul and divinity – in the appearance of the bread & wine.
 - o This is the source and summit of the Church's life, through which Christ pours out the graces of salvation on His body, which is the Church.

- ***I am called to holiness in every aspect of my life ...***
 - o “Do you not know that you are God’s temple and that God’s Spirit dwells in you?” (1 Corinthians 3:16)
 - o “For He saved us and called us to a holy life, not according to our works, but according to His own design and the grace bestowed on us in Christ Jesus.” (2 Timothy 1:9)
- ***I trust in God’s providence in all things that life brings me ...***
 - o “Rejoice always, pray constantly, give thanks in all circumstances; for this is the will of God in Christ Jesus for you.” (1 Thessalonians 5:16-18)
 - o “We know that all things work for good for those that love God, who are called according to His purpose.” (Romans 8:28)
- ***I seek obedience to God’s Will***
 - o By prayer we can discern “what is the will of God” and obtain the endurance to do it. Jesus teaches us that one enters the kingdom of heaven not by speaking words, but by doing “the will of my Father in heaven.” (CCC 2826)
 - o Spiritual habits such as prayer, reading scripture, Marian devotions, spiritual reading, silence, reception of the sacraments, and practicing of the virtues form me in the image of Christ.
- ***I am a servant as is Christ ...***
 - o At the very heart of ***servant leadership*** is a strong desire to serve others for His greater good, which is to love as Jesus has loved us. We are called to lead through our love of God; by serving others, bearing fruit in our lives and in the lives of those around us.
 - o “If one of you wants to be great, he must be the servant of the rest; and if one of you wants to be first, you must be the slave of all. For even the Son of Man did not come to be served; He came to serve.” (Mark 10:43-45)

MEMBERSHIP AND ACCREDITATION

Saint Theodore Guerin High School is in good standing with the following organizations:

- Indiana Department of Education
- AdvancED (formerly North Central Accreditation)
- National Catholic Educational Association
- Indiana Non-Public Educational Association
- International Baccalaureate Organization

STAFF

ADMINISTRATIVE STAFF

Paul Lunsford	President
Rick Wagner	Principal
Chris Buhler	Director of Athletics
Peg Dispenzieri	Assistant Principal / Director of Academics
Mark Duray	Director of Fine Arts
Fr. Joshua Janko	Director of Catholic Mission
Chyrise King	Director of Admissions
Martin Kirkwood.....	Director of Guidance and College Counseling
Andy Kremer.....	Director of Student Life
Scott McNamee.....	Director of Campus Ministry
Nancy Miller.....	Director of Finances and Accounting
Scott Sandstrom.....	Director of Informational Services
Pamelia Storms-Barrett	Director of Institutional Advancement/Enrollment
Laurie Walsh.....	Director of Health Services
Colleen Ward.....	Director of Marketing & Communications

PROFESSIONAL SUPPORT STAFF

Pamela Babbitt.....	Administrative Assistant to the President
Marsha Bartholomy	Receptionist
Leona Chianello.....	Administrative Assistant for Guidance / Registrar
Cathy Dolan.....	Administrative Assistant to the Principal
Sara Kruger	Accounts Payable and Assets
Sandi Regan.....	Administrative Assistant for Institutional Advancement
Debbie Stanisz	Administrative Assistant for Athletics

BUILDING AND GROUNDS STAFF

Ray Harden	Director of Building and Grounds
Lynn Thompson.....	Maintenance

SCHOOL GOVERNING BOARD

The purpose of the School Governing Board is to serve in an advisory capacity to the Board of Directors for the development and operation of Saint Theodore Guerin High School. This is a board of limited jurisdiction and is subject in all things to the canonical authority of the Diocesan Bishop and to review by the Board of Directors.

NON-DISCRIMINATORY POLICY

Saint Theodore Guerin High School, a co-educational college preparatory school, accepts all students regardless of race, sex, or national origin who present the necessary qualifications for participating in and achieving success both academically and behaviorally. Students who are not Catholic must be willing to attend all Masses and other prayer-related activities and fulfill the theology requirement for graduation. The Executive Council of the Guerin Catholic High School Governance Board establishes policies for admission of Catholic and non-Catholic students.

SCHOOL COLORS

The school colors of Guerin Catholic High School are purple and gold.

SCHOOL MASCOT

Guerin Catholic High School athletic teams are known as the “Golden Eagles.”

ALMA MATER

We beseech thee, O Mother Theodore,
 Pray thee o'er us evermore.
 Teach us, guide us, e'er inspire us
 All to love and serve the Lord.
 To St. Theodore Guerin, our hearts are true.
 O great Mother Guerin,
 May we ever seek thy blessed ways in all we do!

ST. THEODORE GUERIN HIGH SCHOOL FIGHT SONG

Hail to the Golden Eagles
 Hail the brave and bold
 Fly with the glorious colors
 Purple and gold
 Dauntless and daring
 We will fight triumphantly
 Hail to the Golden Eagles
 Soar to victory!

BELL SCHEDULE

The daily schedule at Saint Theodore Guerin High School begins at 7:45 a.m. and ends at 3:15 p.m. We operate on a trimester schedule consisting of three 12-week trimesters. Five classes meet for 70 minutes each day.

DAILY SCHEDULE First Bell Rings at 7:40 AM		
PERIOD 1	7:45 – 8:55	70 Minutes
PERIOD 2	9:00-10:10	70 Minutes
KAIROS	10:15-11:00	45 Minutes
PERIOD 3	11:05-12:45	
Class Time	Lunch Time	
A 11:35-12:45	A 11:05 - 11:30	70 Minutes
B 11:05– 11:40	B 11:40 – 12:05	70 Minutes
B 12:10 – 12:45		
C 11:05 – 12:15	C 12:20 - 12:45	70 Minutes
PERIOD 4	12:50-2:00	70 Minutes
PERIOD 5	2:05-3:15	70 Minutes
Announcements/Afternoon Prayer 3:15		

TWO-HOUR DELAY First Bell Rings at 9:40 AM		
PERIOD 1	9:45-10:40	55 Minutes
PERIOD 2	10:45-11:40	55 Minutes
PERIOD 3	11:45-1:20	
Class Time	Lunch Time	
A 12:15 – 1:20	A 11:45 - 12:10	65 Minutes
B 11:45 – 12:20	B 12:20 - 12:45	65 Minutes
B 12:50 – 1:20		
C 11:45 – 12:50	C 12:55 – 1:20	65 Minutes
PERIOD 4	1:25-2:20	55 Minutes
PERIOD 5	2:25 – 3:20	55 Minutes
Announcements/Afternoon Prayer 3:20		

CONVOCATION SCHEDULE First Bell Rings at 7:40 AM		
PERIOD 1	7:45-8:55	70 Minutes
PERIOD 2	9:00-10:10	70 Minutes
PERIOD 3	10:15-11:25	70 Minutes
PERIOD 4	11:30-1:10	
Class Time	Lunch Time	
A 12:00 – 1:10	A 11:30 -11:55	70 Minutes
B 11:30 – 12:05	B 12:05 -12:30	70 Minutes
B 12:35 – 1:10		
C 11:30 – 12:40	C 12:45-1:10	70 Minutes
PERIOD 5	1:15-2:25	70 Minutes
Convocation	2:30-3:15	45 Minutes
Announcements/Afternoon Prayer 3:15		

MASS SCHEDULE First Bell Rings at 7:40 AM		
PERIOD 1	7:45-8:50	65 Minutes
MASS	9:00-10:15	
PERIOD 2	10:25-11:25	60 Minutes
PERIOD 3	11:30-1:00	
Class	Lunch	
A 12:00 – 1:00	A 11:30 -11:55	60 Minutes
B 11:30 – 12:05	B 12:05 -12:30	60 Minutes
B 12:35 – 1:00		
C 11:30 – 12:30	C 12:35-1:00	60 Minutes
PERIOD 4	1:05-2:05	60 Minutes
PERIOD 5	2:10-3:15	65 Minutes
Announcements/Afternoon Prayer 3:15		

ASSESSMENT

GUERIN CATHOLIC GRADING SYSTEM

Scale	Letter	Grade Point	* Weighted Grade Point
98-100	A+	4	4.5
95-97	A	4	4.5
92-94	A-	3.667	4.167
89-91	B+	3.333	3.833
86-88	B	3	3.5
83-85	B-	2.667	3.167
80-82	C+	2.333	2.333
77-79	C	2	2
74-76	C-	1.667	1.667
<74	NC	Not used in Guerin GPA	

*Weighted GP will be used for Honors and IB courses.

*This will be reported for external purposes only. This includes college admissions and college scholarship applications only.

GUERIN CATHOLIC HONOR ROLL

Guerin Catholic Honors	First Honors	Honorable Mention
3.80 - 4.00	3.33 - 3.79	3.00 - 3.32

FINAL EXAMS

At the end of each trimester, 90-minute comprehensive final exams are given. Final exams are an integral part of the educational process, and students must be present for these cumulative exams. Students must sit for the full length of the exam. No early dismissals are given. Students who expect to be successful in college must know how to prepare for and pass a final exam in both objective and essay format. In some cases, teachers may be given the option of having their students complete a major project or presentation in lieu of a final exam. Unexcused absences which cause the student to miss the final exam or activity and the make-up as well, unless a medical statement is provided, will result in the loss of one letter grade or 25% of the trimester grade, whichever is less. Final exams count for 20% of the total trimester grade. In the third trimester, seniors who have earned an A- or better for the course will be exempted from taking the final exam for that course.

REVIEW AND FINAL EXAM SCHEDULE

DAY PRIOR TO FINAL EXAMS

PERIOD 1	7:45-8:55
PERIOD 2	9:00-10:10
PERIOD 3	10:15-11:25
PERIOD 4 & Lunch	11:30-1:10
PERIOD 5	1:15-2:25
PERIOD 1 Review	2:30-3:10
Announcements / Prayer	3:10

DAY ONE SCHEDULE

Mass available	7:30-8:00
PERIOD 1 Final	8:05-9:35
PERIOD 2 Review	9:40-10:20
PERIOD 2 Final	10:25-11:55
PERIOD 3 Review & Lunch	12:00-1:40
PERIOD 3 Final	1:45-3:15
Announcements / Prayer	3:15

DAY TWO SCHEDULE

Mass available	7:30-8:00
PERIOD 4 Review	8:05-8:45
PERIOD 4 Final	8:50-10:20
PERIOD 5 Review & Lunch	10:25-12:05
PERIOD 5 Final	12:10-1:40
Announcements/Prayer	1:40

PROGRESS REPORTS

Progress Reports are available at the middle of each grading period. The high school will hold one Progress Report night each grading period from 4:15pm to 7:00pm. Parents can pick up their students' progress report and teachers will be available during this time to meet with parents and students if needed. Progress reports not picked up that evening will be mailed the following day.

ACADEMIC PROBATION

Saint Theodore Guerin High School is committed to academic excellence. Students who attend Saint Theodore Guerin High School are expected to maintain continued academic improvement and success. In order to ensure that we adhere to this mission, students not meeting academic expectations will be placed on academic probation. This will occur should a student earn two or more 'NC' grades in a single trimester, but may also occur at the discretion of the administration.

The following steps will be taken in the academic probation process:

1. The Director of Academics will contact the parent(s), notifying them that their student will be placed on academic probation.
2. A conference will be arranged which will include the Director of Academics and a guidance counselor as well as the student and his or her parent(s).
3. An academic contract will be initiated which will include:
 - a. The student must seek academic support during Kairos.
 - b. While under contract, the student may not exceed three (3) absences during any twelve-week (12) grading period. Only at the discretion of the administration will more than three (3) absences be excused.
 - c. The student will be given a weekly progress report form which is to be completed by the teachers, brought home for signing by the parents, and returned to the guidance counselor for review.

Failure to comply with the academic contract may result in dismissal from Saint Theodore Guerin High School.

The Director of Academics will review and assess the student's progress during the sixth (6th) week of each twelve-week (12) grading period, and again at the end of the twelve-week (12) grading period.

At the end of each twelve-week (12) grading period, the Academic Council's recommendations may be:

1. A return to regular academic status
2. Continued academic probation for another trimester
3. The withdrawal of the student from Saint Theodore Guerin High School.

ATHLETIC ELIGIBILITY

Athletic eligibility is determined using the grading period prior to the current athletic season. Students must earn a trimester GPA of 2.5 or higher in four courses. If a student has earned credit in four courses but has earned lower than a 2.5 GPA, he or she may regain eligibility at mid-term by earning a 2.5 or higher GPA in four of their trimester courses. If a student earns three or fewer credits, he or she is ineligible until the end of the next trimester in which he or she earns a GPA of 2.5 or higher in four courses.

GENERAL INFORMATION

CAFETERIUM

All eating will take place in the cafeteria. Students may bring lunch from home or purchase lunch in the cafeteria. Students are required to abide by the following policies while using the cafeteria.

- Students are to stand at the end of the serving line
- Students are to place all trash in trashcans or recycling bins
- Students are to clear their table and wipe it down before leaving
- Students are to remain in the cafeteria at all times during their lunch period
- Soft drinks are not allowed at anytime during the school day
- Students caught disrupting the cafeteria by the throwing of food, paper, etc. will be responsible for the clean-up of the cafeteria after their lunch period for one week and will serve one after-school detention
- Taking food without paying for it will be treated as theft and will be dealt with accordingly

DRIVING TO SCHOOL

Any student at Saint Theodore Guerin High School who is a licensed and insured driver may drive to school. Students are to use extreme caution when entering or leaving the school parking lot and campus. The following precautions should be observed:

- Vehicles are to be parked in designated spaces in the parking lots. Spaces for parking will be reserved for seniors, faculty, staff, and visitors only. Vehicles improperly parked or parked in any "No Parking" or "Handicapped" area are subject to being towed.
- Speeding and reckless driving on school property will result in the temporary or permanent withdrawal of on-campus driving privileges. The speed limit on school grounds is 10 miles per hour.
- Students are not to loiter in, on, or near parked vehicles.
- **Students will not be allowed to go to their car during the school day without an adult accompanying them.**

DROP OFF AND PICK UP

Students are to be dropped off at the main entrance of the high school. Students may be dropped off at school beginning at 6:30 am. Procedures for after school pick up will be announced and posted on our website at the beginning of the school year.

EMERGENCY DRILLS

Fire and tornado drill procedures are posted in each classroom. State-mandated fire drills will be conducted monthly and tornado drills will be conducted three times per year. Teachers will instruct students with specific procedures. All drills are conducted as quietly and as quickly as possible.

LOCKS AND LOCKERS

All locks and lockers are the property of Saint Theodore Guerin High School

- Each student is assigned a school locker
- All Kinesiology students are assigned a PE locker by their instructor
- A malfunctioning school locker should be reported to the Director of Student Life. A malfunctioning PE locker should be reported to the Kinesiology instructor
- Students are responsible for their own locker, which should be kept locked at all times
- Students are to use only the locker assigned to them and should not give out their locker combination to anyone
- Only school-issued locks may be placed on athletic lockers
- Lockers are subject to random searches
- Lockers may not be decorated on the outside without permission from school administration
- Lockers may be decorated on the inside with the following limitations:
 - o Pictures or decorations may be attached using clear contact paper only
 - o All pictures, papers, and materials must be removed from the locker after its use
 - o Pictures and decorations must be of an appropriate nature
 - o Stickers and writing of any type are not permitted either inside or outside the locker
 - o Students are responsible for the condition of their own locker and will be assessed a fine for any damage occurring to their locker during the course of the school year

STUDENT ID CARDS

All students, faculty and staff will be issued ID cards. The student ID card must be carried at all times while in school or at any school-sponsored activity. ID cards are required for admission to many school activities, fine arts performances and athletic events. Should an I.D. card be lost or misplaced, it must be replaced. Replacement cost is \$10.00 and can be requested through the Director of Student Life.

VENDING MACHINES

Vending machines are in operation before school and after school only. Vending machines are located in the cafeteria only. Drinks purchased in these machines are to be consumed in the main hallway and cafeteria only. Food and drink are not allowed in the classroom at any time.

VISITOR POLICY

All exterior doors are locked during regular school hours. All visitors must ring the bell at the front entrance to be admitted to the building. Once in the main building, they must sign in at the Main Office. Visitors will be issued a Visitor's badge to wear while on campus. Before leaving, visitors are asked to return to the Main Office to sign out and return the Visitor's badge. Unauthorized persons are not permitted in the school building or on school grounds and anyone seeing such persons should report this immediately to the Administration.

Friends from other schools will not be allowed to visit during school hours. If a friend of a Guerin Catholic student wants to shadow for the day in consideration of possibly transferring to the school, this must be pre-arranged through the Office of Admissions. Graduates of Guerin Catholic are always welcome, but may be restricted in their movement around the building while classes are in session.

We ask that visitors, friends or families of students, **not** bring outside food (fast food, pizza, birthday cakes, etc.) to school for a Guerin Catholic student. In addition, food may not be "ordered in" for students.

GRADUATING FROM GUERIN CATHOLIC

REQUIREMENTS

The teaching schedule and requirements for graduation reflect Saint Theodore Guerin High School's commitment to instruction in essential areas of learning.

No senior will receive a diploma from Saint Theodore Guerin High School or be allowed to participate in commencement exercises if he or she is three or more credits short of the requirements at Saint Theodore Guerin High School and the State of Indiana at the time of graduation. Seniors who are one or two credits short may make these up in the summer session of the graduating year. They will be allowed to participate in commencement exercises. However, they will receive a blank diploma at the time of graduation, and the diploma will be held until the necessary paperwork is returned to the guidance office of Saint Theodore Guerin High School. No student may graduate from Guerin Catholic without fulfilling his or her service hour requirement.

To receive a diploma from Saint Theodore Guerin High School, students are required to complete the following course work:

Saint Theodore Guerin High School Graduation Requirements

	CORE 40	ACADEMIC HONORS	International Baccalaureate
English/ Language Arts	8 credits Credits include literature, composition & speech	8 credits Credits include literature, composition & speech	8 credits Credits include literature, composition & speech 4 credits: Language A1 HL (IB)
Mathematics	6 credits 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II	8 credits 2 credits: Algebra I (may be earned in 8th grade) 2 credits: Geometry 2 credits: Algebra II 2 credits: Pre-Calculus or Probability & Statistics and Discrete Math	10 credits 2 credits: Algebra I (may be earned in 8th grade) 2 credits: Geometry 2 credits: Algebra II 2 credits: Pre-Calculus (H) 2 credits: Mathematics SL (IB)
Science	6 credits 2 credits: Biology I 2 credits: Chemistry I 2 credits: Physics I <small>With approval, Integrated Chemistry/Physics may be substituted for Chemistry or Physics</small>	6 credits 2 credits: Biology I 2 credits: Chemistry I 2 credits: Physics I	9-10 credits 2 credits: Biology I 2 credits: Chemistry I 2 credits: Physics I 3-4 credits: Biology or Chemistry SL (IB) or Biology or Chemistry HL (IB)
Social Studies	6 credits 1 credit: US Government 1 credit: Economics 2 credits: US History 2 credits: Modern World Civilization	6 credits 1 credit: US Government 1 credit: Economics 2 credits: US History 2 credits: Modern World Civilization	6 credits 1 credit: US Government 1 credit: Economics 4 credits: History HL (IB)
Theology	8 credits	8 credits	9 credits 2 credits: Theory of Knowledge (IB) <small>(One TOK counts for Theology credit)</small>
Directed Electives	5 credits <small>(In above courses or any of the areas below)</small> Technology World Languages Fine Arts Computer Applications (class of 2012) 4 credits encouraged 1 credit (class of 2013)	See below Computer Applications (class of 2012) 6-8 credits 2 credits	See below Computer Applications (class of 2012) 8 credits: Including Spanish (IB) or Latin (IB) 2-4 credits: Including Music SL (IB), Business & Mgmt SL (IB), Visual Art SL (IB) or Visual Art HL (IB) Extended Essay & CAS Requirements
Physical Education	2 credits	2 credits	2 credits
Health/Safety	1 credit	1 credit	1 credit
Electives	6 credits	7-9 credits	1-3 credits (During 9 th & 10 th Grade)
TOTAL	48 CREDITS	56 CREDITS	56 CREDITS

OUTSIDE CREDIT

Outside credit—a course taken for credit at another accredited institution—is accepted at Guerin Catholic with approval from the Director of Guidance and Director of Academics. Outside credit for core classes may be taken for the purpose of credit recovery or for an approved summer school program. A maximum of four (4) core credits will be accepted. Outside credit for elective courses are also accepted, with prior approval, for elective credit only. A maximum of four (4) elective credits will be accepted. Transfer students will be reviewed on a case-by-case basis.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

Criteria include:

- Students must be full IB diploma candidates
- Selected students will be the top two students based on non-weighted GPA

Additional notes:

- Students will be determined at the conclusion of second trimester, senior year
- It may be possible for more than one student to be named valedictorian or salutatorian
- Transfer students will be eligible based only on their time at Guerin Catholic

GUERIN CATHOLIC HIGH SCHOOL SUPPLEMENTAL GRADUATION REQUIREMENTS

For the Core 40 Diploma, students must:

- ◆ Complete all of the course requirements for the Core 40 diploma
- ◆ Pass the End-of Course Assessments (ECA) in Algebra I and English 10
- ◆ Complete a total of 120 service hours
- ◆ Be in good behavioral standing and current with financial obligations

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

- ◆ Complete all of the course requirements for the Indiana Academic Honors Diploma
- ◆ Pass the End-of Course Assessments (ECA) in Algebra I and English 10
- ◆ Earn a grade of a "C" or better in courses that will count toward the diploma.
- ◆ Have a grade point average of a "B" (3.0 unweighted) or better
- ◆ Complete a total of 120 service hours
- ◆ Be in good behavioral standing and current with financial obligations

In addition, students must complete one of the following:

- Complete IB courses (4 credits) and corresponding IB exams
- 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=2 courses)
- Complete a combination of IB courses (2 credits) and corresponding IB exams plus dual high school/college credit course(s) from an accredited postsecondary institution (3 transferable college credits=1 course)

For the International Baccalaureate (IB) Diploma, students must:

- ◆ Complete all of the course requirements for the International Baccalaureate Diploma, including internal and external assessments for six IB courses
- ◆ Achieve the minimum point values set by the International Baccalaureate Organization on all assessments
- ◆ Pass the End-of Course Assessments (ECA) in Algebra I and English 10
- ◆ Complete 60 Guerin service hours and 150 additional Creativity, Action and Service (CAS) hours, as per the International Baccalaureate Organization
- ◆ Submit an original Extended Essay
- ◆ Complete the Theory of Knowledge course
- ◆ Be in good behavioral standing and current with financial obligations

SPECIAL ACADEMIC PROGRAMS

THE INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAMME

Overview

The IB Diploma Programme is a comprehensive and challenging pre-university course that demands the best from both motivated students and teachers. This sophisticated two-year curriculum covers a wide range of academic subjects and has stood the test of time for over 750,000 students in 140 countries since 1968. IB Diploma Programme graduates are welcomed by the world's leading universities.

Benefits

Universities recognize the outstanding qualities of IB Diploma Programme students. Typically, diploma holders are ready to debate real-world issues from an international perspective and to provide leadership and support in the local and global community. They demonstrate a capacity for in-depth study while maintaining a broad perspective of the different subject areas. They are able to ask challenging questions but also know how to research a topic and express their opinion. They have a strong sense of their own culture and identity, as well as the ability to communicate in two or more languages with people who have a different perspective of the world.

Unique Learning Opportunities

The IB Diploma Programme is about more than the subjects that students study. At its heart are the three core requirements that are integral to the curriculum and make the IB Diploma Programme unique.

- Theory of Knowledge (TOK) — an internally and externally assessed interdisciplinary component that explores the different concepts of knowledge found in the subject areas. Because IB Diploma Programme students study six subjects simultaneously, TOK teachers can, for example, ask their students to compare a historian's approach to problem solving with that of a scientist or an artist.
- Extended essay — an externally assessed independent research assignment of 4,000 words in one of the six subject areas. This is one of the ways in which IB Diploma Programme students can specialize in a certain subject area and prepare for university studies.
- Creativity, Action, Service (CAS) — a minimum of 150 hours of participation over the two years in creative, physical, and service activities in the local community. The CAS requirement allows students to gain real-life experience beyond the classroom.

Internationally Recognized Standards

The IB Diploma Programme is widely recognized for its high academic standards. Assessment is varied and takes place over two years, with final examinations in each subject. Students' work is assessed by an international board of examiners, who are themselves rigorously trained and monitored by the International Baccalaureate Organization (IBO).

Subjects are scored on a 1-7 scale with a further three points available for theory of knowledge and the extended essay. Students who display good levels of performance across all six subjects and achieve a minimum of 24 points (out of a possible 45) are awarded the diploma. All others receive a certificate for each of the subjects completed.

Why Participate?

While the IB program is a rigorous pre-collegiate curriculum, it also challenges students to think about global issues, cultural assumptions, and our place in the world community. When taken in its entirety, the program requires a broad focus in many areas, both academic and non-academic. Through TOK students are challenged to think about what knowledge means in various disciplines. Ideally, these elements converge through the experience of designing and executing an individual research question or project in the Extended Essay.

Elements of an IB Class

All IB classes stem from a curriculum designed and revised every five years by the IBO in Geneva, Switzerland. Teachers are trained by IB in a particular area of expertise and then design a curriculum that meets the needs of the Guerin Catholic students, the state of Indiana, and the IBO standards.

All IB classes have some form of internal assessment (IA); these are activities assessed by the classroom teacher using IB rubrics and assessment standards and then externally moderated (samples of student work may be sent off to IB faculty around the world to be re-graded and to ensure quality in grading standards).

IB classes terminate in exams during the month of May the senior year that are externally assessed. Students' marks from these exams become available in July. IB Diploma students are required to take exams in six subject areas. Non-diploma candidates in IB classes also sit for exams.

TWO WAYS TO PARTICIPATE IN THE IB PROGRAMME

Option A

The Diploma Program (detailed in the 'Types of Diploma' section of this handbook)

Option B

Individual Subject Certificates

- All students are invited to participate
- Complete all internal and external assessments for the classes in which the student is enrolled
- Sit for IB exam for classes in which the student is enrolled.
- Students who pass subject level exams will receive certificates from IBO and may choose to apply for college credit and advanced standing as available

Note: If a student is enrolled in an IB course(s) and subsequently drops that course, he or she will be responsible for reimbursing the school for the cost of the IB test(s).

LEARNING DIFFERENCES PROGRAM

Purpose

This program is designed for students who may have special needs. To participate in the program, students must show that they qualify (documentation from current testing or case conference) for additional resources in their academic program. They can also request testing that would be done outside of the school at the parents' own expense. The testing must be current in order to qualify for accommodations on the End of Course Assessments. Students who qualify will be placed in the Learning Differences program. This program will support the student in their Core 40 academic program.

Students with learning differences often need additional assistance in developing academic, organizational, or basic content area skills. These students may encounter problems in reading, writing, spelling or math skills due to conditions such as dyslexia, dysgraphia, or other specific language disability.

The goals of the program are to provide support for continued development of skills and to help each student become an independent learner through the increased knowledge of his or her strengths and weaknesses, application of appropriate study strategies, and growth toward self-advocacy.

Acceptance to the Program

In order to be accepted into the program and receive academic support services at Guerin Catholic, a student must have an individual educational plan (IEP) written by a public school system, a private school service plan, or a psychological-educational evaluation summary written by a licensed school psychologist designated by Guerin Catholic. This information will be reviewed by the program coordinator, guidance department, and academic administration at Guerin Catholic, and a private school plan will be written. This private school plan will outline the services that Guerin Catholic will provide for the student. A student's participation in the learning differences program will be re-evaluated each year. The maximum capacity for the program is forty students (ten per grade level).

ORGANIZATIONS

NATIONAL HONOR SOCIETY

I. Selection Procedure

1. To be eligible for membership in the Saint Theodore Guerin Chapter of the National Honor Society, the student shall have spent at least one (1) trimester in Saint Theodore Guerin High School, be a member of the junior or senior class, and have an unweighted cumulative Grade Point Average of at least 3.50.
2. An active member of the NHS who transfers to Saint Theodore Guerin High School will be accepted into the high school chapter upon receipt of official notification of membership from the Guidance office or the NHS advisor of his/her previous school. Such members will then be subject to STGHS Chapter By-Laws.
3. Candidates for membership shall be notified in writing and informed that for further consideration for selection to the Saint Theodore Guerin High School Chapter, they must complete a student activity information packet.

4. The faculty and administration shall be surveyed to evaluate and comment on all eligible candidates. This survey shall be presented to the NHS Faculty Council, along with all other verifiable information, for its consideration in selection of members. The student's GPA makes him/her eligible for consideration. A student's character, leadership, and service within the community and school will be the final elements for consideration. Students must be able to demonstrate active participation in classes, in extracurricular areas, and in community endeavors and charitable projects that contribute to the community of Saint Theodore Guerin High School.
5. The Faculty Council consists of four (4) teachers along with the Faculty Advisor. The Faculty Advisor is a non-voting member.
6. All candidates who submit their forms to the NHS Faculty Council shall be notified in writing of the decision of the Council.

II. Dismissal Procedure

1. Any active member whose unweighted cumulative Grade Point Average falls below 3.50 shall be warned by the NHS Faculty Advisor, in writing, that his/her grades must be raised to membership standards. If grades are not adequately improved over one (1) trimester grading period, the member may be dismissed from the NHS.
2. Any member who violates school policy or civil law may be dismissed after warning and counseling is given by the NHS Faculty Advisor. No prior warning is required for serious violation. A serious violation is defined as one requiring an appearance before the Saint Theodore Guerin High School Discipline Council (wherein social probation and/or suspension or dismissal is required) or requires an appearance before a civil judge.
3. Any member who refuses to participate in any Chapter service project may be dismissed. A prior warning and counseling must be given by the NHS Faculty Advisor.
4. Any member who is dismissed from the NHS shall return any and all official NHS certificates, membership cards, and emblems.
5. Any member considered for dismissal shall have a dismissal hearing.
6. At least one (1) week prior to the hearing, the student, student representatives, and the NHS Faculty Council shall be notified in writing of the hearing by the NHS Faculty Advisor.
7. The hearing officer is the NHS Faculty Advisor acting together with the NHS Faculty Council.
8. A student has a right to be present at the hearing accompanied by an adult representative. The student and/or representative have a right to present any information or evidence pertaining to the case.
9. The NHS Faculty Council may be presented with available information prior to the hearing.
10. The hearing officer may consider any relevant academic and/or disciplinary information. Information is subject to the student's right of privacy.
11. The NHS Faculty Council has the right to question the student and/or representative.
12. The NHS Faculty Council has the right to discuss the case in a closed session.
13. After the presentation of information at the hearing, the hearing officer will take the matter under advisement and issue the decision of the NHS Faculty Council in writing within ten (10) days of the hearing.
14. In making a decision, the hearing officer will consider information presented and may also consider the lack of available information. The decision is subject to the approval of the Principal.
15. The final decision shall be presented, in writing, to the student and/or representative, and the parents/guardians.
16. All aspects of the hearing shall remain confidential.

STUDENT COUNCIL

I. Purpose

The purpose of the Student Council is to serve as a liaison between the student body and the school administration, providing a means for student expression in school affairs. Student members will serve as leaders and representatives of the student body. They will serve as role models and ambassadors to the community-at-large, representing the highest standards of conduct and character. While the officers and representatives of the Student Council are determined via election, at-large membership is open to all Guerin Catholic students.

II. Selection of officers

1. Elections will be held at the beginning of the school year for grade 9, no later than the end of September. Grades 9, 10, and 11 will have their elections in the spring for the following school year.
2. To be eligible to run for office, a student must be in good academic standing (not on academic probation) and in good standing behaviorally.
3. The process of running for office includes completing an 'Intent to Run' form and having recommendations from two faculty members. Candidates must also prepare and deliver a 3-4 minute speech to the student body.
4. Students run for office in pairs, with one student designated as the Presidential candidate and the other as the Vice-Presidential candidate. These running mates will be slated for election versus other pairs of students from the same class.
5. By popular vote, a President and Vice-President team from each class will be elected as officers of the Student Council.
6. These elected officers, plus one appointed member representing Campus Ministry (nine in total), will make up the Executive Committee of the Student Government.
7. The runner-up pair of students from each class will be offered the opportunity to serve as class representatives

III. Executive Committee

1. The Executive Committee of the Student Council is comprised of:
 - The Senior class President and Vice-President
 - The Junior class president and Vice-President
 - The Sophomore class President and Vice-President
 - The Freshmen class President and Vice-President
 - An appointed member representing Campus Ministry
 - The Student Council moderator is an ad-hoc member of the Executive Committee
2. The Senior class President is also considered the Student Council President (student body president) and as such will run both the Executive Committee meetings and the general session meetings
3. The Senior class Vice-President is also considered the Student Council Secretary and as such will take notes at both the Executive Committee meetings and the general session meetings, as well as prepare the agenda for distribution at the general session meetings
4. The Executive Committee of the Student Council meets once per month prior to the general session meeting in order to set the agenda for the general meeting as well as to discuss priorities and topics of common concern
5. Executive Committee members are expected to seek input from and represent their constituency
6. Executive Committee members are expected to attend all Executive Committee meetings and all general session meetings
7. Executive Committee members are expected to chair a standing committee
8. Executive Committee members are expected to help run the Deanery 7th Grade Leadership Program

IV. Class Representatives

1. Students who would like to serve as elected representatives, but would prefer not to participate as an officer, may run for a class representative position.
2. Students wishing to serve as a class representative are not required to give a speech, but do need to complete an 'Intent to Run' form in order to be placed on the ballot.
3. To be eligible to run for office, a student must be in good academic standing (not on academic probation).
4. The four students from each class receiving the most votes will serve as class representatives
5. Class representatives are expected to attend all general session meetings
6. Class representatives are expected to serve on one of the standing committees
7. Class representatives are expected to help run the Deanery 7th Grade Leadership Program

V. *At-Large Membership*

1. Any Guerin Catholic student may participate in Student Council as an at-large member
2. At-large members are expected to actively participate in discussions, provide input that represents their particular class and help with planning of and implementation of various Student Council projects
3. At-large members should participate in at least one standing committee
4. At large members may be asked to help run the Deanery 7th Grade Leadership Program

VI. *Standing Committees of the Student Council (may vary year to year)*

1. Social Committee
2. Fundraising Committee
3. Campus Ministry Committee
4. Policy Committee
5. Promotions Committee (external information)
6. Communications Committee (internal information)

GUIDANCE DEPARTMENT

SERVICES

The Guidance Department of Saint Theodore Guerin High School has two functions – providing academic, college / career, and personal counseling and administering educational services by maintaining and dispensing of schedules, records, transcripts, etc.

I. *Counseling*

Counseling is defined as the process of aiding a student in adjusting to his or her changing self and environment.

1. Academic Advising – The Guidance Department will work with the student and parents or guardians in mapping out his or her four (4) year high school academic plan. Careful consideration will be made to plan the student's academic coursework to prepare them for the level of study they will want to pursue at the college or university of their choice.
2. College/Career Advising – The Guidance Department will aid students and parents or guardians in making college and career decisions. Students will have regular discussions about colleges and universities, application procedures, research for financial aid, scheduling college visits, college entrance prerequisites, and SAT/ACT test dates, information, and preparation.
3. Personal Counseling – Any student at Saint Theodore Guerin High School should feel free to consult a counselor as often as the need arises. Appointments may be made at the Guidance Office.

II. *College Information and Representative Visitations*

1. The Guidance Department will make available all of the latest literature on colleges and universities, as well as information regarding the military, job placement and job interviews.
2. Visits from college representatives will be arranged through the Guidance Department.
3. Announcements concerning college representative visits, scholarships, and any news pertaining to higher education will be distributed bi-monthly to students.

III. *Guidance Resource Center*

1. The Guidance Resource Center is located in the Guidance Office and is available to all students for college and university research, filling out applications, applying for or researching financial aid, academic scholarships, etc.

CHARTING YOUR COLLEGE COURSE

DISCOVER – FRESHMEN YEAR

The freshmen year is one filled with new discoveries. It is important that students keep an open mind and seek out opportunities to discover the many options available to them in their college choices. Most importantly, it is a critical year to discover the importance of a solid high school experience as it relates to opportunities and options for college and beyond. This will be done largely through learning the difference between homework and studying.

DEVELOP – SOPHOMORE YEAR

The sophomore year is an important one for the students to really push themselves to develop their full God-given potential. Also, it is an important year to develop a comprehensive understanding of post-secondary options. This is the year to really begin developing and broadening their understanding of college options and choices.

DISCERN – JUNIOR YEAR

During the junior year it is important for the student to be deeply involved in discerning what they will do with their future. Students should be discerning which colleges are a "good fit" for them by actively seeking out information on schools and developing a list of schools for which they plan to apply. They also should know their academic standing and how that relates to their college admission chances.

DELIVER - SENIOR YEAR

The senior year is when the students get to deliver all that they have discovered, developed and discerned over the past three years. It is important to have a good sense of what their options are and where they can best achieve their goals. The time, effort and quality of their delivery will have a significant impact on their level of success. They should enjoy and trust in God to guide them to their next step in their journey.

COLLEGE VISITS

Juniors and seniors are allowed two days during the year for the purpose of visiting colleges, universities or other educational institutions. Notes:

- Approved college visit days are considered as an exempted absence from school.
- No college visit will be approved after **April 30**.
- Students must have a completed Pre-arranged Absence form on file with the Director of Student Life one week prior to the date of the college visit.
- College visits that do not follow this procedure may not be approved and may count as an unexcused absence.

SCHEDULE CHANGES

Course selections for the following school year will begin in early spring each year. Considerable time and effort will be spent with students in helping them make these selections. The goal is to have students informed so as to make the proper selections for their academic and career goals. The school administration will then do their best to accommodate and schedule these requests. Therefore, it is important that students make their selections carefully as we will limit schedule changes after the end of the previous school year.

Students will have the opportunity to change a class on their schedule prior to the end of the previous year.

A student requesting a change and/or dropped class must:

- I. Have a valid reason for changing or dropping a class.
- II. Receive permission from the parent(s) and teacher if required.

Schedule changes after the end of the previous year will only be allowed due to:

- I. Improper course placement.
- II. Error made in placing information in the computer.
- III. Student needs a required course.
- IV. Correct level placement when recommended and approved by the classroom teacher, the counselor, and the appropriate department.
- V. Special circumstance which the student, parent, counselor, and principal feel it is necessary. Each request will be dealt with on an individual basis.

Note: If a student is enrolled in an IB course(s) and subsequently drops that course, he or she will be responsible for reimbursing the school for the cost of the IB test(s).

STUDENT TESTING

Students at Saint Theodore Guerin High School will be given and guided to take appropriate aptitude and achievement tests which the Guidance Department evaluates objectively and subjectively to achieve effective guidance. These tests include:

- I. PLAN, which is the practice ACT exam, administered in the Freshman year.

- II. Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) administered to Juniors and Sophomores.
- III. Scholastic Aptitude Test (SAT) and Achievement Test of College Entrance Board (CEEB) are strongly recommended for Juniors and Seniors.
- IV. End of Course Assessments (ECA) are given at the conclusion of Algebra I, Biology and English 10 courses. Students must pass the Algebra I and English 10 ECA in order to graduate from high school in the state of Indiana.

The results of some of the above tests, together with explanatory booklets, will be given to students. Other results are sent home to parents. Parental conferences will be available if desired.

STUDENT RECORDS

Student records consist of personal files and grade transcripts. Saint Theodore Guerin High School maintains a personal file on each student enrolled. Each file contains the following records:

- I. Records from the student's former school
- II. Registration forms
- III. Immunization records (Proof of immunizations is required by state law and must be on file for the student to remain in school)
- IV. Student transcripts (Records of a student's grades, standardized test scores, and attendance for the period of time he or she is enrolled at Saint Theodore Guerin High School). Transcripts are permanent records and are never destroyed.
- V. Other personal information that a student might acquire during his or her attendance at Saint Theodore Guerin High School.

When a student transfers from Saint Theodore Guerin High School to another high school, a copy of his or her transcripts and proof of required immunizations by the Indiana 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 upon which the 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:

- I. Parent/guardian has officially withdrawn the student from Saint Theodore Guerin High School.
- II. Tuition account is current.

Graduates requesting transcripts should follow the following procedures:

- I. Request in writing, which may be mailed, faxed, or hand-carried directly to the Guidance Office.
- II. The request should include the name and address of the recipient of the transcript, the date requested, and the graduate's birthday and signature.
- III. The first copy is complimentary, but a fee of \$5.00 per copy is required afterwards.

Requests for transcripts should be directed to the Guidance Office.

Parental Access Rights to Student Records

The Family Educational Rights and Privacy Act (FERPA) affords any natural parent, guardian, or individual acting as a parent in the absence of a parent or guardian of a student at Saint Theodore Guerin High School, or a student who has reached eighteen (18) years of age or is attending an institution of post-secondary education certain rights with respect to the student's education records, (unless the school has been provided with evidence that there is court order, State statute, or legally-binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights). These rights are:

- I. The right to inspect and review the student's education records. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect.
- II. The right to request amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the school to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment.

- III. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- IV. File with the United States Department of Education in complaint concerning alleged failures by the school to comply with the requirements of FERPA.

Records are confidential and may be disclosed only as provided in the access rights to student records.

CAMPUS MINISTRY

OVERVIEW

The Office of Campus Ministry assists in fulfilling the mission of Saint Theodore Guerin High School by providing opportunities for spiritual growth and involvement in the ongoing life of the Church for students, faculty, staff, parents, alumni and friends.

Campus ministry builds community and Catholic culture at Saint Theodore Guerin High School through Masses, prayer, the Sacrament of Reconciliation, service opportunities, retreats, faith-based student clubs, guest speakers, faculty in-services, and individual counseling to students. Students involved in the Campus Ministry Team will have the additional opportunity to exercise leadership in their faith community.

MASS – CELEBRATION OF THE EUCHARIST

As Roman Catholics, the most significant expression of our faith is the Eucharist. The Church calls this worship the "source and summit of our life." **Every student at St. Theodore Guerin will attend Mass at least once per week.** All-school Mass is celebrated twice each month. All-school Masses begin at 9:00 a.m. in the school's gymnasium. Students are required to wear Mass day uniforms on these All-School Mass days. On days when there is no All-School Mass, Mass is offered at 10:25 a.m. in the chapel. Parents and friends of Guerin Catholic are always welcome to attend.

SACRAMENT OF PENANCE – CONFESSION

Penance is a Sacrament of Healing in which Jesus Christ himself, through the actions of a priest, forgives the sins committed after Baptism. The Rite of Reconciliation will be offered Tuesdays and Wednesdays from 3:30-4:00 p.m. at Saint Theodore Guerin.

In addition, during the seasons of Advent and Lent, priests from our neighboring parishes will be at Guerin Catholic to provide opportunities for students to take part in this Sacrament. Students will come to the chapel as part of their Theology class. Students not in Theology may take part in the Sacrament with permission from their teacher and a signed pass.

Any student, faculty or staff member may arrange for individual confession by contacting Fr. Joshua Janko, at ext. 228.

SERVICE PROGRAM

The purpose of the Student Service Program at Saint Theodore Guerin High School is to help students learn to live out their faith as disciples of Jesus Christ by loving God and neighbor.

I give you a new commandment: love one another. As I have loved you, so you also should love one another. This is how all will know that you are my disciples, if you have love for one another."

John 13:34-35

The command to love one another (caritas or charity) extends to all our sisters and brothers in Christ. As we love others we demonstrate our love for God. The Student Service Program teaches Saint Theodore Guerin High School students that charity is a virtue developed through the habit of service in Jesus' name.

Charity is the theological virtue by which we love God above all things for his own sake, and our neighbor as ourselves for the love of God.

(Catechism of the Catholic Church, 1822)

Each student is required to complete 18 hours of service connected to his/her parish/church and 12 hours of service at Guerin Catholic or in the greater community for a total of 30 hours of service.

Guidelines

- Service is defined as an activity that benefits others and is a sacrifice of time or talent.
- Each student is required to complete a minimum of 30 service hours each school year. **A total of 120 service hours is required for graduation.**

- Any paid work or activities that are normal expectations of a student will NOT be applied toward the service hour requirement.
- All service hours must be pre-approved by the Director of Campus Ministry.
- Service hours must be completed by May 7.
- **All students are required to fill out and submit a new Online Documentation Form to Campus Ministry within two weeks of completion of a service project. Instructions for the new form will be available at the beginning of the school year.**
- Only one project per documentation form is permitted.
- Name and contact number for each project are required.
- Documentation Forms must be completely filled out and will not be accepted with any items left blank.
- Students who completed service hours over the summer need to submit a Documentation Form by September 12.
- Students should submit their forms directly to the Campus Ministry Office.
- Service hours completed during the summer months will apply to the total number of hours for the upcoming school year, unless the previous year requirement has not yet been fulfilled.
- Students who do not fulfill their service hour requirement will not be allowed to participate in any extracurricular activities until all previous-year service hours are completed.
- Service hours completed as part of a requirement for a parish program or other organization may also be applied to fulfill the Saint Theodore Guerin High School requirement.
- Certain projects at Saint Theodore Guerin High School may be designated as service projects. A list of these activities will be available on a regular basis in the Campus Ministry Office.
- Transfer students will need to work out an agreement with the Director of Campus Ministry regarding the number of hours required.
- Parents should familiarize themselves with the organization, site, and personnel involved in any service project NOT organized or endorsed by Saint Theodore Guerin High School.
- Group projects organized by coaches, teachers or parents should be *pre-approved* by the Campus Ministry Office.

CAMPUS MINISTRY TEAM

Students wanting to take a leadership role in service projects, retreats, prayer, or faith-based student activities are invited to be part of the Campus Ministry Team.

The Campus Ministry Team will meet to plan events, outings and trips. Students who are part of the team will receive training and have the opportunity to be a leader in the Guerin Catholic faith community.

Some of the activities, events, and leadership opportunities include:

- Campus Ministry Leadership Team
- Catholic Life Student Committee
- Faith in Athletics
- Vocations Club
- Teens for Life
- Retreat Teams
- Faith Mentoring
- Marian Club
- All-School Mass Planning Team
- Pilgrimages
- Mission trips
- Lenten service projects
- Prayer leadership
- March for Life in Washington , DC
- Cancer Walk

- All school service day
- Faith Formation convocations

Please contact Scott McNamee, Director of Campus Ministry at ext. 267 or smcnamee@guerincatholic.org to become a member of the Campus Ministry Team.

RETREATS

A retreat offers an excellent opportunity to reflect on one's relationship with God and to build community with one's peers. All students will participate in one school retreat each year. Retreat length, theme, focus and location will vary with each class. Students will be encouraged to take part in retreats and activities at their home parishes as well.

Destination Jesus Retreat

This popular weekend retreat is hosted at Guerin Catholic on Presidents' Day weekend. Over 800 high school teenagers from across the state come to hear from a national speaker and take part in this moving experience. Students can sign up for this retreat through their parish.

SPIRITUAL COUNSELING

The school's Vicar for Catholic Mission, is available for personal or spiritual counseling.

- If a student wishes to see the Vicar for Catholic Mission, he or she should:
 - Stop by his office at least one day in advance to schedule an appointment.
 - Get a pass from him and have it approved by the teacher if the appointment is during class time.
- Students are also encouraged to take advantage of opportunities for the Sacrament of Reconciliation, offered twice weekly. A student may also schedule an alternate time with the Vicar for Catholic Mission.
- If any parents do not wish to have their son or daughter involved with the Vicar for Catholic Mission in these ways, they should notify the Director of Campus Ministry.

HEALTH SERVICES

MEDICATION POLICY

In compliance with Indiana Code 20-34-3, the guidelines for administering medication at school are as follows:

- No medication will be administered without written and dated consent of the parent.
- The parent's written consent is valid only for the period specified on the consent form and never longer than the current school or program year. Forms will be provided in the summer mailing (and are available online) for completion at the beginning of each school year.
- All medications shall be kept in the nurse's office and maintained in a secure location.
- The school nurse, secretary, principal, or clinic volunteer will administer all medications. All those listed will be trained and certified to administer medication. Students are not permitted to medicate themselves at any time.
- All prescription medication to be administered during school hours must be in the **original prescription container** marked with the **student's name, the name of the medication, the accurate dosage, when it is to be administered, and the name of the prescribing physician**. Any dosage changes must have a doctor's written statement (may be faxed) or a new prescription container. All prescriptions must be current within the year.
- For medications, such as antibiotics, that are ordered to be given 4 times a day that necessitates a dose to be given during school hours, please request an extra bottle from the pharmacist so just the amount of medicine needed at school can be sent in to avoid having the student carry the medication back and forth to school each day.
- No vitamins, herbal supplements, or performance enhancing supplements will be administered at school.
- If it becomes necessary to give a student medication that is not kept at school, a parent/guardian may come to school and administer the medication. Please inform the school nurse beforehand.
- Guerin Catholic High School provides the following non-prescription medications on an as needed basis during school hours: Tylenol (acetaminophen), Motrin (Ibuprofen) and Aleve. In addition,

Benedryl is kept in the clinic for allergic reactions/bee stings-the parent will be notified by the nurse first if this medication is needed. These are provided only if the parent or guardian has provided written permission via the Emergency Medical Authorization Card. The Emergency Medical Authorization Card is provided prior to the beginning of each school year. It is the responsibility of the parent to keep this information current. Only medication on this form is available in the health clinic.

- X. **Most prescribed medications can be given before the student comes to school and after student returns home.** A parent or guardian may provide a non-prescription medication for their student to receive on an as-needed basis during the current school year. The medication **must be in the original packaging from the pharmacy-no loose pills in plastic bags will be accepted. The medication must be age appropriate and can only be administered as indicated on the package instructions. A Permission to Administer Medication Form must also be completed by the parent or guardian.** A prescription for an over-the-counter medication that exceeds the package label must be on file in the health clinic before that medication can be administered.
- XI. No prescription narcotics are to be administered during school hours.

IMMUNIZATIONS

Per Indiana Code 20-34-4-1, each school must keep an immunization record of the its students. **No student shall be permitted to attend beyond twenty (20) days from the time of enrollment without one of the following:**

- **A current and updated immunization record from the physician's office on file with the school.**
- **A written / signed statement from a parent stating religious objection to immunization(s). This must be renewed each school year.**
- **A medical exemption statement submitted in writing by the physician stating a particular immunization is detrimental to a student's health. This statement must be renewed each school year.**

POSSESSION AND SELF-ADMINISTRATION OF MEDICINE IN SCHOOL

In accordance with Indiana State code, a student with a chronic disease or medical condition may possess and self-administer medication for the chronic disease or medical condition if the following conditions are met:

- I. The student's parent/guardian has filed an authorization with the School Nurse for the student to possess and self-administer the medication.
- II. A physician states in writing that:
 1. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;
 2. the student has been instructed on how to self-administer the medication; and
 3. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described above must be filed with the School Nurse.

TRANSPORTATION OF MEDICATION

All medications, both prescription and non-prescription must be transported into the nurse's office by a parent/guardian, or an adult appointed by the parent/guardian.

The school may send home medication that is possessed by a school for administration during school hours or at school functions with a student in grades 9 through 12 if the student's parent/guardian provides written permission for the student to receive the medication.

SCREENING

The following services are provided to the student by Indiana mandates:

Hearing Screening:	Grade 10
Vision Screening:	All students suspected of having a visual defect.

STAYING HOME DUE TO ILLNESS

According to Indiana Code 20-34-39, if a student is ill, has a communicable disease, or is infested with parasites, the student should be temporarily excluded from school. In addition, a student should stay home under these conditions:

- A temperature of 100 degrees or higher prior to the start of the school day. Student should have a temperature below 100 degrees without fever-reducing medications before returning to school.
- Vomiting or diarrhea - the student should be able tolerate solid foods before returning to school.
- Inflammatory eye conditions such as pink eye. Student may return 24 hours after start of treatment or a note from the physician indicating treatment is not necessary
- Rashes that are known to be infectious or that is accompanied by a fever
- Strep throat - the student should remain home until he or she has had 24 hours of appropriate treatment and is fever-free without fever reducing medications.

ILLNESS AT SCHOOL

Students who become ill should report their condition to their teacher prior to going to the Nurse's Office. If the student is too ill to remain in school, **school personnel will notify a parent or guardian. Note: Students are not to call or text their parents themselves.** Arrangements must be made by the parent or guardian for transportation. A student will not be sent home unless the parent or guardian is notified.

If injured at school, a student must report the incident to a teacher or school personnel immediately to obtain proper first aid. If an injury occurs during out-of-class time, a student must report directly to the Nurse's Office.

In the event of a serious accident during school hours, an attempt will be made to notify parents before any medical care is given. The student will be transported by ambulance, if necessary, to St. Vincent Carmel Hospital. If the accident occurs during a field trip, the nearest medical care facility will be utilized.

If a student goes home due to illness during the day, he or she will not be permitted to return to school or participate in sporting events or other extracurricular activities that same day.

ANNUAL STUDENT HEALTH FORM

Prior to the beginning of each school year an annual Student Health Form must be completed by the parent or guardian of each student. This form provides a place to note any health problems or changes such as asthma, allergies, diabetes, etc. It is the responsibility of the parent or guardian to notify the school nurse of any changes throughout the school year.

PREGNANCY POLICY

Saint Theodore Guerin High School strives to instill in its students Catholic values, including the highest degree of moral conduct and character. Premarital sexual activity and abortion are not consistent with our Catholic values and Church teaching.

"Christ is the model of chastity. Every baptized person is called to lead a chaste life, each according to his or her particular state of life."¹

In the event that a student becomes pregnant, or is involved in a pregnancy, she or he, or her or his parents, must contact an administrator at Saint Theodore Guerin High School. Failure to make this report will result in dismissal from Saint Theodore Guerin High School.

It is important for all students to understand that becoming a parent will forever change their lives. Pregnancy creates a shift in status from student to parent for both mother and father, which must be acknowledged. This new status may take precedence over the role of student and make continuing as a regular student at Saint Theodore Guerin impossible. The status of male students known to have fathered a child must be evaluated in a similar manner.

Any student who is involved in a pregnancy deserves and needs the full support of the administration, teachers, and students. This is not to condone unwed pregnancy but rather to protect the sacred gift of the unborn child and to extend love and compassion to those involved. Under these conditions, it is required that a careful evaluation be made by administration to determine if she and/or he can continue her and/or his studies at Saint Theodore Guerin High School and if so, under what conditions. Therefore, each situation will be dealt with on a case-by-case basis.

¹ Catechism of the Catholic Church, 2394

ATTENDANCE

OVERVIEW

Daily attendance of each student is essential to success at Saint Theodore Guerin High School. **Research shows that educational achievement at the college level is directly related to attendance. As a college prep school, we need to make attendance a priority and help our students form good habits.** A student who misses a day of school misses a day of education that cannot be retrieved in its entirety. It is imperative that students be in attendance each school day possible. Communication between the parent or guardian and school officials is essential in supporting the needs of the student as well as the school's attendance policy. **If a student will not be attending school on a given day, parents should call the school at (317) 582-0120 x221 by 9:00 a.m. for the absence to be considered excused (or exempted).** School officials will contact parents by 11:00 a.m. if no phone call is received.

TYPES OF ABSENCES

Exempted Absences (Do not count against the absence progression, may make up work missed)

- School-sponsored field trips
- Serving as a Page in the State Legislature
- Working election polls
- Administrator's or counselor's request
- Academic contests
- Funeral for an immediate family member
- College visits (juniors and seniors only and limited to 2 per school year)
- A documented court appearance
- Emergency (discretion of the Director of Student Life)

Excused Absences (Must be reported by a parent, does count toward absence progression, may make up work missed)

- Illness
- Funerals for someone other than an immediate family member
- Medical, dental, or legal appointments (these should be made outside of school time whenever possible)
- *Pre-arranged absence - with valid form on file

Note: In cases of an excused absence, students will be allowed (1) day for every day absent to make up all class homework and tests

Unexcused Absences (Does count toward absence progression, referred to Director of Student Life, may not make up work missed)

- Absence is unreported
- Cutting class
- Any absence not approved by the administration

ABSENCE PROGRESSION (PER CLASS, PER TRIMESTER, INCLUDES BOTH EXCUSED AND UNEXCUSED ABSENCES):

- 1st absence
- 2nd absence
- 3rd absence - Student meets with Director of Student Life, e-mail to parent
- 4th absence - Letter to parents from Director of Student Life
- 5th absence - The Director of Student Life will meet with student and parents
- 6th absence - E-mail notification to parent from the Director of Student Life

Unless the student is on a Medical Intervention Plan, a *seventh absence in a given course will result in a NC for that course. If there are seven absences for more than two courses, the student will be withdrawn from Guerin Catholic for the remainder of the trimester.

Note: Administration will consider unusual circumstances on a case-by-case basis and may, in rare cases, allow for more than six absences without a MIP

***Excessive absence is defined at Guerin Catholic as missing more than 10% of a grading period.** (Note: This is a general high school standard) We follow a trimester schedule. There are 60 days in a normal trimester. For that reason, a seventh absence in a single trimester is considered excessive and the absence progression outlined here is based on that standard.

MEDICAL INTERVENTION PLAN

A Medical Intervention Plan (MIP), similar to a public school 504 Plan, allows students with serious or chronic medical conditions the accommodations they need to be successful in school. The MIP is made available to students who wish to attend school despite a temporary or permanent disability that may affect their ability to attend classes or focus on coursework. A meeting with the school nurse and / or Director of Academics as well as medical documentation from a physician are necessary to complete a Medical Intervention Plan.

*Pre-arranged Absences

If parents would like to take their student on a family trip or other activity on a day or days when school is in session, a pre-arranged absence request form must be completed **at least one week prior to the requested absence.** This form can be picked up in the main office. The form should be signed by all of the student's teachers and by his or her guidance counselor. If a teacher or guidance counselor believes it would be detrimental to the student to miss instructional time, he or she may refuse to sign the form. The Director of Student Life must sign the form for it to be considered **valid.** If the family chooses to take the student out of school without having a **valid** pre-arranged absence form on file, the absence(s) will be considered **unexcused.** Pre-arranged absences count toward the absence progression.

ABSENCES AND EXTRA CURRICULAR ACTIVITIES

To be eligible to participate in extracurricular activities (including club activities, performances, athletic competitions and practices), a student must arrive at school no later than the start of Period 3. Exceptions may be made at the discretion of the Dean of Students, for funerals, medical testing, etc. Weekend activities are not included.

GUERIN CATHOLIC HONOR CODE

MOTIVATION FOR THE HONOR CODE

In the Gospel of Matthew (Matthew 5:3-10), the beatitudes describe the spiritual character of the kingdom of God. Later in that same gospel, Jesus tells us "to love the Lord your God with all your heart and with all your soul and with all your mind" (Matthew 22:37) and "to love your neighbor as yourself." (Matthew 22:39) These tenets are at the heart of the Guerin Catholic Honor Code.

We are also inspired by the honorable life of our patroness, St. Theodore Guerin, who dedicated her life in service to others.

We hope that the policies outlined in our student handbook are seen not as an arbitrary list of rules and regulations, but rather as a code of conduct that promotes honor for all students. Beyond this, we wish to develop among *all* members of the community --- students, faculty, staff and parents --- a commitment to an honorable lifestyle that will far outlive our time at Guerin Catholic.

VISION OF AN HONORABLE COMMUNITY

Introduction: An honorable community is characterized by Christian love, moral integrity, responsibility, and trust. Community members understand that honorable behavior is not just what others see them do, but also what they do when no one is around. Each member seeks the full truth and understands the importance of choosing the more difficult 'right' over the easier and possibly more desirable 'wrong.' Above all else, members desire to demonstrate Christ's love and holiness in all they say and do.

Communication: Every individual is treated with dignity and respect as a child of God. Words are used to build up and encourage one another. No one is excluded, humiliated, or unjustly criticized. Those with unique challenges are supported and defended. There is an atmosphere of open, direct communication in which community members feel comfortable expressing concerns while respecting the viewpoints of others.

Integrity: Members of the community trust one another, act with integrity, and take personal responsibility for all they do. They respect the property of others and would not consider taking something or using something that does not belong to them without permission. Students take responsibility for all academic work; thus all homework and tests demonstrate their individual effort. Members are dedicated to the

task at hand (prayer, academics, athletics, extracurricular activities, etc.) in an effort to grow spiritually, academically, physically and socially.

Pride: Community members take pride in their personal appearance as well as the physical environment of the school. Staff members dress professionally, students obey the dress code, and all community members dress modestly both in school and at school functions. They also take responsibility for the appearance and cleanliness of the Guerin Catholic school building and grounds.

Accountability: The members of an honorable community respect authority. They humbly admit their mistakes, accept the consequences of their actions without complaint, and seek appropriate restitution. They encourage others to do the same. They also hold others accountable for their actions. Those in authority recognize that they are called to be of service to others.

Compassion: Members offer compassion and forgiveness to those who fail to act honorably. They understand that honorable behavior and forgiveness are reciprocated.

HONOR STATEMENT

As a member of the Guerin Catholic High School community,

I will honor God in all that I do.

My words and actions will honor students, parents, teachers, administrators, visitors and myself.

I will accept full responsibility for my actions,

and the consequences of those actions, without complaint.

I will also hold others accountable for their actions.

I will be an integral part of a Christian community characterized by love, moral integrity, responsibility, and trust.

DISCIPLINARY POLICIES

EXPECTATIONS

As stated in the Honor Code, "We hope that the policies outlined in our student handbook are seen not as an arbitrary list of rules and regulations, but rather as a code of conduct that promotes honor for all students."

There is an understanding that both the student and his or her parents have read and understand the Honor Code. Further, there is the expectation that they are willing to comply by the rules and regulations set forth in this student handbook.

Saint Theodore Guerin High School reserves the right to do what is necessary and proper in imposing consequences for inappropriate student behavior both on and off school grounds. Inappropriate behavior has a detrimental impact on the student body, teachers, staff, and on the Saint Theodore Guerin High School community as a whole. If a violation of the State's Criminal Code occurs on school property, near a school-sponsored activity, or away from school and may affect the school's reputation and climate, the administration may turn the investigation over to the local police authority.

DISCIPLINARY CATEGORIES – (THE HONOR CODE REFERENCE IS INDICATED NEXT TO EACH VIOLATION)

I. Level 1 Offenses are the least serious violations of the disciplinary policies.

Level 1 Offenses include but are not limited to:

- Disruptive behavior in the classroom, at Mass, in public areas of the building, on school-provided transportation, during assemblies and at school-sponsored events not held at school (**Accountability**)
- Non-compliance with dress code (**Pride**)
- Inappropriate public display of affection (**Accountability**)
- Possession of cell phone during schools hours without consent (**Accountability**)
- Minor Violation of Internet Users Agreement (**Accountability**)
- Disregard for cafeterium procedures and regulations (**Accountability**)
- Eating or drinking in the academic wing or classrooms (exception: water in a clear plastic bottle) (**Pride**)

Level 1 sanctions may include one or more of the following:

- referral
- after-school detention
- Saturday school

II. Level 2 Offenses are serious violations and will result in more serious disciplinary actions

Level 2 Offenses include but are not limited to:

- Use of vulgar or foul language. Seriousness determined by the administration. (**Communication**)
- Engaging in cell phone "sexting" (**Communication, Pride**)
- Engaging in an act of cheating or plagiarism. (**Integrity**)
- Fighting or endangering the safety of others. There will be consequences for all parties involved regardless of who instigated the altercation. (**Communication, Accountability, Compassion**)
- Bullying: excessive and unreciprocated teasing, taunting, or physical contact (**Communication**)
- Verbally abusing another student, faculty member, staff personnel, or administrator, including foul or offensive language or gestures. (**Communication**)
- Making derogatory statements made toward Guerin Catholic students, school personnel, policies, etc. on social media sites such as Facebook. This includes both personal sites and the school site.
- Any physical act that may be perceived as threatening or intimidating. (**Communication, Accountability**)
- Any form of gambling (**Accountability**)
- Is in possession of another person's property or valuables without the consent of the owner. This includes acceptance of stolen or illegal goods in order to protect an individual from discovery. This could be referred to law enforcement agencies if it is categorized as a criminal offense. (**Integrity**)
- Insubordination: intentionally fails to follow the expressed instructions of any school authority. (**Accountability**)
- The possession, use, or distribution of tobacco products or smoking paraphernalia, including lighters or matches (**Pride, Accountability**)
- Truancy or cutting class. (**Integrity, Accountability**)
- Using a teacher log-in and password without expressed permission. (**Accountability**)
- Multiple Level 1 offenses (**Integrity, Accountability**)

Level 2 sanctions may include one or more of the following:

- Saturday school
- 1-3 day suspension
- discipline contract

III. Level 3 Offenses are the most serious violations of the school or laws of the state of Indiana. These violations represent actions that are completely contrary to the mission of the school and are considered to be intolerable.

Level 3 Offenses include but are not limited to:

- In possession of a firearm or any other weapon within one thousand (1,000) feet of school premises or premises at which a school-sponsored activity is taking place. (**Accountability**)
- Engages in a 2nd act of cheating or plagiarism. (**Integrity**)
- In possession of explosives, any incendiary device or harmful chemical substances. (**Accountability**)
- Intentionally sets a fire, activates a false fire alarm, or discharges a fire extinguisher. (**Pride, Accountability**)
- Physically assaults or sexually harasses any member of the school community, or threatens to do so. (**Communication**)
- Hazing that humiliates, degrades or risks emotional and / or physical harm (**Communication**)
- Providing drugs, narcotics, or controlled substances to others, or has in his or her possession sufficient quantities of drugs or controlled substance, which would be deemed beyond what is intended for medical prescription use. (**Integrity, Accountability**)
- Under the influence, or in possession, of drugs, alcohol or any controlled substance on school premises, or at which a school-sponsored activity is taking place. (**Integrity, Pride, Accountability**)
- Destruction of school, faculty, staff, or of other students' property (**Integrity**)
- Stealing or in possession of stolen goods (**Integrity**)
- Threatening or intimidating actions, including via computer or by texting. (**Communication**)
- Multiple, or particularly serious, Level 2 offenses. (**Integrity, Accountability**)
- Sacrilege – intentional disrespect for the Eucharist or sacred things (**Integrity, Accountability**)

Level 3 sanctions may include one or more of the following:

- Convening of the Discipline Council
- 1-10 day suspension
- discipline contract
- restitution
- recommendation of withdrawal or expulsion from Saint Theodore Guerin High School

Note: *The absence of a behavior from any of these lists does not mean that the behavior is not a violation of the spirit of the Honor Code or disciplinary policy. The Discipline Council may take actions, initiate regulations, or impose penalties not listed, when in the opinion of the Discipline Council, an activity or behavior could lead to the disruption of the educational process or prove detrimental to the reputation of the school. The school also reserves the right to extend the jurisdiction of the school should an off-site incident involving Guerin Catholic students prove detrimental to the reputation of the school.*

SANCTIONS DEFINED (ACCOUNTABILITY):

Referral: Behavior is referred to the Director of Student Life. A subsequent meeting with that student takes place.

After-school detention: A teacher can require a student to attend an after-school detention. After-school detentions are held Tuesday, Wednesday, and Thursday from 3:30-4:30 p.m. Students will be expected to serve the detention on the day it is given or the next day detention is scheduled. Exceptions will be given to students who are members of a school-sponsored team or organization that is traveling to an off-site contest on that day. Other than that exception, students may not reschedule detentions. A *parent* may contact the Director of Student Life to reschedule their child's detention if there are extenuating circumstances. Failure to arrive on time or to behave appropriately during detention will result in a Saturday School being issued. The following progression of detention consequences will apply to each trimester.

- 1st Detention: (1) hour served
- 2nd Detention: (1) hour served
- 3rd Detention: (1) hour served
- 4th Detention: Parent notified. (1) hour served + Saturday school
- 5th Detention: Level 2 Offense: (1) hour served + (1) day suspension. The Director of Student Life will determine if a behavioral contract or further disciplinary action is needed.

Saturday School: Student is to report to Saint Theodore Guerin High School from 8:00 a.m. until 11:00 a.m. on the Saturday assigned by the Director of Student Life. A student may not reschedule a Saturday School. A *parent* may contact the Director of Student Life to reschedule their child's Saturday School if there are extenuating circumstances. Failure to arrive, arrive on time or to behave appropriately during a Saturday School will result in a 1-day suspension. Saturday school is held one Saturday per month.

Discipline Contract: A written agreement between a student, parent or guardian, and administration of Guerin Catholic HS aimed at positively modifying a student's behavior. Discipline contracts are individually designed behavior plans used when standard forms of discipline have been exhausted.

Social Probation: May be included as part of a disciplinary contract. A student forfeits his or her right to attend any extracurricular activities of the school for a specified period of time. Length of social probation will be determined by the Director of Student Life.

Suspension: Student is removed from the school and remains under the supervision of his or her parent or guardian for a period of time not to exceed ten (10) consecutive school days. A student may make up work upon his or her return from the suspension. However, the student will receive a 20% deduction on all homework assignments, quizzes, tests, or projects missed while on suspension. On the first day back to school following the suspension, the student must meet with each teacher to determine what work needs to be made up. Failure to do so will result in the student receiving a '0' for all missed work in that class. Any pre-announced quizzes, tests, papers, or homework assignments that are scheduled on the day of the suspended student's return will still be taken or due on the day that the student returns to school. *Note:* A student may not participate in any extra-curricular activities, or be on campus for any extra-curricular or social event while suspended.

Expulsion: The permanent removal of a student from Saint Theodore Guerin High School. The decision is made by the Principal based upon the recommendation of the Discipline Council. When a student is expelled, they are no longer allowed on the school premises or at any school -sponsored event without expressed consent from the school administration.

DISCIPLINE COUNCIL (ACCOUNTABILITY)

The Disciplinary Council serves as an advisory council to the Director of Student Life and the Principal in cases involving serious violations of school rules which could result in dismissal from Saint Theodore Guerin High School. The Council is composed of the following members:

- Two faculty members chosen by the faculty
- Director of Student Life
- Director of Athletics
- Director of Campus Ministry
- Principal
- Director of Academics
- Director of Guidance
- Director for Catholic Mission

The Discipline Council protocol:

- The Director of Student Life will maintain all student discipline records
- The Director of Student Life will convene the Discipline Council to discuss any offense that might lead to the expulsion of a student, or to discuss any unusual circumstances or situations.

DUE PROCESS (COMMUNICATION, ACCOUNTABILITY)

Any student accused of a violation of school rules and regulations, which could result in the student's expulsion from the school, will be given due process.

Due Process Includes:

- Documentation describing the violation provided to the student, parent or guardian, and Discipline Council
- An opportunity for the student, in the presence of the student's parent or guardian, to respond to the accusations in front of the Discipline Council prior to a recommendation being made
- A quorum must be present for the Discipline Council to make a recommendation
- The Discipline Council will discuss the facts and make a recommendation to the Principal
- The Principal will be responsible for making a final decision on all such matters and that decision will be final and binding on all parties.
- The Principal will notify the student and parent or guardian of the decision within 24 hours

ACADEMIC INTEGRITY (INTEGRITY, ACCOUNTABILITY)

Plagiarism defined:

- Intentional failure to document with quotation marks **any** material copied directly from another source
- Intentional failure to acknowledge paraphrased material
- Using the original idea from another source without giving credit through citation
- Using a paper or assignment that is already published on an electronic source

Cheating defined:

- Cheating on tests, quizzes, or projects
- Using notes without permission
- Copying homework from another student
- Allowing another student to copy your work
- Sharing electronic copies of your work with another student
- Other similar forms of dishonest behavior

CONSEQUENCES FOR VIOLATING ACADEMIC INTEGRITY (ACCOUNTABILITY)

Note: Violations of academic integrity are cumulative over the course of the student's high school career.

- 1st offense: Teacher informs parent or guardian of the offense
The student will receive a 0 on the assignment or test.
Level 2 offense and the student will receive a Saturday School
- 2nd offense: Director of Student Life informs parent or guardian of the offense
The student will receive a 0 on the assignment or test.
6% will be deducted from the student's trimester grade.
Level 3 Offense and the student will receive one (1) day suspension
- 3rd Offense: Director of Student Life informs parent or guardian of the offense
Student will go before the Discipline Council to face possible expulsion

DRESS CODE POLICY (PRIDE, ACCOUNTABILITY)

Men's dress code:

- Hair must not be so long as to touch the shirt collar, should be out of the student's face, and should be neat, clean, and well groomed
- Extreme hairstyles are not permitted (no hair dyed an unnatural color, shaven heads with names and designs, mohawks, etc.) Administration reserves the right to determine what is extreme in nature
- All males must be clean-shaven, and will be directed to shave immediately if needed
- No earrings or large jewelry items
- No tattoos or body piercing may be showing
- In proper uniform as specified below

Men's uniform:

All uniforms must be purchased from My Logo Shop, the approved school uniform provider for Saint Theodore Guerin High School. Monday through Thursday all uniform apparel worn must have the Saint Theodore Guerin High School crest embroidered on the tops and GCHS embroidered on the left pocket of the khaki pant.

All uniforms must fit the student in a reasonable manner at the discretion of the school administration. Uniforms are not to be altered in any way, no sagging pants, and shirt must be tucked in at all times.

- Short or long-sleeved black, white, or purple polo shirt with St. Theodore Guerin crest
- May wear a t-shirt under the polo shirt. The t-shirt may not have any print or design that can be seen through the polo shirt.
- Plain khaki pants with the monogrammed GCHS on the left pocket
- A black or brown belt must be worn at all times
- Dress or tennis shoes
- Sandals, crocks, flip flops or shoes resembling slippers are not permitted
- Shoes that require laces must have laces and be tied

Optional outerwear:

- Black or gray fleece with Saint Theodore Guerin crest (uniform polo must be worn underneath)
- V-neck sweater with Saint Theodore Guerin High School crest (uniform polo must be worn underneath)

Men's dress code for All-School Mass:

Gentlemen are to wear the Oxford, button-down dress shirt with the Saint Theodore Guerin High School crest along with a modest tie and regular school uniform pants and black or brown belt. Shirt is to be tucked in and the tie is to be pulled up with top collar buttoned at all times during the Mass day. Sleeves are not to be rolled up for the duration of the Mass day.

Ladies' dress code:

- Hair shall be neat, clean, and well-groomed.
- Extreme hairstyles are not permitted (no hair dyed an unnatural color, shaven heads with names and designs, mohawks, etc.) Administration reserves the right to determine what is extreme in nature
- No oversized or inappropriate jewelry items may be worn
- No tattoos or body piercing may be showing (other than earrings)
- In proper uniform as specified below

Ladies' uniform:

All uniforms must be purchased from My Logo Shop, the approved school uniform provider for Saint Theodore Guerin High School. Monday through Thursday all uniform apparel worn must have the Saint Theodore Guerin High School crest embroidered on the tops and GCHS embroidered on the left pocket of the khaki pant or skirt.

All uniforms must fit the student in a reasonable manner at the discretion of the school administration.

Uniform skorts are not to be altered in any way, other than hemming to add length.

- Short or long-sleeved black, white, or purple polo shirt with St. Theodore Guerin crest
- May wear a t-shirt under the polo shirt. The t-shirt may not have any print or design that can be seen through the polo shirt.
- Plain khaki pants or skorts with the monogrammed GCHS on the left pocket
- Every effort should be made to ensure that skorts are no higher than 2" above the knee
- A black or brown belt must be worn at all times with the khaki pants
- Sandals, crocks, flip flops or shoes resembling slippers are not permitted
- Shoes that require laces must have laces and be tied

Optional outerwear:

- Black or gray fleece with Saint Theodore Guerin crest (uniform polo must be worn underneath)
- V-neck sweater with Saint Theodore Guerin High School crest (uniform polo must be worn underneath)

Ladies' dress code for All-School Mass:

Ladies are to wear the Oxford, button-down dress shirt with the Saint Theodore Guerin High School crest along with their regular school pants or skorts. Shirt is to be tucked in and only the top button may be unbuttoned. Sleeves are not to be rolled up for the duration of Mass day.

Modesty: Modesty should be a consideration for all of our students and faculty. Modesty refuses to unveil what should remain hidden (CCC#2521). Examples: Neckline that shows cleavage, too short of skirt / skort, shirts too tight, undergarments showing, etc.

Other dress code information for both men and ladies:

- *Spirit Day dress:* Every Friday is Spirit Day (unless an All-School Mass day falls on a Friday). Jeans (or other long pants) may be worn but must be clean, neat, without holes or tears, and hemmed. No shorts, overalls, pajama pants, or sweats are permitted. Saint Theodore Guerin High School, Guerin Catholic or Golden Eagle name or logo must be displayed on all shirts or sweatshirts (**no hoodies permitted**).
- *Optional spirit wear for extra-curricular teams or groups:* On game, contest, or performance days only, participants are allowed to wear their team polo (if an athletic team) or an alternative Guerin Catholic top **pre-approved** by the Director of Student Life, along with uniform pants and belt. Teams or groups with multiple contests or events in the same week may choose one day per week to wear optional spirit wear.
- *Dress for dances:* Homecoming will be a casual dance and the Junior-Senior Prom is formal. If it is a year in which there is a Christmas Dance, attire for that dance is semi-formal. Dress requirements for each dance will be distributed well in advance of the dance.
- *Kinesiology:* Specific attire will be required and can be purchased at Logo USA.
- Hats are not allowed inside the building during school hours.
- Sunglasses are not allowed inside the building during school hours.
- Coats are to be kept in lockers and not worn in the building during school hours.

CONSEQUENCES FOR VIOLATING DRESS CODE POLICY (PRIDE, ACCOUNTABILITY)

A dress code violation is a Level 1 offense and is subject to the sanctions pertaining to such an offense. However, a dress code violation will not count in the cumulative discipline progression but instead will result in the student losing his or her Spirit Day privileges for that week. On the third violation and beyond, the student will lose his or her Spirit Day privileges for the remainder of the trimester and be assigned a detention for each offense.

Should a student be in violation of the dress code, the student's parent or guardian may be called and required to bring in proper dress. In some circumstances, students may be sent home for inappropriate dress. Such absences will be reported as unexcused.

DRUG AND ALCOHOL POLICY (PRIDE, ACCOUNTABILITY)

It is a serious violation for a student to possess, provide, use, or be under the influence of any substance which contains alcohol, amphetamines, barbiturates, narcotic drugs, stimulants, intoxicants of any kind, marijuana, depressants, or hallucinogens. Nonalcoholic beer, wine substitutes, and drug look-alikes are also in violation of school policy.

It would be considered a violation should such behavior occur:

- On school grounds
- Off school grounds at a school-sponsored activity, function, or event
- While traveling to or from a school-sponsored activity, function, or event
- Any time when there is potential damage to the reputation of the school

Note #1: *The school reserves the right to extend the jurisdiction of the school should an off-site incident involving Guerin Catholic students prove detrimental to the reputation of the school.*

Note #2: *With probable cause or reasonable suspicion, school officials reserve the right to administer a breathalyzer test or drug test to any student.*

Consequences for violating drug and alcohol policy (accountability)

A violation of the drug and alcohol policy is a Level 3 offense and as such is subject to any and all Level 3 sanctions.

In addition, for a 1st offense:

- Student has up to six (6) days to enroll in a Certified Drug and Alcohol Assessment Program at the family's expense.
- The student must show documentation that he or she is enrolled in the program. If documentation of enrollment is not received within the six (6) days, a recommendation for withdrawal or expulsion will be made. The student must provide documentation that he or she has completed the program.
- Student is subject to random drug testing for the remainder of his or her high school career

A 2nd offense or a positive drug test will result in automatic expulsion or withdrawal from Saint Theodore Guerin High School and forfeiture of due process.

CELL PHONES (COMMUNICATION, ACCOUNTABILITY)

Personal cell phones, or other electronic devices such as iPods, may not be used in the school building at any time during the regular school day without permission from a school administrator.

A student may bring a cell phone onto school property, but it must be kept in the student's locker and used only before 7:45 a.m. or after 3:20 p.m. A student in violation of this policy will have the cell phone confiscated, and the student's parent will need to retrieve the item from the Director of Student Life. In addition, a Saturday School will be assigned to the student.

Note: Cell phone "sexting" is always inappropriate, regardless of whether both parties consent and participate, and will be treated as a Level 2 offense.

HARRASSMENT POLICY (COMMUNICATION, COMPASSION)

Harassment is defined as unwelcome advances, inappropriate verbal or written comments, or physical conduct of a threatening nature made toward any person by a student. This could occur on school property, at any school-sponsored activity, electronically via the internet, or by texting. Violations of the harassment policy will be treated as either Level 2 or Level 3 offenses based on severity.

Sexual Harassment: Unwelcome sexual advances or references, inappropriate physical contact, or other such behavior including but not limited to:

- verbal sexual advances
- comments regarding physical characteristics
- comments regarding sexual orientation
- unwelcome physical contact
- any conduct of a sexual nature constitutes sexual harassment when the allegedly harassed person has indicated, by his or her conduct or verbal objection that the conduct is unwelcome

Note: Anyone who initially welcomed such conduct by active participation should give specific notice to the other person(s) that such conduct is no longer welcome

Racial Harassment: Unwelcome, derogatory, or inappropriate verbal comments or conduct of a racial, ethnic, or national origin nature including but not limited to:

- creating an intimidating, hostile, or offensive environment
- verbal or written comments or physical gestures regarding physical or personality characteristics of a particular race, ethnic group or nationality
- any conduct of a racial nature constitutes racial harassment when the allegedly harassed person has indicated, by his or her conduct or verbal objection that the conduct is unwelcome

Bullying: Bullying is defined as repeated, excessive, or unreciprocated teasing, taunting or physical contact. Other characteristics include, but are not limited to:

- making fun of, putting down, or threatening another person
- cruel, mean, and unacceptable behavior
- a form of violence
- cyber bullying (like behaviors conducted via the internet or texting) is categorized in the same context as bullying

Hazing: Hazing refers to any activity expected of someone joining or belonging to a student organization that humiliates, degrades or risks emotional and / or physical harm, regardless of the person's willingness to participate. Hazing activities are generally considered to be: physically abusive, hazardous, and / or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups and settings.

Examples include:

- Any activity involving personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing at and insulting new members; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin; brandings; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.
- Any activity involving the consumption of food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or school district policies or regulations.

Procedure for filing a complaint

Any student who alleges harassment, bullying, or hazing by a another student(s), or who witnesses such conduct should file a complaint with the Director of Student Life or the Principal. All reports will be kept in strict confidence. All reports of alleged harassment, bullying or hazing will be thoroughly investigated. Every effort should be made to bring complaints to the attention of appropriate authorities as soon as possible while memories are fresh and witnesses continue to be available. Any person who knowingly files false charges in an attempt to demean, harass, abuse, or embarrass an accused individual will be subject to disciplinary action.

STUDENT INTERNET AND TECHNOLOGY USE POLICY (COMMUNICATION, INTEGRITY, ACCOUNTABILITY)

Purpose

The Saint Theodore Guerin High School technology platform is provided to promote communication and offer opportunities for educational research and collaborative work. This Policy is intended to clearly describe the school's expectations regarding the use of its technology by students and the consequences for failing to meet those expectations.

General

Students may use the school's technology platform for educational purposes only while on school property. Students must refrain from accessing, downloading, or maintaining data that is illegal or inconsistent with the mission of Saint Theodore Guerin High School at all times on any device that falls within the definition of school technology, below. Similarly, students must refrain from accessing, downloading, or maintaining data that is illegal or inconsistent with the mission of the school on any personal electronic device, including cell phones, while on school property. The physical possession on a student's person and the use of personal mobile electronic devices, including cell phones, is prohibited during school hours without the express permission of a member of the faculty or the administration.

The use of the Saint Theodore Guerin High School technology platform is a privilege, not a right. Students are expected to take common sense precautions to protect the school's technology platform. Failure to abide by this Policy may result in suspension of access to school technology, financial liability, and disciplinary action up to and including expulsion from the school.

The Saint Theodore Guerin High School "technology platform" or "technology" includes but is not limited to the following resources, devices and software:

- School-owned computers and computer systems
- Family-owned student laptops
- Public and private networks
- Internet
- Long-distance networks
- Cable networks
- Voice mail
- E-mail
- Telephone systems
- Copiers
- Fax Machines
- Audio-visual systems
- Other equipment as may become available
- Software owned or licensed by the school

Security

Network security is a high priority. Saint Theodore Guerin High School will make good faith efforts to protect students from improper or harmful matter that may be on the internet. The school uses a filtering system for this purpose. Anyone identifying a security problem on the school's computer network should immediately notify the Director of Informational Technology.

Student responsibilities for hardware:

Students are expected to treat the laptop computer with as much care as common sense dictates. They should avoid use in situations that are conducive to loss or damage. For example, students should never leave computers on the floor or use them in the gym when activity is going on. They are to keep the equipment clean and avoid eating or drinking while using the computer. They should keep the computer with them, in sight or in a secure place at all times. Unattended equipment, if stolen, is the financial responsibility of the student and his or her family.

Students may not do anything to the computer that will physically alter it, including attempting to remove or change the physical structure of the computer, including the keys, screen cover or plastic casing (for example, placing "stickers" on the laptop, or writing on the laptop). Doing so may void the warranty, and

families will be responsible for the repair or replacement cost. Students may not remove or interfere with the serial number or any identification placed on the computer.

Generally, student laptops come with a one year standard warranty that covers damage to the computer caused by manufacturer defects only. The warranty does not cover damage caused by misuse or abuse. Families incur no additional cost for repairs covered by warranty. Families may purchase extended warranties when they purchase their laptops.

Student responsibilities for protecting software and electronic data:

The student is responsible for backing up both school-related and personal data. St. Theodore Guerin High School does not back up student-generated data on its file servers.

Ownership of school technology; access to information:

The school's computer network, all software, and all information stored on the school's technology platform are the property of or are licensed by Saint Theodore Guerin High School. At its sole discretion, the school may access any information stored on the student's laptop in order to ensure compliance with this Policy.

Violations of this Policy include, but are not limited to, the following:

- Bypassing the school's computer network filtering system
- Bypassing the school's network to access the internet while on school property
- Electronically or physically altering or disturbing the school's computer network in any way
- Using the school's access to the internet for reasons other than educational purposes
- Installing or using on any device that falls within the definition of school technology any internet-based file-sharing programs (such as Napster, Limewire, Gnutella, and Kazaa) without the prior express permission of the Director of Informational Technology
- Posting anonymous messages on the school's computer network
- Gaining access to student records, grades or files
- Introducing a virus to, or otherwise improperly tampering with the school's technology platform
- Degrading or disrupting equipment or system performance
- Providing access to the high school's network to unauthorized individuals
- Cyberbullying: excessive and unreciprocated teasing, taunting, or threats of physical harm via the computer
- Using school technology at any time or using any other mobile device while on school property to:
 - Intentionally gain access or maintain access to, or open files of materials that contain obscene or pornographic materials or materials the dominant appeal of which is sexual arousal
 - Intentionally gain access or maintain access to, or open files which contain hate speech, hate images, defamatory, abusive, threatening, harassing, racially offensive, dangerous, illegally discriminatory, or otherwise illegal material, or material that is inconsistent with the mission of Saint Theodore Guerin High School
 - Use the internet for illegal activity, including gambling, copyright plagiarism, intellectual property law violations, electronic forgery, computer hacking, or stealing, damaging, destroying, or viewing information belonging to others without their permission
 - Invade the privacy of individuals, or post private information about another person
 - Access chat rooms or instant messaging services
 - Play computer games
 - Use e-mail during class time when not expressly instructed to do so by a member of the faculty or the administration
 - Use e-mail as a chat service or for instant messaging
 - Repost a message that was sent to the student privately without permission of the person who sent the message
 - Invade the privacy of others
 - Access the files or accounts of any other school computer network user
 - Open, play and download lyrics, images, music, or copying music for non-educational purposes while on school property
- Attempting to do any of the above

***Students should be aware that comments made on social media sites, such as Facebook, are public. Derogatory or inflammatory statements made toward Guerin Catholic students, school personnel, policies, etc. will be subject to disciplinary action. This includes personal Facebook accounts or the school account.**

Consequences:

Violations of this Policy by students may result in disciplinary action as defined in the Student Handbook. When and where applicable, law enforcement agencies may be contacted. The Director of Student Life, with the help of the Director of Informational Technology, will oversee the enforcement of this Policy. Depending upon the seriousness of the violation and whether or not the student has repeatedly violated this Policy, consequences may include, but are not limited to the following:

- Detention, Saturday School, or 1-day suspension
- Confiscation of the student's laptop, which may be subject to search. The computer may be re-imaged, and monitoring software may be installed (both at the family's expense). The computer may be held by the school administration until the student's parent picks it up or until a hearing before the Discipline Council has been held
- Gravelly serious violations may result in more serious consequences, up to and including expulsion from the school

Carrying a laptop computer:

Always completely close the lid and wait for the computer to enter sleep mode before moving it, even for short distances. Movement while the computer is on can result in permanent damage to the hard-drive and therefore, the potential loss of data.

Never move the computer while a CD or DVD is actively being used. This could scratch the media and render it useless.

The only backpack that should be used for the computer is one with a padded area specifically designed for carrying laptops computers.

Do not put the battery charger in the same compartment as the computer, as this can cause a situation where the screen can be damaged.

Screen care for a laptop computer:

The computer screen can be easily damaged if proper care is not taken. Broken screens are NOT covered by warranty and cost over \$600 to replace. Screens are particularly sensitive to damage from excessive pressure.

Do not grab and squeeze the computer, as this can damage the screen.

Do not touch the computer screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

Clean the screen with a soft, dry anti-static cloth or with a screen cleaner designed specifically for LCD type screens only. You can use this same product to clean the keyboard.

Never leave any object on the keyboard. This includes papers. Pens or pencils left on the keyboard will crack the screen when the lid is closed.

Battery life and charging a laptop computer:

All Lithium-ion batteries have a definite life span of about two years. When the battery life has expired, it is the responsibility of the student to purchase a replacement battery.

Avoid using the charger in any situation where you or someone else is likely to trip over the cord.

Do not let the battery completely drain. Immediately shutdown if you are unable to connect to the charger.

Avoid using CDs or DVDs unless the computer is connected to a power source with the charging unit – CD and DVD use dramatically lowers battery life

Close the lid of the computer when it is not in use in order to save battery life.

Saint Theodore Guerin High School disclaimer

Saint Theodore Guerin High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or any users' errors or omissions. Saint Theodore Guerin High School will not be responsible

for the accuracy, nature, or quality of information stored on school diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through school-provided Internet access. Saint Theodore Guerin High School will not be responsible for unauthorized financial obligations resulting from school-provided access to the Internet. Saint Theodore Guerin High School makes the complete Internet and Technology policy and procedure available on request for review by all parents/guardians and other members of the community. This policy and all its provisions are subordinate to local, state, and federal statutes.

NON-SCHOOL RELATED CRIMINAL ACT (INTEGRITY, COMPASSION)

A student accused of a non-school related criminal act, which does not subject the student to suspension or expulsion, is presumed innocent and no academic or disciplinary penalties will necessarily be imposed regarding the alleged criminal act unless the student is proven guilty or admits guilt through the civil law process.

Some circumstances, such as the need to protect the safety and privacy of the student or others, may necessitate such student's removal from the normal academic setting, pending the outcome of the civil law process. In this case, the wishes of the student and/or custodial parents or guardians will be considered, but the final decision regarding removal belongs to the administration of the school. Should removal be deemed necessary, a program of home study will be developed and implemented for the student.

OVERNIGHT STUDENT EXPECTATIONS

1. Students are expected to follow the GCHS Code of Conduct and all applicable policies as outlined in the Student Handbook. Discipline will be enforced as per the handbook for any violation. An offense of a serious nature, as determined by a Guerin Catholic Staff/faculty leader may require parental notification and removal of student from trip. If student is sent home, parent is responsible for making arrangements for students return travel and its expense.
2. Students must always have 2 adults in the car when being transported from place to place during the overnight field trip.
3. There will never be boys in girl's rooms or vice versa.
4. Students are not to go anywhere alone or unaccompanied.
5. When staying in a hotel, students will be paired up with a "buddy". After receiving permission from an adult chaperone, students may travel together in the hotel. The chaperone must be informed of the student's location at all times.
6. If swimming is an option during free time, two or more chaperones must be in the pool area.
7. Keep your important papers, wallets, and/or money in a safe area. Keep items zipped and never out of sight in fear of theft or losing them.
8. During transportation, boys & girls can sit together during the day but must be separated at night.
9. There will be no public displays of affection.
10. Student cell phone numbers will be given to their chaperones for a full listing of students and chaperones.

SEARCH AND SEIZURE (INTEGRITY, ACCOUNTABILITY)

Saint Theodore Guerin High School recognizes that students maintain their rights of privacy while attending school and those rights include the right to be free from unreasonable searches by school personnel. In rare circumstances it may be necessary and reasonable for a search to take place in order to aid law enforcement or to enforce specific school rules. A school administrator or law enforcement officer may search a student's person, locker, book bags, desk or vehicle if there are reasonable grounds for the search. In all circumstances, students shall be treated with dignity and respect.

Note: Guerin Catholic reserves the right to bring trained police canine units into the building at any time or conduct random locker searches as proactive measures to ensure that we remain a drug-free campus. With probable cause or reasonable suspicion, school officials reserve the right to administer a breathalyzer test or drug test to any student. In addition, administration may arrange for administration of breathalyzer tests to all students at any Guerin Catholic social event, including dances, athletic contests, etc.

Search of Student's Person

Searches of a student's person shall be limited to:

- searching the pockets of the student
- searching any object in the student's possession such as a purse, book bag, back pack, laptop computer, etc.
- a "pat down" of the student's clothing (done with two (2) or more school administrators present)

Search of Student Lockers

All lockers and locker room areas on school premises remain the property of the school and are provided for the use and convenience of the students. A school administrator may search a student's locker and its contents or items in a locker room common area if there are reasonable grounds for that search. Whenever possible, the student whose locker is searched shall be present at the time of the search. This will be done with two (2) or more school employees present, one of whom is a school administrator.

Search of Motor Vehicle

A student may be denied the privilege of bringing a motor vehicle onto school premises unless the student or the owner of the vehicle consent to the search of that vehicle when there are reasonable grounds for the search. This will be done with two (2) or more school employees present, one of whom is a school administrator.

SMOKING POLICY (PRIDE)

In keeping with the school's objective to promote wellness and because smoking represents an immediate threat of fire and long-range physical harm to others, smoking is prohibited at all times on school grounds.

TARDINESS (ACCOUNTABILITY):

A student is considered tardy if he or she is not in his or her scheduled classroom when the bell beginning the period sounds. If a student is more than ten (10) minutes late to any class, he or she is considered absent and this absence is counted in the absence progression. A student who is late to class must report to the front office for an admit slip.

Consequences for tardiness, per trimester (accountability):

- | | |
|------------|--|
| 1st tardy: | Classroom teacher consequence |
| 2nd tardy: | Classroom teacher consequence |
| 3rd tardy: | Classroom teacher consequence |
| 4th tardy: | After-school detention |
| 5th tardy: | Saturday school and parent or guardian notification |
| 6th tardy: | One (1) day suspension and parent or guardian notification |
| 7th Tardy | Suspension pending meeting with Director of Student Life, student and parent or guardian |

A behavioral contract may be put in place by the Director of Student Life

TRUANCY (INTEGRITY, ACCOUNTABILITY):

Truancy refers to situations in which a student willfully fails to attend a class or classes without authorization from school officials and without the parent or guardian's knowledge. Truancy will be treated as a level 2 offense.

WEAPONS, FIREARMS, DESTRUCTIVE DEVICES POLICY (INTEGRITY, ACCOUNTABILITY)

Weapons: Possession or use of weapons, including knives of any kind, clubs, chains, or any device considered a weapon by the Saint Theodore Guerin High School administration is prohibited. Violation of this portion of the policy is a Level 3 offense and will result in immediate suspension of 1-10 days and a Discipline Council hearing to determine what, if any, further sanctions are needed.

Gun-Free Schools: Students are prohibited from bringing firearms or destructive devices onto school property or to school-sponsored activities. Further, students are prohibited from possessing firearms or destructive devices while traveling to or from school or school-sponsored activities. (Indiana code 20-8.1-5-4(b) (1). A violation of this policy carries an automatic expulsion from Saint Theodore Guerin High School and law enforcement will be notified immediately. This penalty supersedes any penalty in the Saint Theodore Guerin High School Student Handbook

For purposes of this policy, the terms "firearm" and "destructive devices" refer to:

- Any weapon which is designed to expel a projectile by the action of an explosive, including handguns, a starter pistol, paintball gun, etc.
- The frame or receiver of any such weapon.
- Any firearm muffler or firearm silencer or antique firearm.
- Bomb
- Grenade
- Rocket having a propellant charge of more than four ounces
- Missile having an explosive or incendiary charge of more than one-quarter ounce

