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

SETON CATHOLIC HIGH SCHOOL
2026-2027
STUDENT HANDBOOK

Dear Parent/Guardian and Student:

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

With best wishes for a successful school year.

Sincerely,
Ms. Sharon Brochin
Principal

SETON CATHOLIC HIGH SCHOOL
233 South 5th Street
Richmond, IN 47374
Phone: (765) 965-6956
Fax: (765) 935-9930
www.setonschools.org

DISCLAIMER

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

PARENTAL/GUARDIAN STATEMENT SUPPORTING SETON CATHOLIC HIGH SCHOOL POLICY AND REGULATIONS ACCEPTANCE AGREEMENT
Sign and return this page to the school office no later than Friday, August 28, 2026

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

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

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

By signatures, we also hereby acknowledge that we have been furnished with a copy of the Seton Catholic High School Student Handbook for the 2026-2027 school year, that we have read, and that this Agreement has been entered into of our own free will and accord.

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

Student (Please Print): _____

Student Signature: _____ _____/____/2026

Parent/Legal Guardian (Please Print): _____

Signature: _____ _____/____/2026

STUDENT CERTIFICATION: Based on the information presented in the *Seton Catholic Athletic Handbook* and by the SCHS athletic staff, I believe I am eligible to represent SCHS in interscholastic athletics. If accepted as a member of the SCHS athletic program, I agree to abide by said rules and regulations of SCHS and the IHSAA. To the best of my knowledge, I have suffered no injury or illness in the past that would hinder my participation in the athletic program. I/we acknowledge that the participant is assuming a certain risk of being injured and injuries are a possibility in organized athletics. I/we understand that travel is necessary and that an accident causing injury is possible. I/we authorize responsible school personnel to oversee or provide emergency medical care to a participant in the event of serious injury or in the event the parent/guardian cannot be contacted in a timely way. I/we have read, know, understand, agree, and voluntarily assent to comply with the rules stated in the *Seton Catholic Athletic Handbook*.

Student (Please Print): _____

Student Signature: _____ _____/____/2026

Parent/Legal Guardian (Please Print): _____

Signature: _____ _____/____/2026

GUIDELINE FOR SETON CATHOLIC SCHOOLS ON RESPECTING PERSONS

Sign and return this page to the school office no later than August 14, 2026.

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

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

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

Student (Please Print): _____

Student Signature: _____ _____/____/2026

SCHS Student Code of Conduct

As a student of Seton Catholic High School, I understand that there is a code of conduct that must be followed. This code of conduct is set forth to help me as an individual to grow in my faith, education and to be a productive citizen of our global community. As set forth, I understand the code of conduct listed in this document and will abide by the expectations. If I am void of this Code of Conduct, I understand that I am jeopardizing my status as a student of Seton Catholic High School.

Based upon the Catholic moral values and loving respect for others taught by Jesus Christ, I agree to the following:

- Will be honest and committed to integrity
- Will be respectful and courteous toward all teachers and adults and peers
- Will refrain from harassment of any kind
- Will refrain from any type of action that could be construed as harassment or bullying
- Will refrain from any type of action that could be construed as retaliation
- Will use appropriate language
- Will speak respectfully to and about others
- Will respect all school and personal property
- Will stand respectfully for all prayers, Pledge of Allegiance and National Anthem
- Will refrain from any deliberate disruption in the school
- Will demonstrate good sportsmanship when engaged in all school-sponsored extracurricular activities
- Will be present for all required activities
- Will maintain and support others who maintain a safe and drug-free environment at or near school and at all school sponsored functions/activities with the understanding that possession or distribution of alcohol, drugs, tobacco, or any other substance that may be harmful or dangerous and forbidden will result in suspension or expulsion from school
- Will not engage in any physical or verbal contact with another student which could be interpreted to be an inappropriate display of affection. Such conduct is prohibited on school grounds or at school-sponsored activities
- Will, at all times, whether at school or in the public community, conduct myself in a manner which reflects the Catholic values and principles of the Seton Catholic High School.

The school observes this Code of Conduct because it is built on fundamental Catholic social teachings. The role of the principal/administration, staff and faculty is to work collaboratively with the pastor, students, and families to assist the students in developing a strong Christian attitude toward life.

Student Signature_____ Date _____

Parent Signature _____ Date _____

SETON CATHOLIC HIGH SCHOOL
STUDENT HANDBOOK

Administrative Staff

Fr. Sengole Gnanaraj - Pastor
Ms. Sharon Brochin - Principal
Mrs. Diane Kenny - Administrative Assistant
Ms. Mallory Blevins - Guidance Counselor
- Athletic Director
Mr. Tim Elstro - Information Technology
Mr. Lucas Westjohn - Director of Food Service

Faculty

Mrs. Christy Coffin - English
Mrs. Amber Scherschel - English
Ms. Mary Terkoski - Spanish
Ms. Jessica Swimm - Science/Health/PE
Mr. Noah Becker - Math/Science
Mr. Mark Bell - Engineering, Math, Computer Science
Mr. Mylan Nocton - Social Studies
Mrs. Theresa Goss - Fine Arts
Mr. Dylan Reichley - Theology
Mr. Dan Reichley - Math, Science
Mr. Dan Merkamp - Band

Accreditation & Memberships

Seton Catholic High School is fully accredited through Lumen Accreditation, and the Indiana Department of Education. SCHS holds memberships in the Indiana High School Athletic Association (IHSAA), Pioneer Academic Athletic Conference (PAAC), and the National Catholic Education Association (NCEA).

Introduction

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

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

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

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

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

Mission Statement

Centered in Christ and led by His Spirit, we at Seton Catholic Schools teach and accompany our students on their journey to become disciples of Christ through virtues, academic excellence, service; all for truth in love.

Catholic Nature of the School

As a school of the Roman Catholic Archdiocese of Indianapolis and the St. Elizabeth Ann Seton Parish Community, Seton Catholic High School is charged with playing an important role in the formation of students in their Catholic faith through a program of Catholic religious studies and experiences. The school makes every effort to ensure that the teachings of the Roman Catholic Church, as promulgated by the Holy Father in Rome, are presented to students in a structured curriculum.

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

Seton Catholic High School respects the personal consciences of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. Students are expected to participate in religious instruction and

Catholic formation, including Christian service, offered at the school except those that are intended only for Catholics (e.g., reception of the sacraments).

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

Philosophy

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

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

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

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

Goals

Students at Seton Catholic will be challenged in three ways:

Spiritually

- to develop an awe and reverence for God.
- to know, understand and deepen their relationship with Jesus Christ.
- to build up God's Kingdom by sharing their spiritual gifts.
- to understand and develop a Catholic view of life.
- to demonstrate respect for the dignity and worth of others as well as for oneself.
- to read and reflect on the Word of God as found in the Bible.

Academically

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

Personally

- to be responsible for one's actions.
- to better serve others.
- to discover and develop their talents through participation in school activities.

- to acquire knowledge, confidence, courage and hope in order to make healthy life decisions.
- to be able to resolve conflict in a peaceful, respectful manner.
- to instill honor, respect and value for diversity.
- to promote the value of community by keeping informed and involved as citizens of a democratic society.

Cardinal Code of Honor

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

All students of SCHS are expected to:

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

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

Catholic Schools in the Archdiocese of Indianapolis believe:

- in fostering positive relationships that exemplify the love of God;
- that Catholic school communities are enriched by the unique image and likeness of God that is present in each individual;
- that formation best occurs within faith-filled cultures of learning that are inclusive;
- that parents are the primary educators of each young person and that it is the responsibility of Catholic schools to support the domestic church;
- that Catholic schools are part of the evangelizing mission of the Church, forming disciples through the intentional integration of faith, culture, and life;
- and that "excellence" is defined by and achieved through the growth and holistic development – spiritual, intellectual/academic, social, emotional, and physical – of the individual within the context of community.

Admission to SCHS

Admissions Policy

POLICY STATEMENT – Admission and WaitList for Preschool through Grade 12

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

A. Primary Goal – Catholic Education

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

B. Accommodation of Students with Special Needs

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

C. Financial Aid and Responsibility

It is a goal of Seton Catholic Schools to provide financial support to economically disadvantaged families to the fullest extent possible. However, all Seton Catholic Schools families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by Seton Catholic Schools.

D. Agree to Abide by the School Rules

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

E. Non-Discrimination

All schools and parishes under the guidance of the Roman Catholic Archdiocese of Indianapolis admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The schools do not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Admission Selection Procedures

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

1. Current students of Seton Catholic Schools.
2. Catholic children of parishioners who are siblings of a graduate of Seton Catholic Schools.
3. Seton Catholic School/Parish employees
4. Catholic children of parishioners.
5. Non-Catholic children.

Wait List
If more students of the same status have applied than the positions available for a grade level, a lottery will be conducted. All students who are at the same priority level will be placed in the lottery first. Once all of those students have been admitted, a lottery will be conducted for the students at the next level of priority until all spots have been filled, and a wait list order established. After the annual lottery date, any student that applies will be placed on the waitlist on a first come, first admitted basis after those students already on the waitlist, with priority given to students of parishioners. The wait list will exist from year to year only and the waitlist for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

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

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

If the Principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by Seton Catholic Schools, and that the student is likely to be successful in the Catholic educational setting, and an opening exits; the student will be admitted on a probationary status. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Selection Procedures above.

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

Probation
All new students to Seton Catholic High School are subject to a one year probation period. Their academic and behavioral progress will be reviewed at the end of each quarter. If a student becomes academically or behaviorally ineligible, they may be asked to leave the school.

Tuition & Finance

Tuition Payment Policy
This policy defines eligibility for tuition and fee rates, expectations for payment of tuition and fees, and a procedure for collection of delinquent accounts.

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

1. Definition of terms
   - Christian perspective: A perspective based on the teachings of Jesus Christ and His apostolic church.
   - Payment in Full: All tuition and fees for the upcoming school year are to be paid on or before the close of the initial spring enrollment period. For those families enrolling after this date, payment in full is due upon the date of enrollment.
   - FACTS: FACTS Tuition Management Program

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

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

4. Tuition Collection Actions (Does not apply to Payment in Full option)
   - Upon enrolling in the FACTS program, families make a commitment to be financially responsible and abide by the program's tuition payment schedule. The payment schedule includes 11 equal monthly payments which start in July and run through May.

- Defaulting on the FACTS program will result in the guarantor being notified to pay the balance in full, or meet with the Principal within 10 business days to discuss the reason for nonpayment and either pay the past due amount or meet with a subcommittee of the Commission to set up an acceptable alternative payment plan. If the guarantor fails to do so, then he/she is given another 10 business days to comply. Failing that, the student will be excluded from school; the account will be prorated to the date of exclusion and will be sent to a collection agency. If an alternative plan is accepted, the same procedure applies if payments are missed. Extraordinary circumstances will be considered by a subcommittee of the Board.

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

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

Fundraising
Outside of tuition and parish subsidy, the only source of revenue for SCHS is the program of fundraising sponsored by the school. The success of school fundraising requires the hard work and cooperation of families in the school community. It is necessary, then, that all students and families, regardless of financial circumstances, assist in the fundraising efforts of the school. Every effort is made to minimize the number of these activities in the course of a year.

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

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

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

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

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

Spiritual Formation Program

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

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

Theology Program

Annual Retreats

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

Goals

The goals of Theology at SCHS are:

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

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

Religious Resources
The Theology Department is available to all students for personal and spiritual counseling. These staff members can also be invaluable in terms of coordinating with local pastors for sacramental preparation for students.

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

Christian Service Program Overview

The goal of the Seton Catholic Service Program is to foster the development of empathy, awareness, social responsibility, and a sense of caring for others as our community serves those with needs. Our efforts are based on the mission of Seton Catholic High School to form the entire human person on, through, and with the teachings of Jesus Christ and the Roman Catholic Church.

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

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

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

Service Hour Benchmarks
Jr. High (7th and 8th Grade): 10 hours per school year
- Complete at least 5 hours each semester

Freshmen: 20 hours per school year
- Complete at least 10 hours each semester

Sophomores: 20 hours per school year
- Complete at least 10 hours each semester

Juniors: 20 hours per school year
- Complete at least 10 hours each semester

Seniors: 20 hours per school year
- Complete at least 10 hours each semester

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

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

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

Philosophy

Jesus Christ came to bring good news to the poor, freedom for prisoners, sight for the blind, and restoration for every broken person. Our efforts, which are his, reach out to the afflicted, and in a special way to the poor and disadvantaged. We come not just to serve the poor, but to be with them and of them, because it is only from there that we can appeal as Jesus did for the conversion and deliverance of all. Our concern for the dignity of every human being as God's cherished child directs our care to victims of every injury: prejudice, hunger, ignorance, addiction, and abuse. Our mission sends us into every kind of work reminding us once again that the farther we go in giving, the more we stand to receive.

The objectives of the Seton Catholic Service Program are:

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

Service Requirements

- The student should not receive any compensation for his/her service.
- School-wide activities sponsored by SCHS (such as Branch Out Day, food drives, Easter Basket collections, etc.) cannot be counted toward a student's individual service hours.
- Students may perform a maximum of five (5) hours of Christian service in "Church" (one-hour increments) by volunteering at Masses. Such volunteerism is limited to the following:
    - Server (all grades);
    - Lector (grades 9-12);
    - Cantoring
    - Eucharistic Minister (must be Confirmed, Commissioned, and must be willing to commit to being scheduled to serve in this capacity at weekend Masses).
- All service hours must be documented on the official SCHS Service Record form and turned in to the school office. Incomplete forms will not be accepted.
- The principal coordinates the Christian Service program of the school, and has the final say on disputes regarding the program.
- Ideas for Christian service are announced regularly and can also be obtained in theology classes.
- Students may begin or even complete their service projects in the summer and are encouraged to do so.
- All students are required to complete their service projects on or before December 1 for 1st Semester Service Hours and May 1 for 2nd Semester Service Hours. This approach is intended to allow students to focus on their studies and finals during the second and fourth quarter.
- Any senior who does not complete his/her service hours will not be allowed to take part in the graduation ceremonies and a diploma will not be granted until the hours are completed. *Note:* Successful completion of eight semesters of theology classes with a passing grade is required for graduation from SCHS.
- Students failing to complete the required service hours will lose 10% on their theology grade for the semester.

- Christian service hours earned through this program apply only to this program.

IMPORTANT REMINDERS!

1. A good practice is to turn in documentation forms no more than one week after the completion of the service hours.
2. Students may begin or even complete their service projects (annual service hour requirement) in the summer preceding the school year.

Branch Out Day

Each year, weather permitting, SCHS will participate in a city wide community service project. Students will be randomly assigned to locations and supervised by faculty and staff. Students are expected to attend. Any student not present will require a doctor's note for an excused absence. Each student will receive class credit for attending. Those failing to attend, will result in not receiving class credit for this assignment.

Academic Formation

Philosophy of Curriculum and Teaching:
At Seton Catholic High School, the academic program, while centered around intellectual growth, acknowledges and incorporates other essential aspects of the person – the spiritual, social, creative and physical. Challenging coursework designed to prepare students to confidently pursue further academic life is drawn from each of the following academic disciplines: English/Language Arts, Fine Arts, Foreign Language, Mathematics, Science, Social Studies and Theology.

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

More important than the sum of its courses or activities, the program at SCHS centers around the relationship between the teacher and the learner. The climate established by this relationship is designed to foster learner involvement, engagement, curiosity and passion. In our goal of developing lifelong learners, we recognize that the caring guidance of teachers who are as devoted to the student as to the subjects they teach is essential if education is true to the pursuit of truth and wisdom.

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

1:1 Computing at SCHS
Each SCHS student is issued a Chromebook personal computer that is property of Seton Catholic High School. These devices are used to house electronic textbooks, create cutting-edge classroom interaction, conduct tests/assessments, and enhance creativity and critical thinking for all students.

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

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

Academic Concern:
If a student fails two or more subjects at the end of a quarter, he/she will be placed on Academic Concern. These students will be required to do the following:

- Attend tutoring after school two days per week
- Show passing grades before the end of the quarter.

A student will remain on Academic Concern until they have passing grades in all subjects. If a student has two or more failing grades in two consecutive quarters they will be placed on Academic Probation.

Academic Probation
If a student is placed on Academic Concern at the end of a quarter and fails two or more subjects at the end of the next quarter, he/she will be placed on Academic Probation until the student has passing grades in all classes Students must:

- Attend tutoring after school two days per week.
- Show passing grades before the end of the quarter

Any student placed on Academic Probation that does not show progress may be evaluated for re-enrollment at the end of the school year.

Assignment Planning and Organization
A component of the study skills aspect of the academic program is helping students develop effective organizational techniques for managing assignments, projects and extracurricular activities. School planners are encouraged for all students and must be provided by parents.

Students should record the following in their planner:

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

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

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

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

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

eLearning
eLearning is limited to 3 days per school year. During an eLearning day, students will be given assignments to complete. Students will complete and turn in all assignments by 11:59 pm on the eLearning day to be counted in attendance.

Virtual Learning Days
Virtual Learning Days allow instruction to continue when students cannot attend school in person due to

weather, emergencies, or other approved reasons. These days count as regular school days and are required by the Indiana Department of Education.

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

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

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

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

Graduation Requirements (SCHS) ending with class of 2028
All students at SCHS are expected to satisfactorily complete a strong academic program of 48 course credits (Indiana Core 40 + 8 Theology credits) including requirements in each of the academic departments, as well as the appropriate number of hours of Christian Service for each year of enrollment at SCHS. A student must also complete a graduation pathway. The specific requirements are as follows:
Core 40:

Course and Credit Requirements	
English/ Language Arts	**8 credits**
	Including a balance of literature, composition and speech.
Mathematics	**6 credits**
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II *Or complete Integrated Math I, II, and III for 6 credits.* All students must complete a math or physics course in the junior or senior year.
Science	**6 credits**
	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	**6 credits**

	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	**5 credits**
	World Languages Fine Arts Career-Technical
Physical Education	**2 credits**
Health and Wellness	**1 credit**
Electives*	**6 credits** (Career Academic Sequence Recommended)

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

- Complete all requirements for Core 40 (see chart);
- Earn 2 additional Core 40 math credits;
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages);
- Earn 2 Core 40 fine arts credits;
- Earn a grade of a "C-" or better in courses that will count toward the diploma;
- Have a grade point average of a "B" or better (3.0);
- Complete one of the following:
    - Complete AP courses (4 credits) and corresponding AP exams and/or complete dual high school/college credit courses from an accredited postsecondary institution (6 transferable college credits)
    - Earn a combined score of 1200 or higher on the SAT critical reading and mathematics
    - Score a 26 or higher composite on the ACT

Graduation Pathways
In order to graduate from Seton Catholic High School, students must complete one option from each of the three parts. Documentation of each part is required to count towards graduation requirements.

Part 1: Indiana Diploma Designation:

- Academic Honors
- Core 40

Part 2: Employability Skills (Must complete <u>one</u> Project, Service, or Work-Based Learning)

Project Based Learning	Service-based Learning	Work-based Learning
● Yearbook ● Newspaper ● Other:	● Theology service project ● Community Service Project ● Church Service Project	● Internship ● Cadet Teaching ● Employment

	● Athletics ● Band ● Choir ● 4-H ● Student Council ● Other:	● Other:

Part 3: Postsecondary-Ready Competencies (Must complete at least one)

- Academic Honors Diploma
- C average in 3 AP/Dual Credit courses
- SAT score of: reading/writing - 480, math - 530
- ACT score of: english - 18 or reading - 22 AND math - 22 or science - 23
- ASVAB score of 31 (ONLY if enlisting in the military)
- C average in six credits from a career sequence in the (Career Technical Education Concentrator)
- State- or Industry-recognized certificate
- Federally Recognized Apprenticeship
- Civic Arts Locally Created Pathway

Graduation Requirements starting with the Class of 2029

Starting with the **Class of 2029**, Indiana will have **one diploma** for all students. Old names like *Core 40* and *Academic Honors* are going away. You can earn an **Honors** and/or **Readiness Seal** to show extra achievement.

Class of 2029 and beyond Graduation Requirements

Total Credits: 42

- **30 Core Academic Credits**
  - English, Math, Science, Social Studies, Health/PE
- **12 Personalized Elective Credits**
  - Choose courses that match your future plans (career, college prep, fine arts, world languages, dual credit, etc.)

Readiness Seals *(Optional, but recommended):* Add a seal to your diploma to show you're ready for your next step.

- **Enrollment Seal** – for college-bound students
- **Employment Seal** – includes at least 75 hours of work-based learning
- **Enlistment & Service Seal** – for military or public service
  - *(Plus levels available for each of these seals to show higher achievement)*

Honors Designation

Earn "Honors" by meeting higher academic goals like advanced classes, GPA, or credentials. An **Honors Plus** level is also available for exceptional performance.

Graduation Pathways

Along with credits, every student must show **Employability Skills** (through service, workplace, or projects) and show **Postsecondary Readiness** (through test scores, dual credit, certifications, etc.)

What This Means for You

- **Choose electives wisely** – they should connect to your future plans.
- **Aim for a Readiness Seal** – it helps with college, jobs, or service.

- **Ask questions early** – your counselor can help you plan your path.

Credits
To pass a class, a student must earn a D- or higher. For every class a student passes for the semester, they earn 1 credit. A student can only retake a class if they received a D+ or lower. If a student fails a class required for graduation, they must retake the class by either:
1) taking it over again the next school year,
2) taking the class at another administrative approved institution and transferring the credit.

If a student receives a D, they can only retake the class at another administrative approved institution and transfer the credit in. They cannot retake this class at Seton. The new grade received will override the credit and letter grade from the old grade and the old letter grade will be replaced with an "R" representing the grade that was replaced. If a student receives an F, they can retake the class at Seton the following year or they can take it at another administrative approved institution and transfer the credit in. Students transferring in home school credits must provide a letter grade for each of the classes they have taken. If the class is a graduation requirement, the student must give a letter grade for the course as well as proof of a final taken at a school approved site or take a Seton final

Incomplete
A student will receive an Incomplete for a class at the end of a quarter if an extended illness or other excused absence prevented them from completing their coursework. An "I" will be posted on their grade report until they complete the required work to earn a grade. If a student fails to make up the work in the agreed upon time with the teacher and administrator, the student will receive zeros for the incomplete assignments and a grade will be given based on the updated assignments.

High school courses for 8th Graders
Eighth grade students will have the ability to take some high school classes for high school credit. These classes include Algebra, Preparing for College and Careers, and Computing Foundations for a Digital Age. In order to earn credit for these courses a student must pass the course with a D-. If a student fails the course they will need to retake the course for credit.

Early Graduation
Seton Catholic will not allow students to graduate from high school early. All students who attend and graduate, must complete both fall and spring semester of their senior year.

Grade Reporting - PowerSchool
Seton Catholic High School offers its students and parents full access to viewing the student's grades through PowerSchool—an on-line grading system. Parents are given password protected access to their child's academic performance (grades, assignment completion, attendance, comments from the teacher) in each of his/her classes. Students are encouraged to monitor their own personal academic progress and will be given a password as well.

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

Homework Late Policy

All assignments are expected to be turned in on the assigned due date.

- If an assignment is turned in one "school" day late, the student will receive 75% of the grade.
- If an assignment is turned in two "school" days late, the student will receive 50% of the grade
- On the third day late, the student will receive a zero for the assignment. The assignment will be closed and will not be opened to complete at a later date.

For example, if an assignment is due on a Monday, one "school" day late refers to Tuesday, not the next time you have class. If the assignment is turned in on Tuesday, the student will receive 75%. If the student does not turn it in on Tuesday and turns it in on Wednesday, the student will receive 50% of the grade. After Wednesday, the grade becomes a zero and remains a zero permanently. The policy is based on actual school days, not when a student has that specific class. The purpose of the policy is to help build consistency and accountability.

Honor Roll

At SCHS, we recognize students for scholastic achievement based on their performance each nine weeks. Honor Roll will be determined by a student's GPA.

- Honors - GPA of 3.0 - 3.39
- High Honors - GPA of 3.4 - 3.79
- Highest Honors - GPA of 3.8 and above

Normal Course Load

The normal course load for a Seton Catholic High School student is 16 credits per year. Students may not schedule fewer credits in any semester unless specifically approved by the Principal for convincing academic reasons consistent with our college-preparatory program.

Progress Reports

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

Report Cards

Report cards are published at the end of each quarter and are posted to the parent portal in PowerSchool. An email reminder will be sent at the end of each quarter. The first and third-quarter grades are not final grades that appear on a student's transcript; they indicate how the student has performed so far and what final semester grade may be expected if performance continues at the same level. Semester grades, seen on the second—and fourth—quarter report cards, are the final grades that are posted on a student's transcript.

Schedule Changes

Students are permitted to change classes ONLY at the beginning of a semester. Students must complete a Google Schedule Change Request Form within five school days of the start of the semester. They will meet with the counselor to review their options and change classes. After this time period, students may not change classes except in extraordinary circumstances as permitted by the administration. This includes all on campus AND off campus classes.

School-wide Grading Scale

The Office of Catholic Education has established a system-wide grading scale for all schools with the Archdiocese of Indianapolis. This scale is listed below.

Letter Grade	Grading Scale	GPA Points	Weighted GPA Points
A+	100% - 97%	4.00	5.00
A	96% - 93%	4.00	5.00
A-	92% - 90%	3.67	4.67
B+	89% - 87%	3.33	4.33
B	86% - 83%	3.00	4.00
B-	82% - 80%	2.67	3.67
C+	79% - 77%	2.33	3.33
C	76% - 73%	2.00	3.00
C-	72% - 70%	1.67	2.67
D+	69% - 67%	1.33	2.33
D	66% - 63%	1.00	2.00
D-	62% - 60%	0.67	1.67
F	59% and Below	0.00	0.00

Weighted Courses (grades 9-12)
Students who take rigorous courses have an additional weight value added to them. Honor courses, ACP Dual Credit, and AP courses receive an additional point added to their GPA. Report cards reflect the actual grade earned in the course. Grade point average (GPA) reflects the weighted value.

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

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

Summer School
A student who wants to attend an accredited summer school must first receive permission from the Guidance Counselor. A student who fails any subjects required for graduation must make them up in summer school, during the school year if the course can be worked into the daily schedule, or with an Educere class.
NOTE: All students must take all the required junior and senior level courses at Seton Catholic.

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

Textbooks
Each fall, students are issued textbooks for the academic year. It is important that students take responsibility for the condition of their textbooks during the school year. Parents will be charged for lost or damaged textbooks. Students may be issued an "ebook" for certain classes. This is a digital, online version of the textbook.

School Services

Guidance Department

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

The underlying principle of our guidance and counseling programs is the belief that each student is a child of God who is loved and loving, who possesses a unique dignity, and who has a positive contribution to make in building the reign of God. The Guidance Department is committed to the development of the full potential of each student at SCHS. To this end, it supports students in meeting their academic, personal, and social needs. The role of the counselor, as advocate for the students, is to provide support and guidance.

To meet this commitment to students, the Guidance Department:

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

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

Lockers

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

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

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

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

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

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

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

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

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

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

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

- Parent/guardian has officially withdrawn the student from SCHS;
- All tuition and any other fees have been paid.
- All items belonging to the school are returned in good condition

A graduate should submit a transcript request in writing which may be mailed, faxed or hand-carried directly to the Guidance Office. The request should include the name and address of the recipient of the transcript, the date of the request and the graduate's birthday and signature. If an official request form is not available, the graduate may send his/her own personal statement with the aforementioned information, or use a basic form supplied by the Guidance Office.

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

Discipline Policy

The Principal and/or Dean of Students, in concert with the Pastor, reserves the right to act on disciplinary matters not specifically addressed in this handbook.

Philosophy of Discipline:

True discipline is never an end in itself. It is not the goal of Seton Catholic High School to burden students with meaningless and trite rules and regulations which serve only to "control" students and exert a controlling and purposeless authority over them. Discipline at Seton Catholic is based on the belief that any education worth pursuing is not only intellectual but also spiritual, moral, and social. The school wants to help young people learn to live, interact and contribute maturely and responsibly in a learning community. This means learning to recognize the needs of others in the community and developing the self-discipline to make decisions and act in a manner that is respectful of one's own dignity, and also affords that same respect to the dignity of others and the needs of the community. Students learn self-discipline by living in a community that sets high moral and ethical standards, explains and teaches those standards, and models them for students. Students also learn self-discipline by accepting responsibility when they fail to meet the community's standards of action and working to regain the trust of parents, teachers and fellow students.

Expectations

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

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

Behavioral Referral Progression

For lesser infractions, the following procedures apply:

1. The student may receive an immediate lunch detention or after school detention to be served during the next available detention. All after school detentions will be served on Mondays and Thursdays.
2. At the fourth detention, an In-School suspension will be issued, and a conference will be held to discuss a behavior plan and could result in probation. Failure to attend will result in automatic out-of-school suspension.
3. The next offense may result in a minimum of one to three days of Out of School Suspension.
4. The next offense may result in expulsion.

All discipline actions and incidents are recorded and kept on file throughout the time a student is enrolled at SCHS. The absence of a behavior from these lists does not mean that the behavior is not a violation of the disciplinary code or cannot be punished. The administration may take actions, initiate regulations or impose penalties not listed, when, in the opinion of the administration, an activity or behavior could lead to the disruption of the educational process, cause damage detrimental to the reputation of the school. The Principal and/or Dean of Students, at his/her discretion, may take appropriate actions in dealing with violations of school, local, county, state, or federal regulations which occur at any time during non-sponsored school events which may bring dishonor to the reputation of Seton Catholic High School.

Different levels of student misconduct merit different sanctions. For all but the most serious instances of student misconduct, it is the intent of this policy that the student be given ample opportunity to amend his/her conduct before being subject to the most serious sanctions. It is also the intent of this policy that for such less serious instances of misconduct the administration and faculty enjoy an adequate discretion in administering sanctions.

Certain offenses, which shall be set forth below, are so grave as to merit the immediate application of the most serious sanctions. Students who commit any of these offenses shall be subject to immediate and non-discretionary expulsion.

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

Campus and Extended Campus
The campus of SCHS is defined as follows: the school building and all parking lots and property owned and maintained by St. Andrew Parish. This would also include facilities that are off of the actual premises of the parish but are being used by Seton students as a Seton facility (ex. athletic facilities). The extended campus is any place where a school organized activity is taking place. For example, buses taking students to a game are part of the extended school campus. Field trips, athletic events, etc, are all part of the extended campus and school rules apply on campus and on extended campus. Cardinal Code of Honor Students at Seton Catholic High School honor God above all things and strive to develop a personal relationship with God through Jesus Christ as a top priority. A Cardinal is expected to honor the dignity of all other persons in thought, speech and action; to accomplish this, students demonstrate self-respect in behavior at all times. The Seton Catholic High School community will not tolerate lying, cheating and stealing. Students at SCHS promote a love of learning to nurture an academic environment. A Cardinal is the representative of the entire SCHS community and promotes her well-being and reputation in thought and deed at all times. Students are actively engaged in service to the needs of the surrounding community.

All students of SCHS are expected to:
- Respect other's bodies, feelings and property.
- Exhibit a Christian attitude and refrain from vulgar or obscene language.
- Fulfill all academic requirements.
- Come prepared for class.
- Follow the provisions of the school dress code.

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

Cell Phones and Personal Electronic Devices:
In accordance with Indiana State Law (SEA 78), all personal electronic communication devices—including, but not limited to, cell phones, smartwatches, tablets, and bluetooth earbuds—must be powered off completely and surrendered to the designated storage location during **Homeroom** at the beginning of the day. If a student comes in late to school the devices will be surrendered to the office when the student signs in and they can pick the devices up from the office at the end of the day.
- **Storage:** Devices will be secured by the school and returned during the afternoon Homeroom period at the end of the day.
- **Lockers/Backpacks/Bags:** Devices are **not** permitted to be stored in student lockers, bags, backpacks, Chromebook cases or carried with the student at any point during the school day.

- **Interns and IU East Students**: All interns and IU East students may pick up their devices from the counselor before they leave campus for their internship or class. Immediately upon return to school they must return the devices to the counselor before proceeding to any classes at Seton.
- **Exceptions:** Exceptions will be made only for documented medical necessity, ISP requirements, or extremely rare emergency situations as authorized by administration.
- **Liability:** The school is not responsible for the loss, theft, or damage of devices brought onto campus.
- **Violations:** Failure to surrender a device, possession of a device during the school day, or use of a device during the school day will result in disciplinary action.

The following disciplinary actions will be taken if there are violations of this policy:

- 1st offense - The phone is confiscated and returned to the student at the end of the day and documented in the system.
- 2nd offense –Parents are notified, and the item will be returned to the parent. The student will serve an after school detention during the next available detention.
- 3rd offense –Parents are notified and the student will serve an after school detention during the next available detention. The student will be required to turn in the cell phone to the office at the beginning of each day. After the school day has been dismissed, he/she is able to retrieve the phone from the school office. The intent of the third offense to avoid further issues with electronic devices.
- Any offense after the 3rd offense – Students will be recommended for In School suspension to the Principal and Dean of Students.
- If there are future offenses involving these electronic devices, students and parents will meet with the Principal to determine further punishments. If students interact with a phone or other device, it is considered a violation, even if parents or family members are involved. Parents are asked not to communicate with students during the day via these methods. For emergency and critical situations, parents can contact the school office at 965-6956 for a message to be relayed to the student.

Chewing Gum

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

Classroom Rules & Regulations

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

Dismissal from Class

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

- The student will not be allowed to return to the class from which he/she was dismissed until he/she has had a conference with the Dean of Students/Principal.
- Students who are dismissed from class will receive consequences at the discretion of the Dean of Students/Principal..
- Repeated dismissals from class indicate a serious problem and will require a meeting with the student, parents and the administration to discuss next steps.

Exclusion

Exclusion from attendance at Seton Catholic High School shall be reserved for special cases involving failure of a family to uphold its obligations to the school or other non-disciplinary reasons that may preclude a student's continued enrollment in Seton Catholic. Exclusion is defined as long-term or permanent removal of a student from attendance at school and school activities for non-disciplinary reasons. Examples of reasons for exclusion

are: communicable disease, infestation with parasites, failure to comply with compulsory immunization laws, failure of the student to meet minimum academic standards, inability of the school to meet the educational needs of the student, mental illness, non-payment of tuition by the family, failure of the parents to support the school in its enforcement of discipline, religious and other policies, and other similar reasons.

Suspension
Suspension from attendance at Seton Catholic High School shall be reserved for serious and/or repeated misconduct. Suspension is defined as a temporary removal of a student for more than one (1) day from attendance in classes or at school and school activities as a penalty for serious or repeated misconduct. Suspensions can be served "in school" – the student is not allowed to attend classes and school activities but stays at school; or "out-of-school" – the student is not allowed to attend school and school activities. Students who are suspended also are excluded from all extracurricular activities and events during the course of the suspension. Suspension includes any holiday, weekend and/or vacation activity/event if imposed during such time. All work missed during suspension must be made up within the number of days the student was suspended and will receive a 2% grade reduction at the end of the quarter for each day of suspension. Suspensions vary in length. Determination of appropriate suspension length is made by the Dean of Students and/or Principal. The grounds for suspension apply on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used, off school grounds at a school-related activity, function or event, and/or traveling to or from school or a school activity, function or event. The grounds for suspension may also apply if a student is engaged in unlawful activity on or off school grounds at any time while school is in or out of session, and/or if a student is engaged in disruptive, harmful or threatening behaviors that may impact the school, its staff or its students (i.e., harassment, threats, internet activities targeting students or staff, public immorality, etc.).

Expulsion
Expulsion from attendance at Seton Catholic High School shall be reserved for extremely serious or repeated misconduct. Expulsion is defined as long-term or permanent removal of a student from attendance at school and school activities as a penalty for extremely serious or repeated misconduct. Expulsions are generally for over ten (10) days and usually for not less than the remainder of a semester, up to and including permanent removal from attendance at the school. The grounds for expulsion apply on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used, off school grounds at a school-related activity, function or event, and/or traveling to or from school or a school activity, function or event. The grounds for expulsion may also apply if a student is engaged in unlawful activity on or off school grounds at any time while school is in or out of session, and/or if a student is engaged in disruptive, harmful or threatening behaviors that may impact the school, its staff or its students (i.e., harassment, threats, internet activities targeting students or staff, public immorality, etc.).

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

- Notice: Notification of the nature of the offense with which the student is charged and a statement of the intention of the school to invoke a suspension, expulsion or exclusion.
- Opportunity to be Heard: A meeting with school officials is offered in which the student and/or parents are allowed to hear a recitation of the infractions, and, if the student denies the charges, a summary of evidence; tell his/her side of the story and to speak against the proposed penalty. This is normally followed by written notice of the decision to suspend or expel the student or announcement of an alternate decision.

- Opportunity for Review of the Decision: The written notice of suspension, expulsion or exclusion indicates that the student or parent may request the opportunity to have the decision reviewed by the Pastor of the St. Elizabeth Ann Seton Parish Community.
- Opportunity to Appeal: Parents have the right to appeal any decision made by administration. The Pastor is in charge of all appeals and his decision is final.

Major Offenses

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

- Bringing a firearm onto the grounds of Seton Catholic High School or to any activity sponsored or sanctioned by SCHS. For purposes of this policy, a firearm shall be defined as any weapon which fires a projectile capable of causing serious harm to a human being. Firearms include, but are not limited to, weapons which propel projectiles by means of gunpowder or any other explosive agent and weapons such as bb guns and pellet guns which propel projectiles by means of compressed air. The term firearm shall not include toy guns or any gun which fires a projectile that is not normally capable of causing physical damage to a human being.
- Bringing any weapon capable of causing serious bodily injury to a human being onto the campus of SCHS or to any activity sponsored or sanctioned by SCHS. The administration shall be granted reasonable discretion in determining whether a weapon is capable of causing serious bodily injury to a human person.
- Threatening bodily harm or engaging in a battery upon another person which results in serious bodily injury while on the campus of Seton Catholic High School or while participating in any activity sponsored or sanctioned by SCHS.
- The Archdiocese of Indianapolis absolutely prohibits sexual harassment of anyone in any form. Seton Catholic High School fully subscribes to and supports this policy and will enforce it strongly. Engaging in a sexual assault upon any person while on the campus of SCHS or while participating in any activity sponsored or sanctioned by SCHS constitutes an offense. For purposes of this policy a sexual assault shall be understood to mean rape, deviant sexual conduct, or the attempt to commit either rape or deviant sexual conduct as those crimes are defined by the laws of the state of Indiana. Students who feel that they are victims of such behavior should report the incident(s) to the Guidance Office, any teacher, or the Principal.
- Engaging or attempting to engage in sexual harassment or in nonconsensual sexual contact which does not constitute a sexual assault as defined in this policy while on the grounds of Seton Catholic High School.
- Engaging or attempting to engage in consensual sexual contact with another person while on the grounds of SCHS or while participating in any activity sponsored or sanctioned by SCHS.
- Bringing any illegal drug, narcotic or look-alike substance onto the grounds of Seton Catholic or while participating in any activity sponsored or sanctioned by SCHS, or selling or dispensing any illegal drug, narcotic or look-alike substance while on the grounds of SCHS, or while participating in any activity sponsored or sanctioned by SCHS.
- Bringing alcohol or any tobacco product onto the campus of Seton Catholic, using alcohol or any tobacco product while on the grounds of SCHS or while participating in any activity sanctioned by SCHS or selling or dispensing alcohol or any tobacco product while on the grounds of Seton Catholic High School or while participating in any activity sanctioned by SCHS
- Bringing pornographic or obscene materials onto the campus of SCHS, viewing or causing to be viewed pornographic or obscene materials while on the grounds of SCHS or while participating in any activity sponsored or sanctioned by SCHS, or selling or in any other way distributing or publishing pornographic

or obscene materials while on the grounds of SCHS or while participating in any activity sponsored or sanctioned by Seton Catholic High School.
- Unexcused absence from class or failing to attend class without the knowledge and consent of parents or guardians and Seton Catholic High School.
- Participating in, and/or encouraging other students to participate in any conduct or activity that disrupts the orderly operation of school activities

* *This is only a partial list of possible infractions.*

Minor Offenses

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

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

**This is only a partial list of possible infractions.*

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

- Tardiness
- Dress code violations

**This is only a partial list of possible infractions.*

Off-Campus Conduct

Although the school cannot assume responsibility for a student's conduct when the student is outside the school's jurisdiction, students should remember that at all times they are responsible for the good name of Seton Catholic High School. A student must realize that his/her conduct, no matter where he/she might be, reflects upon his/her personal dignity and the dignity of his/her fellow classmates. Consequently, student conduct not in keeping with the guidelines of the educational philosophy and objectives of Seton Catholic is a discredit to the individual as well as fellow students and is subject to review by the administration for possible disciplinary action. If a Seton Catholic High School student is in attendance at a gathering at which drugs and/or alcohol are present, he/she is to leave immediately (within five minutes). Failure to do so implies guilt, and the student will be considered in violation of the school's drug and alcohol policy.

Probation

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

Referral

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

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

Weekday Detention
Weekday detentions address minor infractions of school rules. The school administration contacts the student's parents via email to notify them of weekday detentions. Parent meetings can be requested when there are repeated patterns of misconduct. All weekday detentions will be served on Mondays and Thursdays. A detention consists of the student being detained one hour after school. Detentions will be served after school from 3:15 p.m. to 4:15 p.m. Students are to report to the detention room promptly by 3:15 p.m. and be prepared to study. No talking, eating or sleeping will be permitted. Students who are late or disruptive will be asked to leave and will receive no credit for that detention. Students must serve their detention on the day assigned regardless of co-curricular activities, athletic practices, or work. A student may miss serving a detention per this schedule only if there is a game, meet or performance. Students must communicate any extenuating circumstances to the Dean of Students. Repeated failure to serve detention will result in action by the Dean of Students. One day’s notice of detention will be given in order for students to make arrangements for transportation. If a student receives four school issued detentions, he/she will be suspended from school for one day. A student amassing eight detentions will be suspended for three days. Serving detention takes precedence over after-school employment or athletics. The requirements of an employer or the participation in extracurricular activities do not excuse a student from serving a detention.

Dress Code

General Guidelines

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

- In the formation of mature, educated, Christian adults, students must possess personal discipline.
- The sacrifice and effort required to adhere to a uniform dress code policy on a daily basis is an outward expression of the discipline necessary for academic success and spiritual growth.
- In an effort to boost school pride, the dress code allows students to be identified as members of the SCHS community while on campus as well as traveling to and from school.
- A dress code focuses on equality and a sense of belonging and thus helps to eliminate competition to "out-dress" other students.
- No gloves, scarves, hats or any type of outerwear clothing may be worn during school hours.

All students will observe dress regulations before entering their first period classes, during the school day, and until after announcements have been concluded at the end of the day. Reasonable care and neatness in regard to properly fitting attire are expected of all students at school and at all school activities. If it is not listed here, it may not be worn. The following guidelines must be adhered to during the school day unless otherwise directed by the Dean of Students and/or administration.

Uniform Shirts, Sweatshirts, or Quarter-Zips:

- A Red or Navy Blue Polo with the academic or athletic logo on the upper left chest side of the shirt. The school logo may be permitted on the upper right chest side of the shirt only if there is a small manufacturer logo on the left.
- A Red, Navy Blue, or Gray Crew Neck Sweatshirt with the academic or athletic logo on the upper left chest side of the shirt. The school logo may be permitted on the upper right chest side of the shirt only if there is a small manufacturer logo on the left.
- A Red, Navy Blue, or Gray Quarter Zip with the academic or athletic logo on the upper left chest side of the shirt. The school logo may be permitted on the upper right chest side of the shirt only if there is a small manufacturer logo on the left.

Uniform polo shirts must be tucked in at all times. Shirts, camis, tank tops worn under the uniform must be ***white/plain*** and short sleeved. NO rolled up sleeves. All tops must properly cover the chest (no cleavage revealed). **NO non-Seton sweatshirts or hoodies. HOODS ARE NOT PERMITTED except for free dress days.** Seton Hoodies are permitted ONLY on spiritwear or free dress days. Navy or red crew neck sweaters with embroidered logos are acceptable.

Pants, Shorts, or Skirts

- Navy Blue or Khaki Pants, shorts, or skirts (girls only) must be a dress style made of cotton-twill material similar to a pair of "Dockers" cotton-twill pants
- All pants or shorts MUST be worn at the waist **with a belt in the loops.**
- Skirts do not require a belt
- Skirts and shorts may be no shorter than 4" above the knee
- Navy Blue or Black leggings may be worn under a skirt
- Pants, shorts, or skirts made of denim, fleece, velour or athletic warm up style material are not allowed at any time. Cargo pants/jeans type are not dress pants and therefore are not permitted.
- All Cuffs must be hemmed, no frayed hems are allowed
- Pants, shorts, or skirts may not be torn, modified, or have any holes
- All pants, shorts, or skirts must be the appropriate length.

- If it is deemed that one of the items listed does not meet satisfactory length, the student will have to report to the office to contact a parent/guardian to bring them appropriate school attire.

Shoes/Socks
- Dress or athletic shoes are permitted
- Dress boots are acceptable
- Socks must be worn with the shoes
- No flip-flop type/shower shoes are permitted to be worn
- All shoes must cover the back of the heel. No slip ons, Crocs, Uggs slippers, mules or clogs will be permitted

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

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

Men should have no facial hair; they are expected to have a clean shaven appearance. Students who are deemed as having an unacceptable amount of facial hair will be asked to shave. Coming to school unshaven will merit a detention.
- Males in the senior class **(only)** may have facial hair, but it must be neatly cut, trimmed and clean.

Earrings, Accessories and Tattoos
- For safety reasons, earrings must be small and not hang down from the ear lobe. No gauge earrings permitted.
- No nose piercings, tongue piercings or other visible body piercings are allowed.
- Chains and other accessories hanging from clothing/body are not allowed.
- Visible tattoos are not permitted.
- Fingernails – painting permitted for females, not appropriate for males. No black is permitted.

Outdoor Wear
Coats, jackets (including letter jackets), fleece/fleece-type jackets, hats, scarves, bandanas, gloves, etc., are not to be worn indoors.

Spiritwear Day Wear
- Official SCHS spirit wear tops and uniform tops are permitted
- Uniform pants or shorts and jeans, free of rips, holes or fraying are permitted
- Student Letter jackets may be worn on spirit days ONLY.
- No athletic pants or shorts, sweatpants, pajama bottoms, leggings, jeggings, or overly tight bottoms are permitted.
- Other attire as permitted by the Dean of Students and/or the Principal

Dress Up Days
During the course of the school year, there may be certain days when students are asked by the school administration to dress up for a special occasion. Always allow common sense and good, sound judgment to be your guide. When common sense needs a boost, be sure to adhere to the following guidelines:
Females:

- When a female student stands erect, the skirt or dress may be no shorter than 4"above the knee. Any slits on dresses or skirts may not exceed a one-inch opening.
- Female students may wear dresses, skirts, dress slacks and/or dress sweaters. Spaghetti-strapped or sleeveless dresses are not permitted.
- Tunic cut shirts are the only type of shirts allowed outside the waistline, all other tops must be tucked in.
- All sandals must have a strap around the heel.

Males:

- Male students may wear dress full button-down shirts, ties and dress-up pants.
- The tie must be worn properly.
- All shirts will be tucked in.
- No sandals are permitted.

All Students:

- Sheer or see-through materials are not permitted.
- No cargo style pants are permitted for any student dress up days.
- No flip-flop type/shower shoes.
- All tops must properly cover the chest (no cleavage revealed). All tops must also cover the midriff.
- Any ill-fitting clothing will be referred to the Dean of Students and/or Principal and parents/guardians may be called to bring additional clothing. Students will not be allowed to attend class until they are properly attired. Missed class periods will be considered unexcused.

Free Dress Days
Throughout the school year, the Principal may deem certain days as free dress days rather than regular dress code days. Jeans are to be neat, clean and properly fitting and other clothing (T-shirts, sweatshirts, etc.) must be appropriate. Jeans/pants may not have holes, rips, or tears of any kind. Clothes from other high schools are not permitted to be worn. College-wear is acceptable. All Seton Wear will be permitted on free dress days.

During free dress days, students are still expected to honor the grooming, hair and jewelry guidelines listed in this handbook.

- Tank tops, tube tops or any other clothing that show bare shoulders, middrifts or chest are not allowed.
- Clothing may not include writing or logos which promote alcohol, drugs or other behavior deemed inappropriate by SCHS
- Shorts must be no higher than 4" off the knee.
- No pajamas clothing of any kind
- No sweatpants, athletic pants, or athletic shorts
- No outdoor clothing is permitted

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

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

PE Attire:
All students participating in PE classes- regular or advanced, must wear a PE uniform purchased at Sew What in Liberty, IN. Students not wearing the PE uniform will be excluded from the PE class for the day and his/her grade will be adjusted accordingly. All PE students must have a separate pair of tennis shoes for PE class. New shoes are not required, however, shoes must have a clean sole and left at school in the student lockers.
NOTE: Final determination as to the appropriateness of dress, personal appearance, hair length, and hairstyle or hair color will be made by the Principal or Dean of Students.

Health & Emergency

Drills/Emergency Evacuations

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

Illness or Injury

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

Medication & Medical Care

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

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

Medication, for children in grades preschool-8, may only be sent home with the parent (guardian) or another designated adult. High school age youth (grades 9-12) may deliver needed medication to the Principal or his designee with advance written permission of the parent (guardian). For students in Grade 9 through 12, medication may be released to the youth for purposes of transporting it to his/her home if a parent (guardian) provides advance written permission for the youth to do so.

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

- Medication form is available on the webpage.
- Any known side-effects of the medicine and/or symptoms of the condition being treated and known tolerance to medicine.

Self-Administration of Prescription and Non-Prescription Medication

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

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

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

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

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

If a plan requires special accommodations (i.e., for a peanut allergy), the accommodations must be reasonable and able to be accomplished successfully within the routines of the school. For example, there may be a request to provide a "peanut free" school – prohibiting all peanut products from entering the building – but the school cannot possibly guarantee such a condition. Instead, a "reasonable accommodation" might include a peanut-free zone in the cafeteria and the education of staff and students as to the dangers to the student with the allergic condition, and prohibition of peanut products in the individual classroom.

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

Seclusion and Restraint Plan
Seton Catholic High School believes a safe and healthy environment should be provided in which all children can learn, develop, and participate in instructional programs that promote high levels of academic achievement. As an Indiana accredited non-public school, state law requires that our school has a Seclusion and Restraint Plan. The purpose of the plan is to 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 or seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior. Parents can access a full copy of our school's plan by request in the school office.

Weather Closings
Severely inclement weather and/or poor driving conditions may make it necessary to close the school for a day or to delay the opening of school. In the event of inclement weather, the principals of both Seton Elementary and Seton Catholic High Schools work together to decide the proper course of action. The decision to delay or cancel classes will be made before 6:30am. Every effort is made to get this information to the local broadcast media in a timely fashion (i.e., before 6:15 a.m.).

NOTE: Seton Catholic Schools act independently of any other area public or private schools when deciding delay or close due to weather. We do NOT automatically follow the area public school corporations' decisions. Our primary weather-related school delay or cancellation alert platform is our school website, www.setonschools.org . Secondary methods of communication will continue to include:

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

Seton Catholic Schools will be open unless a text alert message is issued and/or a public announcement is made over the radio or television stations listed. Please do not call the school. In the event that deteriorating weather makes it necessary to close school early, every effort will be made to contact parents and arrange for transportation of all students.

All personnel are urged to make every possible effort to get to work. If the school is closed, non-teaching employees are expected to contact the school for directions.

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

When the Home District Closes or Delays (For any student NOT living in Wayne County)
If a student's home district announces a closure but our school remains open:

- **Closures**: Students will be excused for the day but must inform the school they will be unable to attend as soon as possible.
- **Delays:** Students should attend school as soon as it is safe to travel. Late arrivals will be excused with notification.
- Students are responsible to contact all teachers for any missed assignments.

Attendance

Absence

A parent or guardian must report their child's absence to the school office before 8:30 a.m. by calling (765) 965-6956 and stating the name of the student and reason for absence. If we do not receive notification by 8:30 a.m., the school office will make a phone call or send a text to the student's guardian asking them to call school. Unless the student has been hospitalized or has an extended illness, the school must be notified each day of the absence. **Failure to report a student's absence on the day it occurs will result in an unexcused absence.**

A written excuse is a safeguard for the student in case any questions arise concerning the absence. Teachers check absent students against an absentee list each day. Forged notes are a cause for disciplinary action.

Daily attendance of each student is essential to his or her success at Seton Catholic High School. Each teacher has carefully planned the week's work and has assigned specific material and/or testing for each day. Whenever an absence by a student occurs, he/she misses an important part of the planned curriculum process because he/she misses the teacher's instruction and explanation of material as well as important testing. Chronic absences limit accomplishments and reinforce a habit which will handicap the individual in future education or employment. Absences for each subject will be recorded.

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

- A student is considered absent from the class if they miss the first 20 minutes of class. If a student is in class before 20 minutes, it will be counted as tardy.

Definition of Truancy

Truancy is defined as any unexcused absence from school or a class period without prior approval from a parent/guardian and the school. Indiana Senate Enrolled Act 482 requires schools to address truancy through early intervention, parent communication, and support before any legal action is considered.
A student is considered *truant* if they:

- Leave school at any time without signing out at the office.
- Are absent from school without prior permission from the parent and school.
- Are absent from class without permission.
- Obtain a pass to go to a certain place and fail to report there.

SEA 482 Guidelines for Truancy

- At 5 Unexcused Absences within a 10 week period: The school will schedule a parent conference within 10 instructional days for an attendance intervention plan.
- At 6 Unexcused Absences per semester: A 1% grade reduction for each unexcused absence will be issued at the end of the semester for every class in a student's schedule. Example: 8 unexcused absences would be a 3% grade reduction in all classes
- Chronic Truancy: Missing 10+ unexcused absences in a school year may result in referral to legal authorities after support plans have been implemented.
- Excessive Absences: Students will be referred to legal authorities when they reach 10% (18 total days excused and unexcused).
- Support Before Discipline: The school will provide attendance intervention plans and work in partnership with the family.

School Response to Truancy

1. Early Communication: Parents will be notified as soon as truancy patterns emerge.
2. Intervention Plan: The school will create a plan with the student and family to address barriers to attendance.
3. Consequences: Continued truancy after support plans may result in legal referral in accordance with Indiana law.

Age of Majority

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

Appointments

Seton Catholic discourages the scheduling of medical appointments during school hours. If, however, a student must schedule a medical appointment during school hours, a guardian must call the school office in advance of the appointment. If a student is leaving the building due to an appointment, he/she must sign out at the school office before leaving the building. **A doctor's note is required upon returning to school.** F**ailure to provide this note will result in the student's absence being considered unexcused.**

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

College Visitation/Job Shadow

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

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

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

Extra Curricular Non Sanctioned School Activities:
Any absence due to a non sanctioned school activity will be considered an unexcused absence. Students may make up missed work for full credit but the absence will count toward the total unexcused absence policy (see above).

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

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

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

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

Participation/Spectator Absence Policy
A student must be present for the entire school day to be eligible to be a participant or spectator in an afternoon or evening school function or activity. Students must be in attendance by 8:30 am each day to be considered a full day. Any student who leaves school prior to dismissal because of an illness is not eligible for participation in any after school or evening function or activity. Coaches and sponsors of students not eligible to participate that day will be notified.

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

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

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

Tardy to Class
Students are to be in their classroom and seated when the bell rings with required materials, otherwise, they are considered tardy. Being on time to class is a reflection of the student's commitment to excellence. While being a few seconds late does not seem like a major concern in itself, the continuous pattern of being tardy for class is habit-forming and is not properly preparing the student for life after Seton Catholic. Any student that is at school 20 minutes or less at the beginning of the day is considered tardy. Any student that arrives more than 20 minutes late is considered absent.

- Four tardies to any class per semester will result in a lunch detention.
    - Ex. 2 tardies to Art, 1 tardy to English, 1 tardy to SRT = 4 tardies
- Any four additional tardies to any class per semester will result in an after-school detention.
    - Ex. 3 tardies to Art, 3 tardies to English, 2 tardies to SRT = 8 tardies
- Four tardies to any one class per semester will result in an after-school detention.
    - Ex. 4 tardies to Science

Tardy to School
We understand that traffic, car issues, ride-sharing and other situations may occasionally cause a student to be late to school. School policy allows three late-to-school infractions per semester to accommodate those types of situations. Students reporting late to school will go directly to the school office to receive a pass into their 1st period class. No students will be allowed into 1st period late without a pass. Any student arriving at school after 8:30 a.m. will be assessed an unexcused absence for the 1st period. If the student has a medical appointment, he/she will not be penalized as long as an appointment card is submitted when he/she arrives at school.

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

- Upon the fourth tardy to school, and for each tardy to school that follows, an after-school detention is issued and parents are notified;
- At six or more tardies to school, an after-school detention will be issued and a 1% grade reduction for each additional tardy day will be assessed to the quarter grade for each 1st period class.

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

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

Appropriate School Behavior

Notice

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

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

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

Academic Integrity (Cheating/Plagiarism)

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

The consequences for cheating on tests, quizzes, or homework are as follows:

First Offense:

- The teacher documents the cheating episode and speaks with the student.
- The student receives a zero on the test, quiz, or assignment.
- The Dean of Students/Principal is informed of the cheating incident.
- The Dean of Students/Principal confers with the student and keeps a record of cheating.
- The student receives an afterschool detention.
- The Dean of Students/Principal notifies the student's parents, explains the cheating episode, and reviews Seton Catholic's cheating policy.

Second Offense:

- Parents are notified of the second offense by the Dean of Students/Principal.
- Student receives a zero for the assignment
- The student's grade will be lowered by one letter grade at the end of the quarter.
- The student receives an in-school-suspension.

Third Offense:

- Parents are notified of the third offense by the Dean of Students/Principal.
- The student receives no credit for the class for that semester.

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

The internet is a powerful tool packed with all kinds of information. However, students who rely solely on Google or other such overly general search engines will not be served very well at all. When it comes to preparing research papers, students who are successful in college learn to do "traditional" searches for sources—books, and articles through library-oriented engines.

Artificial Intelligence (AI) Usage

AI is a powerful tool, and like any tool, it can be used to build or to break. Our goal is to help all students become skilled and ethical users, ready for college and the world. Our policy is built on our core values to make sure that all use AI in a way that helps students grow. To make things simple, teachers will use a stoplight color for assignments. This tells students exactly how they can (or can't) use AI. If a teacher doesn't specify, the rule is always Red Light. Our full AI Usage Policy can be found on our website.

Automobiles & Parking

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

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

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

Students must have permission from the office to leave the building to procure items from their cars. The parking lot is provided for the convenience of the school community, it is not a place to congregate and socialize.

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

Parent Drivers

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

- A copy of your driver's license

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

This information must be updated each year.

Senior Parking Spots

Part of the privileges of the senior year include the ability to paint a parking space with an approved design. Seniors are required to adhere to the following guidelines:

Requirements:

- Students must purchase their own paint and supplies and be able to paint on assigned days.
- Students must check in upon arrival at the school and turn in this form filled out and signed.
- Students may not paint on any day or time other than the designated ones.
- Students must obtain a parking pass from the office and pay a $15 fee
- Students must submit a full color drawing of the design of the parking space and have it approved by the administration before they will be allowed to paint
- Students will not deviate from the submitted design or alter it after it is approved
- Students will choose a designated spot when submitting this form. First come, first serve.
- Students will clean up all materials when they are finished painting and may not leave anything behind
- This spot will be used only by the student and not by anyone else Monday – Friday, 7:30am – 3:30pm
- At the end of the year, all spaces will be painted over with black asphalt paint that will be supplied by the school. This will take place on a date designated by administration. Any student who does not repaint their space on the designated day will be charged an additional $30 repaint fee.

Materials to be Used:

- Latex paint – Exterior and water based (this can be found at Lowe's, Menard's, or Sherwin-Williams)
- NO Oil based paint, No Reflective paints, No Spray paint – These can be slick and dangerous
- Use only brushes, rollers, or sponges to apply the paint
- Use masking tape or painters tape to mark off the 4 inch margins at the top, bottom, and sides of the space
- Drop cloth or plastic sheet to put under the paint cans
- Plastic containers for water, paint, and brushes
- Nice to have – stool or towel to sit on while painting, chalk to sketch the design before painting, broom to sweep the space before painting, pop-up tent to cover the space while painting, sunscreen, and water

Design Criteria:

- No offensive language, slang, abbreviations, or gang affiliated symbols
- No double meanings
- No references to tobacco, alcohol, drugs, or firearms
- No nicknames, girlfriend/boyfriend names on the space, only your own name
- Must be school appropriate and adhere to the teachings of the Church
- Any use of prohibited items will be painted over with black paint and disciplinary action may be taken

Cafeteria Conduct

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

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

- Throwing of objects in the cafeteria is strictly prohibited.
- Defacement of cafeteria tables will result in a referral to the Dean of Students for disciplinary action.
- No fast food can be carried in during lunch hours by anyone.
- Carbonated beverages are not allowed.
- Energy drinks are not allowed during school hours.
- No food or drinks are permitted outside the cafeteria.

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

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

Dance Policy
Dances are intended for the students of Seton Catholic High School. A student may bring one guest from outside the school provided that a guest pass is obtained and approved by an administrator the day before the dance. No guest passes will be issued on the day of the dance. Guest passes are limited to students who are currently in school (grades 7-12) or students who have graduated that are under 21. Seton Catholic students are responsible for the actions of their guests.

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

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

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

Dress Code for Dances

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

Field Trips
Field trips can be a significant enhancement to the educational program at Seton Catholic High School. All field trips require prior approval of the Principal. Students may participate in a field trip *only* with a written school field trip permission form signed by a parent or guardian. *Permission for a student to attend a field trip granted over the telephone by a parent or guardian is not allowed.*
Any student who is on Academic Probation or who have failing grades after the midterm or a quarter may not attend any field trip.

Guests at Seton Catholic
In special cases, guests are permitted with permission. Guests will have a pass with them at all times. Anyone bringing a guest in the building without prior written permission will sustain a suspension from school.

Hallway Courtesy
Passing through the hallways is pleasant if students are courteous. Please remember the following:

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

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

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

- First offense: Automatic detention
- Second offense: One day suspension
- Third offense: Expulsion from school

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

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

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

- Physical or mental abuse
- Bullying, hazing, shunning
- Direct or indirect threats, intimidation, assault

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

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

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

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

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

Obscenities
Obscenities are remarks which are written or spoken and are offensive to the prevailing notions of decency. Gestures, pictures, apparel and student conduct may be offensive to prevailing notions as well. The use of obscenities may result in disciplinary action.

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

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

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

Seton Catholic Schools Anti-Bullying Policy

Policy Statement

Seton Catholic Schools, in accordance with the policies and tenets promulgated by the Archdiocese of Indianapolis, believe that each of the Seton Catholic Schools must be aware that their purpose is rooted in the mission of the Catholic Church and the message of Jesus Christ. It is critical that a safe, positive, and productive educational environment be established and maintained whereby students can achieve the highest academic standards and where no student shall be subjected to bullying, intimidation, or harassment of any kind. The standards of conduct and expectations herein are expected in all aspects of the Seton way of life, including, but not limited to, curricular, co-curricular, and extracurricular activities and programs. This policy applies to each and every person, including, but not limited to, students, families, administrators, staff, and teachers who may come into the Seton Catholic Schools program.

Administrative Rules

Definition of Bullying - Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes, but is not limited to: actions such as making threats, spreading rumors, attacking someone physically or verbally, and intentionally excluding someone from a group. Bullying may be categorized in four groups: verbal, social/relational, physical, and electronic/cyber. (adapted from http://www.stopbullying.gov/what-is-bullying/definition/index.html#types and is aligned with IN Department of Education Guidance, which can be found at http://www.doe.in.gov/student-services/bullying-prevention-intervention-indiana).

Role of the School

1. The educational professionals are responsible for implementing the policy and plan objectives for Seton Catholic Schools' Anti-Bullying Policy, including, but not limited to, implementing and continually monitoring, assessing, and improving appropriate anti-bullying plans and for collaborating with other professionals outside the School and parents in supporting the educational, developmental, and faith formation of all learners in a safe, positive, and productive environment for all learners. This includes incidents or situations that disrupt the educational process or the overall climate and culture of the school.
2. Prevention of Bullying is the intended goal. Initiatives are ongoing and currently in place, including, but not limited to, educational instruction, school-wide discussion and awareness. Strategies have been, and continue to be, implemented and presented to include identification of bullying versus conflict, roles within bullying scenarios, and respectful responses to bullying behaviors.
3. This Policy, and any future iteration, must include clear explanation of reporting mechanisms, anonymous or otherwise, that administrators, staff, teachers, students and parents will utilize when an alleged bullying incident is observed or reported.
4. Investigation must be done by an investigative team, which may or may not be the same team responsible for disciplinary action.
5. Seton Catholic Schools will establish an Anti-Bullying team (which may or may not be the same team responsible for threat assessments and/or disciplinary action). The role of the Anti-Bullying team shall be to review this policy for any adjustment and work with the Policy and Planning Subcommittee for review and adjustments as necessary. This policy must be reviewed annually before the start of each school year.
6. The safety of all students remains the primary focus for Seton Catholic Schools. Developmentally appropriate interventions and/or disciplinary actions must be enacted and enforced with the caveat that any bullying incident may individually rise to the level of suspension and/or expulsion, as may be

determined on a case by case basis. A positive school-wide approach reflecting our focus on the values instilled in the Gospel shall prevail.

7. Appropriate action will be taken against any student, employee, or other person who retaliates against any person who reports alleged bullying, or against any other person involved in the investigation and subsequent actions. Reprisals may include, but are not limited to, any form of intimidation, retaliatory action, or harassment. Administrative and/or disciplinary action against false reports of bullying will always be considered and is specifically excluded from this paragraph.
8. This Policy and its Plan of Action shall be made available to everyone and freely disseminated, including but not limited to, flyers, handouts, handbooks, websites, and publications. Report forms shall be made freely and readily available in places and manners where anonymity can be maintained in obtaining and submitting the form.
9. All educators, employees of the school/parish, and all adults involved in any matter related to students must understand that they have a duty to report information, especially concerning the welfare of a child, to appropriate governmental authorities/agencies, including the Department of Child Services. In the State of Indiana, everyone is considered a mandatory reporter, and educators have a statutory requirement to report knowledge or suspicion of abuse, neglect, child-endangerment, and other similar matter to the Department of Child Services. Additionally, should criminal activity be suspected, the Police shall be contacted. If there is any question about whether a report should be made, the Department of Child Services and/or the Police, as appropriate, should be consulted to determine whether a report should be made.

Plan of Action

1. **General.** Seton Catholic Schools is dedicated to the prevention of bullying in Seton Catholic Schools. It is the goal of Seton Catholic Schools to educate students, administration, staff, teachers, families of the policies herein. The Plan of Action is to educate everyone as to the definitions of bullying, as well as the consequences. The mechanisms for Confidential Reporting, Investigation, Disciplinary Action, and Documentation in this Policy will further facilitate an understanding of Seton Catholic Schools' dedication.
2. **Education About Bullying.** Seton Catholic Schools will continue to develop and implement annually a comprehensive educational component appropriate for each grade level about bullying and its prevention. Students, particularly, but also families, staff, administrators, and educators, must understand bullying: both what it is and what it is not. They must also know how to report it, what is required, and what to expect when it is reported.
3. **Reporting.** The report form shall be readily available to be obtained confidentially and delivered confidentially to any staff, educator, or administrator, who MUST then deliver the report form to the Principal at the respective school. Confidentiality is essential in every case and must be strictly maintained. All persons involved, including students and parents, must respect that not all information about a bullying incident can be made publicly available or disclosed at all.
4. **Investigation.**
    a. Upon receipt of a report of bullying, the principal shall submit the incident report to investigating team.
    b. The investigating team consists of both principals and one other person that is employed by the Seton Catholic Schools.
    c. The investigating team will investigate and determine whether a report of bullying is unsubstantiated or substantiated, and appropriate disciplinary recommendations in the case of a substantiated report.

d. If possible, a disciplinary team made up of Seton Catholic employees, will make a decision based on the recommendation of the investigating team report. If a disciplinary team is not available, the investigating team will carry out the disciplinary action.
e. Investigation of a report of bullying is to be investigated within a timely manner and result in an Investigation Summary Report generated and signed by the members of the investigating team.
f. The Investigation Summary Report should clearly identify
    i. All persons involved;
    ii. When the incident(s) took place;
    iii. Where did the incident take place;
    iv. What was the incident(s)?
    v. When and how were parents of both alleged victim and alleged perpetrator informed/involved?
    vi. What was the outcome? How was the incident handled?
    vii. What, if any, consequences were put into effect?

5. **Discipline.** All substantiated bullying incidents must be concluded with discipline meted out within a timely manner. The Seton Catholic Schools Disciplinary policy is instructive; however, it must be noted that the Seton Catholic Schools' will not tolerate bullying and can warrant any range of discipline, including expulsion, depending on the nature of the bullying.
6. **Documentation.**
    a. All Investigation Summary Reports, including any resultant discipline, must be catalogued and maintained by the school for Seton Catholic Schools' historical record keeping.
    b. A Summary Report, different from the Investigation Summary Report, that includes the number of reports/incidents and the discipline that was instituted, will be made available strictly to the executive committee of the School Commission Board to preserve confidentiality.
    c. Collated data from each and every Investigation Summary Report must be shared with the Office of Catholic Schools twice per year (December and May).

Seton Catholic Schools Substance Control Policy

Policy Statement:

Seton Catholic Schools, in a continuing effort to promote the physical health and well-being of its students, adopts this policy to serve as a preventative and diagnostic tool for students considering drug or alcohol use. It is an integral part of our physical and mental wellness educational efforts, which promotes students as positive role models for our community, free of alcohol, drugs, and other dangerous substances. It is not intended to deprive students of academic attendance, or to impose academic penalties. This policy promotes a healthy, safe environment for our student body and includes the following goals:

- Support students' decision to remain safe and free from drugs and alcohol;
- Provide students a reason to say "no' if pressured to use drugs and alcohol;
- Affirm students choosing to be substance free and support them;
- Educate students choosing to experiment with drugs and alcohol of the serious risks, dangers and consequences of using drugs or alcohol; and
- To provide our students who may have a drug and/or alcohol problem with an opportunity for healthy recovery.

Seton Catholic Schools utilizes a testing program in an effort to deter students from using illegal substances, including drugs and alcohol.

Administrative Rules

1. **Scope**
    a. This policy applies to every Seton Catholic Schools student (Pre-K through 12th grade).
    b. This policy applies at all times, at all places and throughout the student's entire enrollment at Seton Catholic Schools.
    c. There are no times, no days, no places, and no circumstances in which this policy does not apply.
    d. This includes a student's behavior at and away from school.
    e. All students and parents are required to consent in all aspects of this policy as a pre-condition of student admission and continued enrollment.
    f. Students and parents agree that Seton Catholic Schools have full and complete discretion to investigate incidents that occur at and/or away from school.
2. **Drug and Alcohol Use**
    a. All Seton Catholic Schools students are required to comply fully with federal, state, and local laws regarding the use of prescription drugs, illegal drugs, tobacco, alcoholic beverages, and other dangerous substances.
    b. No student may use, be under the influence of, or possess tobacco, drugs or alcoholic beverages on school grounds at any time. This includes before, during, and after as school-sponsored or sanctioned activity. It should be understood that *drugs* in this policy also refers to the abuse or misuse of prescription medication.
    c. Any student found using, possessing, or distributing, or aiding in the distribution of drugs, tobacco, alcoholic beverages and/or paraphernalia or any other related items on campus or at school-sponsored activities is subject to severe disciplinary action.
3. **Testing for Drug and Alcohol and Substance Abuse**
    a. Parents and students specifically consent and agree to testing protocols within the guidelines of the testing permission form and this Policy.
    b. Parents will be notified by phone if their student is required to be tested based on reasonable suspicion. Random testing does not require any notice. Parents do not have the right to be present during testing.
    c. In the event that phone calls to parents are not answered prior to trained specimen collection personnel ("TSCP") arriving at school, testing will proceed without any additional notice.

d. A student's refusal for drug and/or alcohol and/or substance testing will be viewed as a positive test, thus will follow the consequence protocol for a positive test.
e. Parental refusal for students may result in student expulsion.

4. **Testing Categories**
    a. **Reasonable Suspicion:** Any student who displays behavior that may be related to the use of prohibited substances or is otherwise demonstrating conduct that may be in violation of this policy will be tested. A student may be required to test based on their behavior before, during, or after the school day or at a school-sponsored activity. Students identified as having attended gatherings where there is a suspicion of alcohol or drug use may be tested based on reasonable suspicion. Reasonable Suspicion involves both objective and subjective decisions by teachers, administrators and others charged with the responsibility to supervise students. The alleged lack of Reasonable Suspicion shall not constitute a valid reason to refuse testing or form the basis for any challenge to the Consequences for a positive test. Enrollment in Seton is preconditioned on consent to testing at any time.
    b. **Social Probation:** Students on probation of any kind will complete random drug tests throughout the course of the probationary time-frame. Students on probation may be required to complete a drug test prior to, during, or following any school related activity.
    c. **Transfer Student:** Transfer students placed on social probation as a condition of admission will be asked to complete a drug test. The test should be completed no more than 15 days prior to their first day of school. Admission is probationary until the test confirms the student to be drug free.
5. **Voluntary Reporting**
    a. Students who confidentially report themselves as having a tobacco, drug, and/or alcohol problem are not subject to the disciplinary aspects of this Policy. In the spirit of this policy to provide our students who may have these problems with an opportunity for healthy recovery, the rehabilitation aspects of this Policy do apply. Voluntary reporting is not available if the student is included in a random pool for random testing.

Implementation

1. **Drug Testing Procedures**
    a. Students currently taking prescription medications must notify the administration before the test (prescriptions will be verified through the student's physician).
    b. Seton Catholic Schools will contact a Licensed Clinical Laboratory (LCL) to test specimens collected by TSCP.
    c. Testing screens may include urine sample, oral swab or hair follicle as deemed appropriate and necessary by the TSCP.
    d. Preliminary test results may be available during testing procedure; any preliminary positive test results will be sent for confirmatory testing.
    e. All samples will be retained by the LCL and further analyzed for any and all drug types, including quantitative drug levels.
    f. School personnel will assist and support the TSCP and the LCL with their testing protocol.
2. **Alcohol Testing Procedures**
    a. A portable breath testing device ("PBT") will be used to measure breath alcohol content ("BAC").
    b. Any school official, including but not limited to teachers and administrators, TSCP, and/or Law Enforcement may administer a PBT.
    c. BAC levels for any student should register zero in order to comply with this Policy.
3. **Notification of Test Results**
    a. The Principal will receive results from the LCL.

b. The Principal will contact parents to explain the results for a student who tests positive for drugs and/or alcohol as soon as possible. If a parent cannot be reached by phone, they will be notified by mail.
c. The test results will be kept confidential and shared with school staff only on a need to know basis, as determined by the Principal.
d. The Principal will notify, by mail, parents of students who tested negative.

4. Consequences for First Positive Test

a. If a student violates this Policy before an extra-curricular has started or during the season of the extracurricular activity, they will serve a 50% suspension for that extracurricular. If discipline imposed under this policy is for conduct occurring during the second half of the season, the student also forfeits all participation in postseason play. The 50% is based on what the potential amount of contests/games that could be played for that entire season (includes postseason/tournament play). Any carry over suspensions will be calculated based on total games played during a season.
    i. For example, if there are 20 soccer games in a season and the student is disciplined for conduct under this policy, the student will serve a ten-game suspension; however, if there is any postseason or tournament play, those games will also count toward the total number of games toward calculation of 50%.
    ii. The suspension will be counted on actual contests/games played. The student would still be required to attend practices and complete the season for the suspension to count. The student-athlete must attend contests/games but must dress in street clothes.
    iii. If a student violates the Substance Abuse policy and there are not enough contests/games to fulfill the 50% suspension, the percentage of contests/games served will be calculated and the remaining percentage not served will carry over into the next extracurricular/sport.
    iv. In order for any student to return to practice, they must be enrolled and regularly attending a treatment program. Before a student can return to any contests/games, they must have served the full contest/game suspension and completed the treatment program. Students may be removed from student positions of leadership and student organizations.
b. Students shall have no driving privileges to the school, on school property, or to any school sanctioned events, until the Principal receives a confirmation from LCL that the student is substance free for thirty (30) days.
c. Students shall be placed on probation for 365 days. Seton Catholic Schools has the right to exclude them from attending school sanctioned events, including field experiences, dances, receptions, or proms.
d. Students shall participate in random drug testing for 365 days. The student's family shall be responsible for any and all testing fees, as required by any LCL.
e. Within fourteen days, the student shall complete a substance and alcohol abuse assessment by a provider recommended by Seton Catholic Schools and attend counseling and educational programming as recommended by the assessment. The student's family will be responsible for any charges associated with any assessment and treatment program recommendations.
f. Additional Consequences Applicable to Seniors:
    i. Any student who has a positive drug/alcohol/substance test with 100 or less days of school remaining must successfully pass a drug test prior to the school issuing their diploma
    ii. Seton Catholic Schools shall not allow seniors to participate in commencement activities without a negative drug/alcohol/substance test prior to the ceremony.

5. Consequences for Second Positive Test

a. Students shall lose all extracurricular student activity privileges for 365 days, including but not limited to, participating in sports, band, chorus, attending any events including sporting events, school trips, prom, etc.
b. The student shall be removed from all positions of leadership and from all student organizations.
c. The student shall have no driving privileges to the school, on school property, or to any and all school sanctioned events, for one full semester.
d. The student shall be placed on probation for an additional 365 days.
e. The student shall participate in random drug testing for additional 365 days. The student's family shall be responsible for any and all testing fees, as required by any LCL.
f. Within fourteen days, the student shall complete an additional substance and alcohol abuse assessment by a provider recommended by Seton Catholic Schools and attend counseling and educational programming as recommended by the assessment. The student's family will be responsible for any charges associated with any assessment and treatment program recommendations.
g. The student and parent will meet with the school administration. Following this meeting, the Principal will make additional discipline recommendations, which may include recommendations for the student's expulsion.
h. Additional Consequences Applicable to Seniors
    i. Any student who has a positive drug/alcohol/substance test with 100 or less days of school remaining must successfully pass a drug test prior to the school issuing their diploma.
    ii. Seton Catholic Schools has the right to exclude seniors from attending school sanctioned events, including dances, receptions, or proms.
    iii. Seton Catholic Schools shall not allow seniors to participate in commencement activities without a negative drug/alcohol/substance test prior to the ceremony.

6. Testing Positive at School or at a School Related Event

a. In the event that a student tests positive for drugs/alcohol/substances at School or at any School event or School related event, the consequences from Paragraphs 8 and 9 apply.
b. Additionally, the student shall also have a minimum of 3 days out-of-school suspension, and the violation shall be submitted to a disciplinary committee for review on sanctions.
c. Additional consequences may apply based upon any recommendations of the disciplinary committee.

7. Drug & Alcohol Education and Counseling Programs

a. Seton Catholic Schools and supports the opportunity for students to receive education, tools and any treatment needed to be substance free. We will cooperate fully with students entering a school approved drug/alcohol treatment program or facility. Students mandated for school approved drug/alcohol education classes, counseling, or a substance abuse treatment plan must comply and complete said mandate as a condition of their continued attendance at Seton Catholic Schools.

8. School Grounds and Activities

a. Seton Catholic Schools recognizes and is bound by law, thus the word illegal sets the guidelines for the administration to interact with students in situations concerning possible threat, risk, or illegal activity.
b. The Administration has the right (in the presence of an adult witness) to conduct a reasonable search of a student's person and/or the student's property including book bags, purses, wallets, cars, all electronic devices, lockers, etc. if the need for such search is reasonably indicated.
c. Any student found to be under the influence and/or in possession of drugs or alcohol on school grounds or at any school-associated function, both home or away, can be immediately suspended for a minimum of three (3) days. Possession includes actual possession and constructive

possession in lockers, all personal property, automobiles, etc. Additional consequences may apply based on the number of offenses, degree of illegal activity and any other pertinent variables.

d. A student found to be dealing, as defined by Indiana law, or selling drugs, tobacco, substances, or alcohol on school grounds or at any school-related function may be expelled from Seton Catholic Schools immediately. Additionally, Seton Catholic Schools is bound by law to notify law enforcement in the event of selling or distributing substances.

9. Law Enforcement

a. It is the policy of Seton Catholic Schools to cooperate fully with law enforcement agencies. The school will report any illegal conduct to law enforcement agencies as required by I.C. 20-33-9. When appropriate, the school will seek information from law enforcement agencies regarding student conduct. This may result in the duty to involve law enforcement.

10. Civil Immunity

a. A person who makes a report to law enforcement and participates in good faith in a judicial proceeding involving controlled substance violations is immune from civil liability pursuant to I.C. 20-33-9-8.

11. Exceptional Circumstances

a. Notwithstanding any other provisions of the policy, Seton Catholic Schools retains full and complete discretion to impose any discipline or take any other action, or decline to take action, as it deems appropriate for any student behavior occurring anywhere at any time.

12. Appeals

a. A student who has been sanctioned will be informed of the discipline in writing. They will be informed that they can appeal the recommendation to the Pastor of St. Elizabeth Ann Seton Parish.

13. Responsible Reporting

a. Students, parents, teachers, staff and coaches have an obligation to join in our effort to help keep our school and all students safe and free from drugs and alcohol. With this obligation comes the responsibility to report any unsafe, illegal, and/or dangerous plan, activity or event involving students.

Assistance – Substance Problems

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

General Information

Awards

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

- ***Valedictorian, Salutatorian****:* awarded to the two students with the highest cumulative academic averages. These students will speak at Commencement.
- ***Cardinal Joseph Tobin Award****:* the school's most prestigious award recognizes the graduating senior who has demonstrated excellence in scholarship, outstanding character, inspired leadership, and genuine generosity in service to the school community.
- ***St. Pope John Paul II Christian Leadership Award*****:** given to a junior who most exhibits the ideals of Christian leadership as envisioned by Pope John Paul II.
- ***Department Awards****:* presented by each of the academic departments to the student who has demonstrated the greatest enthusiasm, interest, and achievement in an academic discipline.

Backpacks

Students are not allowed to have backpacks, large purses, bound organizers, brief cases or other bags in classrooms without special permission from an administrator. No distinction will be made between a backpack, bag, and large purse. Any student who brings any kind of bag to class will be asked to return it to their locker and may be counted tardy.

Building Hours

The student school day begins at 8:10 a.m. each day. Seton Catholic High School is open to students by 7:30 a.m. each day. The student school day ends at 3:10 p.m. each day. Any student or group of students in the building after 3:30 p.m. must be under the supervision of an adult staff member.

Parents will be called and must make arrangements for student pick up if the student is in the building at 3:30 p.m. Students may not be left in the building after 3:30 pm. Chronic cases will be referred to the principal and pastor.

Seton Catholic High School assumes no responsibility for any student who re-enters the building after building hours.

Communication

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

Distribution/Display of Materials

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

Drop Off and Pick Up of Students

Students may be dropped off and picked up in front of the school’s main entrance along South 5th Street.

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

Food/Drink
Chewing gum is explicitly forbidden in the school building and the area immediately surrounding the building because of the cleaning problems it poses. There is to be no food, drink or candy in classrooms, lockers, or in hallways other than water in a clear bottle. Teachers and/or Administrators may, from time to time, provide food or candy as a reward for students. This is to be consumed in the classroom where it was provided and may not be taken to any other class.

Pets/Animals
No animals, other than service animals, are permitted on the campus of Seton Catholic High School as defined in the Campus and Extended Campus section of this handbook.

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

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

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

Students should be courteous and polite to all visitors. Students should provide directions and answer questions for visitors when asked. **For safety reasons, students should not open the outside doors to anyone.**

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS
All schools and parishes under the guidance of the Roman Catholic Archdiocese of Indianapolis admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The schools do not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.



ATHLETIC HANDBOOK
2026 - 2027

Seton Catholic Schools

233 S 5th Street
Richmond, IN 47374
Phone: 765-965-6956
http://setonschools.org

Dear Student-Athletes and Parents/Guardians:

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

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

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

Seton Catholic Athletics

Mission Statement of Seton Catholic Schools:
Centered in Christ and led by His Spirit, we at Seton Catholic Schools teach and accompany our students on their journey to become disciples of Christ through virtues, academic excellence, service; all for truth in love.

State Athletic Association Affiliation:
Seton Catholic High School is a member of the Indiana High School Athletic Association (IHSAA). As a member school, Seton Catholic High School plays under IHSAA by-laws. All student-athletes, coaches, parents, fans, and those affiliated with the school must abide by these same IHSAA by-laws. These can be accessed at any time at: https://www.ihsaa.org/about-us/member-school-laws. In addition to playing conference games, Seton Catholic teams often play other schools in the area. Thus, Seton Catholic athletes play students from diverse backgrounds and skill levels.

Conference Affiliation:
Seton Catholic participates in the Pioneer Academic and Athletic Conference (PAAC), a conference comprised of nine diverse schools, including private, public, charter, Christian, and Catholic schools.

Registration Information & Eligibility

Nondiscriminatory Policy
Seton Catholic Athletics admits any students of any race, color, gender, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate based on race, color, gender, national or ethnic origin in the administration of its participatory policies, admissions policies, or athletic programs.

High School and Junior High Sports
Before any participation in the Seton Catholic athletic program, including out-of-season conditioning and open facility sessions, an athlete needs to:

- Be enrolled at Seton Catholic.
- Have a completed medical emergency form with supporting parent/guardian signature on file in the office.
- Sign the *Seton Catholic Athletic Handbook Consent Form* as documentation that the student and parent/guardian know, understand, appreciate and volunteer to assume the risks and conditions, as well as the expectations, associated with interscholastic athletic participation at Seton Catholic.
- Complete and turn in to the athletic director the *Athletic Pre-Participation Packet*. This includes the the follow:
    - Pass a physical examination from a licensed physician and have supporting student, parent, and physician signatures of consent. Completed IHSAA physical exam forms (must have the IHSAA logo in the upper right hand corner) are to be turned in to the athletic director. The examination must be administered between April 1 of the preceding school year and the start of the official practice in the current school year (IHSAA By-Laws).
    - Sign the *Concussion and Sudden Cardiac Arrest Acknowledgement and Signature Form* as the ImPACT Program is a vital tool used by Seton Catholic to protect our athletes from serious brain injuries both now and in the future.
    - Complete the *HIPPA Consent Form* and *Reid Health Sports Medicine Athlete Demographics Form* in order for the Reid Hospital athletic training staff to best serve their needs.

If a transfer student in grades 10-12, a transfer report MUST be on file with the IHSAA prior to any participation (IHSAA By-Laws).

- Meet specific program or team rules in addition to those included in the *Seton Catholic Athletic Handbook*.

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

- Be enrolled at Seton Catholic.
- Have a completed medical emergency form with supporting parent/guardian signature on file in the office.
- Sign the *Seton Catholic Athletic Handbook Consent Form* as documentation that the student and parent/guardian know, understand, appreciate and volunteer to assume the risks and conditions, as well as the expectations, associated with interscholastic athletic participation at Seton Catholic.
- Complete and turn in to the athletic director the *Athletic Pre-Participation Packet*.
- Have received passing grades in all full credit subjects or the equivalent at the end of the last grading period and be currently enrolled in at least six full credit subjects or the equivalent.
    - For high school athletes, first and third quarter grades determine second and fourth quarter eligibility, respectively, and first and second semester grades determine third and first quarter eligibility, respectively. Athletes must also meet any and all academic requirements, which Seton Catholic High School puts forth.
    - For junior high athletes, eligibility is determined by grades earned during the preceding quarter.
        - In the event that an athlete fails a class during the second or fourth quarter but earns a passing grade for the semester in the same class(es), he/she will be eligible for athletics.
        - Junior high athletes who are academically ineligible can earn back their eligibility at the midterm of a grading period provided they have passing grades in subjects.
    - Grades earned during the second semester of eighth grade do not affect the eligibility of freshmen. Those who received failing second semester grades will be placed on academic probation for the first quarter of their freshman year, but will still be allowed to participate provided they do not violate probation.
- Meet specific program or team rules in addition to those included in the *Seton Catholic Athletic Handbook*.

Elementary Sports

Before any participation in the Seton Catholic athletic program, including practice sessions, an athlete needs to:

- Be enrolled at Seton Catholic.
- Have a completed medical emergency form with supporting parent/guardian signature on file in the office.
- Sign the *Seton Catholic Athletic Handbook Consent Form* as documentation that the student and parent/guardian know, understand, appreciate and volunteer to assume the risks and conditions, as well as the expectations, associated with interscholastic athletic participation at Seton Catholic.
- Meet specific program or team rules in addition to those included in the *Seton Catholic Athletic Handbook*.

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

- Be enrolled at SCHS.
- Have a completed medical emergency form with supporting parent/guardian signature on file in the office.

- Sign the *Seton Catholic Athletic Handbook Consent Form* as documentation that the student and parent/guardian know, understand, appreciate and volunteer to assume the risks and conditions, as well as the expectations, associated with interscholastic athletic participation at Seton Catholic.
- Have received passing grades in all full credit subjects or the equivalent at the end of the last grading period.
- Meet specific program or team rules in addition to those included in the *Seton Catholic Athletic Handbook*.

Transfer Students

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

Incoming Transfer Students

- Incoming transfer students must complete the following before they may participate in any athletic events (practice, open gym, contests, etc.)
    - Athletic Pre-Participation Packet
    - IHSAA Transfer Report (high school students only)
- Incoming transfer students must participate in 5 practices before participating in their first contest, provided that gives them at least a total of 8 practices (high school students only).
- Additionally, incoming high school transfer students must complete the following before earning a spot on a sectional roster. Please note that, even if these conditions are met, sectional rosters are at the discretion of the coaching staff.
    - Team sports
        - Must participate in 5 practices before participating in the first contest, provided that gives them at least a total of 8 practices (high school students only).
        - Must participate in at least 25% of team's scheduled contests at any level
            - Note: Canceled contests do not count against an athlete
    - Individual sports
        - Must participate in 5 practices before participating in first contest, provided that gives them at least a total of 8 practices (high school students only)
        - Must participate in at least 50% of team's scheduled contests at any level

Outgoing Transfer Students

- The determination of eligibility for outgoing transfer students is at the discretion of the principal, athletic director, and pastor. Each transfer will be decided on a case-by-case basis.

Fees

All sports offered at Seton Catholic Schools have different costs required for operation. Currently, we do not require participation fees for athletics for Seton Catholic students **EXCEPT** for the spring/summer elementary t-ball, baseball, and softball league since those are run through the Wayne County League. We do require parents of in-season athletes to work at contests to help us offset the costs of having to pay workers. This system has worked well for years and keeps participation in athletics for your student-athletes free.

Non-Seton Catholic Student Athletic Participation

Students from other schools that are not feeder schools of an IHSAA school (including homeschool students) are allowed to participate on our teams at the elementary and junior high levels. According to IHSAA By-Laws, they are **NOT** allowed to participate at the high school level. In order to participate, such students must meet the following requirements

- Have a completed Athletic Pre-Participation Packet on file with the Athletic Department
- Provide proof of family insurance
- Pay a participation fee of $125 per student-athlete per sport
- Work all game duties that are assigned
- Provide documentation that the student-athlete meets Seton Catholic's academic eligibility standards
- Sign the consent form

General Information

Athletic Teams at Seton Catholic

- Listed below are the teams regularly offered at Seton Catholic. It is always our goal to field a team at each of these levels, but if participation numbers are not sufficient we may not have a team at a given level.

SEASON	GIRLS	BOYS
Fall	*Cross Country* ● *High School (Grades 9-12)* ● *Junior High (Grades 5-8)* *Volleyball* ● *High School (Grades 9-12)* ● *Junior High (Grades 7-8)* ○ *Grade 6 as needed* ● *Elementary (Grades 4-6)*	*Soccer* ● *High School (Grades 9-12)* *Cross-Country* ● *High School (Grades 9-12)* ● *Junior High (Grades 5-8)*
Winter	*Basketball* ● *High School (Grades 9-12)* ● *Junior High (Grades 7-8)* ○ *Grade 6 as needed* ● *Elementary (Grades 4-6)* *Cheerleading* ● *High School (Grades 9-12)* ○ *Grades 7-8 as needed* ● *Junior High (Grades 7-8)* ● *Elementary (Grades 3-6)* *Dance* ● *High School/Junior High (Grades 7-12)* *Swimming* ● *High School (Grades 9-12)*	*Basketball* ● *High School (Grades 9-12)* ● *Junior High (Grades 7-8)* ● *Elementary (Grades 4-6)* *Cheerleading* ● *High School (Grades 9-12)* ○ *Grades 7-8 as needed* ● *Junior High (Grades 7-8)* ● *Elementary (Grades 3-6)* *Dance* ● *High School/Junior High (Grades 7-12)* *Swimming* ● *High School (Grades 9-12)*

Spring	*Golf* ● *Junior High (Grades 5-8)* *Tennis* ● *High School (Grades 9-12)* *Track & Field* ● *High School (Grades 9-12)* ● *Junior High (Grades 5-8)*	*Baseball* ● *High School (Grades 9-12)* ● *Junior High (Grades 6-8)* *Golf* ● *High School (Grades 9-12)* ● *Junior High (Grades 5-8)* *Track & Field* ● *High School (Grades 9-12)* ● *Junior High (Grades 5-8)*
Spring/ Summer	*T-Ball* ● *Elementary (Ages 4-6)* *Softball* ● *Elementary (Ages 8U-12U)*	*T-Ball* ● *Elementary (Ages 4-6)* *Baseball* ● *Elementary (Ages 8U-12U)*

Medical Services Staff

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

Insurance

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

Parents and guardians are highly encouraged to have a family insurance policy provided by the Archdiocese. For injuries sustained during school-sponsored activities, school insurance normally pays the balance of medical invoices after the family insurance ceases payments to health-care providers.

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

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

Transportation Policy

Each team member will ride in the school-provided transportation vehicle from SCHS to each away contest for that team and then back to school after the completion of the event, unless prior arrangements have been communicated to the coach by the parents. Parents may transport their own children home after events but must directly notify a coach.

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

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

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

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

Student Expectations and Requirements

Students and parents should recognize that participation in the athletic program is not a right of all students, but rather a privilege to those selected individuals who possess the ability, attitude, disposition, cooperative spirit, and desire to represent the Seton Catholic community in a favorable way. By joining the school's athletic program, a student becomes a representative of his/her team and of Seton Catholic Schools.

A student-athlete's behavior is governed by the same rules, regulations, and procedures that apply to all students as set forth in the Seton Catholic Parent-Student Handbook. Each student-athlete is expected to demonstrate and encourage behaviors in others that reflect good sportsmanship. If behavior infractions occur, student-athletes may face both a school and an athletic consequence.

- An athlete should strive to be a positive influence in all he or she does. He or she works for the betterment of Seton Catholic, the family, himself/herself, and the Catholic community in all endeavors.
- A Seton Catholic athlete is expected to understand that one's dress speaks loudly about the individual and the school he or she represents.
    - All high school athletes should wear uniforms or team-issued warm-ups to and from the contests. No other attire is permitted.
    - Junior high school athletes may wear appropriate school dress attire, uniforms, or warm-ups, as determined by the coach.
- An athlete should live by the principle that maximum effort and performance in athletics and academics cannot be attained if one drinks alcohol, uses controlled drugs or tobacco.
- An athlete should strive to be a sportsman or sportswoman, one who knows the use of illegal or unfair tactics to gain an undeserved advantage is wrong.
- An athlete should plan so that energy can be devoted to studies and one's abilities can be rewarded. It is the athlete's responsibility to ensure that he or she allows time to meet the requirements both in athletics and academics.
- An athlete should appreciate that coaches, teachers, and school officials seek the best interests of all athletes as they conduct and represent the total athletic program and name of Seton Catholic.
- An athlete should treat contest officials with courtesy and respect. An official does not win or lose a contest. He or she officiates to ensure a fair contest for both teams.
    - An athlete who is ejected from a contest:
        - Must meet with the athletic director and principal

        - Must complete the NFHS Sportsmanship course and submit the completion certificate to the athletic director prior to competing in another contest
        - Will be suspended for at least the next contest in the sport the ejection occurred
    - An athlete who is reported for a sportsmanship-related infraction by an official:
        - Must meet with the athletic director and/or principal
- An athlete should care for equipment and property as if it were his or her own. If equipment or property is destroyed through practice or age, the school will replace the item. If an athlete loses, damages, steals, or fails to return the item, he or she will pay for its replacement.
- Athletes are encouraged to participate in religious services provided by Seton and their parish communities.
- Any athlete who voluntarily quits a team or is dismissed from a team because of a rule violation(s) may not practice or train under a Seton Catholic staff member until that team's season is complete. This rule is in effect from the first official practice date of the season until the completion of the particular Seton Catholic team season.

Expectations of Parents and Fans

All parents of student-athletes are expected to represent Seton Catholic in an exemplary manner. This behavior is expected both at practices and games. Parents of student athletes are expected to display the best of Christian courtesy and manners to all officials, coaches, opposing coaches, players, and spectators. At all times good sportsmanship is the rule, not the exception. The penalty for unsportsmanlike behavior during a practice or game will be left to the discretion of the coaches for each sport along with input from the athletic director and the principal. This can range from a parent being asked to not attend games to a parent being banned from attending any games. In extreme cases, the student athlete may also be dismissed from the team. The athletic director and principal will make the final decision following a meeting with the athlete, coach, and parent.

- Parents/fans need to always be mindful that their behavior represents not only themselves, but also their families, Seton Catholic, and their Christian faith.
- Always practice good sportsmanship.
    - Cheer for Seton Catholic, and even athletes from other schools, but never insult or taunt any athlete.
    - Display respect for contest officials, even if you disagree with a call. Under no circumstances is it acceptable to verbally abuse an official.
    - Do not taunt or make derogatory remarks towards the opposing team's fans.
    - Do not throw objects onto the playing surface or in the stands at any time.
    - Never enter the playing area during a competition.
    - **Sportsmanship Challenge Program**
        - Your behavior at games now affects SCHS' sportsmanship rating with the IHSAA. If you are ejected from a contest, the entire SCHS athletic program now pays the price for your actions.
        - If ejected from a contest:
            - You are suspended from the next two home contests (or tournament contest(s) if ejection occurs during IHSAA tournament event) at that level and all home contests at any level in the interim
            - **Note**: Any additional ejections carry more severe consequences.
- Always be respectful in your interactions with SCHS coaches
    - Do not approach a coach during a contest
    - Avoid approaching a coach immediately before or immediately after a contest, unless there is an emergency situation that they need to be made aware of.

- **Chain of Command**
  - If you have a concern regarding the team or your student-athlete, please speak to the following individuals in order:
    - Your Student-Athlete, Coach, Athletic Director, Principal, Superintendent
  - If your concern is directly related to a specific coach and his or her code of conduct, please speak to the following individuals in order:
    - Athletic Director, Principal, Superintendent

Awards

- **Participation Certificates**
  - Certificates of participation will be awarded to all junior high and high school athletes at the sports awards ceremony at the end of each season.
  - To receive this award the athlete must complete the entire sports season with the particular team(s).
- **Varsity Letters**
  - A varsity letter is awarded to any high school athlete who meets all of the lettering criteria for his/her sport.
  - He/she will be awarded the class numbers and chevrons at the end of the school year.
  - He/she can order a letter jacket from the athletic director once he/she has earned three varsity letters.
  - Varsity Letter Criteria
    - In all sports, to earn season-ending awards, an athlete must finish the season in good standing according to the *Seton Catholic Parent-Student Handbook, Seton Catholic Athletic Handbook*, and specific team rules.
    - Certain athletes may not attain the standards below due to illness, injury, or other unusual circumstances. In these cases, the varsity coach and athletic director reserve the right to award the varsity letter to such athletes provided they earned a varsity letter in that sport the previous year.
    - Any senior athlete who does not meet the lettering requirements will still letter provided he/she has played at least two entire high school seasons in that sport.
    - Any athlete who is on the official varsity roster in a team sport (Baseball, Basketball, Soccer, Volleyball) for two entire seasons but does not meet the lettering requirements below will earn a varsity letter.
    - Any athlete in an individual sport (Cross Country, Golf, Gymnastics, Swimming & Diving, Tennis, Track) who advances to the regional level or further in the IHSAA state tournament as an individual participant but does not meet the lettering requirements below will earn a varsity letter.
    - Any manager must complete two seasons with a sport to earn a varsity letter in that sport.
    - **Baseball**
      - An athlete must play in at least 50% of the varsity games.
    - **Basketball**
      - An athlete must play in at least 50% of the varsity games for the entire season.
    - **Cheerleading**
      - An athlete must cheer in at least 75% of the contests.
    - **Cross Country**
      - An athlete must finish in the top seven places on his or her team in at least 50% of the team's meets.

        - **Dance**
            - An athlete must cheer in at least 75% of the contests.
        - **Golf**
            - An athlete must compete at the varsity level for 50% of the team's matches.
        - **Soccer**
            - An athlete must play in at least 50% of the varsity periods for the entire season.
        - **Swimming & Diving**
            - An athlete must compete at the varsity level for 50% of the team's meets.
        - **Tennis**
            - An athlete must compete at the varsity level for 50% of the team's matches.
        - **Track & Field**
            - An athlete must compete at the varsity level for 50% of the team's meets.
        - **Volleyball**
            - An athlete must play in at least 50% of the varsity sets for the entire season.
- **Academic All-Conference**
    - Academic All-Conference selections in both team and individual sports, per season, will receive an Academic All-Conference certificate. All athletes who earn a varsity letter with a cumulative GPA of 3.75 will be honored.
- **Cardinal Scholar Athlete Award**
    - This award is given to the top senior male and female Scholar Athlete with the highest cumulative GPA after seven semesters of high school. Recipients must be enrolled in SCHS for at least four semesters to be eligible for this award.
- **Mental Attitude Award**
    - This award is given to the senior male and female athlete who has demonstrated outstanding character, athletic and classroom leadership, and concern for others and school. The candidate must have earned at least one varsity letter as a senior and must have been enrolled at SCHS from the first day of school in his or her senior year.

Revisions/Modifications to Policy

Seton Catholic administration may make changes to any policies outlined in this handbook as needed. Seton Catholic administration has the final decision with regards to any policy. Changes will be made public in the announcements.

ATHLETIC CONTRACT

Please initial each statement below to acknowledge your agreement to this contract. Then, sign the form at the bottom and return to the Athletic Director to be eligible for participation.

As a Seton Catholic Student-Athlete…

____ I will strive to give my best to the team in every practice and every game.

____ I will be on time for all practices and games.

____ I will not miss a practice or game because of another outside sport or extra-curricular activity unless approved by the coach or athletic director.

____ This experience is an opportunity to learn not only sports, but also teamwork with all its inherent responsibilities. There will be times when I will follow someone's lead and there will be times when I must assume that lead – I always have a contribution to make to my team.

____ I will take my coaches' directions and comments as constructive suggestions, which make me a better athlete and my team a successful unit.

____ Practice is where I learn the concepts of the game. How I apply those concepts in mind and body in practice will carry over into the game situation.

____ I will always play hard, but always will be a fair sport whether we are winning or losing the game, realizing that everyone on my team and my opponent's team is playing for fun and the competitive experience.

____ I will carry these principles to my schoolwork and my family life with the realization that these are of greatest importance and take precedence to any sport.

____ I will be an example of Christ in all my actions on and off the field/court of competition.

____ I have read the athletic handbook and agree to follow the policies and procedures as stated.

Player Signature: _____ Date: _____

Parent Signature: _____ Date: _____

PLEASE RETURN THIS FORM TO THE HIGH SCHOOL MAIN OFFICE