

Saint Theodore Guerin High School

2022-2023
Family Handbook



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This Handbook

Catholic education is an expression of the Church's mission of salvation and an instrument of evangelization: to make disciples of Christ and to teach them to observe all that He has commanded (Mt. 28-19:20). Christ is the foundation of Catholic education; He is the Master who journeys with students through school and life as genuine Teacher. As a faith community in communion with the Church, all its members give witness to Christ's teachings as set forth by the Magisterium and especially as articulated in the Catechism of the Catholic Church. Our school's pastoral and policy practices are written in fidelity to the moral guidance and teachings of the Catholic Church in all areas that touch on human flourishing. The school establishes an environment of encouragement, mercy, healing, and love to accompany its members as we journey on the path toward holiness.

This handbook contains a comprehensive detailing of school rules and regulations.

Note: Administration cannot anticipate every behavioral situation in such a limited handbook, and thus

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reserves the right to develop new policies, procedures and sanctions as needed to deal with unique circumstances as they arise.

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; worshiping 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 Mission of Saint Theodore Guerin High School

Saint Theodore Guerin High School is a diocesan Catholic school serving diverse learners, forming the whole person through faith development, excellence in academics, and student life to live out the gospel message.

Promise Statement

"Love the children first, then teach them." - St. Theodore Guerin

Vision Statement

Lead with Humility. Serve with Love. Trust in Providence.

Honor Statement

As a member of the Guerin Catholic High School community, I will honor God in all that I do. I will serve others wholeheartedly, honor my commitments, and be an active classroom participant. I will be a leader characterized by love, integrity, responsibility, and trust.

The Philosophy of Education of Saint Theodore Guerin High School

The school's commitment:

Saint 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 worldview, based on the Christian concept of the human person, and in communion with the Magisterium of the Church always seeking wisdom and truth
- culture for learning that stretches students beyond what they believed possible to prepare them for college and life
- 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
- the fostering of active learning whereby students take part in the educational process enabling them to become critical thinkers and life-long learners

The students' commitment:

Students at Saint Theodore Guerin High School are expected to focus on spiritual and academic growth while discerning and developing their 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:
 - participating in class discussions
 - claiming ownership of their work and showing a desire to learn
 - thinking critically
 - taking risks and not settling for the easy answer

- advocating for learning needs
- encouraging fellow students to push themselves academically
- work toward learning independence and self-management
- develop leadership qualities through service to others

The parents' commitment:

Saint 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 directly, openly, and honestly with the school faculty and staff
- counsel their students on constructive ways to work through the challenges associated with high expectations inherent in a college-preparatory curriculum
- help their students set realistic priorities and develop self-management skills
- partner with faculty and staff in fulfilling this philosophy of education

Parent-to-Parent Network Pledge

To promote a healthy environment for raising our children, to foster a venue for open communication, to promote a positive relationship among our children, our families, and our community, because I care what influences are presented to our children, because I respect you as a parent, and because I believe all of us working together with a common purpose can make a difference in the lives of our children:

- I will not provide and I will take reasonable steps to prevent children from bringing and/or consuming alcohol (including open containers that appear to be non-alcoholic), tobacco, vaping, or drugs in my home or anywhere under my supervision.
- I will also take reasonable steps to prevent improper computer/music/TV/social media usage.
- If I suspect that your child has been drinking, using tobacco, or under the influence of drugs, it is acceptable to call you so that you may pick up your child. If I cannot reach you, I will make an effort to drive your child home if I suspect that their judgment would be impaired.
- I will not provide unsupervised areas for parties or get-togethers for our children, including co-ed sleepovers. This includes renting hotel/motel rooms or securing limousine service without communicating the specific details to all families involved.
- I will encourage all get-togethers to be by "invitation only" and will monitor arrivals and departures.
- If I have questions or concerns about attendees or activities planned in your home or under your supervision, I may call you to find out your plans for supervision.
- If my child says that he/she is spending the night at your home, I may call you to ascertain whether you approve and whether supervision will be provided.
- I will take reasonable steps to teach my child safe driving. I will contact you should I see your child driving recklessly or dangerously.
- I will make every effort to foster reconciliation should I learn that my child is bullying another child. If I learn that another child is being bullied, I will make every effort to alert adults of the situation.
- Please call me **ANYTIME, NIGHT or DAY**, if you are worried about the whereabouts of your child and if you believe I might be able to provide you with information.

IN RETURN, I ASK THAT YOU DO THE FOLLOWING FOR ME:

- Do not knowingly allow the use of or provide alcohol, tobacco, vaping, or drugs to my child in your home or anywhere under your supervision. Do not knowingly allow children, including my child, to bring alcohol (or open containers that appear to be non-alcoholic), tobacco, vaping, or drugs into your home or anywhere under your supervision.
- Take reasonable steps to prevent improper computer/music/TV/social media usage.
- If you see my child and suspect that he/she has been drinking, using tobacco or is under the influence of drugs, please call me immediately, and if possible, do not allow him/her to drive if you suspect impaired judgment.
- Do not rent or provide any unsupervised areas for parties or get-togethers, including co-ed sleepovers. This includes renting hotel/motel rooms or securing limousine services without communicating the specific details to all families involved.
- Please encourage get-togethers to be "invitation only" & monitor arrivals and departures.
- Please call me if you have questions about attendees or activities planned in my home or under my supervision, or if you suspect that questionable behavior took place in my home or in my absence.

- Please call me if you believe that your child has been invited to spend the night in my home so that you're aware of my approval and supervision being provided.
- Take reasonable steps to teach your child safe driving. You will contact me should you see my child driving recklessly or dangerously.
- You will make every effort to foster reconciliation should you learn that your child is bullying another child. If you learn that another child is being bullied, you will make every effort to alert adults of the situation.
- I may call you **ANYTIME, NIGHT or DAY**, if I am worried about the whereabouts of my child and have reason to believe you or your child may be able to provide me with information.

By agreeing to this pledge, this identifies me as a concerned parent. I agree that if you call me for any of the reasons outlined above, I will understand that you are acting out of love and concern for our children, and, accordingly will treat you with mutual respect.

Profile of a Saint Theodore Guerin High School Graduate

The Saint 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:

I embrace the True Presence of Jesus Christ in the Eucharist ... (cf. Council of Trent: DS 1640;1651, CCCC 1407, 1410)

- 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.
- 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 ...

- "Do you not know that you are God's temple and that God's Spirit dwells in you?" (1 Corinthians 3:16)
- "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 ...

- "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)
- "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

- 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)
- 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 ...

- 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.
- "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
 Cognia (formerly AdvancED)
 National Catholic Educational Association
 Indiana Non-Public Educational Association
 International Baccalaureate Organization

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 Trustees..

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 Guerin Catholic High School Governance Board establishes policies for admission of Catholic and non-Catholic students.

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!

Guerin Catholic 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 Schedules

The daily schedule at Saint Theodore Guerin High School begins at 8:30 a.m. and ends at 3:45 p.m. We operate on a trimester schedule consisting of three 12-week trimesters. Five classes meet each day. The first bell to signal the transition to Period 1 classrooms will ring at 8:25 a.m. each day and morning announcements will begin at 8:30 a.m..

Daily Schedule

0 Period*	7:35 - 8:25	50 minutes
Period 1	8:30 - 9:40	70 minutes
Period 2	9:45 - 10:50	65 minutes
Kairos	10:55 - 11:40	45 minutes
Period 3	11:45 - 1:20	
	Class Time	Lunch Time
A Lunch	12:15 - 1:20	11:40 - 12:10

Convocation Schedule with Kairos

0 Period*	7:35 - 8:25	50 minutes
Period 1	8:30 - 9:30	60 minutes
Period 2	9:35 - 10:30	55 minutes
Kairos	10:35 - 11:20	45 minutes
Period 3	11:25 - 12:55	
	Class Time	Lunch Time
A Lunch	11:55 - 12:50	11:20 - 11:50

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B Lunch	11:45 - 12:15 12:50 - 1:20	12:15-12:45	B Lunch	11:25 - 11:55 12:25 - 12:50	11:55 - 12:20
C Lunch	11:45 - 12:50	12:50 - 1:20	C Lunch	11:25 - 12:20	12:20 - 12:50
Period 4	1:25 - 2:30	65 minutes	Period 4	1:00 - 1:55	55 minutes
Period 5	2:35 - 3:45	70 minutes	Period 5	2:00 - 2:55	55 minutes
Announcements/Afternoon Prayer at 3:40			Convocation	3:00 - 3:45	45 minutes

Convocation Schedule without Kairos

All-School Mass Schedule

0 Period*	7:35 - 8:25	55 minutes	0 Period*	7:35 - 8:25	55 minutes
Period 1	8:30 - 9:40	70 minutes	Period 1	8:30 - 9:30	60 minutes
Period 2	9:45 - 10:50	65 minutes	Kairos	9:35 - 9:45	
Period 3	10:55 - 12:35		Mass	9:45 - 10:55	
	Class Time	Lunch Time	Period 2	11:00 - 12:00	60 minutes
A Lunch	11:30 - 12:35	10:55 - 11:25	Period 3	12:05 - 1:35	
B Lunch	10:55 - 11:30 12:05 - 12:35	11:30-12:00		Class Time	Lunch Time
C Lunch	10:55 - 12:05	12:05 - 12:35	A Lunch	12:35 - 1:35	12:00 - 12:30
Period 4	12:40 - 1:45	65 minutes	B Lunch	12:05 - 12:30 1:05 - 1:35	12:30 - 1:00
Period 5	1:50 - 2:55	65 minutes	C Lunch	12:05 - 1:05	1:05 - 1:35
Convocation	3:00 - 3:45	45 minutes	Period 4	1:40 - 2:40	60 minutes
			Period 5	2:45 - 3:45	60 minutes
			Announcements/Afternoon Prayer at 3:40		

*Zero Period applies only to students enrolled in Sounds of Providence, Orchestra, and Wind Symphony.

Assessment

Saint Theodore Guerin High School 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

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80-82	C+	2.333	2.333
77-79	C	2	2
74-76	C-	1.667	1.667
64-73	NCD (no credit)	1.0	1.0
Below 64	NCF (no credit)	0.0	0.0

*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.

*Students who receive an NCD or NCF do not receive credit for the class and must repeat classes required for graduation.

Saint Theodore Guerin High School Honor Roll

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

Final Assessments

At the end of each trimester, each course concludes with a comprehensive final assessment. Final assessments are an integral part of the educational process, and students must be fully present for these cumulative assessments. Students who expect to be successful beyond Guerin Catholic must know how to prepare for and pass a variety of final assessments. In some cases, teachers may give students the option to complete a major project or presentation in lieu of an objective or essay-based exam. No early dismissals are given on our final assessment days. An unexcused absence that causes the student to miss both the final assessment and the makeup assessment, unless a medical statement is provided, will result in the student not receiving credit for the final assessment. Final assessments account for 10-20% of the total trimester grade based on course level:

- Freshman-Level & Introductory Core Courses (Discover) - 10%
- Sophomore-Level & Exploratory Courses (Develop) - 15%
- Junior/Senior-Level, All IB, & Honors-Level Exploratory Courses (Discern/Deliver) - 20%

In the third trimester, seniors who have earned an A- or better for the course and who have four or fewer absences in the course for the trimester, will be exempted from taking the final assessment for that course.

Progress Reports

The high school will hold one Progress Report Night each grading period from 4:30pm to 7:00pm. Parents can view their students' grades in progress in Canvas and teachers will be available during this time to meet with parents if needed.

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 school counselor as well as the student and his or her parent(s).
3. An academic contract will be initiated.

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 recommendations from the Director of Academics may be:

- Return to regular academic status
- Continued academic probation for another trimester
- The withdrawal of the student from Saint Theodore Guerin High School.

Athletic Eligibility

Athletic eligibility is determined using the last complete grading period prior to the current athletic season.

Three levels of athletic eligibility exist at Saint Theodore Guerin High School:

- Full Eligibility - Student may participate in competition
 - A student has full eligibility if they Pass five classes or Pass four classes with at least a 2.0 unweighted trimester GPA
- Probation – Student may not participate in competition until full eligibility criteria are met at mid-term
 - A student is on probation if they Pass four classes with less than a 2.0 unweighted trimester GPA
- Ineligible – Student may not participate in competition until full eligibility criteria are met at the end of the trimester
 - A student is ineligible if they Pass three or fewer classes

Taking the overall wellness of the student athlete into consideration, any athlete that has a significant drop in grades during a season will be required to meet with the Director of Athletics and/or the school counselor to help find the source of the regression. Any athlete that quits a team during the season will not be permitted to go out for any other team during that sport season or any team preparing for an upcoming season (pre-season). A student athlete that chooses not to continue to try out for one team may choose to try out with another team before the season begins.

General Information

Cafeteria, Food, and Drinks

Lunch eating will take place in the cafeteria, main hallway and student lounge. 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. All

- Students are to stand at the end of the serving line
- Students are to place all trash in trash cans or recycling bins
- Students are to clear their table and wipe it down before leaving
- Students are to remain in the cafeteria or assigned lunch location at all times during their lunch period
- 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
- **Outside Food:** We ask that visitors, friends or families of students, not bring outside food (fast food, pizza, birthday cakes, etc.) to school for a student. This includes any food delivery service not previously approved by school administration.

Classroom/Retreat, Food and Drinks

- Occasionally, classrooms will have celebrations where food and drink are involved. If your child has a food allergy or intolerance please see the health section of the handbook.

Communication

The school encourages open, honest, and direct communication. Should an area of conflict arise, it is always best that communication take place face-to-face between the parties experiencing the conflict. For example, if a student has a problem with a teacher, he or she should go directly to that teacher to discuss. If that cannot occur or does not resolve the issue, the student and parent should contact the teacher or school counselor and set up a meeting. Should the problem persist or not be resolved, the

parent should contact the Director of Academics or the Principal. The same process should take place if the problem occurs between a student-athlete and a coach. Student-athletes should go directly to the coach, then if necessary parent and student-athlete meet with the coach, then if needed, the Director of Athletics.

Driving To School

Any student at Saint Theodore Guerin High School who is a licensed and insured driver may drive to school provided the student has filled out the parking registration form and has a student parking pass. 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 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 shared through the “Guerin Catholic Updates”.

Emergency Drills

Fire and tornado drill procedures are posted in each classroom. State-mandated fire drills will be conducted monthly and tornado and lockdown drills will be conducted two times per year. The school also participates in the national earthquake drill each year. Teachers will instruct students with specific procedures. All drills are conducted as quickly and as quietly 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
- Student locker assignments and combinations are listed in GC Gateway
- Each Kinesiology student is assigned a PE locker by his or her instructor
- A malfunctioning school locker should be reported to the Assistant Principal of Student Services. A malfunctioning PE locker should be reported to the Kinesiology instructor
- Students are responsible for their own lockers, which should be kept locked at all times
- Students are to use only the locker assigned to them and should not reveal 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 through the Technology Office.

Visitor Policy

All exterior doors are locked during regular school hours. 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.

Students' friends from other schools will not be allowed to visit during school hours. If a friend of a 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 Saint Theodore Guerin High School 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 student. In addition, food may not be "ordered in" for students.

Graduating from Saint Theodore Guerin High School

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 school counseling office of Saint Theodore Guerin High School. No student may graduate from Saint Theodore Guerin High School 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/Diploma Requirements

	Core 40	Core 40 with Academic Honors	International Baccalaureate
English/ Language Arts	8 credits 2 credits in English 9 2 credits in English 10 4 credits in IB Literature SL or HL	8 credits 2 credits in English 9 2 credits in English 10 4 credits in IB Literature SL or HL	8 credits 2 credits in English 9 2 credits in English 10 4 credits in IB Literature SL or HL
Mathematics	6 credits 2 credits Algebra I 2 credits Geometry 2 credits Algebra 2	8 credits 2 credits Algebra I 2 credits Geometry 2 credits Algebra 2 2 credits Pre-Calculus, or IB Math, or Probability & Statistics and Finite Math	10 credits 2 credits Algebra I 2 credits Geometry 2 credits Algebra 2 4 credits IB Math SL or IB Math HL
Science	6 credits 2 credits Biology I 2 credits Chemistry I 2 credits Physics I	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

	*With approval, Integrated Chemistry/Physics may be substituted for Chemistry I or Physics I		3-4 credits IB Biology SL, IB Chemistry SL, IB Biology HL, or IB Chemistry HL
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 IB History SL or HL
Theology	8 credits	8 credits	8 credits
Directed Electives	5 credits 1 credit Digital Applications 1 credit Fine Arts 4 credits World Language encouraged	9-11 credits 1 credit Digital Applications 2 credits Fine Arts 6-8 credits World Language	9-11 credits 1 credit Digital Applications 1 credit Fine Arts 8 credits World Language
Kinesiology	3 credits	3 credits	3 credits
Electives	6 credits	6-8 credits	2-4 credits IB Psychology, IB Business Management, IB Visual Arts, IB Computer Science, IB Music, IB Theatre
Total	48 credits	56 credits	56 credits

Outside Credit

A course taken for credit at another accredited institution is accepted at Guerin Catholic with approval from the Director of Counseling and Director of Academics. A student may take a course through an accredited outside agency for the purpose of credit recovery. Grades for courses taken for credit recovery will be factored into the Guerin Catholic GPA. While the original grade will remain on the transcript, it will not factor into the Guerin Catholic GPA. Elective courses may be taken through outside institutions with prior approval. While the grades for outside elective courses will be included on the transcript, grades and credits will not count toward graduation requirements and will not factor into their GPA. A maximum of four (4) credits for outside courses will be accepted.

Course Retakes

Students may retake a course in which they earned below a C- (NCD or NCF). Grades for courses taken for credit recovery will be factored into the Guerin Catholic GPA. While the original grade will remain on the transcript, it will not factor into the Guerin Catholic GPA. Students may retake a course in which they earned a C- or higher in order to more fully master material. In this case, both grades will appear on the transcript and factor into the GPA. Students may retake courses at Guerin Catholic or through an accredited outside agency. The four (4) credits maximum for outside courses will apply.

Transfer Students

Students who transfer from another accredited school to Guerin Catholic HS will have their grades from their previous school included on their Guerin Catholic transcript and factored into their Guerin Catholic GPA.

Latin Honors

Saint Theodore Guerin High School implements the Latin Honor System described below that celebrates student performance based on an academic standard. Initial Latin Honors calculations are made at the end of the 2nd trimester of senior year and are reviewed upon the completion of 3rd trimester. In order to be eligible for these honors, students must meet the following standards:

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- Summa Cum Laude – To be eligible for Summa Cum Laude recognition, a student must have attained the following:
 - Be an International Baccalaureate Diploma Candidate
 - Have an unweighted, cumulative GPA of 3.900 or above
 - Be in good academic standing

- Magna Cum Laude – To be eligible for Magna Cum Laude recognition, a student must have attained the following:
 - Be an International Baccalaureate Diploma Candidate
 - Have an unweighted, cumulative GPA of 3.75-3.89
 - Be in good academic standing

OR

 - Earn an Indiana Core 40 Diploma or Core 40 with Academic Honors Diploma
 - Have an unweighted, cumulative GPA of 3.75 or above.
 - Pass three IB and/or Honors courses throughout their junior and senior years
 - Be in good academic standing

Supplemental Graduation Requirements

For the **Core 40 Diploma**, students must:

- Complete all of the course requirements for the Core 40 diploma
- Per IDOE, all students will be required to take four years of a Math or Quantitative Reasoning Course
-
- Complete a minimum 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
- Per IDOE, all students will be required to take four years of a Math or Quantitative Reasoning Course
-
- 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 weighted) or better
- Complete a minimum of 120 service hours
- Be in good behavioral standing and current with financial obligations

In addition, students must complete one of the following:

- Earn 4 credits in IB courses and take the corresponding exams
- Earn a combined score of 1250 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 560 on Math and 590 on Evidence-based Reading and Writing
- Score a 26 or higher composite on the ACT and complete written section
- Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit course list
- Earn a minimum of 3 verifiable transcribed college credits from the approved dual credit course list and 2 credits in IB courses with corresponding exam.

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
- Complete required service hours and a Creativity, Action and Service (CAS) Project, 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

Indiana Graduation Pathways (Class of 2023 and beyond)

In 2018, the Indiana State Board of Education implemented new graduation requirements known as Graduation Pathways. These pathways become effective beginning with the Class of 2023. The revised graduation pathways are meant to “create an educated

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and talented workforce able not just to meet the needs of business and higher education, but able to succeed in all postsecondary endeavors.” For the Class of 2023 and beyond, students will be tasked with “3” different categories to successfully complete for high school graduation. These areas consist of the following requirements per Indiana Department of Education and Saint Theodore Guerin High School.

1) High School Diploma - Students must meet the statutorily defined diploma credit and curricular requirements. This includes selecting a diploma option—Core 40, Core 40 with Academic Honors, or International Baccalaureate (IB)— as students progress through high school.

- Core 40: A high school curriculum that helps prepare students for postsecondary education. It includes a series of academically challenging courses in English, Mathematics, Science, Social Studies and other required courses. All students are required to take four years of a Math or Quantitative Reasoning course. Also, students must complete a total of 120 service hours.
- Core 40 with Academic Honors: The Core 40 requirements serve as the base with additional requirements in Mathematics, World Languages, Fine Arts, and other rigorous requirements above and beyond those required for the Core 40 diploma. All students are required to take four years of a Math or Quantitative Reasoning course. Also, students must complete 120 service hours.
- International Baccalaureate (IB): Complete all course requirements for the International Baccalaureate (IB) Diploma including internal and external assessments for six IB courses. Achieve the minimum point value set by the International Baccalaureate Organization (IBO) on all assessments. Complete 60 GC service hours and additional Creativity, Action, and Service (CAS) project as per the IBO. Submit an original Extended Essay. Complete the Theory of Knowledge course.

2) Learn and Demonstrate Employability Skills - Students will learn employability skills standards through locally developed programs. Employability skills are demonstrated by one of the following: Project-Based Learning Experience, Service-Based Learning Experience, or Work-Based Learning Experience. At GC, we will be focused on the Service-Based Learning Experience since students must complete 30 hours of service and/or a capstone project per academic year.

Service-Based Learning (SBL): Integrates meaningful service to enrich and apply academic knowledge, teach civic and personal responsibility (and other employability skills), and strengthen communities.

3) Postsecondary-Ready Competencies - Students must complete one of the following:

- Honors Diploma: Fulfill all requirements of the Academic Honors Diploma; OR
- ACT: College-ready benchmarks (scores are fluid and are subject to change); OR
- SAT: College-ready benchmarks (scores are fluid and are subject to change); OR
- IB or Dual Credit Courses: Must earn a “C” average or higher in at least 3 courses (at least one course must be in a core content area)

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 CAS Project 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 Saint Theodore Guerin High School 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 junior and senior 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 after the registration deadline, he or she may be responsible for reimbursing the school for the cost of the IB test(s).

Learning Support Program

Purpose

Students with learning differences often need additional assistance in developing academic, organizational, and/ or 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 Saint Theodore Guerin High School, 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. The testing must be current in order to qualify for accommodations. This information will be reviewed by the program coordinators, School Counseling department, and academic administration at Saint Theodore Guerin High School, and a private school plan will be written. This private school plan will outline the services that Saint Theodore Guerin High School will provide for the student. A student's participation in the learning support program will be re-evaluated each year.

National Honor Society

Membership Eligibility

To be eligible for membership consideration in the Saint Theodore Guerin High School Chapter of the National Honor Society, the following requirements must be met.

An active member of NHS who transfers to Saint Theodore Guerin High School will be accepted into the chapter upon receipt of official notification of membership from the School Counseling office or the NHS adviser of his/her previous school.

- Students must be a member of the Junior or Senior class.
- Students must have attended at least 1 trimester of classes at Saint Theodore Guerin High School.
- Students must have an unweighted cumulative Grade Point Average of at least 3.50.
- Students with a Level 2 Offense (as defined by the handbook) will not be eligible for consideration until their senior year and their Level 2 Offense must be disclosed and discussed during the selection process to be considered further.
- Students must not have had any recorded Level 3 Offense (as defined by the handbook).

An active member of NHS who transfers to Saint Theodore Guerin High School will be accepted into the chapter upon receipt of official notification of membership from the School Counseling office or the NHS adviser of his/her previous school.

Selection Procedures

- At the beginning of the school year, eligible Juniors and Seniors (as defined above) will be notified in writing of their eligibility and informed that for further selection consideration they must complete a Candidacy Selection Packet due by a specific due date. A student's character, leadership, and service will be further evaluated during the selection process.
- The entire faculty and administration shall be given the opportunity to evaluate and comment on all eligible candidates.
- Selection for membership is by the Faculty Council consisting of five teachers appointed by the principal.
- All candidates who submit a Candidacy Selection Packet shall be notified in writing of the decision of the Council.
- All members must attend the Induction Ceremony. Members selected as Juniors are also required to attend the ceremony as Seniors to receive their Honor Cords and welcome new members.

- Additional questions about the selection procedure may be directed to The Chapter Advisor.

Membership Requirements

- Regular meetings will be held twice each trimester and will be held both before and after school. Students will attend a minimum of 4 meetings.
- Service projects will be held several times throughout the year. Students will attend or help organize a minimum of 1 service project.
- Any member who does not actively participate in at least one Chapter service project and/or attend a minimum of 4 Chapter meetings will not receive graduation Honor Cords.

Dismissal Procedure

- Any active member whose unweighted cumulative Grade Point Average falls below 3.50 will be notified in writing of their probationary status. If they are unable to elevate their GPA above the 3.50 level by the end of that trimester they will be dismissed from the National Honor Society. A student will be notified in writing of their dismissal and they must return their membership certificate to the faculty adviser.
- Any member who violates school policy or civil law can be dismissed pending a hearing from the Faculty Council. A student will be notified in writing of their dismissal and they must return their membership certificate to the faculty adviser.
- Once a student has been dismissed from the NHS, he/she will not be eligible again for membership.

School Counseling Department

Services

The School Counseling 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.

- Counseling - Counseling is defined as the process of aiding a student in adjusting to his or her changing self and environment.
 - Academic Advising – The School Counseling 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.
 - College/Career Advising – The School Counseling 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.
 - 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 School Counseling Office.
- College Information and Representative Visitations
 - The School Counseling 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.
 - Visits from college representatives will be arranged through the School Counseling Department.
 - Announcements concerning college representative visits, scholarships, and any news pertaining to higher education will be distributed bi-monthly to students.

Charting your College Course

Discover – Freshman Year

The freshman 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

Seniors are allowed three days, juniors are allowed two, and freshmen and sophomores are allowed one day 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 as long as proper documentation is provided.
- Parents/guardians should call the school attendance line in advance of any prearranged college visits.
- Documentation of each college visit should be provided to the Attendance Officer upon student’s return in order to be considered an exempted absence.
- No college visit will be approved after **April 30**.
- 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:

- Have a valid reason for changing or dropping a class.
- 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:

- Improper course placement.
- Error made in placing information in the computer.
- Student needs a required course.
- Correct level placement when recommended and approved by the classroom teacher, the counselor, and the appropriate department.

- 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 School Counseling Department evaluates objectively and subjectively to achieve effective guidance. These tests include:

- PreACT, which is the practice ACT exam, administered in the freshman year.
- Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) administered to juniors and sophomores.
- Scholastic Aptitude Test (SAT) and American College Test (ACT) are strongly recommended for juniors and seniors.
- Per IDOE requirements, all students will take the SAT at GCHS in the spring of their junior year.
- The ILEARN assessment will be given at the conclusion of Biology.

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:

- Records from the student's former school
- Registration forms
- Immunization records (Proof of immunizations is required by state law and must be on file for the student to remain in school)
- 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.
- 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:

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

Graduates requesting transcripts should follow these procedures:

- Request in writing, which may be mailed, faxed, or hand-carried directly to the School Counseling Office.
- The request should include the name and address of the recipient of the transcript, the date requested, and the graduate's birthday and signature.

Requests for transcripts should be directed to the School Counseling 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:

- 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.
- 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 to 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.
- 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.
- 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 & may be disclosed only as provided in the access rights to student records.

Release of Information to Military Recruiters

United States armed forces recruiters have a right to a student's name, address, and phone number. As such, Indiana schools are required to provide this information unless the student's parent or the adult student specifically requests in writing that this information is not released to the armed forces recruiters. To request that the school not disclose directory information, please notify the GCHS registrar, Julie Walton, in writing of your request prior to the start of the student's junior year..

Campus Ministry & Student Life

Overview

Campus Ministry & Student Life 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, and extra-curricular activities for students, faculty, staff, parents, alumni and friends.

Campus Ministry and Student Life builds community and Catholic culture at Saint Theodore Guerin High School. In conjunction with other organizations in the school, opportunities are provided for understanding of self, others, and God through Masses, prayer, the Sacrament of Reconciliation, service opportunities, retreats, student clubs, guest speakers, faculty in-services, intramurals and individual counseling. Students have additional opportunities to exercise leadership in our community.

Campus Ministry & Student Life Leadership Opportunities

Students are invited to take leadership roles in service projects, retreats, prayer, or student activities.

These leadership teams will meet to plan events, outings and trips. Students who are part of a team will receive training and have the opportunity to be a leader in the Saint Theodore Guerin High School community.

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

- All-School Mass Liturgical Ministries

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- All school service day
- Convocations
- Faith in Athletics
- Faith Mentoring
- March for Life in Washington, DC and Indiana
- Mission trips
- Pilgrimages
- Prayer Leadership
- Retreat Teams
- Service Projects
- Student Council
- Students for Life
- Vocation Discernment

Students interested in being involved in student leadership opportunities are encouraged to stop by and speak with a member of the Campus Ministry and Student Life Office, located in the school media center.

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.

Student Council

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 representatives and leaders 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. Active council members must complete an application prior to the school year, but at-large membership is open to all Saint Theodore Guerin High School students.

Selection of officers

- Applications for Student Council will be available at the end of each school year and must be submitted prior to the conclusion of the third trimester. All students who complete and submit applications will be considered part of the Student Council Committee for one full school year unless there is reason for dismissal. Students must reapply for membership each year. Applications for incoming freshmen will be available at the beginning of their first trimester.
- To be eligible to be a Student Council member, students must be in good academic and behavioral standing.
- President and Class Officer interviews will take place prior to the conclusion of the previous school year. Students intending to run should complete the Student Council application.

Committee responsibilities

- The Student Council Officers will attend training in the Summer prior to the beginning of the new academic school year.
- The Student Council Senior Officers will run meetings and delegate responsibilities to members as they see fit.
- The Student Council Committee will meet an average of twice per month, and attendance is required in order to remain an active member.

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)

Guidelines

Service is defined as an activity that benefits others and is a sacrifice of time and/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.
- Service hours must be completed by the established deadline each school year
- All students will be trained on how to use the service tracking system, MobileServe.
- Questions and troubleshooting can be resolved by the Campus Ministry and Student Life Staff.
- 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.
- Transfer students will need to work out an agreement 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 Office of Campus Ministry and Student Life.

Senior students may choose to complete a capstone project in lieu of the required service hours during their senior year. Full IB Diploma candidates will be required to complete the capstone project in lieu of the required service hours. Any senior student completing a capstone project in lieu of service hours must present a project proposal to the Office of Campus Ministry and Student Life for approval.

Catholic Mission

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 High School will attend Mass at least once per week.** All-school Mass takes place at least once per month during the school year. All-school Masses begin at 9:45 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 during Kairos in the St. Joseph's chapel. Please refer to the school Mass calendar for the most current dates and times., Parents and friends of Saint Theodore Guerin High School are always welcome to attend. For Mass intentions, please contact the Campus Ministry and Student Life Office.

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

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Baptism. The Rite of Reconciliation will be offered regularly at Saint Theodore Guerin High School. In addition, during the seasons of Advent and Lent, priests from our neighboring parishes will be at Saint Theodore Guerin High School to provide opportunities for students to take part in this Sacrament..

Call to Chastity

At the heart of a Catholic school's unique educational charism is integral formation of the whole human person. Because our efforts at integral formation include the integrity of body, spirit, and moral development, our school has a proper concern for both individual and corporate behavior and development in the complex area of human sexuality. All men and women are called to a life of chastity appropriate to their vocation in life.

Gender Identification

One's biological sex and gender expression should be integrated according to God's plan. Therefore, Saint Theodore Guerin High School will always recognize and uphold the biological sex of a student in all facets of school life including but not limited to identification, pronouns, uniforms, athletics, programming, and facilities.

Human Sexuality

We believe that the teachings of the Catholic Church are in accord with God's plan for sexuality, and that shaping our lives and culture in accord with these teachings are the surest paths to happiness on this earth and eternal salvation. We understand that these teachings call people to high standards of behavior in contradiction to those advanced by our culture. We hope the culture established at Saint Theodore Guerin High School, along with the guidance and modeling of parents, teachers, and staff will lead our students to embrace these teachings.

The faculty and staff will strive to be respectful, compassionate, and sensitive with students who experience same-sex attraction while reminding them of our call to live a chaste life. We also expect students to be respectful, compassionate, and sensitive of one another as well.

It is not appropriate for students of Saint Theodore Guerin High School to publicly advocate for behaviors that are contrary to the teachings of the Catholic Church on grave matters as described in the Catechism. This includes the Church's teachings on chastity and marriage.

Health Services

Purpose: Guerin Catholic contracts with Franciscan Health to provide a school nurse during school hours, each day of the typical school year. School nursing, a specialized practice of nursing, protects and promotes student health, facilitates optimal development, and advances academic success.

Health Conditions Requiring Treatment and Emergency Plans

For the well being and safety of your student, the State of Indiana requires that a school health plan be developed by the school nurse in *certain* health situations. Health plans are developed in partnership with the families and are essential to assure that students receive appropriate and necessary care during the course of normal school days and during medical emergencies. *Certain* conditions require a medical emergency plan signed by a physician and renewed annually. In these cases, parents will be provided with medical forms and asked to obtain the information from their student's physician and return to the nurses. Alternatively, if a parent wishes to sign a medical release, the nurse can obtain this information in lieu of the family. Students for which an emergency plan is required should have that plan on file prior to the first day of school. Students who should, but do not have plans in place will not be allowed to attend field trips or retreats where a nurse is not present. **If your student has one of the following conditions, the state of Indiana requires that your student have health paperwork on file, please contact the nurse at nurse@guerincatholic.org or at 317-582-0120 ext 111.**

- diabetes
- asthma

- seizures
- food allergies (for which epinephrine has been prescribed)
- any medical condition that may require the use of emergency treatment or a medical procedure during the school day.

Food Allergies

Guerin Catholic is NOT an allergen free environment.. However, if your student has an allergy, certain accommodations may be made in their health plan. The health goal of this time in high school is to keep your student safe while they learn to advocate and manage their allergy independently. As permitted by law, students are encouraged to carry their own epi-pens and keep a back-up in the clinic. Students with food allergies are encouraged to ask questions about food ingredients and preparations. There are allergen free cafeteria options available daily. To find out about specific food options and menus please contact Chef Paul Griggs at pgrriggs@guerincatholic.org. To discuss allergy plans further, please contact the nurses.

Please note, for students with allergies requiring epinephrine pens—the nurses will follow the emergency plan written by your physician. If your physician has instructed that 911 is to be called, an ambulance will be called *if* your student meets the criteria the physician has specified. Requests by parents/guardians to defer calling an ambulance will not override the physician's orders. If the required emergency plan has not been submitted for a student with a known, life threatening allergy, the nurse will use clinical judgment based on the FARE Food Allergy and Anaphylaxis Plan

<https://www.foodallergy.org/living-food-allergies/food-allergy-essentials/food-allergy-anaphylaxis-emergency-care-plan>. In this case, an epinephrine pen could be administered and 911 called if the student likely ingested the allergen and had ANY symptoms. The cost of any emergency ambulance services are the responsibility of the parent/guardian..

Medications:

The Franciscan nurses at Guerin Catholic are always willing to give your student medications. However, they are bound by Indiana State law and must follow all rules and regulations. In compliance with Indiana Code 20-34-3, the guidelines for medication at school are as follows.

Possession and Self -Administering of Medication

- Students (even students over 18) are NOT permitted to transport, carry or self-administer ANY over-the-counter OR prescription medications on campus or at school sponsored events. All medications must be kept in the nurse's office and maintained in a secure location.
- *Exception:* Per Indiana Code 20-33-8-13. A student with a chronic disease or medical condition may possess and self-administer medication when the following conditions are met:
 - o Parent has filed the Permission to Administer Medication form with the school nurse.
 - o A physician states in writing that: (a.) the student has an acute or chronic medical condition for which the physician has prescribed the medication, (b.) the student has been instructed in how to self-administer the medication, (c.) the nature of the disease/medical condition requires the student to have this medication available for medical emergencies.
 - o The authorization and physician statement must be filed annually with the school nurse.
 - o In general, only diabetic supplies, asthma inhalers and epinephrine devices with accompanying paperwork are approved for self- administration.

Clinic Stock Medications

In addition to first aid supplies, the Franciscan nurses maintain a supply and may administer the following medications and over the counter supplies to students with annual parent consent: acetaminophen (tylenol), ibuprofen (motrin/advil), calcium carbonate antacid(tums),calamine lotion, 1% hydrocortisone cream, triple antibiotic ointment, sterile saline eye drops, contact solution, cough drops, sting relief wipes, burn care gel, aloe, hypoallergenic lotion, lip balm, vaseline, sterile eye wash, salt water gargle, hydrogen peroxide. Benadryl is kept for allergic reactions, but parents will be notified prior to use.

Student Medication other than stock medication to be administered during the school day

- 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. In this case, please inform the school nurse.. Example- your student forgot to take their allergy medication or daily prescription medication in the morning. The parent can bring the medication to school, the student will be called out of class, and the parent may administer the medication. In this instance, no paperwork will be needed.
- Please note that no narcotic medication can be given by either parent/guardian or nurse during school hours.
- The nurse can administer prescription medication during the school day on a regular basis if the following criteria are met:
 - parental consent must be on file. Parental consent is written on the Medication Authorization Form, provided by the nurse, but also available online under health forms. The parent's written consent is valid only for the period specified on the consent form and never longer than the current school year.
 - A parent or guardian must transport the medication to school. Students are not allowed to carry medications.
 - All prescription medications must be current and in the original container.
 - The contents must match the bottle descriptions (i.e. blue oval pill)
 - The label should have the
 - student name
 - name of medication
 - prescribing physician
 - accurate dosage
 - the time to be administered. **It must be clear the medication is to be given at school.** For example, labels reading "at lunch," "in the afternoon between 12 and 3," or "in the afternoon at school" are acceptable. If it is not clear from the label that the medication is to be administered at school, a written order from the physician will be requested.
 - Any dosage changes during the year must have a written order from the physician or a new container meeting the criteria listed above.
 - A parent may request a medication be stopped at any time by submitting a written request.
- For medications, such as antibiotics, 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 an adult enter the school to pick up the medication each day.
- A parent or guardian may transport and 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 store. The medication must be age appropriate and can only be administered as indicated on the package instructions. A Medication Authorization form must be completed by the parent or guardian. Nurses cannot give over the recommended dose on the packaging without a physician's order.
- Nurses will not administer non-approved substances such as vitamins, supplements, or essential oils.

Health Services and Medication on School Sponsored Retreats and Field Trips

- School sponsored events are those field trips and retreats (including overnights) that occur during school days, during the typical school year. Examples of school sponsored events include class retreats, the junior overnight retreat, and other field trips related to academics that fall on school days. For these school sponsored events, Franciscan Health nurses will manage health and medication situations.
- All prescribed medication needed for either daylong or overnight field trips and retreats must be turned into the school nurse (delivered by a parent or guardian), in the original prescription container, at least two school days prior to the trip. Medication will be administered to the student as directed on the prescription label. Parents must fill out the Medication Authorization Form for RETREATS and FIELD TRIPS form (found on the health forms page) . If your student has medication in the clinic, that medication will follow them.
- If a nurse is not present, a trained Guerin Catholic staff member will be assigned the responsibility of caring for and administering medication on each field trip or retreat. That staff member will meet with the school nurse prior to the field

trip to review medication protocol and become familiar with the needs on that particular field trip.

Health Services and Medication on School Partnered Trips and Summer Trips and Retreats

- School partnered field trips are non-mandatory trips that are advertised at Guerin Catholic, but not officially Guerin sponsored. These trips tend to occur during extended school breaks and summer. They are sometimes led by faculty members under the guidance of tour companies. Summer retreats, October break trips, Spring break trips, club trips, summer sports team overnight trips and camps also fall into this category. Because these trips fall outside of typical school days and are not Guerin sponsored they will not have the oversight of Franciscan nursing. Parents and students will work with chaperones/ trip companies to determine the best way to deliver medications and services. Procedures may vary from trip to trip and may be different from school year procedures.

Medication at the end of the year

- Medications kept in the nurse's office during the school year can be picked up by the parent at the end of the year. NON controlled substance medication may be sent home with a student on the last day of school if written permission is received. All medication not picked up by the end of the year will be discarded.

Hearing Screens

All sophomore students and junior and senior transfer students will have a hearing screening per the Indiana mandates. If you wish to opt out your student, please notify the nurses in writing prior to the first day of school.

Illness at School/ Medical Emergencies

Students who become ill at school should report to the Nurse's Office. If a student is unable to remain at school (nausea, vomiting, fever >100, discolored or crusty eye drainage) the nurse will contact the parent/guardian. All ill students will be sent home through the nurse's office. A student will not be sent home unless a parent is contacted. If a student is texting a parent and asking to go home due we kindly ask that parents refer their student to the nurse's office so they may be dismissed from there.

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

If injured at school, a student must report the incident to a teacher or school personnel immediately to obtain first aid. The parent/guardian will be notified. In the event of a serious injury or medical issue, a parent/guardian will be notified immediately. If unable to reach a parent, the student will be transported via ambulance to the closest emergency center. If the injury/medical issue happens on a field trip, the nearest medical facility will be utilized.

Is my child well enough to go to school or when can my previously ill child return to school?

For specific questions parents are encouraged to contact their healthcare provider. For general guidance please see the information from the Indiana Department of Education provided [HERE](#).

Communicable Diseases

In the event of a communicable disease outbreak, using CDC and state guidance, Guerin Catholic will consult with the Hamilton County Health Department on the best course of action.

Annual Student Health History

An Annual Health Survey (medical history) is required to be on file by the beginning of each school year and is to be completed by the parent/guardian. This form provides (1.) important health information to the school nurse that may change each year (2.) emergency contact information and (3.) permission to administer over-the-counter medications kept in the nurse's office including It is the responsibility of the parent to notify the school nurse of any changes during the school year. Parents can access this form on the GC gateway platform.

Immunizations

Per Indiana Code 20-34-4-1, each school shall keep an immunization record of the school's students. The records must be kept uniformly throughout Indiana according to procedures prescribed by the State Department of Health. No student will be permitted to attend beyond twenty (20) days from enrollment without one of the following:

- A current and updated immunization record from the family physician or prior school.
- A signed Religious Exemption Form. The form can be found on the Saint Theodore Guerin High School website under Parent Portal/Forms. And must be re-signed at the beginning of each school year.
- A Medical Exemption Form signed by the student's physician. The form can be found on the Saint Theodore Guerin High School website under Parent Portal/Forms and must be re-signed at the beginning of each school year.

2022-23 Indiana School Vaccine requirements may be found here [Indiana 2022-2023 Required and Recommended School Immunizations](#).

Pregnancy Policy

As a pro-life community, Saint Theodore Guerin High School is committed to both the virtue of chastity and the sanctity of human life. If a student becomes pregnant we are prepared to offer our care and support. No student, male or female, will be asked to leave Saint Theodore Guerin High School because of a pregnancy. Any student who is in this situation or knows of a student in this situation is encouraged to reach out to a trusted adult so they can extend love, care and compassion to those involved.

Attendance

OVERVIEW

Daily attendance of each student is essential to success at Saint Theodore Guerin High School.

- The development of the whole person is an essential part of Catholic Education. According to the United States Conference of Catholic Bishops (USCCB), "Catholic Education addresses the development of the whole person through spiritual and academic formation based on the Gospel of Jesus Christ." Every student has been given incredible gifts from God. These gifts are meant to be shared with the greater community of Saint Theodore Guerin High School. When students are not present at school, they are unable to share their gifts or experience the gifts of the greater community. This is what makes Catholic education uniquely different and what makes attendance at school of great importance at Saint Theodore Guerin High School.
- Research shows that educational achievement and success at the college level are directly related to attendance. We (educators and parents) need to make attendance a priority and help our students form good habits. Every absence, whether excused or not, interrupts the student's understanding of the material being presented. A student who misses a day of school misses a day of education that cannot be retrieved in its entirety.

COMMUNICATION

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)660-0404 or (317)582-0120 Ext. 221 by 9:00 a.m. for the absence to be considered excused (or exempted).
- School officials will attempt to contact parents by 11:00 a.m. if no phone call is received.

DEFINING TERMS

Exempt – Absent, but marked as present. Exempted absences are special circumstances in which the absences DO NOT count toward the absence progression policy; the students are treated as if they are present in school. Students can make up 100% of the academic work missed. Students must provide proper documentation in order to be considered Exempt.

- School-sponsored field trips, retreats, or contests
- Serving as a Page in the State Legislature
- Working election polls
- Serving with National Guard for no more than 10 days
- Serving for Civil Air Patrol for no more than 5 days
- Exhibits or participates in the Indiana State Fair
- A documented court appearance
- College Visits (Signed College Visit Form or Letter from College on College Letterhead)

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GC Exempt – GC Exempt absences are special circumstances in which the absences DO NOT count toward the absence progression policy. Students can make up 100% of academic work. Students must provide proper documentation in order to be considered GC Exempt (When applicable, follow the Extended Excused procedure)

- Surgery, recovery, and follow-up (doctor's note and recovery plan signed by a physician)
- Administrator or School Counselor request
- Absences due to attendance contracts on file

Excused – A parent or guardian notifies the school of an absence. The student can make up 100% of the academic work missed. In some cases, additional documentation will be requested and required for an absence to be considered Excused.

- Illness verified by phone from parent/guardian
- Illness verified by a physician (required for three or more consecutive days)
- Doctor's appointment
- Funerals
- Absence of two days or fewer when parents have notified the school by 9:00am
- Any approved Extended Absence in which the proper form and documentation have been filled out and are on file in the school office

Unexcused – Any absence not covered under the definition of excused or exempt. Students will receive no credit for academic work for the day of absence.

- Any unreported absence
- Leaving school without the following conditions being met:
 - If leaving due to illness, the student must be sent home via the Nurse's Office
- Any extended absence not approved by the administration

Tuant – Student refusal to attend school or skipping class; the student will receive no credit for any academic work due on the day of truancy.

Late Arrival / Early Release - Should a student miss more than ten (10) minutes of a given class period due to a late arrival or early release, it will count as an absence from class.

ABSENCE PROGRESSION POLICY

Trimester – Per Class

- 1st absence thru 3rd absence in a given class – If excused, no effect or impact on the course
- 4th absence – Notification of absence count sent home via Attendance Officer regardless of whether absences are considered excused or unexcused
- 6th absence - When a student accumulates six absences in a course, the attendance record is reviewed by the Attendance Officer and Assistant Principal of Student Services. After review, an attendance meeting will be held with the student, parent(s)/guardian(s), and Assistant Principal of Student Services regardless of whether absences are considered excused or unexcused. This meeting may result in:
 - Mandatory study tables
 - Saturday School
 - Forfeit of course credit
 - Withdrawal from Guerin Catholic High School

*Note: Parents and students are responsible for keeping track of student absences on GC Gateway.

EXTENDED ABSENCES

Extended absences are defined as situations in which a student misses three (3) or more consecutive days of school for any reason.

If a student's extended absence is anticipated due to a planned trip, medical procedure, etc. the student is responsible for the following:

- Obtaining an Extended Absence Form from the front office and completing all required portions of the form
- Notifying teachers at least two (2) days prior to the absence
- Working with teachers prior to the absence(s) to coordinate due dates for work missed or assigned during absence(s)
- Arranging for completion of exams or quizzes prior to the absence(s) (at teacher discretion)
- Completing any and all work assigned by the teacher by the date of return from absence(s) (at teacher discretion)

*Note: Should any of the above steps not be taken by the student prior to his or her absence(s), he or she may not receive full credit for the assignments or assessments given during the absence(s).

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Should a student have a physical or mental illness that leads to an extended absence, a meeting with the administration and the counselor is required. It is the responsibility of the family to provide medical documentation of the illness. Administration reserves the right to make minor adjustments to the absence progression policy; however, in the event of a physical or mental illness that severely impacts student attendance, it may also be necessary for a student to withdraw and enroll in a homebound or online program until such time as regular attendance can be achieved.

MAKE-UP POLICIES

All assignments should be made up regardless of the reason for the absence. The designated time limit is one day of that class for each day's absence, beginning the day the student returns following an absence. It is the responsibility of the student to schedule make-up work with his/her teachers.

Any parent or student may access Canvas to receive current information regarding academic assignments and coursework.

A student who is absent the day of an assessment and/or the day an assignment is due is expected to take the assessment and/or submit the assignment upon returning to school if they were aware, or should have been aware, of the assessment or assignment. (Note: the same test may or may not be given for make-up.) A teacher should use appropriate professional discretion in administering this rule for students with medically excused absences.

ABSENCES and EXTRA-CURRICULAR ACTIVITIES

To be eligible to participate in or attend extracurricular activities (including club activities, performances, athletic competitions and practices), a student must fully attend at least 3 academic classes during the school day. Exceptions may be made at the discretion of the administration for funerals, medical testing, etc. Weekend activities are not included.

**Note: Extra-curricular activity participation can be removed as part of an attendance contract.*

Saint Theodore Guerin High School 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 Saint Theodore Guerin High School 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 family 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 Saint Theodore Guerin High School.

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 Saint Theodore Guerin High School 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

The policies outlined in our family handbook are not an arbitrary list of rules and regulations, but 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 family 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)

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**)
- Violation of the dress code (**Pride**)
- Inappropriate public display of affection (**Accountability**)
- Disregard for cafetorium procedures and regulations (**Accountability**)

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

- Referral
- After-school detention
- Administrative consequences to be determined on a case by case basis

Level 2 Offenses include but are not limited to:

- Use of vulgar or foul language. Seriousness determined by the administration. **(Communication)**
- Engaging in "sexting" or other vulgar/explicit communication through social media or other technological means. Seriousness determined by the administration. **(Communication, Pride)**
- Using cell phone in restricted areas **(Communication, Pride)**
- Engaging in an act of cheating or plagiarism. **(Integrity)**
- Violation of [Acceptable Use Policy](#). Seriousness determined by the administration. **(Accountability)**
- 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 Saint Theodore Guerin High School 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)**
- Multiple Level 1 offenses **(Integrity, Accountability)**

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

- Administrative consequences to be determined on a case by case basis
- 1-3 day suspension
- Discipline contract

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)**
- 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)**

- Fighting or endangering the safety of others. There will be consequences for all parties involved regardless of who instigated the altercation. Seriousness determined by the administration. **(Communication, Accountability, Compassion)**
- 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 Saint Theodore Guerin High School students prove detrimental to the reputation of the school.

Sanctions Defined (Accountability)

Referral: Behavior is referred to the Assistant Principal of Student Services. A subsequent meeting with that student takes place.

Detention: A teacher can require a student to attend a detention. 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 Assistant Principal of Student Services to reschedule their child's detention if there are extenuating circumstances. Failure to arrive on time or to behave appropriately during detention may result in a Saturday School being issued.

Discipline Contract: A written agreement between a student, parent or guardian, and administration of Saint Theodore Guerin High School 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. The Assistant Principal of Student Services will determine the length of social probation.

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 Assistant Principal of Student Services and the Principal in cases involving serious violations of school rules that could result in dismissal from Saint Theodore Guerin High School. The Council is composed of the following members:

- Two faculty members
- Assistant Principal of Student Services
- Director of Athletics
- Director of Campus Ministry and Student Life
- Principal
- Assistant Principal and Director of Academics
- Director of Guidance
- Chaplain

The Discipline Council protocol:

- The Assistant Principal of Student Services will maintain all student discipline records.
- The Assistant Principal of Student Services 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.
- Administration will notify the parent or guardian of the decision within 24 hours

Academic Integrity (Integrity, Accountability)

Saint Theodore Guerin High School strives to provide an academically rigorous learning environment that challenges and stretches all students to reach their potential. We firmly believe that cheating denies the value of education, damages the ethical character of the individual student, and undermines the integrity of our school community. The Academic Integrity Policy affirms that we value learning and that we therefore expect personal integrity and intellectual honesty in all academic work.

Academic integrity is valuing and demonstrating positive regard for:

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- The creations and opinions of others (i.e., intellectual property)

Acting with academic integrity means that you demonstrate these values, and in particular:

- Take full credit for your own work and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own
- Represent your own work honestly and accurately
- Collaborate with other students only as specifically directed and authorized.

Violations of academic integrity at Saint Theodore Guerin High School are defined as either Plagiarism or Cheating:

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Plagiarism - The practice of intentionally taking someone else's work or ideas and passing them off as one's own.

Examples of plagiarism can include, but are not limited to:

- Failure to document with quotation marks and cite any material copied directly from another source
- 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

Note: Unintentional plagiarism is not giving proper credit for someone else's ideas, research, or words when it was not intended to present them as one's own. Even if the offense was not intentional, it is still not acceptable. If an act of plagiarism is determined to be unintentional by the teacher and the Assistant Principal of Student Services, it will be dealt with as a lesser classroom-level offense and the student will be required to complete an educational curriculum to ensure that they incur no other similar infractions.

Cheating - Acting dishonestly or unfairly in order to gain an academic advantage for oneself or another student.

Examples of cheating can include, but are not limited to:

- Copying or attempting to copy another person's answers or work on tests, quizzes, or projects
- Using notes without permission, including on tests, quizzes and other assessments
- Copying homework from another student
- Allowing another student to copy your work
- Sharing copies (electronic or printed) of your work with another student

There is no single list of offenses constituting Cheating or Plagiarism that applies across all classes at Saint Theodore Guerin High School. Classroom teachers will communicate with students about specific practices that violate the principles of academic integrity related to their subject area and the age of students in their course. If a classroom teacher communicates specific student actions that do or do not constitute a violation of academic integrity in their particular classroom, that standard will be used to judge the severity of instances of academic dishonesty.

Consequences for Violating Academic Integrity (Accountability)

If cheating or plagiarism is suspected, a discussion will take place with the student. All measures should be taken to have this discussion in person and face-to-face with the student. If it is concluded that the student has not committed a violation, this meeting should end the matter. If the teacher believes a violation of academic integrity did occur, the student will be given the opportunity to accept or deny the accusation. If the student accepts the charge of academic dishonesty, the Assistant Principal of Student Services will be informed of the situation and a consequence will be determined. If the student denies the charge of academic dishonesty, a team consisting of the teacher, the Director of Academics and the Assistant Principal of Student Services will investigate the situation, taking into consideration the accounts of the student, the teacher, and any other pertinent witnesses. This investigative group will determine student culpability and possible consequences.

Violations of academic integrity are cumulative over the course of the student's high school career. Each violation of academic integrity results in a minimum consequence of an automatic zero on the assignment or assessment in question. This zero cannot be dropped as a lowest grade or replaced in the grade book by a new score on the assignment or assessment in question.

1st Offense:

The teacher will inform the parent(s) or guardian(s) of the offense and will impose a consequence constituting at minimum an automatic zero on the assignment. If a student's first violation of the Academic Integrity policy is due to a lack of understanding of the standards of academic integrity at Saint Theodore Guerin High School, the Assistant Principal of Student Services may require the student to complete an educational curriculum related to their offense as part of their academic formation. If the offense is considered severe in nature as determined by the Assistant Principal of Student Services, a meeting will be called involving the student, counselor, teacher, and parent(s) to determine an appropriate response.

Subsequent Offenses:

The Assistant Principal of Student Services will inform the parent(s) or guardian(s) of the offense. The student will receive a minimum consequence of a zero on the assignment or assessment. The Assistant Principal of Student Services will meet with the student, counselor, teacher, and parent(s). The meeting will determine if the situation requires additional attention from the Discipline Council or additional consequences determined by the Assistant Principal of Student Services.

Consequences determined by the Assistant Principal of Student Services or the Discipline Council may include, but are not limited to:

- Disciplinary contract
- Failing grade for the course
- Community service requirement
- Suspension
- Expulsion

Dress Code Policy (Pride, Accountability)

Philosophy and Rationale

When a student is enrolled at St. Theodore Guerin High School, they seek to be part of a community of love with all of its standards and norms. The Guerin Catholic uniform prepares students for a school environment and keeps students focused on their education, not their clothes. School uniforms create a level playing field among students and helps to reduce one aspect of peer pressure, while also enhancing obedience, school pride, unity, and spirit.

The philosophy behind the specifics of the school uniform policy is guided by four principles:

- Humility - The origins of student uniforms in Catholic schools were meant to be a socioeconomic equalizer. Uniforms should be simple in nature. There is also a lesson of 'self-sacrifice' as our students conform to the expectations of the school.
- Vocation as a Student - We want our students to be dressed appropriately to live out their current vocation as a student. The uniform should not be a point of contention or make students self-conscious about any required pieces. Rather, our uniform should include items that are simple so that their focus can be on learning.
- Community - Our uniforms should be unifying and identify our students as members of the Guerin Catholic community.
- Gender - We recognize that God created men and women differently, yet still in His image and likeness. Our uniforms should reflect those differences and it is okay to have different expectations of our young men and women.

We have three different uniform days throughout the year.

- Regular Uniform (worn on most days of school)
- Formal Uniform (worn on All School Mass days)
- Spirit Day (worn on Fridays where we do not have an All-School Mass, and on Charity Spirit Days as communicated)

Boys' Uniform:

Regular Uniform

All uniforms must be purchased from Lands' End or Schoolbelles, the approved school uniform providers for Saint Theodore Guerin High School. Uniform apparel worn must have the Saint Theodore Guerin High School shield embroidered on the tops and "GCHS" embroidered on the left pocket of the khaki pants. 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 boys' shirts must be tucked in at all times.

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- Short or long-sleeved black, white, or purple polo shirt with Saint Theodore Guerin High School shield
- Plain khaki pants with the monogrammed "GCHS" on the left pocket
- A belt must be worn at all times
- Dress or tennis shoes
- Sandals, crocs, flip flops or shoes resembling slippers are not permitted
- Shoes that require laces must have laces and be tied
- Undershirts worn beneath the uniform polo must be solid black, white, or purple in color

Optional outerwear:

- V-neck sweater with Saint Theodore Guerin High School shield (uniform polo must be worn underneath)
- Black, white, or purple school sponsored and approved Guerin Catholic jacket or ¼ zip or crewneck sweatshirt (uniform polo must be worn underneath). "Approved" is defined as either purchased through Guerin Catholic or approved by administration.
- No hooded sweatshirts are permitted on regular uniform days

Formal Uniform

Gentlemen are to wear the Oxford, button-down dress shirt with the Saint Theodore Guerin High School shield 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. Outerwear worn to All-School Mass must feature the Saint Theodore Guerin High School shield.

Spirit Day

Spirit Days occur on Friday (unless there is an All-School Mass) and on Charity Spirit Days. Jeans (or other long pants) may be worn but must be clean, neat, without holes or tears, and hemmed. No shorts, overalls, pajama pants, yoga pants, leggings, 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. Hooded sweatshirts are permitted on Spirit Days.

Other Notes on Boys' Appearance

- Hair 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

Girls' Uniform:

Regular Uniform

All uniforms must be purchased from Lands End or Schoolbelles, the approved school uniform providers for Saint Theodore Guerin High School. Uniform apparel worn must have the Saint Theodore Guerin High School shield embroidered on the tops and GCHS embroidered on the left pocket of the khaki pants or skirt. All uniforms must fit the student in a reasonable manner at the discretion of the school administration.

- Short or long-sleeved black, white, or purple polo shirt with St. Theodore Guerin High School shield
- Plain khaki pants or skirts with the monogrammed GCHS on the left pocket
- Skirts are to be at least one inch below the fingertips when the arms are fully extended
- Sandals, crocs, flip flops or shoes resembling slippers are not permitted
- Shoes that require laces must have laces and be tied
- Undershirts worn beneath the uniform polo and leggings worn underneath the uniform skirt must be solid black, white, or purple in color

Optional outerwear

- V-neck sweater with Saint Theodore Guerin High School shield (uniform polo must be worn underneath)
- Black, white, or purple school sponsored and approved Guerin Catholic jacket or ¼ zip or crewneck sweatshirt (uniform polo must be worn underneath). “Approved” is defined as either purchased through Guerin Catholic or approved by administration.
- No hooded sweatshirts are permitted on regular uniform days

Formal Uniform

Ladies are to wear the Oxford, button-down dress shirt with the Saint Theodore Guerin High School shield along with their regular school pants or skirts. 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. Outerwear worn on mass days must feature the Saint Theodore Guerin High School shield.

Spirit Day

Spirit Days occur on Friday (unless there is an All-School Mass) and on Charity Spirit Days. Jeans (or other long pants) may be worn but must be clean, neat, without holes or tears, and hemmed. No shorts, overalls, pajama pants, yoga pants, leggings, 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. Hooded sweatshirts are permitted on Spirit Days.

Other Notes on Girls' Appearance

- 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

Other Dress Information for both Boys and Girls:

- *Dress for dances:* Homecoming will be a casual dance, the Winter Dance is semi-formal, and the Junior-Senior Prom is 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 through Lands' End or Schoolbelle's.
- 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.
- 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 / skirt, shirts too tight, undergarments showing, etc.

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. Students who are out of uniform may be subject to losing spirit day privileges for the week and/or be given a detention.

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)

OVERVIEW

The body and soul, with its capacities of intellect and will, are truly gifts given by God to each human person. To inhibit or do harm to these faculties is both contrary to God's will and does not lead that person to salvation. Because parents entrust their children to our Catholic School, we have the duty to create an environment, based on the teachings of Jesus Christ and His Church, which encourages the student's spiritual, intellectual, emotional, social, and physical well being.

Underage alcohol and drug use has become a cultural norm in many communities across the United States. At Saint Theodore Guerin High School, we strive to be countercultural in our effort to maintain a drug free culture and to keep our children safe as they navigate through High School. Our Drug & Alcohol Policy, including random testing, hopes to accomplish several key points for our students: First, this policy is intended to give Saint Theodore Guerin High School students a reason to say no to the use of illegal and harmful substances. Second, this policy will keep our students accountable to make positive choices in their lives and continue to strive to be the people that God intended them to be. It is essential that students who have an addiction be provided the resources necessary to fight the addiction. Should the student have the potential makings of an addiction, they must be identified and provided with an alternative course that will lead to a healthier life.

With that said, it is a 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. Non-alcoholic 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 or off school grounds.

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 Saint Theodore Guerin High School 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 to any student or ask the student to submit to a drug test at the family's expense.

The following sections outline the types of violations of this policy:

- Self-reporting
- Random drug screening
- Other violations
- Possession or use on school grounds or at a school sponsored activity

This policy is comprehensive over four years of each student's high school career.

SELF REPORTING

Saint Theodore Guerin High School administration encourages families to self-report an incident of drug and/or alcohol use. The primary concern of the school is to provide an avenue in which the student can get the proper help that is needed. A self-reported incident is one in which the student or family of the student reports a potential violation of the drug and alcohol policy of the school without having been selected as a part of the Random Drug Test Policy and without prior knowledge by administration or law enforcement. Should a student or parent self-report an incident that violates the drug and alcohol policy of Saint Theodore Guerin High School, the following stipulations will be made:

- The student will undergo a drug and alcohol assessment from a licensed addiction counselor at the family's expense
- The family will follow through on the recommendation(s) provided by the licensed addiction counselor
- 101 days after the self report the student will be retested
- This would not be considered a violation of the athletic/extracurricular code of conduct

RANDOM DRUG SCREENING

Applicability

This policy applies to every Saint Theodore Guerin High School student from June 1st of freshman year to graduation of senior year.

Partnership

Saint Theodore Guerin High School will partner with Blackbird Clinical Services and Witham Labs.

Testing for Drug Usage

Saint Theodore Guerin High School students will be tested randomly. On an annual basis, all students will be eligible for testing. In addition to an initial test, once a student has been tested, he or she will then enter a separate pool in which a percentage will be retested throughout the school year. Students may be tested more than once in a given school year.

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Process

Saint Theodore Guerin High School has partnered with Blackbird Clinical Services to conduct the procurement of hair and/or urine samples and Witham Labs for the analysis of said samples. Testing methods may include hair follicle, urine sample, or oral swab. If a sample of head hair cannot be obtained, body hair from the arm or leg may be used for the drug screening method. The method of procurement will be determined by Saint Theodore Guerin High School administration.

Refusal

Should a student refuse to take the drug test, Saint Theodore Guerin High School reserves the right to suspend the student from school until the student takes the test coordinated by the family and our testing partner(s) at the family's expense. Should parents refuse to submit a drug screening within three (3) days of the first screening refusal, the parent-school partnership has been broken and the student will be withdrawn from Saint Theodore Guerin High School. Should a student fail to provide a requested sample within a 60 minute time period after being selected to be drug tested, that will be considered a refusal to test.

Invalid Samples

Urine samples registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be considered invalid. A student who provides a sample outside of the acceptable temperature range will be considered to have returned a positive test. If it is proven that a student cheated or tampered with the collection of their sample, the student will be suspended from school pending a hearing of the Disciplinary Council.

Absence

Should a student be absent on the date that they are chosen to take the drug test, the student will automatically be selected for the next testing date.

Notification of Test Results

Notification of test results will be kept confidential and will only be given to Saint Theodore Guerin High School Administration by the drug testing company. A Saint Theodore Guerin High School administrator will notify parents of a positive or negative test result.

Prescription Medication

Should a student test positive for a drug for which they have a prescription, parents will need to provide the original prescription bottle to the school in order for the result to not be considered positive.

First Positive Test:

- Parent notification
- Discussion of results of test
- Student will undergo a drug and alcohol assessment from a licensed addiction counselor at the family's expense within six (6) days and provide documentation to Saint Theodore Guerin High School administration
- Student will follow through on the recommendation of the licensed addiction counselor and provide documentation to Saint Theodore Guerin High School administration
- 101 days after the positive test, the student will be retested

Second Positive Test:

- Parent notification
- Discussion of results of test
- Student will have a second violation of the Athletic and Extracurricular Code of Conduct which will result in a suspension of at least 50% of the total competitive dates in the current or subsequent (if not currently participating) athletic season
- Documentation of regular counseling by a certified mental health provider
- Student will be subject to additional screening at the discretion of Saint Theodore Guerin High School administration

Third Positive Test:

- Expulsion from Saint Theodore Guerin High School

False Positive Results

False positive results are highly unlikely. However, should parents believe the test to be a false positive, they may contact a representative from Witham Labs to discuss their concerns.

Appeals

All appeals of decisions made under the policy will be made to the principal of Saint Theodore Guerin High School.

OTHER VIOLATIONS

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Defined:

- Suspicion Screening: Any student who displays behavior that may indicate the use of prohibited substances will be required to submit to screening and/or a breathalyzer
- Use of drugs and/or alcohol off school grounds

1st Violation

- Parent notification
- Discussion of results of test
- Student will undergo a drug and alcohol assessment by a licensed addiction counselor at the family's expense within six (6) days and provide documentation to Saint Theodore Guerin High School administration
- Student will follow through on the recommendation of the licensed addiction counselor and provide documentation to Saint Theodore Guerin High School administration
- Suspension of at least 25% of the total competitive dates in the current or subsequent (if not currently participating) athletic season

2nd Violation

- Student will appear before the Saint Theodore Guerin High School Discipline Council where expulsion will be considered. The family will accept the decision of the council.

POSSESSION/USE ON SCHOOL GROUNDS/ACTIVITY

Should any student possess or be under the influence of illegal drugs and/or alcohol on school grounds or at any school-sponsored event, the student will appear before the Saint Theodore Guerin High School Discipline Council where expulsion will be considered. The family will accept the decision of the council.

Smoking and Vaping Policy (Pride)

In keeping with the school's objective to promote physical well being and whole-person growth, tobacco and nicotine products and other smoking paraphernalia including but not limited to cigarettes, e-cigarettes (vaping devices), and smokeless tobacco are prohibited at all times on school grounds or at school sponsored events. A violation of this policy would follow the below progression:

- 1st Offense: 1-2 day out-of-school suspension, suspension of at least 15% of the total competitive dates in the current or subsequent (if not currently participating) athletic season, and automatic enrollment in the school's drug testing program. The student may be required to enroll in and complete a smoking and/or vaping cessation program at the discretion of school Administration.
- 2nd Offense: 1-3 day out-of-school suspension, suspension of at least 30% of the total competitive dates in the current or subsequent (if not currently participating) athletic season, and continued enrollment in the school's drug testing program. The student may be required to enroll in and complete a smoking and/or vaping cessation program at the discretion of school Administration.

In the event that a student tests positive for nicotine as a part of the Drug Test Policy, parents will be contacted and a plan of action implemented.

Cell Phones (Communication, Accountability)

Personal cell phones, or other electronic devices such as iPods, may be used before school, during passing periods, in the lunchroom, and after school. These devices may not be used in classrooms without permission from a classroom teacher or an administrator. Using a cell phone in the classroom without permission from a staff member is considered a level 1 offense and the student will be subject to consequences pertaining to such an offense. Using a cell phone in a restroom or locker room is considered a level 2 offense and the student will be subject to consequences pertaining to such an offense.

Note: Inappropriate use of cell phones including but not limited to: "sexting," harassment, bullying, or academic integrity violations,

will result in consequences outlined in the student discipline section of the handbook and potential removal of the student's ability to bring a personal electronic device to school.

Harassment 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 another student(s), or who witnesses such conduct should file a complaint with the Assistant Principal of Student Services 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 Overview (Communication, Integrity, Accountability)

Purpose

Saint Theodore Guerin High School recognizes that access to technology in schools gives users greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping all users develop 21st-century technology and communication skills. To that end, we provide the privilege of access to various technologies for student use.

By acknowledging this document students and family also acknowledge and accept the terms of the [Technology Acceptable Use Policy \(AUP\)](#).

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.

Overnight Student Expectations

- Students are expected to follow all applicable policies as outlined in the Family Handbook. Discipline will be enforced as per the handbook for any violation. An offense of a serious nature, as determined by a Saint Theodore Guerin High School faculty or staff leader may require parental notification and removal of the student from the trip. If a student is sent home, the parent is responsible for making arrangements for the student's return travel and its expense.
- There must always be at least two adults in the car when students are being transported from place to place during the overnight field trip.
- There will never be a boy in a girl's rooms or vice versa.
- Students are not to go anywhere unaccompanied.
- 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.
- If swimming is an option during free time, two or more chaperones must be in the pool area.
- Keep your important papers, wallets, and money in a safe area. Keep items zipped and never out of sight.
- During transportation, boys & girls can sit together during the day but must be separated at night.
- There will be no public displays of affection.
- 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. However, in order to ensure the safety of all students and maintain an environment free from drugs, alcohol, and weapons, the school reserves the right to search lockers, backpacks, all personal property brought onto school premises, and motor vehicles at any time and for any reason. In addition, a school administrator or law enforcement officer may search a student's person if there is reasonable suspicion for the search. In all circumstances, students shall be treated with dignity and respect.

Note: Saint Theodore Guerin High School 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 Saint Theodore Guerin High School 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 at any time. 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(s) of the vehicle consent to the search of that vehicle. This will be done with two (2) or more school employees present, one of whom is a school administrator.

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 school 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:	Detention
5th tardy:	Detention
6th tardy:	Detention and Parent or Guardian Notification
7th tardy	Meeting with the Assistant Principal of Student Services; attendance contract may be implemented.

Note: Should a student who drives to school reach a 7th Tardy, driving privileges to school may be revoked as part of the attendance contract.

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 Family 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

Seclusion and Restraint

Saint Theodore Guerin High School believes a safe and healthy environment should be provided in which all children can learn, develop and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school have a Seclusion and Restraint Plan. The purpose of the plan is to ensure that all students and staff are safe in school, and that students who may have behavior crises are free from inappropriate use of seclusion or restraint.

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

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

Please see the Front Office for a full copy of the Seclusion and Restraint Policy.

School Overview

Saint Theodore Guerin High School is located on seventy acres in the heart of Hamilton County, just five miles north of Indianapolis. The school was founded in 2004, and has been consistently recognized by the Cardinal Newman Society as one of the Top 50

Catholic High Schools in the nation. Saint Theodore Guerin High School is an open enrollment, diocesan, college preparatory school that offers all students the opportunity to be formed in their faith, to lead and serve others, and to challenge themselves with a rigorous academic program. Our curriculum and teaching methods are rooted in our core values of honor, servant leadership, and excellence. Our faithfulness to the teachings of the Catholic Church truly makes our students counter-cultural. They are well prepared to not only contribute positively to the colleges and universities they attend, but are equipped to be salt and light to the world.



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