

2011 - 2012  
Handbook



# Seton Catholic Central High School



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### **SETON CATHOLIC BELIEF STATEMENTS**

*We believe...*

We are a Catholic school. Prayer and worship connect us with God and with one another.

We strengthen our relationship with God as we live out the Gospel message.

We believe that analytic and critical thinking skills are necessary. Our faculty strives to develop these in our students through our curriculum.

We believe that we are a community of faith-filled learners. Each of us is encouraged to be a responsible, contributing member who communicates with and supports the others.

We believe that each of us has the responsibility to expand our knowledge of our nation and world. As members of a global community, our differences are to be honored and respected.

### **SETON CATHOLIC MISSION STATEMENT**

The goal of Seton Catholic Central School is to develop in our students a generous and loving concern for all people and a deep respect for God-given, individual differences. We instill in our students the desire for continuous learning, self-improvement, and self-respect in order to help them meet the challenges of life. We inspire the students to make a life-long commitment to Gospel values, social justice, non-violence, and peace in our world. In the Catholic tradition, we encourage our students to be Christ-centered, strong, upright, wise and articulate men and women who take their rightful place in the Church and in the world.

# Seton Catholic Central High School

## SETON CATHOLIC STATEMENT OF PHILOSOPHY

Seton Catholic offers an extensive curriculum that provides a high-quality academic education meeting the diversity of our student body. The school community studies the teachings of Christ and participates in liturgy and para-liturgical experiences. Extra-curricular and social activities enable students to develop their leadership skills. Seton Catholic fosters responsible decision-making skills within individuals and groups as students participate in a wide variety of school-sanctioned experiences. The school promotes an awareness of the needs of others locally and around the world. Seton enhances communication skills in reading, writing, speaking, and listening to prepare students for higher education and for life.

Parents are the primary educators of the children. Seton's qualified faculty collaborates with parents in fostering the growth of the whole person. The school offers a diverse and comprehensive education to encourage intellectual curiosity. Through an evolving curriculum suited to particular needs, Seton Catholic nurtures the talents and skills of the students expressed in the Mission Statement.

## SETON CATHOLIC GRADUATE PROFILE

The graduate of Seton Catholic Central will demonstrate:

- knowledge and skills; competency in reading, writing, mathematics, speaking and listening; ability to process, present, research, and organize information
- creative thinking, technological competence
- desire for life long learning; self-improvement, self-respect through service to others and personal discipline
- able to take one's rightful place in the Church and in the world
- decision-making skills based on Catholic values and personal responsibility.

## History

Seton Catholic Central celebrates its position as a tradition in the community. On January 5, 1989, at a joint meeting of the Board of Trustees of Mount Assumption Institute and the School Board of St. John's Academy presided over by the Most Reverend Stanislaus J. Brzana, Bishop of Ogdensburg, a resolution was passed that laid the foundation of Seton Catholic Central School.

The richness of the traditions of both schools has laid a strong and solid foundation for the future growth of Seton Catholic Central. In 2001, Seton Catholic Central further expanded its program to include a grade 7-8 program. In 2004, we purchased and moved to a new school campus on New York Avenue, located on the former Air Force Base. This move ushered in a new era and a solid future for Catholic education in the North Country.

The present enrollment of Seton Catholic Central is approximately 300 students. The faculty members who service these students are a group of dedicated people who bring to the students their spirit of enthusiasm, concern for each person, professional excellence and Christian values.

In harmony with the spirit and charisma of Saint Elizabeth Seton, its patroness, Seton Catholic Central holds as its primary objective providing a quality education in a Catholic value-centered environment. Seton Catholic prides itself in the on-going success story individually lived out by our alumni and the promise of hope they give our world for the future.

## **Educational Goals**

To offer an extensive curriculum that will provide a high quality academic education in a way that meets the diverse needs of our student body.

To provide the opportunity to study the teaching of Jesus and to participate in liturgy and para-liturgical experiences.

To arrange for extracurricular and social activities which enable students to develop leadership skills.

To foster responsible decision-making as individuals and within groups through participation in a variety of experiences.

To create for our students an awareness of the needs of others in our community and around the world.

To enhance communication skills in reading, writing, speaking and listening as a preparation for higher education and life.

## **Charter**

Seton Catholic Central is chartered and accredited by the Board of Regents of the State of New York. Programs for each student are planned to meet the requirements of the New York State Education Department.

# **Admissions**

## **Admissions Policy**

Seton Catholic Central admits students of any race, color, 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 on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

## **Application**

Admission to the seventh or ninth grade is based on successful completion of the requirements for the prior grade. Complete elementary and/or middle school records are required for admission.

## **Transfer Students**

Students for upper classes are accepted on the basis of credits in academic subjects, testing results, the motivation of the student, plus favorable recommendations. Admission to upper classes is processed through the Principal and Guidance Office. An interview between the student, parent(s) and the Principal is required prior to admission.

# Education Council

The Education Council is a council of limited jurisdiction by mandate of the parishes of the Plattsburgh region operating the formal educational programs of Seton Catholic Central School subject to such policies and regulations as proceed from the Diocesan Department of Education, the Rules and Regulations of the Board of Regents and the Commissioner of Education of the State of New York, and other regulatory agencies to which the school is responsible. The purpose of the Education Council shall be to develop and define policies that govern the operation of Seton Catholic and to be responsible for the maintenance of the buildings, the equipment, and other needs deemed necessary for the operation of the school. The Council shall make no policy that shall restrict admission to Seton Catholic based on race, sex, nationality, or creed.

## Financial Issues

### General Financial Information

Seton Catholic Central is a diocesan school owned and operated by the parishes in the Plattsburgh area. All current and extraordinary financial obligations must be met from the payment of tuition and fees in conjunction with local parish subsidies.

Students who are in arrears in tuition payments will not be allowed to take Regents exams, final exams, or participate in graduation unless arrangement has been made through the Business Office. All grades, records, and transcripts will be withheld until all financial obligations are met.

In the case of suspension or dismissal, or in the case of voluntary withdrawal, tuition and fees will be paid according to this refund schedule: the family is responsible for tuition for the year up to and including the month of the child's withdrawal. In addition, all fees for the year are due and not refundable.

Parents and guardians are considered as agreeing to all regulations of the school, including financial regulations, when students are enrolled.

### Tuition Policy

Seton Catholic Central offers a quality Catholic education at the most reasonable cost possible. Your tuition support for Seton is essential. The Business Office has information on scholarships, the Bishop's Tuition Assistance Fund, and the Financial Assistance Fund.

Parents choosing the monthly payment plan pay 10-monthly payments beginning in August and ending in May. On November 1 and April 1 all tuition accounts are reviewed and the parent or legal guardian will be notified should an account be past due. Should a tuition account be delinquent for unusual or extenuating circumstances, the parent or guardian must arrange a satisfactory repayment schedule with the Bookkeeper.

If payment or a payment arrangement is not made, the following policies will be implemented after consultation with the Principal:

Students will not be granted admission to course final exams and Regents exams. Transcripts will not be issued nor will a student participate in graduation or be considered graduated until their account is paid in full.

A student will not be accepted at Seton Catholic Central for a return year, nor will a sibling's application for admittance be considered, unless all previous accounts are paid in full or suitable arrangements are made.

## **Tuition and Fees for 2011-2012**

*The Catholic parishes of the area and the entire Diocese of Ogdensburg financially support Seton Catholic High School. Without this support, tuition would have to be the actual cost of education.*

### **High School Tuition Rates for 2011-2012**

\$4,100 for a family that financially supports a local Catholic Parish\*

\$4,900 for a family that does not support a local Catholic Parish\*

\$200 – Student Fees for all Students\*\*

\$150 – Graduation Fee for Grade 12\*\*\*

### **Middle School Tuition Rates for 2011-2012**

\$3,300 for a family that financially supports a local Catholic Parish\*

\$3,800 for a family that does not support a local Catholic Parish\*

\$150 – Student Fees for all Students\*\*

\*Parents with other children at Seton Academy or Seton Catholic Central may reduce their tuition obligation by 10% for each child at Seton Catholic Central.

\*\*Student fee covers the costs associated with insurance, PowerSchool, SchoolReach. General fees include the use of textbooks, locks, course fees and supplemental health insurance. Review books and AP course fees are separate additional fees.

\*\*\*Covers caps & gowns, Hawkins Hall rental, decorations, flowers, programs, diplomas and covers.

## **Tuition Payments**

Parents sign an agreement with FACTS Management which collects tuition on behalf of Seton Catholic Central. Payments are made by direct withdrawal from a checking account or by monthly billing. There is a fee for this service. Except for advance payment, all payments are made to FACTS.

## **Financial Assistance**

Limited financial assistance is available through the diocese and Seton Catholic. Applications for financial assistance should be submitted on or before June 1, prior to the academic year for which tuition assistance is being sought. Financial assistance forms MUST be received if a family wishes to be considered for financial aid. All awards of financial assistance will be communicated in writing to the family.

## **Text Books**

Students who lose or damage textbooks will be required to pay the full replacement value of the book.

## **Damage to School Property**

Students who damage school property through carelessness or inappropriate behavior will be responsible for the cost of replacement or repair at the School Administration's discretion.

## **Fund Raising Efforts**

Seton Catholic relies heavily on fund raising to meet its regular and extraordinary expenses. Students hold fund raisers several times a year, and we ask every family member to participate in fund raising efforts.

# Community Service

*"I have set you an example that you should do as I have done for you."* (John 13:15)

## Philosophy/Purpose

All students are required to fulfill community service hours each year while attending Seton Catholic. This requirement gives the students an opportunity to use their time and talents in service to God, family, and community. Service distinguishes the Christian life and the identity of the Seton Catholic Knight.

Students are required to have hours documented and on file with the Guidance Office by the end of each school quarter. Community service hours are also noted on the student's report card each quarter.

## Procedure

Students may procure Community Service forms from the service advisors or in the Guidance Office, or in other locations around the school. Each form must be filled out in its entirety and signed by the appropriate adult supervisor where the service is being performed. Regulations on the form exclude parents, employers, etc. from signing. Alternate documents (such as log sheets at ongoing service) must be pre-approved by the Service Coordinator. Completed forms must be returned to the Service Coordinator.

Miss Sue Pombrio, Service Coordinator Grades 7-12 Room 100

Forms must be turned in no later than two weeks after service has been completed or by the quarter dates (whichever comes first).

Forms must be turned in no later than one week before the end of each academic quarter.

## SCHEDULE OF REQUIRED HOURS:

Community Service Completion Schedule			
		High School 25 Hours	Middle School 10 Hours
Q1	20%	5 hours	2 hours
Q2	40%	10 hours	4 hours
Q3	60%	15 hours	6 hours
Q4	100%	25 hours	10 hours

*Once the total is reached, the requirement is met for the year.*

## PLEASE NOTE:

- -Student clubs (NHS, Key Club, FBLA, etc.) having a service component accept documented hours at the discretion of the respective club moderator, according to the group's charter or bylaws.
- -Lack of compliance with Community Service requirements will have consequences to be determined by Administration. Consequences may include, but are not limited to, exclusion from participation in the graduation ceremony and moving to the next grade level.
- Seniors who have not met half of the service requirement by the end of the second marking period will lose senior privileges until the requirement is met.

**EXAMPLES OF ACCEPTABLE SERVICES (BUT NOT LIMITED TO):**

- Most nonprofit service organizations
- Hospital work
- Volunteering at a nursing home
- Volunteering at church events
- Approved school sponsored events (Christmas dinner, Spring Fling)
- Volunteering at the library
- Organized food drives
- Altar serving
- Working at any Seton Academy (instruction, events, or programs)
- Eucharistic Ministry
- Hospice work
- Church choir
- Mission of Hope
- Habitat for Humanity
- Key Club sponsored events
- Tutoring in a supervised school setting
- Assisting a teacher in a classroom or staff member on a school project

**EXAMPLES OF NON-ACCEPTABLE SERVICES (BUT NOT LIMITED TO):**

- Organizations that contradict Catholic teachings, (ex: Planned Parenthood )
- Child care for family members or any other work for family members or a family business
- House sitting
- Pet care other than the animal shelter
- Anything you are required to do as part of a group or organization such as NHS
- Student Government
- Anything that receives compensation
- Plays, concerts, athletic games or meets
- Music / drama performances may be considered, if for charity, and pre-approved by Service Coordinator

***These are general guidelines. The Service Coordinator can resolve any questions.***

## **ACADEMICS**

### **Comprehensive Final Exams**

Comprehensive examinations are scheduled for grades 7-12 at the end of each academic year or semester, for semester long courses. Comprehensive exams are at least 80 minutes in length. Students will not be excused from, and should not be absent from, any of these exams. In some cases, a project may be assigned by the teacher in place of the final with permission from the Principal.

### **Cheating on an Exam**

Cheating and plagiarism on the part of students are serious offenses and will not be tolerated. If a student is found to be cheating, serious consequences will follow.

### **Passing**

The final average at the end of a course determines whether a student has passed or failed. In courses with a Regents exam, a student must pass the Regents and the course to receive Regents credit. If a student fails the Regents but achieves a passing final average, they may receive course but may need to retake the Regents exam if it is

needed to meet diploma requirements.

### **Report Cards**

Reports cards are processed through PowerSchool, made available to parents for pick up or mailed home at parent request. Report cards are distributed after each marking period. Progress reports will be available every five weeks. We encourage parents to continually consult PowerSchool and their child about academic progress and grades. A username and password is given to each family for each student. Students have their own usernames and passwords.

### **Honor Roll**

The Honor Roll is based upon academics, effort and behavior. The quarterly honor roll is based on the current quarterly marking period. A student will receive **Highest Honors** based on a current average of at least 95.0 with no course grade lower than 65 and no course incomplete. A student will receive **Honors** based on a current average of at least 90.0, no course grade lower than 65 and no course incomplete. **Achievement** will be based on an average of at least 85.0, no course grade lower than 65 and no course incomplete.

The Effort and Behavior system is based on values of 1-4, with

- 1 - Excellent – No missed assignments  
No failure on any graded work  
No behavior problems
- 2 – Good - No failure on any graded work  
No more than 1 missed assignment  
No more than 1 or 2 in-class behavior problems
- 3 – Satisfactory - Several missed assignments  
1 or more failures  
Several in class behavior problems or any demerits written
- 4 – Unsatisfactory

**To receive any kind of honor status**, the student

- 1) may have no more than 2 “3” for effort
- 2) may have no more than 4 demerits in the marking period

### **Grades and Summer School Grades**

All grades are numerically reported, with the passing mark being 65%. The final grades in January and June are determined by a system of weighing, in which the marking period grades count 80% and the final exam counts 20%.

Summer school grades are recorded on the student's permanent record, but do not replace the course grade. Similarly, the retaking of a Regents exam does not change the original course grade, but it too is recorded on the student's record.

A student is eligible for an incomplete only if there has been extenuating circumstances prior to the end of the marking period. All incomplete grades must be cleared by the Guidance Office, and all course requirements must be fulfilled within two weeks after the close of the marking period.

### **Assignments**

Parents should regularly inquire about their child's assignments (i.e. homework, reports, projects). Parents should contact teachers if their child does not regularly bring work home.

### **Grades**

It is important to realize that the same degree of success will not be achieved in every subject. However, each student who works diligently should be able to achieve their

own level of success in conjunction with parent and faculty involvement.

### **Weighting of Grades**

Certain courses, which by their nature are more difficult and demanding than others in the same department, are assigned a greater weight.

Full credit courses have a weight of 1.0

Half credit courses have a weight of 0.5

AP and CAP courses have a weight of 1.04

### **Academic Failure**

Parents are asked to review their child's progress on a regular basis using PowerSchool. The faculty welcome the opportunity to work with parents for the best education of their child; please feel free to contact your child's teachers during the academic year.

### **Program of Studies**

Our program of studies includes required academic courses and numerous, diverse electives. While it is anticipated that the majority of Seton Catholic Central students will continue on to higher education, provisions are made for those students who wish to attend our local CVTEC and seek immediate employment after graduation.

We currently offer an advanced computer curriculum with trained faculty, and a fully equipped computer center which is available to students during the day.

### **Advanced Placement Program and College Advancement Program**

College courses are offered to eligible students through our affiliation with the College Board-based Advanced Placement (AP) program. These courses are taught by the Seton Catholic faculty, and the credits are transferable to most colleges throughout the nation.

In order to register for an AP or CAP course, the student must have an 88% or above in the previous course and a 90% on the Regents exam. If there is no Regents or prior course, an overall GPA of at least 85% is required or permission of the instructor.

Students who take an AP course pay for and take the exam at the conclusion of the course. Students may opt out of taking the AP exam prior to test ordering. Students who wish CAP credit must register with and pay Clinton Community College or Paul Smiths College.

### **Extra Help Period**

All Seton Catholic Central faculty will be available in their classrooms to assist students from the end of school until 3:00 p.m. daily except for a scheduled faculty or department meeting. Any student who is failing a course or has been absent must remain in school for our extra help period. Students will be expected to attend extra-help periods until grades are once again at an acceptable level and all class work and homework has been satisfactorily completed.

### **Class Journals**

Anything a student may say or write for a class or school club which leads the school to believe that they may harm themselves or another person will be reported by faculty or staff members to the school's Administration.

## **Valedictorian and Salutatorian Policy**

1. The valedictorian and salutatorian must be enrolled in the 12<sup>th</sup> grade and must meet Seton Catholic's graduation requirements.
2. The cumulative grade point average shall be determined by grades received in all classes taken through the first marking period of the senior's last semester.
3. The student must have attended Seton Catholic Central for at least five semesters immediately preceding the determination of class valedictorian and/or salutatorian.
4. Transfer students' credits and grades earned and offered to meet graduation requirements shall be based on official transcripts and must be calculated into the students' cumulative grade point average at the beginning of the senior year.
5. The valedictorian must have the highest cumulative grade point average and the salutatorian must be the second highest cumulative grade point average. If there is a tie for either position, there will be co-valedictorians or co-salutatorians.

## **Rank in Class**

A student's "Rank in Class" is calculated based on the grades earned and in progress in acquiring graduation credit in grades 9-12.

## **Minimum Graduation Requirements for a New York State Diploma**

Seton Catholic Central and its curriculum are chartered and accredited by the Board of Regents of New York State and the State Education Department. Seton Catholic expects all students to attain the highest Regents diploma possible according to their ability. In addition to course requirements, students must pass certain Regents exams to meet graduation requirements. For more information on the specific requirements of a child's progress in meeting the aforementioned requirements, please call the Guidance Counselor.

## **Summer School Policy**

Students should attend summer school if:

They have failed a course.

They have failed a Regents exam

They are in their 10<sup>th</sup> year and have not yet passed the Regents exam in Math, Science, and Global Studies.

They are in their 11<sup>th</sup> year and have not yet passed the Regents exam in English or American History.

## **Attendance Policy**

Seton Catholic Central School has developed its attendance policy in accordance with New York State Education Law Section 3205, implemented on February 1, 2003.

### **Objectives**

To ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law Section 3205.

To comply with mandatory education law and receive mandated services aid.

To establish a practical mechanism for Seton Catholic Central School personnel to know where every student is during every school day.

To ensure sufficient pupil attendance at all scheduled instructional periods or supervised

student activities.

To close student performance gaps and maximize instructional time.

### **Strategies:**

Taking daily and class attendance on the computer.

Use of a recording system for excused and unexcused absences for a day or a portion of a day.

Use of a recording system for tardiness or early departure.

Use of a recording system for each scheduled day of instruction.

Use of dates for entries and withdrawal of enrollment.

Type of <u>Excused</u> Absences	Code	Types of Absence <u>Unexcused</u>	Code
Sickness	Sick	Truancy	AU
Sickness or death in Family	Funr	Suspension	Susp
Required Court Appearance	Leg	Vacation on School Time	VacU
Approved visits to college	Coll	Road Test	AU
Quarantine	Hosp	Care for Siblings	AU
Religious Observance	Leg		
Attendance at Health Clinic	Doct		
"Take your child to work" day	Leg		
Impassable road conditions	AE		

Absences, tardiness, or dismissals from school for reasons other than those listed above will be determined to be either excused or unexcused at the discretion of administration.

### **School Responsibility for Attendance Notification to Parents**

A summary of absences will appear on each Report Card. Report cards are issued quarterly. Attendance information is always available on PowerSchool.

Process of Notification;

Parents will be *notified by letter* as well as on the student report card at the end of the first marking period of the semester if their child has an excessive pattern of absence.

If the pattern persists at the end of the second marking period *parents will be required to attend a meeting with school administration to discuss the student's pattern of attendance* and to make them aware of the imminent danger of the student losing course credit.

If the pattern continues, course credit may be denied and parents will be informed.

### **Parent Responsibility for Attendance Notification to School**

Parents notify the school regarding absence or tardiness.

Students who are tardy for reasons known in advance must bring a written excuse to the Main Office on arrival and the student must sign in at the office.

Students who are absent must submit a written note from their parent to the office giving the reason for the absence on the day of their return.

If an excuse note is not received within 5 school days, the absence is recorded as unexcused even if a call was received on the day of the absence.

A note must be submitted to the office if a student is to be released early from school.

### **Incentives and Sanctions**

Perfect attendance will be recognized during the academic year and at the annual awards assembly.

Attendance at school determines participation in the day's sporting events, practices and extra-curricular activities.

Absence from school for any reason requires student's participation in the after school extra help period.

Irregular/excessive absence places a student in jeopardy of losing course credit.

Excessive absence warrants notification of county/state child welfare authorities.

### **Tardiness**

Any student entering homeroom after the 8:00 am bell will be marked tardy. Tardy students must present a written explanation signed by a parent/guardian to the office upon arrival at school and/or the parent/guardian should call the school before 7:45 am and inform the main office so that the proper notice can be made on the attendance record. Except for cases of extreme necessity, it is expected that appointments for the doctor, dentist, road test, job interviews, etc. will be scheduled for outside of school hours.

Each student will be given one tardy to school without consequences per semester as long as the student arrives by 8:40 am.

For each unexcused tardy after, the student will serve detention that day for the amount of time late. If the unexcused tardy occurs on the day after a game in which the student participates, the student will serve detention and miss the next practice of the team. If there is a game that day (especially an away game requiring leaving school before detention time), the student will serve detention the next day but the time will be doubled.

Students are expected to arrive to class on time and should be seated when the bell rings. To be an excused tardy, a student must have a legitimate pass from a teacher or staff member. If a student is tardy to class three times, the teacher will hold the student for detention from 2:22-3:00. If tardiness continues, the teacher will write a discipline referral. In some cases, it may become necessary to make up seat time to earn credit.

### **Extended Vacations**

Vacations when school is normally in session are discouraged and are considered illegal according to New York State Law. Such absences from school may have a negative effect on a student's grades. Parents and guardians should check the school calendar ([www.setoncatholic.net](http://www.setoncatholic.net)) and plan vacations accordingly. Teachers are not required to provide assignments in advance for the sole purpose of taking an extended vacation.

### **Notifications**

Students 16 years of age or younger who withdraw from school will be reported to the proper authorities. Parents will be notified of the attendance of their children on PowerSchool, and report cards. There will be individual contacts made for excessive

absence or tardiness.

### **Maintenance of Records**

The register of attendance will be recorded electronically with paper backup. These paper records will be retained for six years. Attendance is recorded on regular report cards.

### **Procedure for Reporting Absence**

Students are expected to be on time and in school every day. There are legitimate reasons for absences. When a student is absent, two things are required:

A parent must call the Main Office (561-4031) between 7:30 a.m. and 8:00 a.m. to notify the school or a message may be recorded at the same number before 7:30 a.m.

The student must bring a written note from the parent when they return to school. The note must clearly state the reason for the absence, the dates of the absence, and must be signed by the parent.\*\*

\*\* If absent more than three consecutive days, a doctor's note must accompany the parent's note; these must remain on file and are required by law.

Students are solely responsible for the work they miss when absent. A student or parent may request homework assignments, but such requests **MUST** be made by 9:00 a.m., and will not be available for pick-up until 3:00 p.m.

### **Attendance and Course Credit**

Seton Catholic Central School believes that school attendance increases student success. We encourage parental support of student attendance so that educational success is maximized. Regular attendance at school is essential for student development. Subjects are taught in sequence and require mastery of each concept in the order of instructional presentation.

Students who are absent more than 9 days per semester will be considered to be excessively absent and risk losing credit for their courses.

### **Early Dismissal**

All appointments, if possible, should be scheduled outside school hours. A student who must leave school early is required to bring a note from a parent and the appointment card from the doctor. Notes must be presented to the Main Office before school begins in the morning.

### **Illness During the Day**

If a student becomes ill and wishes to go home, the School Nurse or the Main Office will contact one of the parents/guardians.

### **Lateness**

Students are to be seated in their first period class at 7:55 a.m.; after 8:00 a.m. they are considered late and must serve detention that day. If the student arrives late for any class without a written pass, they will be subject to the disciplinary procedure of the instructor; no student will be released from class without a signed pass stating the time they left the class. A student may not practice or play if late without a valid excuse.

# COMMUNICATION

## Parental Concerns

Parents/guardians concerned about the progress of their child in a class or other school activity should consult with the teacher or the person in charge of that activity. Likewise, if the parents/guardians perceive a particular problem about their child in a class, the parents should first contact the teacher. If the concern is about the teacher or the person in charge of the activity, the parents/guardians should first of all express their concern with the teacher or person in charge of the activity. Parents may contact the school administration after these efforts have been made.

Likewise, a teacher or activity moderator may contact the parents/guardians about the activities of their child. These contacts may be made by phone, email, or personal visits.

The parent/guardian conference is considered one of the most effective means by which the school can strengthen the bond between home and school. The school will schedule such conferences and open-houses each year. However, parents should contact the teacher or activity moderator as described above when needed.

## Cell Phone Communications

Cell phones are very commonplace in today's society and can be useful tools to maintain contact between the parent and child. However, they may be disruptive of normal school activities. Therefore, students must turn off their cell phones when in the school building. If parents/guardians need to reach a child during the school day, they may call the main office, and a message will be given to the student, immediately if needed. A child who needs to call a parent during the school day may do so by coming to the office and using the cell phone there. Students may use cell phones outside of the building, but may not leave the building during the school day for the sole purpose of using a cell phone. Cell phones that cause a disturbance or that are used for any inappropriate purpose will be confiscated, and the owner may be penalized. Cell phones may be used after 3:00.

During testing of any kind, student cell phones will be collected by the teacher and kept until after the testing session.

## Personal Listening and Video and Game Devices

Personal listening and video devices, such as, but not limited to iPods, pda's, and mp3 players as well as various video games may not be on or used from 8:00 am until the dismissal bell.

## School Calendar

The most current version of the school's calendar of events can be found at the school's website, [www.setoncatholic.net](http://www.setoncatholic.net), by clicking the link for the calendar.

## Photocopying

A photocopy machine is available in the library for student use. School photocopy machines are not available for student use or student project use.

## Confidentiality

Parents have the right to expect that the school will give them necessary information concerning the health, life and safety of their children. Confidentiality is generally held to mean that one individual or individuals will keep private information that has been given to them, and will not reveal it. However, if a student tells a teacher that he or she is

going to harm self or others, the teacher must reveal that information even if a promise of confidentiality has been given. Likewise, counselors, administrators, and teachers will make it clear to confiding individuals that they will keep their confidences unless health, life or safety or those of another are involved. Teachers will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents will be promptly notified of teacher concerns.

### **Counseling**

Counseling services are available through the Guidance Office. Students are able to visit with the Guidance Counselor as needed. Referrals will be made when appropriate.

### **Crisis Plans**

In the event of a crisis that requires the evacuation of the building, students will get their coats, if necessary, return to their class, attendance will be taken and await further instructions. If it is necessary to leave the building, all teachers and students will go in an orderly manner to the ARC where teachers and students will sit in groups in the designated areas. They will remain there until further directives are given.

Fire drills are conducted, per New York State requirements, twelve times per year.

If a lockdown is needed, teachers have been given directions concerning proper procedures.

Parents may listen to the stations listed below in "Cancellation of Classes" for any available information.

### **Cancellation of Classes**

If school will not be in session due to severe weather or another emergency, this information will be given over the following radio and TV stations: WIRY-1340AM, WCAX-TV and WPTZ-TV. In addition, families may be notified via the school's School Reach telephone notification system.

### **Visitors**

For the protection of our students and school property, all visitors must report to the Main Office and receive a visitor's pass. Students from other schools who wish to visit Seton must have prior permission of the principal and will be assigned a student ambassador and provided with a visitor's pass.

### **Custody**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records, conferences and other school information regarding the child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

## Code of Conduct

Seton Catholic Central is dedicated to the building of healthy minds and bodies, and to the nurturing of the Christian spirit. Seton sees its personnel\* as ministers who are part and parcel of the building of Christian spirits and healthy individuals.

Seton faculty\*\* assume responsibility for maintaining discipline in the classroom and on school grounds, and uphold a code of conduct with consistency, discipline and courtesy. Members of the faculty maintain their authority in disciplinary matters in a respectful and forthright spirit.

Seton's Administration stands ready to buttress the efforts of all personnel in maintaining a fair and comprehensive code of conduct. Hence, dismissal of a student from the classroom will result in severe consequences. Detention and a parent conference are recommended first steps before corrective discipline and/or dismissals are employed as a disciplinary tool.

\**Personnel* are defined as all staff, both teaching and non-teaching.

\*\**Faculty* is defined as staff who do classroom teaching.

### Violations

Violations of the Seton Code of Conduct are as follows:

- Possession, distribution or consumption of alcoholic beverages, drugs or tobacco on school grounds is strictly prohibited, except for prescription drugs or drugs previously cleared with school authorities.
- Unsupervised attendance at parties or bars where substance use or abuse of any description occurs.
- Smoking, not only on the grounds, but in the immediate vicinity of the school property.
- A student will be deemed guilty of smoking if the student is found smoking or holding a lit or unlit cigarette; in any situation in which there is reason to believe that a student is guilty of smoking; or when a student has a cigarette(s), matches, tobacco, lighters, etc. in his/her possession or has brought them to school
- A student will be deemed guilty of a drug violation if the student is found possessing any narcotic or paraphernalia involved with drug use.
- A student will be deemed guilty of a drug or alcohol violation if he/she is under the influence of any narcotic or alcohol.
- Insubordination, rudeness, or disrespect.
- Stealing or injuring another person's property.
- Repeated disruptive behavior or chronic behavioral problems.
- Endangering the safety of individuals or classes.
- Confrontational behaviors or fighting.
- Destruction or theft of school property or on school property.
- Vulgar, obscene, or racially offensive actions or language.
- Cutting class or truancy.
- Hazing or bullying

### Hazing and Bullying

Hazing or bullying are broad terms encompassing any action or activity which does not contribute to the positive Christian development of a person, or which inflicts or intends to cause bodily harm or anxieties, or which may demean, disgrace, or degrade a person.

## **Harassment**

Seton Catholic shall maintain a work and educational environment free from all forms of harassment and shall insist that all persons are treated with dignity and respect. In keeping with this commitment, Seton Catholic will not tolerate harassment of employees, students or workers by anyone. Harassment consists of the unwelcomed conduct, whether verbal, physical or visual, that is based upon a person's protected status such as sex, color, ancestry, religion, national origin, age, physical handicap, medical condition, disability, marital status, veteran status, citizenship status or other protected group status. It is unacceptable conduct that is severe, pervasive, and deliberate.

Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures, offensive remarks, physical abuse, or any other behavior that is designed to annoy, intimidate, or cause fear.

## **Sexual Harassment**

Seton Catholic Central is a Christian educational institution, which is responsible for providing an environment for students in which acts of sexual harassment are not to be tolerated.

Such acts are defined as unwelcome comments, gestures or physical conduct that are experienced by the recipient as unwanted or inappropriate behaviors of a sexual nature that have the effect of creating an intimidating, hostile, or offensive environment.

## **Conduct Outside of School**

The student is a Seton Central student at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. This disciplinary action will apply especially to, but not limited to, behavior on a school bus, behavior on public transportation coming to and from school, behavior coming to and from school activities, and behavior while participating in a school activity no matter where the school activity is taking place. Such activity also includes social networking sites.

## **Violations**

Violations of the Seton Catholic Central Code of Conduct will result in one or more of the following steps being taken by the Administration:

Warning, detention, parent conference, community service, in school suspension, out of school suspension, dismissal from Seton Catholic Central.

These regulations apply to the whole Seton student community in all phases of activity whether curricular or extracurricular; additionally, certain areas also may have their own Code of Conduct (e.g. field trips, athletics, Student Council, etc).

It is important to note that the above conduct is written with the knowledge that there is a changing moral scene that our students face. School Administration reserves the right to 'read between the lines' with regards to violations of this Code of Conduct that is not strictly defined on this page.

## **Disciplinary Procedures**

Seton students are entitled to a fair review in matters regarding the Code of Conduct and the administration of punishment for their actions; students have the right to present their side of the story before punishment is imposed. Parents are encouraged, and may be required, to take part in this process.

Faculty and staff are responsible for applying due process in all school settings. Expulsion from class or a school activity is documented by the faculty or staff members as soon as it happens, and the faculty or staff member must be prepared to back up their complaint.

With regard to detention, the Dean of Students will hear all matters and the Dean of Student's decision will be final.

With regard to dismissal, suspension or expulsion, the student and/or their parents may request a review by an Administrative Disciplinary Committee. This committee will be appointed by the Principal. The Principal shall have final authority in these matters.

### **In School Suspension**

The student will report to the Main Office for an attendance check. The student will remain in the school building, but may not participate in regular classes, and will be told what to do during school time.

### **Out-of-School Suspension**

For serious infractions of school rules, a student may be told to remain at home for a specified time or until a parent conference is held. In either case, the student is expected to make up all class work and all assignments missed during suspension.

### **Probation**

Students who are placed on probation for excessive violations of school regulations may incur the following penalties: restriction within the building, loss of senior privilege, assignment during activity period, suspension from clubs or extracurricular. Failure to improve the behavior and attitudes which led to probation will result in dismissal.

### **Community Service**

If it is determined that a student is to complete community service, the student will be assigned cleaning tasks for a determined number of hours outside regular school hours.

### **Dismissal from School**

Continued disregard and violation of any of the school directives will subject the student to dismissal from Seton Catholic Central.

### **Detention**

Detention for school violations is held Tuesday, Wednesday and Thursday, 3:00 p.m. to 4:00 p.m. Failure to report will result in the student receiving additional consequences.

### **Administrative Right**

The Administration reserves the right to dismiss any student whose behavior and/or actions are deemed inappropriate or potentially harmful. We also reserve the right to increase or decrease the severity of stated penalties dependent on individual circumstances.

## Demerit System

<b>Infraction</b>	<b>Demerits Earned</b>		
Dress Code Violation	1	Food, Gum or Drink in Class Area	1
Lateness	1	Truancy (per ½ hours)	1
Use of Native Language	1	Chronic Behavior Problems	5
Disturbing class instruction	1	Disrespectful Actions	5
Inappropriate Language	1	Vandalism	5
Smoking	5	Theft	5
Cheating	5	Fighting	5

Other infractions will be assigned demerits at a rate consistent with the severity of the infraction.

### Consequences

For demerits involving dress code violations, food/gum/drink in a class area, the following penalties will result: for those receiving 2 demerits within a three-week period, the student will serve ½ hour of detention. For a third demerit in this area within a three-week period, the student will serve one hour of detention. For five demerits in this area within a three-week period, the student will serve 1 hour of community service.

### Consequences for Middle School

Consequences for Middle School students will differ from those established for high school students. Age appropriate consequences will be applied. A schema for middle school demerit consequences will be provided to students and parents.

### Disciplinary Directives

Students accepted into Seton Catholic Central assume the responsibility for their behavior. The student is expected to respect all teachers, classmates, and every other person in the Seton Catholic Community.

Complete supervision of each student in all situations is neither possible nor desirable. Consequently, the school places certain responsibilities in the hands of the student.

Since there are many situations for which there are no detailed regulations, good order, seriousness of purpose, and concern for others are the guidelines to be used in appropriateness of any action.

However, in order to avoid confusion and to clarify what is expected, certain regulations are presented here. It is expected that each student familiarize themselves with these regulations and do their best to comply with them.

## **Conflict Resolution**

It is the purpose of this policy to provide a means to resolve conflicts between members of the Seton Catholic family at the lowest possible level with the least amount of hurt or embarrassment. When a conflict arises between members of the Seton Catholic family (i.e. Administrators, teachers, students and/or parents) each are encouraged to first discuss the issue with whom the difficulty lies.

If the problem is not resolved between the parties and:

it is one of discipline by a teacher, then the parties meet with the Dean of Students who shall have the authority to make a determination.

if the conflict is academic in nature, the parties will meet with the Guidance Director, who shall have the authority to make a determination.

if the conflict deals with an International Student and host parents, they will meet with the Director of International Students, who shall have the authority to make a determination.

if the conflict is with a coach, then the parties will meet with the Athletic Director, who shall have the authority to make a determination.

if the conflict is within an extracurricular activity, club, or organization, then the parties will meet with the moderator for that activity, who shall have the authority to make a determination.

The parties may appeal to the principal who has the final determination after all previous avenues are exhausted.

Nothing contained herein is intended to supersede that which is set forth in the remainder of the Student Handbook and Athletic Handbook.

The Administration, Guidance Director, and Athletic Director will discuss the issues with the Principal prior to making their final judgment.

## **Discipline Standards and Procedures**

### **Classroom Behavior**

Students are in Seton Catholic Central for an education. This demands discipline on the part of each student. All are expected to cooperate with teachers at all times. Disruptive students will be dealt with severely when referred to the Dean of Students. Repeated violations and referrals will result in probation and possible dismissal from Seton Catholic Central. In arriving to a class, a student is expected to:

- Bring all books and materials needed for the class.
- Be seated and have materials ready when the period bell rings.
- Give undivided attention to the teacher.
- Prepare assignments neatly and on time.
- Have good classroom manners.

### **Parking Lot**

Students are allowed to park in the school parking lot, in the designated student area. All students using the parking lot are expected to drive safely and cautiously in said lot. Under no circumstances is a student to drive recklessly in the parking lot. Failure to observe the regulations in the parking lot will result in the student being barred from bringing a car into the lot. Student access to the parking lot is from Kansas Ave. not from the school driveways.

## **Hall Passport**

Students must have their planners when not in class. Failing to produce the signed hall passport in the planner while out of class will result in a referral to the Dean of Students.

## **Leaving the Building**

Students are not allowed to leave the school building during the day unless they have turned in a parent note to the Main Office and have signed out. In addition, students may not return to their cars during the school day. A student must be in assigned areas during the scheduled day.

## **Lockers**

At the beginning of grade 7 and grade 9, students are assigned lockers and lock combinations. Each student is responsible for the locker and its contents. For the sake of the security of their possessions, students should not share their assigned combination with anyone else. Students may not replace the school lock with their own.

Students go to their lockers before school, before their lunch period, and after school. If a student goes to their locker between classes they should not be late for class. Under no circumstances should students ask to be dismissed from class to go to their lockers, as this is disruptive to the classes.

Lockers and classroom desks are considered the property of Seton Catholic Central. A locker may be searched at any time with just cause as determined by the School Administration. The school also reserves the right to search anything brought onto school property including, but not limited to, backpacks, cell phones, pda's, laptop computers, and cars.

## **Medications**

For reasons of safety, the School Nurse must be made aware of any medications a student is required to take during the school day. If a student wants to take aspirin or a Tylenol product during the school day, a parent will be called to bring the medication in to the student.

# **Eligibility Policy for Participation in Extracurricular Activities and Sports**

## **Goal**

To encourage all students participating in extracurricular activities and/or out-of school employment to maintain an acceptable level of academic achievement.

## **Definitions**

Extracurricular Activity – any non-credit school sponsored activity

Eligibility – the level of academic achievement which a student must maintain.

Remedial Session – the extra-help session during which subject area teachers will give students an opportunity for additional instruction.

## **Philosophy**

Eligibility is to take into consideration effort. If a student is trying their best and still falls short, the teacher's judgment must play a part in the decision. Personal illness on the part of the student is to be considered in determining eligibility. Eligibility cannot be used as a threatening club. The purpose behind it is to raise academic achievement and all teachers are urged to give serious consideration to individual cases.

## **Extracurricular Activities**

### **Chaperones for Dances**

The number of chaperones needed is: 2 faculty members, and 3 parents/adults. They will move about and do not stand still. Students must respect the directions given by all chaperones.

### **Procedures**

If a student is detected using or under the influence of alcohol, drugs, or tobacco, the student will be brought to the faculty member in charge. The student's parents will be called to pick them up and the faculty member will notify the School Administration in writing of the nature of the incident.

Students who enter the dance cannot leave and re-enter.

All Seton students and their guests attending the event must be in the building within one hour after the event's start.

No bags, chains on pants, or beverages of any kind will be allowed into the building; they will be taken at the door.

## **General Information**

### **External Classroom Experiences & Field Trips**

External classroom experiences are provided so that our students can take advantage of the vast education and cultural resources available in the North Country. Field trips are planned in advance by our faculty and staff, and are approved by an Administrator. Trip registration and payment is handled through the faculty or staff person in charge.

Students are required to take home a field trip permission form that must be signed by a parent or guardian and returned to the faculty or staff person in charge; otherwise the student may not participate in the trip. On the day of the trip, students will wear clothing appropriate for the experience, and proper behavior is expected of all.

### **Liturgies and Prayer Services**

Special liturgies are planned at appropriate times of the year; all students are expected to attend and respectfully participate.

### **Assemblies**

General assemblies are planned within the school day, and are planned for the purpose of enriching the curriculum. Seton considers assemblies to be formal occasions which broaden horizons, expose us to new and different experiences, and provide opportunities for group appreciation of the talents, performances, and presentations of others.

Courtesy to our in-house and guest presenters requires appropriate student behavior. At assemblies, students will:

- Move in an orderly manner through the halls and into the gym.
- Sit with their class as assigned.
- Follow the instructions of the assembly monitors.
- Remain courteous and attentive.
- Cooperate with the instructions given for dismissal.

## **Library Media Center**

The library has an extensive collection of print and non-print materials. There is a comprehensive collection of reference materials available for study and research. Books are loaned for a two-week period with opportunities to renew; magazines, pamphlets, and reference books on reserve are on overnight loan.

The library is open daily from 8:00 a.m. to 3:00 p.m. and is staffed by a professional librarian who is ready to assist students in locating any materials they may need for study or research. Students requesting to go to the library must get a pre-signed pass from the library before study hall begins.

## **Study Hall**

Students are expected to use their free time to the greatest advantage. As a result, Study Hall proctors have firm directives. Students with senior privilege are not required to attend Study Hall but if they choose to do so, they must follow the same directives as the other students.

Students who leave Study Hall must sign out with a pre-signed pass. They are expected to go directly to their destination, remain there to do their work, and return before the bell.

## **Cafeteria**

In the cafeteria, as in all other places, students are expected to give evidence of refined and courteous behavior. Arrangements are made to facilitate service, promote good order, and maintain cleanliness. Cooperation will result in creating a pleasant and friendly atmosphere.

A few minutes before the end of the period, each table must be cleaned; students work out among themselves who completes the cleaning tasks. Each table is responsible for getting a cloth and wiping the table, as well as assuring that all papers are picked up under and around the table. All students seated at a table are responsible for the condition of the table. Students may take no food or drink (except water) from the cafeteria. Cell phones may be used during lunch

## **Media**

Students may have their pictures used in the local paper, Catholic paper, television media, newsletter, and website. Parents who do not wish their child's photograph to be used in the media should notify the school in writing.

## **Pupil Personnel Services**

### **Guidance and Counseling Services**

This department maintains students academic records, receives records from schools for incoming students and distributes records for outgoing students. These records include course grades, testing scores, community service hours, I.E.P.'s, 504 plans and related academic intervention service notes.

The department collects and enters academic data into the Power School electronic data management system, and generates and distributes several documents including: official school transcripts, report cards, testing score reports, cumulative community service reports, student schedules and absentee reports.

The guidance counselor meets with individual students by student request or as needed. In the course of these meetings, the guidance counselor will:

Conduct an Annual Review with each student including:

- Review and discuss the student's academic record and graduation progress.
- Discuss career interests, abilities, values and experiences as developmentally appropriate.
- Generate course requests for the following year.
- Discuss college planning.
- Discuss any student needs and concerns.

The guidance counselor meets with groups of students as needed to address ongoing or special issues. The guidance counselor meets with students and/or their parents to instruct on various topics including: use of Career/Interest/College Planning programs, sexual predator/lures, assessment score interpretation, and financial aid.

The guidance counselor is the liaison with community services and programs such as Upward Bound and CV-TEC. The guidance counselor is the AP Coordinator. CAP is coordinated by the principal.

### **Services for Special Needs Students**

The department provides support for students with academic intervention needs. It generates, maintains and implements I.E.P.'s and 504 plans and communicates these plans to faculty and staff as needed.

The guidance counselor//principal attends CSE meetings at the invitation of the school district, makes arrangements for the implementation of testing accommodations such as extended time, a separate location for testing, someone to read test instructions and questions for students, etc.

### **Admissions and Placement**

When a student is admitted, the guidance department requests a student record from the previous school, enters all student data into PowerSchool, and, after a review of the student's record and a discussion with the parent(s), determines the student's course of study and schedule. The department issues a locker and a lock to each student.

The guidance counselor submits course requests to the Principal for the development of the master schedule. After the master schedule has been developed, the guidance counselor implements course/schedule changes as needed.

The guidance department is involved in school advancement and public relations. The department periodically develops a school profile tri-fold and a school brochure. The department also publishes the honor roll.

The Director of Student Support Services attends meetings and events throughout the year to promote and advertise the school.

### **Student Support Services**

The guidance counselor monitors the academic progress of all students and meets with students and/or parents when issues arise. The counselor identifies those students who need to repeat required courses and either schedules these courses or advises the students and their parents of the need for summer school.

The guidance department advertises dates for ACT's and SAT's and provides ACT/SAT preparation resources and classes when requested. It coordinates the administration of the ASVAB, PLAN, PSAT, COGAT, AP, and Regents examinations and assessments.

The department provides college advisement and financial aid services to students and parents. It schedules college and military recruitment visits. The guidance counselor writes recommendations for students.

The guidance counselor provides information about scholarship opportunities through announcements, emails, and/or publicizing the information on the school website. The guidance department identifies students with leadership potential and nominates them for local and national leadership conferences and extracurricular opportunities. The guidance department identifies students to receive student achievement awards.

## **Policy on the Use of Computers**

Seton Catholic recognizes the importance of computers as a significant tool for learning. Likewise, Seton Catholic acknowledges that the unfettered and unmonitored use of computers can be detrimental to the learning process as well as to the personal growth and maturity of students. Therefore, Seton Catholic establishes the following policy concerning the use of personal computers and similar devices for students.

1. Students are allowed to bring personal computers to school. At no time does the school assume any liability for the content of the computer nor the computer itself.
2. Student use of the computer in school is always subject to inspection by any teacher or administrator.
3. If a student wishes to use the computer to access the Internet, the student must use the school's web access. In other words, the student will not be allowed the use of wireless or other types of modems currently available. Tethering a computer to a cell phone is not permitted.
4. Students may not use personal computers during class unless permitted by the teacher. When given permission to use the computer, the student must be willing to give access to the computer by the teacher.
5. Students may not use microphones (internal/external), cams (internal/external), or the computer's recording (audio/video) without the teacher's permission.
6. Personal computers may be used for academic purposes in study hall or in the library.
7. At no time may computers be used for gaming, competition, social networking, email, instant messaging or other such activity while in school. In other words, there must always be a verifiable academic value in using a personal computer.
8. The use of earphones/headphones and the listening of music is not permitted during the school day.
9. The use of a pda or other handheld device under the guise of a computer is never allowed.
10. The non-observance of these rules will result in the student losing the privilege to use a personal computer in school. The duration of this loss will be determined by the Dean of Students or by the Principal.

## Internet Use

Seton Catholic Central prides itself on possessing high academic, professional, and Catholic Christian standards. With this ideal in mind, students are both encouraged and expected to use the Internet for education and research. However, before being granted access to the Internet, students and parents must agree to avoid unacceptable use of the Internet on school property. Unacceptable uses of the Internet and school computers include, but are not limited to: the intentional disruption of computer equipment, stealing or vandalizing data from another person or source, invading the privacy of individuals, using the Internet to post messages that are harassing, insulting, degrading, or violent, transmitting or receiving any material that is immoral, obscene, violent, or otherwise illegal, using the Internet for illegal activities, using the Internet for commercial or financial gain, transmitting e-mail addresses without the express direction of the teacher and approval of the parent(s), transmitting or receiving an e-mail without the express direction of the teacher and approval of the parent(s), transmitting or receiving personal information (phone number, address, etc.) or information about other students, transmitting any credit card numbers, bank account numbers, or any other financial information, plagiarism of data gained from the Internet or programs, copyright infringement (using information from the Internet or programs without giving credit to the author).

In the case of intentional disregard of the Internet Use Policy, the concerned staff and the respective Principal will confer, and may impose the following penalties:

- Suspension of Internet privileges
- Revocation of Internet privileges
- School suspension
- School expulsion
- Referral to the proper authorities

These penalties may be modified at any time at the discretion of the Principal or staff member. In addition, Seton Catholic Central reserves the right to restrict or terminate Internet access at any time for any reason.

## Blogs

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students or the parish.

Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

## Bullying and Cyberbullying

Seton Catholic Central attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion.

# For Seniors Only

## Senior Privileges

Senior Privilege may be granted to those seniors who have met the following criteria:

- Minimum Average of 80%

- No Failing Grades

- No more than 2 "3" – Effort or Behavior

- Fewer than 4 demerits during the Previous Marking Period

- No more than 2 unexcused tardies or absences

Grades will be monitored and reviewed every 5 weeks. If any grade falls below 65, Senior Privilege is revoked until the grade is passing.

## Program of Studies Senior Class Load

Seton Catholic offers a complete four year educational program leading to a New York State Regents/Advanced Regents Diploma or Regents/Advanced Regents Diploma with distinction. Often seniors come to their senior year having completed many of the minimum graduation requirements. The school values education and the many opportunities that a strong academic program can provide. Thus, for these students additional opportunities are provided in their senior year. Consult the course catalog for a full description of these opportunities.

In addition, the school will consider a request from the family of a student who is passing all subjects and whose schedule is free at the end of the day to leave the Seton Catholic campus in order to attend college classes at either Plattsburgh State or Clinton Community. This procedure may also apply to work experiences that are truly internships and not merely a release to work. Seniors, with appropriate permission, may leave campus to fulfill their faith community service projects.

## Ordering Out

Seniors with senior privilege are allowed to order out at lunchtime on the second and fourth Friday of each month. Whatever is ordered must be delivered to the lobby of the school, as the cafeteria staff will not be responsible for accepting call-out orders. In the event that an order arrives late, students may not be late for their next class.

## Free Periods

Seniors with senior privilege have free periods whereas under-classmen have assigned study periods. During this free time, seniors may go to the senior lounge, school library, Guidance Office, computer room or any approved area of the school for study or consultation. Naturally, we count on the good sense of our seniors to make wise choices and not to abuse this privilege.

## College Career Night and Financial Aid Meeting

SUNY Plattsburgh hosts College Career Night in early October. In January, parents of seniors are encouraged to attend our financial aid meeting with their son or daughter.

## College Visits

If it is necessary that a student be absent from school for a college appointment, it will be recorded as an absence for a personal reason. Two such absences are allowed during a student's senior year, and a note is required when the student returns to school.

# Professional Dress Code

It is expected that parents will partner with the faculty and staff in matters relating to the dress code. Parents must be well versed in the code and aware of what students are wearing when they leave for school. It is expected that parents will support faculty and staff in enforcing the dress code.

Dress must be professional, modest, and neat at all times. The interpretation of the dress code is the prerogative of the school administration. The school dress code is in effect during school hours and on special occasions. If a student has a question concerning whether a certain piece of clothing is appropriate, that student should approach a faculty member or administration member prior to wearing that clothing.

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

The final decision concerning the appropriateness of dress code rests with the appropriate Dean or Principal.

Excessively tight and baggy clothing should be avoided as it can be distracting and immodest.

Because temperature comfort can be very personal, from Thanksgiving through March, fleece vests and jackets may be worn if they are in good condition. However, no hoods or sweat shirts can be worn.

On Dress Down Days, no jeans with holes should be worn. It is expected that students dress neatly and modestly. Dress Down passes may not be used on special days such as mass days, awards days or special events.

## Girls' Dress Code

### Tops

Full button blouse with only the top button undone, or Seton polo shirts must be tucked in with only the top button undone. Sweaters or cardigans must cover the midriff area at all times. Crew neck or turtleneck sweaters may be worn with or without a shirt. Blouses may not be made of denim or sheer material. Other tops may be worn as long as they are modest and professional looking.

**If a top is deemed inappropriate or immodest, the student will be given a shirt to wear for the rest of the day.**

### Slacks

Casual dress pants must sit above the hips. No cargo, carpenter, painter pants or leggings. No jeans of any color. Pants cannot be frayed or have holes. Dress capris may be worn during September and June and during May if it is very warm.

### Skirts

Must be no more than three inches above the knee.

### Shoes

Dress shoes or leather dress sandals, no flip flops

### Grooming

Hair must be clean and neat looking. Coloring or unorthodox style is not permitted. No body piercing. Earrings are allowed. No visible tatoos

### Hats

Baseball caps/hats, bandanas, hoods, etc. are not to be worn in the school building during the school day.

### Eyewear

The wearing of sunglasses is not permitted in the building.

## **Boys' Dress Code**

### **Tops**

Dress shirt with collar and tie or Seton polo shirt must be worn. Shirts must be tucked in. Ties must be worn properly at all times. When wearing Seton polo shirts, the top button only may be undone. Shirts may not be made of denim material. Sweaters must be worn over a turtleneck or mock turtle,

### **Slacks**

Casual dress pants. Pants must sit above the hips. No cargo, carpenter, or painter pants. No jeans of any color. Pants cannot be frayed or have holes

### **Shoes**

Dress shoes or leather dress sandals

### **Grooming**

Hair must be clean and neat looking. The hair must be above the eyebrows, above the ears, and above the collar. Sideburns must be above the earlobe. A clean-shaven appearance is a must. No moustaches or beards. Coloring or unorthodox style is not permitted. No visible tattoos. Body piercings are not allowed. Makeup of any kind is not permitted. No earrings.

### **Hats**

Baseball caps/hats, bandanas, hoods, etc. are not to be worn in the school building during the school day.

### **Eyewear**

The wearing of sunglasses is not permitted in the building.

## **Signed Acknowledgement**

Please read carefully the Parent-Student Handbook and return a signed copy of the document below to the main office prior to October 1, 2011. It can be emailed as long as the signatures are there.

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I have carefully read and understood the Seton Catholic Parent-Student Handbook and promise to work with the school and its staff to carry out the expectations described within.

Parent(s) signature

Student (s) signature