

**2023-2024**

**ST. ELIZABETH ANN SETON  
CATHOLIC SCHOOL**

**STUDENT-PARENT HANDBOOK**



**ST. ELIZABETH ANN SETON  
CATHOLIC SCHOOL**

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## I. FOREWORD

The information found in this handbook is presented as guidance for members of the St. Elizabeth Ann Seton Catholic School community. Although we realize that no handbook can be all-inclusive, we do require that students, parents/guardians, and staff familiarize themselves with these policies. The administration reserves the right to adjust and adapt policies based on the needs of the school.

This handbook has been drafted by faculty and staff members and the administration of St. Elizabeth Ann Seton Catholic School and has been approved by the Catholic Schools' Office of the Diocese of Charleston. The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

*Parents and students will be asked to sign a form stating that they have read the contents of this handbook and are supportive of all school policies, including the commitment by parents and guardians to protect our students by refusing to host parties where alcohol and other drugs are available*

*\*The school administration reserves the right to amend the contents of this handbook. Notice will be provided via email, and the amended handbook will be posted on the school website.*

### **Diocese of Charleston Secondary Schools' Common Foundational Belief**

St. Elizabeth Ann Seton Catholic School, Cardinal Newman School, John Paul II Catholic School, and Bishop England High School, the four secondary schools that are owned by the Diocese of Charleston, offer learning communities that are formed by the Catholic faith and deeply rooted in an appreciation for the dignity of the human person as "created in the image and likeness of God". This foundational belief informs the schools' missions, visions, and approaches.

Similarly, all four schools deeply appreciate the infinite value of human life from life's very beginning to its natural end, in all. This foundational belief impacts the approach to everything that the schools do.

"Human life must be respected and protected absolutely from the moment of conception. From the first moment of his existence, a human being must be recognized as having the rights of a

person - among which is the inviolable right of every innocent being to life.” *Catechism of the Catholic Church*, 2270-2275.

In *Evangelium Vitae*, St. John Paul II said, “The Gospel of life is at the heart of Jesus’ message...Even in the midst of difficulties and uncertainties, every person sincerely open to truth and goodness can, by the light of reason and the hidden action of grace, come to recognize in the natural law written in the heart (cf. Rom. 2:14-15), the sacred value of human life from its very beginning until its end, and can affirm the right of every human being to have this primary good respected to the highest degree. In a special way, believers in Christ must defend and promote this right, aware as they are of the wonderful truth recalled by the Second Vatican Council: ‘By his incarnation the Son of God has united himself in some fashion with every human being.’ This saving event reveals to humanity not only the boundless love of God who ‘so loved the world that he gave his only Son’ (Jn 3:16), but also the incomparable value of every human person.”

“Through the words, the actions and the very person of Jesus, man is given the possibility of ‘knowing’ the complete truth concerning the value of human life. From this ‘source’ he receives, in particular, the capacity to ‘accomplish’ this truth perfectly (cf. Jn 3:21), that is, to accept and fulfill completely the responsibility of loving and serving, of defending and promoting human life.”

As Roman Catholic co-educational institutions, all four Diocese of Charleston secondary schools defend and promote the sanctity of all human life. They believe in the dignity of and respect for all human beings from the moment of conception to natural death. This fundamental principle applies to all races, ethnicities, and socio-economic groups, to the unborn child as well as to the terminally ill adult. Creation in the image and likeness of God bestows upon every person a dignity that cannot – must not – be taken away. Every human person has a value that confers upon him/her an importance that must not be dishonored or degraded. This principle of human dignity is at the heart of everything these schools do.

*Lord God Almighty, our Creator, we celebrate our existence, we rejoice to be alive. Teach us to understand more and more profoundly that every human life is sacred, whether it belongs to an unborn infant, or to a terminally ill patient; to a handicapped child, or to a disabled adult; to people who live next door, or to those who live far away. Remind us, Heavenly Father, that whatever a person's age, race, color or creed, each individual has been made in Your image and likeness; and has been redeemed by Christ. This makes them precious in Your sight. Help us to see other people with Your eyes, so that we may reverence, preserve, and sustain Your gift of life in them and use our own lives more faithfully in Your service. We ask this through Christ, our Lord. Amen.*

*From the Pro-life Prayer Book*

*Cardinal G. Basil Hume, O.S.B., Archbishop of Westminster*

Further, the radical appreciation that all the Diocese of Charleston's four secondary schools have for the value of human life leads them to be fully welcoming communities. They welcome families of diverse backgrounds that seek a Catholic education for their children. They value all students, acknowledge their unique gifts, and believe diversity and inclusion are blessings that enrich their communities. (See the **"Diocese of Charleston Secondary Schools Statement of Diversity, Equity, Inclusion: A Guideline for Curriculum, Resources, and Professional Development"** that follows this Statement.) Their missions direct them to help students rise above cultural insensitivity and to teach them to treat all men and women, regardless of race, religion, sexual orientation, or political background, with the utmost respect and dignity that every child of God deserves. Each empowers and encourages students to act for justice and to become Christ-like leaders filled with empathy and respect for all -- both within their own schools as well as within the greater global society.

As Pope Francis teaches, "No one will ever openly deny that [those who are different from us] are human beings, yet in practice, by our decisions and the way we treat them, we can show that we consider them less worthy, less important, less human. For Christians, this way of thinking and acting is unacceptable, since it sets certain ... preferences above deep convictions of our faith: the inalienable dignity of each human person regardless of origin, race or religion, and the supreme law of fraternal love." Fratelli Tutti

## **Roman Catholic Diocese of Charleston Secondary Schools'**

### **Statement of Diversity, Equity, and Inclusion: A Guideline for Curriculum, Resources, and Professional Development**

#### Diversity:

*After this I looked, and behold, a great multitude which no man could number, from every nation, from all tribes and peoples and tongues, standing before the throne and before the Lamb"*  
*Revelation 7:9*

Catholic Schools in the Diocese of Charleston value and welcome all families, staff, students and supporting communities, acknowledge their unique gifts, and believe diversity is a blessing that enriches our community. With great enthusiasm, we celebrate diversity among our school community inclusive of differences in race, ethnicity, sex, abilities, socio-economic status, national origin, and religious beliefs. Catholic Schools will empower and encourage students to identify and challenge all forms of prejudice, discrimination, and injustice within a global society with love.

#### Equity:

*There may be no discord in the body, but that the members may have the same care for one another. If one member suffers, all suffer together; if one member is honored, all rejoice together."* 1  
*Corinthians 12:25-26*

Equity in education is the commitment to each student's academic, social, and spiritual growth, taking into account inequalities of privilege, access to resources, and other effects of marginalization based on prejudice or unjust systems. In Catholic schools, love moves us to seek the fulfillment of each student's potential as we encounter each other as brothers and sisters in Christ.

As equitable Catholic educators, we must take direct and deliberate steps to change our own actions as well as group, institutional, and systemic practices that harm others by denying them their full, complex, individual humanity, or by dismissing their experiences as members of a racialized or marginalized group.

We must understand how our own individual awareness and biases are shaped by our identity, cultural and otherwise, so that we can meet others with a spirit of authenticity, humility, and openness.

## Inclusion:

*Rejoice with those who rejoice, weep with those who weep. Romans 12:15*

In Catholic schools, every individual's perspective and identity must be taken into account to create a learning environment where all students feel accepted, safe, empowered, supported and affirmed.

An inclusive Catholic educational community must ensure that all members of the community have a voice. As a result of being inclusive, this creates a community in which every member is a valued stakeholder and shares responsibility in creating purposeful conditions in which each member can perform their roles successfully.

## II. OUR IDENTITY

### MISSION STATEMENT

***St Elizabeth Ann Seton Catholic School is a college preparatory school serving grades sixth through twelve. We are committed to providing a safe and nurturing environment in which our young men and women may achieve a well-rounded education in Faith, character, service and academic excellence.***

### VISION

**St. Elizabeth Ann Seton Catholic School provides a safe nurturing environment where knowledge is pursued with excellence, where faith is rooted in Christ, and where character is exemplified through service.**

### CATHOLIC SOCIAL TEACHING

**Below are Seven Principles that describe what we believe as Catholics:**

#### Life and Dignity of the Human Person:

"Belief in the sanctity of human life and the inherent dignity of the human person is the foundation of all the principles of Catholic social teaching." In a time when the value and dignity of human life is being undermined, Catholic social teaching emphasizes the "belief that every person is precious, that people are more important than things and that the measure of every institution is whether it threatens or enhances the life and dignity of the human person."

#### Call to Family, Community and Participation:

The family is the "central social institution that must be supported and strengthened, not undermined." The bishops write that as society "often exalts individualism," the Catholic tradition teaches that human beings grow and achieve fulfillment in community," and that people have "a right and a duty" to participate in working for the common good and "well-being of all, especially the poor and vulnerable."



#### Rights and Responsibilities:

Catholic tradition teaches that “human dignity can be protected, and a healthy community achieved only if human rights are protected and responsibilities are met.” Every person has “a fundamental right to life and a right to those things required for human decency.”

Corresponding to these rights are duties and responsibilities “to one another, to our families and to the larger society.”

#### Option for the Poor and Vulnerable:

Catholic social teaching proclaims that a basic moral test is how our most vulnerable members are faring. “In a society marred by deepening divisions between rich and poor, Catholic tradition and indeed Scripture (Mt 25:31-46) instructs us to put the needs of the poor and vulnerable.”

#### The Dignity of Work and the Rights of Workers:

“Work is more than a way to make a living, it is a form of continuing participation in God’s creation,” the bishops write. “If the dignity of work is to be protected, then the basic rights of workers must be respected – the right to productive work, decent and fair wages, to the organization and joining of unions, to private property and to economic initiative.”

#### Solidarity:

Learning to practice the virtue of solidarity “means learning that loving our neighbor has global dimensions” in this interdependent world. “Catholic social teaching proclaims that “we are our brothers’ and sisters’ keepers, wherever they live; that we are one human family, whatever our national, racial, ethnic, economic and ideological differences.”

#### Care for God’s Creation:

Showing respect for the creator by stewardship of creation. Calling care of the earth a “requirement of faith,” the bishops write that all are called to “protect people and the planet, living our faith in relationship with all of God’s creation.”

For more visit:

<http://www.usccb.org/beliefs-and-teachings/what-we-believe/catholic-social-teaching/seven-the-mes-of-catholic-social-teaching.cfm>

## COMMUNITY SERVICE

As an institution of the Catholic Church, St. Elizabeth Ann Seton Catholic School is ever mindful of our Lord’s admonition, “as you did it to one of the least of these brethren, you did it to me” (Matthew 25:40). Therefore, the school strongly encourages the students to live out the demands of their faith in works of mercy, service, and charity.

Therefore, in order to progress from one grade level to the next at St. Elizabeth Ann Seton Catholic School, all students must have fulfilled a certain number of community service hours. The following guidelines are under review and are published to assist students in planning service work and determining which hours will fulfill these requirements. Some of these policies may be different from past years. These guidelines hold true for the current year. They will be revisited every summer and new guidelines posted in the Student/Parent Handbook and distributed yearly.

## FAQ's

How many hours are required?

1. In middle school service hours are recorded per "Event". Each student is required to participate in 4 Community Service Events each year. 2 of these Events must be sponsored by their local parish.
2. Each 9th grade student is required to do 10 hours. Opportunity for some of these hours may be provided through the school.
3. Each 10th grade student is required to complete 20 hours. Opportunity for some of these hours will be provided through the school.
4. Each 11th grade student will be required to complete 30 hours of community service.
5. Each 12th grade student will have completed 40 hours of service prior to graduation from the school.

The hours are cumulative throughout the students' career at St. Elizabeth Ann Seton Catholic School and are to be turned in to students' Theology Teacher. Forms are available from the Theology teachers.

NOTE: A student must have completed the required number of service hours in order to be eligible for graduation from St. Elizabeth Ann Seton Catholic School.

What type of work is acceptable as service hours?

1. No work for any organization whose philosophy is contrary to the teachings of the Roman Catholic Church is acceptable.
2. No work for any for-profit organization or company in the course of its business is acceptable. Work in connection with a company's charitable and service activity is accepted. For example, working in a lawyer's office organizing a file for a client which is a charity is not accepted. Volunteering at the law office's blood drive is acceptable.
3. Nothing can be received in return for the service. This includes money, gifts, etc. Recognition by the organization is acceptable.
4. No service done for the benefit of an immediate family member is accepted without the prior approval of the principal.
5. Service to St. Elizabeth Ann Seton Catholic School should be a part of the student's life and is accepted as part of the service requirements in limited amounts.

6. Upperclassmen may apply no more than 10 hours of service to the school toward the minimum hours required.
7. Service to the parish/church should be a part of every member's life and will be accepted. Acceptable service would include volunteering for other organizations within the parish, such as the Senior Citizens, Respite Care, or youth group service activities. Service at the liturgical worship is accepted on a limited basis, to form no more than  $\frac{1}{3}$  of the student's service hours each year.
8. Sophomores, Juniors and Seniors should strive to include service that involves direct ministry to the poor and suffering. These students will be encouraged to 'get their hands dirty' in the name of service.

What are some examples of acceptable service activities?

1. Working at a non-profit animal shelter caring for God's creatures, working at a nursing home, helping with Home Works or Habitat for Humanity or similar groups, preparing food for a soup kitchen, volunteering at local hospitals.
2. These are just some of the opportunities presented to the students. The student is encouraged to use his or her imagination and interests in deciding what to do. What else should be considered?
  1. Age appropriate service is important. Middle school students should not be involved in certain ministries requiring more maturity. Older students should limit non-hands on activities, such as walk-a-thons.
  2. If the parent or the student has any question as to the appropriateness of any service, please call her immediately. It is preferred that contact is made before the service is completed.
  3. Hobbies, interests, and career possibilities should be used to make decisions and focus service.
  4. Potential NHS members should turn in hours as soon as possible at the beginning of the school year.

**\*\*SENIOR SERVICE HOURS ARE DUE PRIOR TO GRADUATION.**

**\*\*HOURS for GRADES 6-11 ARE DUE BY THE END OF THE SCHOOL YEAR.**

With all these service opportunities, we truly hope to shape our students into young adults who will make service to others an innate part of their daily lives.

### **Parent Pillars of the Seton Catholic School Way:**

In keeping with the Philosophy of Conduct and the Pillars of the Seton Catholic School Way for students, there are five “Pillars of the Seton Catholic School Way” that all parents should consistently practice. Those pillars are:

- I. I will treat others and myself with dignity and respect at all times, and especially at all SETON programs, events, and athletic practices and contests.
- II. I will demonstrate good judgment in all communication with the school, both verbal and written, in order to be a positive example to my child(ren).
- III. I will be respectful of the school’s discipline program, supporting Seton’s efforts to build character and good judgment in its students.
- IV. I will be respectful of all policies and procedures of Seton and the administration’s duty to exercise them.
- V. I will live by the example of my faith, seeking justice, peace, and a closer relationship with God.

### **Parents as Partners:**

St. Elizabeth Ann Seton Catholic School holds that the education of a student is a partnership between the parents and the school. As partners in the educational process at our school, we ask our parents:

- To set rules, times, and limits so that your child:
  - ✓ Arrives at school on time and is picked up on time at the end of the day or after a school activity
  - ✓ Is dressed according to the school dress code
  - ✓ Completes assignments on time
- To actively participate in school activities and fulfill volunteer requirements
- To notify the school with a written note when the student has been absent
- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student’s well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student’s total education
- To support the religious and educational mission of the school
- To support and cooperate with the discipline policy of the school
- To treat teachers and other school staff with respect and courtesy in discussing student problems or other issues.

### **Parents’ Role in Education**

We, at St. Elizabeth Ann Seton Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child’s life physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Elizabeth Ann Seton Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at St. Elizabeth Ann Seton Catholic School, we trust you will be loyal to this commitment. No matter what age your child is, he/she needs constant support from both parent(s) and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parent(s) nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parent(s) and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parent(s) must make investigation of the complete story your first step. This evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a student take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

#### THE SCHOOL RESERVES THE RIGHT TO PURSUE ITS MISSION:

Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the family-school partnership is irrevocably broken. In the event the Principal determines that a student or member of the student's family has interfered with the school's obligation to pursue its mission, the Principal may determine that St. Elizabeth Ann Seton Catholic School is not an appropriate venue for the student to continue his/her education and may require the student to withdraw.

#### **Parents as Volunteers:**

Parents should provide time and talent as their family's schedules provide. There are a wide variety of opportunities to assist including, but not limited to:

PTO

Food Truck Festival Planning and Event

Booster Club

Possibilities for the future such as:

Catholic Outreach and Service, Parent Bible Study, MOMS and DADS groups, Leads of Student Clubs, Guest Speakers, Office support

**\*\*If one cannot provide service of 10 hours per year, a \$100 or more donation of treasure to the school is highly recommended and very much appreciated.\*\***

### **III.ADMISSIONS**

#### Non-Discriminatory Policy:

St. Elizabeth Ann Seton Catholic School is part of the system of schools of the Catholic Diocese of Charleston and is accredited by COGNIA. The school does not discriminate because of race, religion, or ethnic background in relation to employment or student admission.

#### Acceptance:

Acceptance is contingent upon space availability and a number of other factors, including an applicant's school records, standardized test scores, recommendations, and administration interview. Because the primary mission of the school is to serve the Catholic community of the Diocese of Charleston, priority is given to those students currently enrolled in Catholic schools.

#### Registration:

Registration is not complete until each of the following is on file with the school.

1. A completed registration form signed by custodial parent(s)
2. A South Carolina Certificate of Immunization
3. Payment of all fees as outlined in the Tuition and Fees Agreement – NOTE: Fees are NOT refundable should the student decide not to attend St. Elizabeth Ann Seton Catholic School.
4. Transcripts/Academic Records from previous school
5. Birth Certificate

#### Students with special needs:

St. Elizabeth Ann Seton Catholic School strives to meet the needs of a variety of students, including those with learning differences. Students may receive specific accommodations, such as extended time for testing, a copy of class notes, or academic assistance in a learning lab, among many others. To qualify for such accommodations, the student must have been tested by a licensed clinical psychologist or certified school psychologist within the past three years and must apply for specific accommodations. The Accommodations Coordinator and the school's counseling department oversee the application process. During the admissions process, the Director of Admissions and Accommodations Coordinator will work with the family on the application process. Once classes have begun, questions should be referred to the student's school counselor.

### Application:

To be enrolled, a student must be living with a custodial parent/ guardian. To make an application for his/her child to attend, the parent/ guardian must:

1. Submit to the Registrar the following:
  - Online application using the link on the school's website
  - Copy of any custody arrangements (if applicable)
  - Recent picture of the applicant to be uploaded within the online admissions packet
2. Request that the child's current school send the following to the Director of Admissions:
  - Unofficial transcript from current school
  - Completed recommendation form found on the school's website
  - Standardized test scores for the past three years
  - Documentation denoting a learning difference, if applicable, along with
  - Discipline record, the St. Elizabeth Ann Seton School application for accommodations, and any supporting documentation from the current school.

Each of the above processes must be completed before an application can be considered. Prospective ninth and tenth grade students are also required to take a placement test administered each year beginning in January.

### Enrollment:

Enrollment is not complete until each of the following steps are completed or on file with the school:

- Online enrollment packet is completed and submitted signed by student and parent(s)/ guardian(s)
- A South Carolina Certificate of Immunization (All students must show proof of immunization to attend St. Elizabeth Ann Seton School. Religious exemptions are not accepted unless the exemption was obtained on or before March 13, 2015 while enrolled in a Catholic school in the Diocese of Charleston.)
- Payment of the non-refundable registration fee included with the enrollment packet
- Online setup and verification of enrollment in FACTS for tuition payments

### Immunization:

All students must show proof of immunization to attend St. Elizabeth Ann Seton School. Religious exemptions are not accepted unless the exemption was obtained on or before March 13, 2015 while enrolled in a Catholic school in the Diocese of Charleston.

### Tuition Refund Policy:

For those students withdrawing from St. Elizabeth Ann Seton School, tuition will be payable based on the following percentages of yearly tuition:

- Prior to the start of the year ..... 0%
- From start of the year through the end of first quarter.....25%
- Start of 2<sup>nd</sup> quarter through the end of first semester .....50%
- Start of 2<sup>nd</sup> semester through the end of third quarter .....75%
- After the start of the 4<sup>th</sup> quarter ..... 100%

Should a student move out of town during the school year, tuition will be charged on a daily pro-rated basis. International students will not be refunded tuition if he/she changes schools. Students expelled from St. Elizabeth Ann Seton Catholic School are responsible for 100% of the yearly tuition.

Transfer of grades: St. Elizabeth Ann Seton Catholic School accepts credits from accredited schools only. No adult education courses or unaccredited homeschooling credits are accepted. Transcripts will not be forwarded to other schools until all financial obligations are met.

Transfer students: Local transfer students must attend St. Elizabeth Ann Seton Catholic School for their last three semesters of high school unless there are extreme, extenuating circumstances which will be determined by the Administration on a case-by-case basis. Typically, St. Elizabeth Ann Seton Catholic School does not accept local rising seniors or senior transfers. Contact the Director of Admissions to explain extenuating circumstances.

## **IV. ACADEMICS AND EDUCATIONAL PROGRAM**

Academic placement of students: Current teachers are most qualified to assess the optimum academic level for students; therefore, the subject teachers will recommend the appropriate levels. These recommendations are ordinarily not changed because of parent or student requests. Whenever possible, student course selections and teacher recommendations will be honored, but final schedules and academic placement are subject to course availability.

Initial placement for incoming students is based upon the following criteria:

1. Previous academic achievement
2. National test results
3. Test scores on the St. Elizabeth Ann Seton Catholic School placement test (where applicable)



4. St. Elizabeth Ann Seton Catholic School writing sample
5. If further clarification is needed, St. Elizabeth Ann Seton Catholic School will seek recommendations from the teachers and principal of the partner elementary/high school

Academic levels: The program of studies at St. Elizabeth Ann Seton Catholic School is consistent with our philosophy of striving to meet the individual needs of students. The following is a brief description of each of our academic levels:

1. College Credit, Advanced Placement, and Honors Programs: These programs challenge gifted students to pursue their studies in greater depth. Extensive independent study, research, analysis, and critical thinking characterize the curriculum. Students selected for these programs must demonstrate maturity and the capacity for independent learning to remain at this level. These programs are weighted accordingly in the calculation of the weighted Grade Point Average (GPA).
2. College Preparatory (CP): This program provides a challenging curriculum for the majority of our students. Some independent study and an accelerated pace characterize this level of study. Students selected for this program follow a rigorous college preparatory course of study.

Schedule change: The Principal must approve all course changes after school begins. On Day 1 of the new semester, students must attend at least 5 classes before requesting a change. This policy also applies to changes in academic level except for those students who are new to St. Elizabeth Ann Seton School.

Examples of acceptable reasons for schedule changes:

- The teacher or Academic Dean feels that the student is misplaced academically.

Examples of unacceptable reasons for schedule changes:

- The student does not like the teacher or the class.
- The student wants to be in a class with her/his friends.
- The class interferes with a job or extracurricular activity.

Grade reporting: Parents and students may utilize the Parent Portal of our RENWEB Student Information System (available at [www.renweb.com](http://www.renweb.com)) to view grades and review other significant academic information.

NOTE: Because the RENWEB grading and attendance system updates on a daily basis, parents and students should check the parent portal at least bi-weekly.

## **LATE WORK (Homework, Classwork and Projects) POLICY**

### **MIDDLE SCHOOL:**

**10 pts Off: one school day late**

**20 pts. Off: two school days late**

**30 pts. Off: three school days late**

**MORE THAN THREE SCHOOL DAYS LATE: the assignment becomes a 0**

### **HIGH SCHOOL:**

**10 pts. Off: one school day late**

**20 pts. Off: two school days late**

**30 pts. Off: three school days late**

**MORE THAN THREE DAYS LATE: the assignment becomes a 0**

### **ONLY EXCEPTIONS:**

**Students with extended time for accommodations.**

**Make up work: One day ONLY added to rules above for each day absent.**

Incomplete grades: When students are missing end of quarter, semester, or final grades due to extended excused absences, the guidance counselor and classroom teacher will set a reasonable date by which time all make-up work must be completed. If a student does not make up the work missed by the assigned date, the teachers will record zeroes for all work not completed.

### Parent conferences:

Middle School Conferences will be held annually in the Fall.

Other Parent/teacher conferences may be scheduled as needed, by either the teacher or the parent.

Communication: Teachers will respond to emails within 48 hrs between the hours of 8 am and 4 pm Monday through Friday. Any emails received after 4 pm on Friday will be returned by Tuesday end of day. Teachers are not required to check email on weekends between 4 pm Friday and Monday at 8 am. If there is an emergency, and ONLY for an emergency, please submit an urgent request through our Seton Catholic website.

### Midterms and End of Course Exams (EOCs):

1) Midterms will be administered at the end of Semester I for all High School year-long courses. EOCs will be administered at the end of each semester for all High School semester-long courses and at the end of Semester II for all High School year-long courses.

**\*\*Optional for Middle School; Required, unless exempt according to Policy, for High School.\*\***

2) Each midterm and EOC will be a comprehensive assessment of the student's mastery of the concepts, skills, and performance objectives taught from the beginning of the course.

- 3) With the exception of Seniors and those underclassmen qualifying for exemptions with a grade average of 90 or above, all students will take EOCs at the conclusion of each course. Only qualifying Seniors may exempt midterms. Again, Middle school students will be given EOC's at the individual teacher's discretion.
- 4) The only accepted excuses for not taking a midterm or an EOC at the scheduled time are personal illness (doctor's note required) or an extraordinary family situation as determined by the Principal.
- 5) A student without an excused absence who fails to take a midterm or an EOC during the scheduled time will receive a zero on that midterm or EOC.
- 6) Midterms and EOCs for all courses that will be awarded School credit will each count for 10% of the final grade for the respective courses. This includes courses such as languages, Algebra I, and Geometry that are being taken by middle school students.
- 7) EOCs for all middle school courses not being awarded School credit will count for 10% of the final grade for each course.

#### Exemptions from Midterms and EOCs:

- 1) Seniors may be exempted from midterms and EOC at the discretion of the principal. This exemption will only be given on the condition that the senior has completed (with documentation) their service hours, has a cumulative grade average of 90 or above, and is making satisfactory progress in their Capstone project.
- 2) Underclassmen with a cumulative grade average of 90 or above may be exempt from their final exam. No underclassmen will be exempt from midterms.

A senior or underclassman who qualifies for exemption may choose to take an exam if he/she feels it could help to raise his/her final grade. Once a student chooses to take an exam, the exam will count towards the final grade whether or not it raises the grade.

#### Promotion Standards:

- To be given sophomore status and be placed in a 10th grade homeroom, a student MUST have earned a minimum of 7.5 credits by the beginning of the 10th grade year. (Students may take no more than 2 courses in summer school credit recovery programs to meet this requirement.)
- To be given junior status and be placed in a 11th grade homeroom, a student MUST have earned a minimum of 15 credits by the beginning of the 11th grade year. (Students may take no more than 2 courses in summer school credit recovery programs to meet this requirement.)
- To be given senior status and be placed in a 12th grade homeroom, a student MUST have earned a minimum of 22.5 credits by the beginning of the 12th grade year. (Students may take no more than 2 courses in summer school credit recovery programs to meet this requirement.)

Students who fail to pass a course may choose to retake that course, with the approval of the Principal, at any other accredited public, private, virtual, or online school. Ordinarily, no more

than 6 units of failing credit recovery toward graduation may be earned through summer school. Students planning to attend summer school must check with the guidance office and the Academic Dean to make sure that the chosen school meets accreditation standards.

Ordinarily, credit will not be awarded for tutoring, for courses taken through non-accredited schools, or for new (as opposed to credit recovery) courses.

#### Academic Probation:

Students who fail three or more classes for any given semester will be placed on Academic Probation. Students and parents will meet with the Principal to discuss the academic difficulty. If the student fails three or more classes for a sequential quarter, she/he may be asked to withdraw from the school.

#### Tutoring:

- Parents and/or students may request tutoring assistance in core subjects by contacting the school counselor who will then discuss with the principal and arrange for intervention/tutoring as needed.

#### Academic Eligibility to Participate in Extracurricular Activities:

1. Extracurricular eligibility at St. Elizabeth Ann Seton Catholic School will follow the guidelines stated in the SCISA handbook which states, "A student must take and pass at least four (4) one unit CORE courses or any five (5) one unit courses each grading period."
2. At St. Elizabeth Ann Seton Catholic School, the rule stated in #1 above is applied in the following way: For the first quarter, eligibility is determined using grades from the previous year. For the second quarter, eligibility will be determined using the first quarter grades. For the third quarter, eligibility will be determined by using the Semester I grades. For the fourth quarter, eligibility will be determined using the third quarter grades.
3. Extra-curricular is defined as those activities that take place outside the school day. Included in these are: athletic try-outs, practices, and games or matches; drama try-outs, practices, and performances; as well as any others deemed so by the administration.
4. Spiritual activities such as retreats are not included.
5. Dances are not included.
6. For athletic eligibility, please consult the SCISA Bluebook under General Athletic Policies.

#### Parent Ability to Monitor Academic Progress:

At any time, parents may monitor their children's progress using the Parent Portal of the RENWEB system. Parents will receive instructions on acquiring a username and password upon registration. At Seton, weekly progress reports are sent electronically every Sunday night at 8p.m. Parents are also encouraged to monitor grades at the midpoint of each quarter, as this will give an indication of student progress and afford enough time to improve before the final quarter grading occurs. If necessary, parents are encouraged to request a consultation with the teacher and outline a plan for improvement.

### Report Cards:

As part of the regular communication about student progress between the school and parents, report cards will be emailed and/or sent home quarterly (approximately every nine weeks) throughout the school year.

### Class Rank:

St. Elizabeth Ann Seton Catholic School calculates class rank at the end of each school year for all students in grades nine through twelve. Because of the size and academically-competitive nature of our student body, the school does not disclose rank to colleges during the college application process unless specifically requested.

### Cumulative GPA:

Under South Carolina state guidelines, the cumulative GPA (Grade Point Average) reported on the final transcripts of students who are attending colleges and universities in the State of South Carolina will be calculated using the South Carolina Uniform Grading Scale.

### Graduation Requirements:

Each Diocesan-owned secondary school sets its own credit requirement for earning a School diploma. All Diocesan-owned secondary schools require their graduates to have met the graduation standards set by the South Carolina Department of Education, plus all additional standards internal to the school.

Students in Diocesan-owned secondary schools must have completed eight semesters of School in order to graduate.

Ordinarily, students may not graduate prior to completing eight semesters.

1. Students must have earned a minimum of 30 credits, including all requirements of the State Department of Education, in order to graduate from St. Elizabeth Ann Seton Catholic School. (See below.)
2. Transfer students are responsible for 1 credit in theology for each year they attend St. Elizabeth Ann Seton Catholic School.

Theology - 4 credits

English - 4 credits

Public Speaking - 1 credit

Mathematics -Algebra I, Geometry, Algebra II and one elective math - 4 credits

Lab Science Biology, Physics, Chemistry - 3 credits

Social Studies – Recent Global Studies, US History, Government/Economics - 3 credits

Foreign Language - All must be in the same language - 2 credits

Computer Science/Technology - 1 credit

Physical Education/Health - 1 credit

Fine and Performing Arts - 1 credit

Electives – Ordinarily, one should be a 4th year of lab science or 3rd year of foreign language - 5 credits

Total Credits Required - 29

NOTE: Four years of Community Service (See below) and successful completion of the Senior Capstone Project are also required for graduation.

Commencement/Baccalaureate/Honors Convocation Exercises:

1. Participation in the graduation ceremony, the Baccalaureate Mass, and the Honors Convocation is ordinarily mandatory for eligible students.
2. Students who do not meet the criteria for graduation (i.e., successfully completing credit requirements) are not permitted to participate in the ceremony.
3. All financial obligations to the school must have a zero (0) balance in order for the student to be eligible to have transcripts forwarded.

Valedictorian and Salutatorian:

The valedictorian and salutatorian of the senior class occupy the first and second places in the class rankings at the end of eight (8) semesters, the last four of which must be at St. Elizabeth Ann Seton Catholic School. Home School, Homebound, Summer School credits, and off-site College Courses are not eligible for consideration.

St. Elizabeth Ann Seton Catholic School Grading Scale:

The following grading scale will be used to calculate cumulative GPA's for St. Elizabeth Ann Seton Catholic School students at the end of each semester of study:

Numerical Average	Letter Grade	College Prep	Honors/pre-AP	AP or College Credit
100	A	5.000	5.500	6.000
99	A	4.900	5.400	5.900
98	A	4.800	5.300	5.800
97	A	4.700	5.200	5.700
96	A	4.600	5.100	5.600
95	A	4.500	5.000	5.500
94	A	4.400	4.900	5.400
93	A	4.300	4.800	5.300
92	A	4.200	4.700	5.200
91	A	4.100	4.600	5.100
90	B	4.000	4.500	5.000
89	B	3.900	4.400	4.900
88	B	3.800	4.300	4.800
87	B	3.700	4.200	4.700
86	B	3.600	4.100	4.600
85	B	3.500	4.000	4.500
84	B	3.400	3.900	4.400
83	B	3.300	3.800	4.300
82	C	3.200	3.700	4.200
81	C	3.100	3.600	4.100
80	C	3.000	3.500	4.000
79	C	2.900	3.400	3.900
78	C	2.800	3.300	3.800
77	C	2.700	3.200	3.700
76	C	2.600	3.100	3.600
75	D	2.500	3.000	3.500
74	D	2.400	2.900	3.400
73	D	2.300	2.800	3.300
72	D	2.200	2.700	3.200
71	D	2.100	2.600	3.100
70	D	2.000	2.500	3.000

69	F	1.900	2.400	2.900
68	F	1.800	2.300	2.800
67	F	1.700	2.200	2.700
66	F	1.600	2.100	2.600
65	F	1.500	2.000	2.500
64	F	1.400	1.900	2.400
63	F	1.300	1.800	2.300
62	F	1.200	1.700	2.200
61	F	1.100	1.600	2.100
60	F	1.000	1.500	2.000
59	F	0.900	1.400	1.900
58	F	0.800	1.300	1.800
57	F	0.700	1.200	1.700
56	F	0.600	1.100	1.600
55	F	0.500	1.000	1.500
54	F	0.400	0.900	1.400
53	F	0.300	0.800	1.300
52	F	0.200	0.700	1.200
51	F	0.100	0.600	1.100
0-50	F	0.000	0.500	1.000

Academic honors for grades 9-12 are

☞ BISHOP'S HONOR ROLL ----- Average of 4.0 or higher

☞ PRINCIPAL'S HONOR ROLL ----- Average of 3.5 or higher

#### National Honor Society (NHS):

The National Honor Society is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership, and service. Beginning in the sophomore year, students with a minimum G.P.A. of 3.8 after the third quarter of the school year are eligible to apply for membership in the Seton Chapter of the National Honor Society (NHS). A faculty council, appointed each year by the Principal, reviews all membership applications in reference to the required points in each of the following areas: academics, leadership, service, and character. More information on the National Honor Society is available in the School front office.

#### Procedure for Handling a Difficulty with a Teacher:

Should a student or a parent be experiencing a difficulty with or have a complaint about a teacher or a particular class, the following are the steps that should be followed to try to resolve the issue:

1. Either the student or the parent must first speak directly to the teacher about the difficulty.
2. If no satisfactory resolution is reached, the student or the parent should request a meeting with either Ms. Beach (middle school assistant) or Mrs. Oswald (high school assistant). If the issue can not be resolved to all parties' satisfaction, a meeting can then be set up with Principal Blake.
3. The principal will facilitate that meeting and will work to bring about a satisfactory resolution to the difficulty with all parties present.

## **V. STUDENT EXPECTATIONS AND ST. ELIZABETH ANN SETON CATHOLIC SCHOOL PHILOSOPHY OF STUDENT CONDUCT**

The St. Elizabeth Ann Seton Catholic School Code of Conduct flows from our belief in the process of growth as a means to Christian maturity. We believe that all students learn responsibility for their actions through choices and the acceptance of the consequences of their actions.

The primary goal of the St. Elizabeth Ann Seton Catholic School Code of Conduct is to ensure that St. Elizabeth Ann Seton Catholic School stands as a physically, emotionally, intellectually, and spiritually safe place in which all students are able to mature into the type of person described in the St. Elizabeth Ann Seton Catholic School Philosophy and in which the entire Seton Catholic School community is able to fulfill the St. Elizabeth Ann Seton Catholic School Mission Statement.

We recognize that the young women and men who attend St. Elizabeth Ann Seton Catholic School are at an exciting, and sometimes confusing, time in their lives and that the transition from dependent child to responsible adult can pose particular challenges. However, we also believe that, given clear guidelines and expectations, fair and consistent consequences, and loving support and opportunities for growth, all students are able to meet these challenges.

## **ST. ELIZABETH ANN SETON SCHOOL STUDENT PILLARS OF CONDUCT**

In keeping with the Philosophy of Student Conduct, there are five “Pillars of the Seton Catholic School Way” that all students must consistently practice. Those pillars are:

- I. I will treat others and myself with dignity and respect at all times.
- II. I will demonstrate good judgment in dress, communication, and conduct.
- III. I will be excellent in my academic effort and will meet all of my responsibilities as a student.
- IV. I will live by the example of Jesus Christ, seeking justice, peace, and a closer relationship with God.
- V. I will represent my school and my Church with pride and honor in all that I do.

We believe, regardless of each student’s physical, emotional, intellectual, or spiritual capacity, that all students are capable of physical, emotional, intellectual, or spiritual maturity. Indeed, it is our desire that such maturity be a hallmark of every St. Elizabeth Ann Seton Catholic School student, and we are honored and pleased to be a part of this process.

When called upon to handle a disciplinary situation, it is the intent of the Administration to act as consistently as possible. However, sometimes situations arise which, in the judgment of the Principal or Assistant Principal, require individual handling. The Administration retains the right to make those judgments. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

When a(n) administrator, faculty or staff member notifies the disciplinarian of a student not living up to the expectations of one or more of the Pillars of the Seton Catholic School Way, the disciplinarian will meet with the student to discuss that



student's decision to make a poor choice. During the meeting, the student will commit, in writing, not to make the same mistake again, and the disciplinarian will assign an appropriate consequence that allows the student to make amends to the Seton Catholic School Community for his/her poor choice.

### **DISCIPLINE POLICY:**

The discipline policies of St. Elizabeth Ann Seton Catholic School foster an environment that promotes the total Christian education of the student. With the cooperation of parents, students, and faculty, the discipline system serves as a positive element in providing such an environment.

#### Conduct on/off-campus:

Because the community views the conduct of Seton students as an indicator of the values that are important to our school, students should conduct themselves appropriately at all times. This responsibility is present whether students are in or out of uniform, on or off campus. The administration reserves the right to impose school sanctions for inappropriate behavior regardless of the location or times in which that behavior takes place.

#### Demerits:

The school's rules will be enforced by a demerit & detention system administered by the disciplinarians with oversight by the Principal. The consequence assigned for inappropriate behavior is subject to the decision made by the disciplinarian following the guidelines established below.

#### **Demerits will reset on the First Day of First and Second Semester of each School Year.**

#### Disciplinary referrals:

Teachers who believe that a student has demonstrated inappropriate behavior will submit a disciplinary referral to the appropriate disciplinarian. The disciplinarian will determine the consequences following the guidelines established below. An email notification of the incident will be sent home to the parent through FACTS.

#### After-School Detentions:

After-school detentions may be assigned following the submission of a school disciplinary referral. These detentions are held for one hour after school and take precedence over all non-academic activities, including athletic and drama practices. Faculty and staff may not sign students out of detention.

#### Teacher & Lunch Detentions:

Teacher and Lunch Detentions (i.e., trash detail at lunch or cleaning items in the classroom) may be given for minor disciplinary infractions. Students will be given at least 24 hours' notice to complete the task, and these detentions do not appear on a student's conduct record.

#### Disciplinary Conferences:

A disciplinary conference will be required for any student who accumulates fifteen demerits. This conference will be scheduled with the Principal, Assistant Principals, and/or classroom teachers, the student, and his/her parent(s).

#### Saturday School:

Students who accumulate twenty demerits will be assigned Saturday School on a specified Saturday from 8:00 – 11:00 AM. Extracurricular activities (school or non-school related) are not an excuse to miss Saturday School. Each student assigned to Saturday School must pay a \$50 fee in order to remunerate the Saturday School supervisor.

#### Suspension:

Students may be suspended for any act that, in the judgment of the Principal, detracts from the learning environment prescribed by the mission of the school. Additionally, any student who accumulates twenty demerits may be suspended. Suspended students will be placed on disciplinary probation. (The terms of disciplinary probation are determined by the administration. See below.) The suspension period and terms of suspension begin immediately upon notification of the student's parent or guardian and continue until the student is allowed to return to the normal school setting. During the period of suspension, students are not allowed to attend or participate in any co-curricular or extra-curricular activities. Students who are suspended will not be allowed to return to school until readmitted by a school administrator. The student's counselor will report instances of suspension (throughout the high school career) to each college to which the student has applied; therefore, it is incumbent upon the student to report this information to each college to which he/she has applied.

In-School Suspension: Suspended students will be placed in In-School Suspension (ISS) for the number of days determined by the administration based on the infraction. Students will be given work to complete during the ISS period by their academic class teachers.

Out of School Suspension: The nature of a disciplinary infraction (as determined by the administration) may necessitate out-of-school suspension.

#### Disciplinary Probation:

Students who are experiencing disciplinary difficulties are subject to being placed on disciplinary probation. Students may be placed on disciplinary probation as the result of one serious violation, an excessive number of demerits, or as the result of a suspension. The terms of disciplinary probation will include a disciplinary plan determined by the administration. Seniors who are placed on Disciplinary Probation will lose their free periods. Failure to comply with the guidelines established by the disciplinary plan may result in expulsion from St. Elizabeth Ann Seton Catholic School.

### Expulsion:

Students who accumulate 30 demerits during a single academic year or demonstrate behavior that is judged to be detrimental to the school community may be expelled or asked to withdraw from Seton and may not apply for readmission. If a student is expelled or asked to leave the school for disciplinary reasons, he or she may not participate in or attend school-sponsored activities. Seniors leaving school under these conditions have the responsibility of contacting prospective colleges regarding the circumstances involved in withdrawing from Seton.

### Guidelines for disciplinary infractions:

Disciplinary infractions are classified according to the guidelines established below. The consequences that pertain to each category follow each list. The disciplinarians are given a wide range of discretion in assigning consequences for inappropriate behavior. Although the following lists are not exhaustive, they do provide guidelines that are considered when making such decisions:

**Due to their serious nature, Drug and Alcohol Policy Violations are handled separately. "Juuling," vaping, possession of tobacco and e-cigarettes and related paraphernalia are considered violations of this policy.**

### **TYPE I OFFENSES:**

- Dress code / Hair / Shaving infraction
- Late to class
- Gum chewing
- Excessive talking
- Excessive tardiness
- Failure to present a note following an absence or tardy
- Consuming food or beverage in a non-designated area
- Failure to report to a staff member
- Failure to report to after-school detention or lunch detention
- Failure to return a signed form
- Cell phone disruption (other than cell phone usage)
- Parking / driving violation
- Public displays of affection

**CONSEQUENCES:** Each Type I offense results in one demerit; once a student accumulates five type one demerits, he/she will also be assigned a detention for that offense and for each subsequent Type I offense.

### **TYPE II OFFENSES**

- Lying / deceit
- Forgery
- Insubordination
- Improper testing procedure

- Cutting class/Mass
- Presence in an unauthorized campus area
- Leaving school grounds without permission
- Disruptive/uncooperative behavior
- Unauthorized use of electronic devices, including cell phones
- Use of profanity
- Dismissal from class due to unacceptable behavior
- Defacing/destroying another person's property
- Defacing/destroying school property
- Academic Integrity (1<sup>st</sup> offense, minor) (See below.)
- Submitting an assignment that has previously been turned in to another teacher as though it were a new assignment
- Engaging in any behavior that is detrimental to or damages the reputation of St. Elizabeth Ann Seton School

**CONSEQUENCES:** Each occurrence of a Type II results in 5 demerits and a detention.

### **TYPE III OFFENSES**

- Major Disturbance
- Stealing / Major Theft
- Sexting
- Offensive statements or actions made regarding the Catholic Church
- Possession of obscene materials
- Cutting school
- Disrespect to staff by word, gesture, or action
- Fighting
- Academic Integrity (1<sup>st</sup> offense, major) (See below.)
- Academic Integrity (2<sup>nd</sup> offense) (See below.)
- Bullying / Harassment / Hazing (See below.)
- Engaging in any behavior that is detrimental to or damages the reputation of St. Elizabeth Ann Seton Catholic School

**CONSEQUENCES:** Each occurrence of a Type III offense results in up to 10 demerits and a detention, suspension and/or disciplinary probation to be determined by administration.

### **TYPE IV OFFENSES**

- Possession of a weapon at school or at any school activity (including inside a vehicle)
- Threats of violence, injury, or death against the school, students, and/or school personnel
- Assault and/or battery of another student or school personnel
- Academic Integrity (2<sup>nd</sup> or 3<sup>rd</sup> offense) (See below.)
- Selling, giving, delivering, or otherwise transferring any illegal drug or controlled

substance

- Arrest by civil authorities for crime against persons or property.

CONSEQUENCES: THESE VIOLATIONS ARE CONSIDERED DISMISSIBLE OFFENSES AND ARE SUBJECT TO EXPULSION/DISMISSAL/WITHDRAWAL OF OFFENDING STUDENT FROM ST. ELIZABETH ANN SETON CATHOLIC SCHOOL.

Tobacco Products: Students are not to be in possession of (including in one's car) any tobacco products (including Juuling, vaping and e-cigarettes) or related paraphernalia while on campus, at any school-sponsored activity, or while wearing the school uniform.

**\*\* If a student is suspected of making too many trips to the bathroom, and it is then determined that vaping has been the cause, they will be expelled.\*\***

Harassment and Hazing: In keeping with our mission of fostering a faith community characterized by the Gospel message of mutual respect, the following are considered to be serious violations: physical fighting, hazing, and personal harassment. This policy extends beyond the school day and includes electronic communication. (Please see Bullying/Harassment Policy on page 39.)

Initiations: Initiations for athletic teams or any other school related activity are considered a form of hazing and will not be tolerated.

## ACADEMIC INTEGRITY

Academic Integrity implies the promotion of student responsibility and honesty in academic endeavors by practicing appropriate, honest, and legal use of information and ideas. Because Academic Integrity is so foundational and consistent with our Christian Mission at Seton Catholic School, violations will be dealt with firmly and quickly.

### Expectations:

- Students are expected to study this policy and become familiar with it so as to avoid questionable practices that may lead to violations. Students are also expected and encouraged to report any misconduct in the realm of academic dishonesty.
- Teachers will include this policy in their class syllabi and also review this policy with each of their classes so that every student understands what specific practices qualify as dishonesty and what the consequential penalties are. Teachers are also to create and foster an environment where cheating of any kind is not tolerated. They must also report any suspected abuse of academic integrity.

### Major and Minor Offenses:

- Parents are expected to review this policy and emphasize the importance of it to their children. Family discussions about honesty and integrity in and out of school

will help the St. Elizabeth Ann Seton Catholic School community immensely.

The severity of an offense will be based on the weight of the assignment in question. Generally, a violation on an assignment that is worth less than 10% of the quarter grade will be considered a minor offense.

Minor offenses would include, but are not limited to the following:

- ~~ Copying homework or lab work
- ~~ Working together on an assignment when this was prohibited
- ~~ Trying to look on another student's paper during a quiz
- ~~ Possessing unauthorized materials during a graded assignment or quiz
- ~~ Passing on information about quizzes, tests or exams to another student
- ~~ Taking credit for a group project when the student did not do the required work
- ~~ Paraphrasing material without proper citations

Major offenses would occur when the above list would apply to an assignment that is worth more than 10% of the quarter grade such as projects, labs, tests, or exams. Other examples might include, but are not limited to:

- ~~ Copying directly from a textbook or website (plagiarism)
- ~~ Having another student write your paper, or do your major assignment
- ~~ Copying or paraphrasing material without proper citations

### **Penalties for Offenses:**

#### First Minor Offense:

- ~~ Zero on assignment for all parties involved
- ~~ Parental contact by administration
- ~~ Other consequences deemed appropriate by the administration
- ~~ One to five demerits based on teacher/administration discretion

#### First Major Offense:

- ~~ Zero on assignment for all parties involved
- ~~ Parental contact by administration
- ~~ One to five demerits based on teacher/administration discretion
- ~~ Other consequences deemed appropriate by the administration

#### Second Offenses (of any kind):

- ~~ Zero on assignment for all parties involved
- ~~ Parental contact by administration
- ~~ Immediate 2-day ISS/ possible expulsion

Third Offenses (of any kind):

~~ Meeting with the Principal to discuss possible expulsion

**NOTE:** Violations of the Academic Honor Policy may lead to dismissal from the National Honor Society.

**Plagiarism Policy:**

Because students do not always have a clear understanding of plagiarism, St. Elizabeth Ann Seton Catholic School has established the following Plagiarism Policy to complement the Academic Integrity Policy:

St. Elizabeth Ann Seton Catholic School is a Catholic college preparatory institution that places a high value on student integrity and responsibility. Since cheating, which includes plagiarism, is prohibited both by the St. Elizabeth Ann Seton Catholic School Student Handbook and the Honor Council, students guilty of plagiarism and/or other forms of cheating will be penalized as outlined in the St. Elizabeth Ann Seton Catholic School Student Handbook.

To help better prepare and educate students in the ways of proper citation and documentation, several systems have been put into place. First, in the first full week of class, English teachers will review in all classes what constitutes plagiarism (both intentional and unintentional).

Second, all teachers in all departments who assign research or require the use of outside sources will review with students the proper mode for both crediting and citing outside materials (MLA format).

Finally, plagiarism issues will be handled differently in regard to grade level (middle school versus high school). The policy reflects the understanding that younger students may not be as adept at research skills as older students. There is a step process that involves the plagiarist, the teacher, the Assistant Principal, and the student's parents. The goal is to further educate the student while still holding him/her accountable as plagiarism is a serious offense.

Once the policy has been reviewed and signed by all students and their parents, the English teachers will keep these policies on file for the academic year. The policy does bind students to follow proper procedure in all academic classes.

If a student is not certain if he/she is using proper citation and documentation, it is his/her responsibility to come to the teacher independently and ask for clarification, so he/she knows what to do on the assignment.

# ALCOHOL & DRUG POLICY

## Philosophy

St. Elizabeth Ann Seton Catholic School recognizes that it is responsible for providing all students with an environment conducive to the development of their maximum learning potential. The school is concerned about the health and safety of all students adversely affected by alcohol and other drugs because chemical use and abuse increases the likelihood of disruption of the learning process; therefore, it is in the best interest of St. Elizabeth Ann Seton Catholic School to provide its students, faculty, and administration with a drug free school environment.

Policy Statement: Use of alcohol and/or drugs, including tobacco of any kind, is not acceptable behavior at St. Elizabeth Ann Seton Catholic School. No student shall possess, transmit, conceal, consume, or show evidence of having consumed, used, or offered for sale any alcoholic beverages, illegal drugs, or any mind-altering substances, synthetic or look alike drugs. This includes the misuse of prescription and legal drugs and any substance(s) represented as a controlled substance, non-alcoholic beer, steroids, tobacco, or tobacco products, vaping or vaping products.

To maintain as safe an environment as possible at St. Elizabeth Ann Seton Catholic School, drug-sniffing dogs may be brought onto campus (including parking lots) several times during the school year. If a dog detects an illegal substance in a student's possessions, locker, or vehicle, the item will be searched by the officers in the presence of a school administrator, and the parents will be contacted. If an illegal substance is found, the student will be considered to be "in possession," and the protocols listed below will be followed.

## **In the event of use, suspected use, possession, or suspected possession of chemicals, alcohol, drugs, and/or drug paraphernalia:**

- The student's parent or guardian will be contacted for an immediate conference with the Administration to discuss the school's concerns.
- The student will be suspended and return on Disciplinary Probation. The terms of the Disciplinary Probation will be determined by the administration (see information on Disciplinary Probation above).
- At the family's expense, the student must have a professional evaluation including a hair follicle and/or blood screen before returning to school. The Administration must be notified in writing by the referral facility/specialist of the results of the evaluation, and, if determined that treatment is needed, a mandatory treatment plan will be presented to the student and parent/guardian. If the parents and/or student reject the plan, or if the student does not follow the plan, he/she may not continue at St. Elizabeth Ann Seton Catholic School.



- At the family's expense, the student must attend a counseling session with a licensed professional counselor to discuss the alcohol/drug policy violation and the deleterious effects of alcohol and drugs. This session must be made within the time frame set forth by the Administration. The Administration must be notified in writing by the licensed professional counselor of the student's attendance at the session.
- Seniors who have a free period will lose the free period privilege and be placed in a study hall for the remainder of the school year.
- The student may be subject to additional random drug tests at the family's expense for a period of time determined by the Principal.
- Any repeat offense of the Alcohol & Drug Policy may result in the dismissal of the student from St. Elizabeth Ann Seton Catholic School.
- The Principal may contact the local police.

**In the case of the sale or distribution of drugs and/or alcohol by a student:**

- The student will be expelled from St. Elizabeth Ann Seton Catholic School.
- The Principal may notify the police.

## **BULLYING/HARASSMENT POLICY**

Harassment of any kind will not be tolerated. The prohibition against bullying and harassment applies to all students, employees, and volunteers in the school building, on school property, or at any time while representing the school. Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, or academic pursuits. Harassment disrupts the educational process and creates an intimidating or hostile educational or work environment.

Bullying and harassment include, but are not limited to, the following behaviors:

- Cyber-bullying/harassment
- Physical bullying/harassment
- Retaliation
- Sexual harassment/bullying
- Social/relational bullying/harassment

Please be advised that cyber-bullying/harassment includes, but is not limited to, offending, harassing or threatening others through technological means, including email, instant messages, web pages, blogs, video and digital photo images, and/or text messages; inappropriate content includes:

- Obscene, profane, lewd, vulgar, rude, inflammatory, threatening, and/or disrespectful messages
- Posting information that could cause damage, danger, or disruption of the educational process

- Making a personal attack, including prejudicial or discriminatory attacks
- Knowingly or recklessly posting false or defamatory information about a person
- Using technological communication to intimidate, bully, harass, or embarrass others.

## **INTERNET, WIRELESS, AND COMPUTER TECHNOLOGY**

### **St. Elizabeth Ann Seton (SEAS) Catholic School Technology Acceptable Use Policy for Students**

SEAS Catholic School strongly believes in the educational value of technology services and recognizes their potential to support its curriculum and student learning by facilitating resource sharing, innovation, and communication. SEAS will make every effort to protect students, faculty, and staff from any misuses or abuses as a result of their experience using technology.

#### **Parent/Guardian Consent for Web-Based Resources**

To provide students with access to web-based resources, schools must abide by federal regulations that require parent/guardian consent. Several third-party computer software applications and web based services are utilized by SEAS. These include, but are not limited to, Gmail, Microsoft Office, and Google Classroom. For students to use these third-party programs and services, certain personal identifying information – the student’s name and SEAS email address – must be provided to the website operators. Under federal law, these websites must provide parental notification and obtain verifiable parental consent before collecting personal information from children (Federal Trade Commission – Children’s Online Privacy Protection Act “COPPA”). The law permits schools to obtain this consent thereby eliminating the need for each website operator to request parental consent. Your signature will constitute consent for SEAS Catholic School to provide personal identifying information for your child consisting of only first name, last name and SEAS email address to the operators of web-based education programs and services, for the purpose of gaining access to these programs.

#### **Terms and Conditions of Use**

The purpose of SEAS Technology is to support research and education by providing access to unique resources and the opportunity for collaborative work. SEAS students must be aware that any information stored or transmitted using SEAS Technology and/or SEAS account and SEAS Microsoft account and Gmail is not private. SEAS administration reserves the right to review files and communications to maintain system integrity and to ensure students are using the system responsibly. A student’s Microsoft account will be active until 6/30 the year a student graduates from SEAS. After that date, the account and all data will be deleted and no longer accessible. Students that withdraw from SEAS will have access to their account for seven days following their withdrawal. After that time, their account and all data will be deleted and no longer accessible. A student who willingly misuses SEAS technology and/or a SEAS Microsoft and/or Gmail account may be referred to outside authorities, as required by law. SEAS reserves the right to report illegal actions and/or to take appropriate internal action for technology misappropriation. Any information gathered by teachers/staff may be used in disciplinary proceedings.

#### **Guidelines**

##### **1. Personal Safety**

- Students will not post personal contact information about themselves or other students

without the permission of parents and/or faculty/staff. Personal contact information includes, but is not limited to photos, address, email accounts, telephone numbers, etc.

- Students will promptly disclose to a teacher or other school employee any message/document/file, etc. that is inappropriate.

## 2. Microsoft and Gmail

- Each student will be issued his or her Gmail account which includes email access and a Microsoft Office Suite including Word, PowerPoint, and Excel. This account will be set up and managed by an EAS administrator. Students are strictly forbidden to share their passwords with anyone else.
- A student's email account is reserved solely for all SEAS education correspondence. Parents email addresses will still be used for communications to parents.

## 3. Device Usage

### Cell phones

- Middle School Cell Phones will be collected in Homeroom and available by request as determined necessary by staff members and teachers. They will be stored in the Assistant Principal's classroom in a visible and safe place.
- High School-**CELL PHONES MUST BE KEPT IN LOCKERS ALL DAY. NO CELL PHONES ARE TO BE IN POCKETS OR OUT DURING ACADEMIC CLASS TIME.** For High School only, phones may be used, **under teacher discretion and observation, during activity and lunch ONLY.**
- All Students MUST ask for permission to use a phone during the school day.
- They should NOT be in student pockets.
- The following consequences will be followed effective immediately:
  - First Offense: Phone is taken away for the remainder of the day.
  - Second Offense: Silent lunch, phone is taken away and it will not be allowed in school for 5 school days.
  - Third Offense: Detention and loss of phone privileges.
- Headphones, earphones, and earbuds are normally restricted during school hours except with permission from a teacher or staff member.
- If a student is allowed the use of a HP laptop during school hours, it may be used only in the following places
  - In classroom as directed by a teacher
  - In study hall
  - Late Stay with staff approval of Activity period
  - WITH STAFF PERMISSION or for a tutoring session

## 4. Illegal Activities

- Students are forbidden from attempting unauthorized access to SEAS school network resources or any other school computer system. This includes attempting to log in through

another person's account or gaining access to another student's files. Violation of this policy will result in serious disciplinary action.

- Students will avoid any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any similar disruptive action.
- Students will not use SEAS school network to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of a person.
- Students will not read, move, rename, edit, delete, or in any way alter computer files that have been created or organized by others.
- Students will not install software on any SEAS computer or on the SEAS network without direct supervision of SEAS staff.
- Students will not alter hardware or software setups on any SEAS computer resources. If an alteration is made accidentally or noticed by a student, they must report the action to a teacher or an administrator.

## **5. Plagiarism and Copyright Infringement**

- Students will not plagiarize any works found on the internet or on school computers.
- Students will respect the rights of copyright owners. Copyright infringement occurs when a user inappropriately reproduces a work or image that is protected by a copyright. If a work contains language that specifies appropriate use of that work, the user will follow the expressed requirements. If unsure whether the user can use a work, the user will request permission from the copyright owner. If there is confusion about copyright law, the student will ask a teacher or librarian to clarify.

## **6. Security**

- All HP Laptops are installed with a technology content filter (antivirus, McAfee, and HTC Firewall).
- Students will not attempt to circumvent content filters or any monitoring software.
- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from accessing their account.
- Students will immediately notify a teacher or administrator if they have identified a possible security problem with the network or peripheral computers. Students should not attempt to investigate or rectify a security problem as the action may be construed as an illegal attempt to gain access.
- Students will take all precautions to avoid the spread of computer viruses.
- Students will not attach non-SEAS computer equipment or peripherals to the SEAS network or its infrastructure. This DOES NOT include data storage devices such as USB drives, flash drives, or wireless or wired mice

## **7. Inappropriate Language**

- Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages.
- Students must avoid employing obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language in any communication.
- Students are forbidden to engage in personal attacks, including prejudicial or discriminatory attacks.
- Students will not harass other students or persons. Harassment can be defined as deliberately and persistently acting in a manner that distresses and annoys another person.
- Students will not knowingly or recklessly post false or defamatory information about a person or organization.

## **8. Respect for Privacy**

Students will not re-post a message, image and/or video that was sent to them privately without permission of the person who sent the message, image and/or video and permission of a teacher and/or administrator.

Students will not post private information about another person.

No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from SEAS, except for approved projects with the expressed permission of the teacher and/or administrator.

## **9. Respecting Resource Limits**

- All school-related technology must be used for educational activities.
- Students may not use Study Help nor individual study halls for gaming or entertainment on personal or school-issued devices.
- Students are forbidden to engage in “spamming.”
- Students should not download or use games, pictures, video, music, instant messaging, email, or file sharing applications, programs, or executables unless they have direct authorization from a teacher or administrator and the actions support a school-related assignment.
- Student understands that SEAS personnel may monitor and access any equipment connected to SEAS network resources and any computer activity. SEAS personnel may delete any files that are not for a classroom assignment or appropriate to the school’s mission.

## **10. Inappropriate Access to Material**

- Students will not use school network resources to access or store material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other persons.
- If a student mistakenly accesses inappropriate information, they will immediately report the action to a teacher or administrator and will not attempt to access the inappropriate information again.

- Any action that results in access to inappropriate materials may be brought to the attention of parents by a teacher and/or school administrator.
- Students and parents should understand that internet access is provided for support of classroom assignments, and there should be no attempt to surf anonymously or modify the computer in any way to allow access to websites or applications not authorized for school use.

## **11. Social Media Sites and Usage**

- The creation and continuation of SEAS Facebook pages and other social media sites, including but not limited to Twitter, Instagram, LinkedIn, Pinterest, Tumblr, etc., must be approved by the administration and must be administered by a SEAS staff member or delegated administrator (verified in writing) which is also approved by the Communications Department.
- This includes but is not limited to: student groups, clubs, and athletic teams.
- SEAS reserves the right to terminate, without notice, any unregistered or farcical social media groups/pages/sites which claim to represent any part or whole of the school entity. Disciplinary action may follow pending individual situations.
- Students are prohibited from accessing any social media site during school hours unless otherwise instructed by a teacher or staff member. Disciplinary action will result if a student is in violation at the discretion of the administration.

## **12. School-Owned Devices Remain at School**

- HP Laptops and desktops are available for student use at school only and remain the property of SEAS. The devices may be signed out as needed.
- Students are expected to keep the devices in good condition.
- Students are expected to report any damage to a device as soon as possible to a teacher.

## **13. Student Home Use of HP Laptops**

- HP Laptops checked out to students remain the property of SEAS.
- HP Laptops will be collected at the end of the school year.
- Students are expected to keep the devices and carrying cases in good condition.
- HP Laptops must be stored in the case provided by the school and should NEVER be stored or transported in a backpack.
- Students should not poke the screen or lean on the screen or the top of the HP Laptop.
- Students are expected to report any damage to a device as soon as possible to a teacher. Refer to Repair Policy for more information.
- Students are responsible for keeping laptop batteries charged for school each day.
- Laptop cases are furnished by SEAS and should be returned with the device at the end of the school year with only normal wear and no alterations to the case.
- HP Laptop must be in a case when moving outside of the classroom.
- HP Laptops must be stored in lockers; they cannot be left in front of the locker at any time.

- When it is necessary to sign out a device and carry an HP Laptops off campus to sporting events and other extracurricular activities, students should take every precaution to secure the HP Laptop properly to deter theft or damage.
- If a student withdraws from SEAS prior to the end of the school year, the HP Laptop, charger, and case must be returned to the school before transcripts will be released.

#### 14. Printing

- All students will be automatically connected to and can print to school printers as needed.  
**DISCLAIMER:** SEAS makes no warranties of any kind, whether expressed or implied, for the service it is providing. SEAS will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or errors or omissions. Use of any information obtained via the Internet is at your own risk. SEAS specifically denies responsibility for the accuracy or quality of information obtained through the Internet.
- SEAS CATHOLIC SCHOOL RESERVES THE RIGHT TO DENY ACCESS TO ANY USER IF IT IS DETERMINED THAT THE USER IS ENGAGED IN UNAUTHORIZED OR INAPPROPRIATE ACTIVITY OR IS VIOLATING THIS CODE OF CONDUCT.

#### 15. Repair Policy

- *What This Policy Covers:* The repair policy will cover loss or damage caused by accidental damage, theft, flood, vandalism, natural disasters, and power surges for the HP laptop that has been assigned to you by the school. In order for coverage to be valid the HP Laptop MUST be transported in a case provided by SEAS.
- *Repair Costs:* A \$25 fee will be charged for each repair.
- *Replacement Costs:* Power Cord - \$20 6 Case-\$20
- *Repair Policy Conditions:* If any of the below scenarios are encountered, then you will be required to pay the full cost of repairs or replacement value of laptop.
- **Extreme Temperatures:** Electronic Devices are **NOT** to be left in vehicles or used in an outdoor environment where they can be damaged by extreme temperatures including corrosion or rust.
- **Dishonest Acts:** The policy will **not** cover loss or damage caused by your dishonesty or anyone acting for you. Nor does it cover any repairs arising from your illegal acts whether committed alone or in collusion with others.
- **Intentional Acts:** The policy will not cover loss or damage caused by your intentional damage or destruction of property covered under this policy.
- **Theft from an Unattended Vehicle:** The policy will **not** cover loss or damage that is caused by theft from an unattended vehicle except when it is securely locked, its windows fully closed, and there is visible evidence that entry into the vehicle was forced.
- **Unexplained Loss or Mysterious Disappearance:** The policy will **not** cover loss or damage where the only proof of loss is explained or is caused by the disappearance of property without knowledge as to place, time, or manner of its loss. If property was stolen, you are

required to notify the local police immediately upon discovery. **This policy does not provide coverage if you fail to notify the police and request a police report.**

**Your Duties in The Event of Loss or Damage:**

1. Report the loss/damage to Gina Augustino at [augustinog@setoncatholicsc.org](mailto:augustinog@setoncatholicsc.org) or Kelly Blake at [blakek@setoncatholicsc.org](mailto:blakek@setoncatholicsc.org) or call the office 843-903-1400 immediately.
2. Notify the police immediately upon discovery of the loss if the loss is a theft, fire, or vandalism and request a police report.
3. Provide to the school a copy of the police report related to theft or loss.

**Consequences for Violations of the Student HP Laptop Policy**

- Consequences may fall into Level I (Less Serious) or Level II Offenses (More Serious) Level I offenses are less serious, and consequences begin with a student verbal warning and then consequences listed below. These offenses at either level may occur either on school grounds or as the student uses the school-owned device at other locations. Level II offenses are more serious, and consequences begin with administrative disciplinary action. These offenses may occur either on school grounds or as the student uses the district-owned device at other locations

**Examples of Level I Offenses:**

- Sharing passwords
- Defacing computers (e.g., stickers, markers, etc.) ●
- General mishandling of the device during class time ●
- Creating, accessing, downloading, or distributing non-educational materials (e.g., games, music) without permission and/or during class time
- Accessing chat rooms, bulletin boards, or blogs without teacher/administration permission
- Failure to follow teacher directives
- Failure to be polite and courteous digital citizens
- Consecutive failure to bring device to class
- Other items as deemed by school administration

**Violations of these policies will result in these disciplinary actions:**

- 1st offense: Notify Parent/Warning
- 2nd offense: Notify Parent/Admin After-School Detention
- 3rd offense: Notify Parent/Saturday Detention
- 4th offense: Notify Parent/2 Saturday Detentions
- 5th offense: Notify Parent/OSS

**Level I offenses may also require:**

- Financial Restitution
- Removal of unauthorized files and folders
- Restriction of School-Issued HP Laptop Use Privileges



**Examples of Level II Offenses:**

- Downloading, posting, or distributing material that is harmful or prejudicial to others (e.g., defamatory, libelous, bullying, or harassing), is pornographic, obscene, or sexually explicit, or profane (e.g., photos and music), is illegal (e.g., copyrighted materials), refers to weapons, alcohol, drugs, guns or gangs, constitutes gambling, or is otherwise restricted
- Intentionally destroying hardware or software
- Engaging in theft
- Engaging in any illegal activity
- Harming or destroying another user's data
- Creating or sharing a computer virus
- Disrupting the network or the educational process
- Other items as deemed by school administrators

**Violations of these policies may result in one of the following, but is not limited to these disciplinary actions:**

After-School Detention

Saturday Detention

OSS

Expulsion

**Administrative actions for Level II offenses may include but are not limited to the following:**

- Removal of unauthorized files and folders
- Financial Restitution
- Notification of Law Enforcement
- Temporary or Permanent Suspension of HP Laptop Use Privileges

**1:1 Technology Use Signature Page:** I have read and understand the policy and procedures set forth by SEAS and agree to abide by all rules and regulations included.

## ATTENDANCE

Missing school, for any reason, removes the student from the primary learning environment and thus has a negative effect on student achievement; therefore, students should be present and on time whenever school is in session.

1. Absences at St. Elizabeth Ann Seton School are tracked daily. Any student who, in the morning, arrives after the conclusion of the Second Block of the day will ordinarily be charged with a half day absence regardless of the circumstances.
2. **Any student who accumulates ten (10) absences from a year-long course or five (5) absences from a semester course may be denied credit for that class. If a student is in danger of losing credit due to absences, parents MUST meet with the principal. After ten (10) absences, students are required to have a doctor's note for each subsequent absence. Absences for CHRONIC or EXTENDED illnesses or extreme hardships may be approved by the Principal only when verified by a physician's statement. (Please see addendum with formal letters to be sent home and kept on file once 10 days has been reached.)**
3. Juniors and seniors will be permitted to miss two extra days for college visits, provided that they get approval from the respective guidance counselor in advance of the anticipated visit. Upon return to school, the student must submit documentation to the guidance office verifying the student's visit to the college.
4. Students may not participate in an extra-curricular activity, such as athletic practices and games or matches, drama practices, and evening school activities such as dances, drama performances, and athletic contests, unless they are in school for at least three academic Blocks on that given day.  
**\*\*PACE and EARLY RELEASE STUDENTS ONLY are an exception to this rule.\*\***
5. Students who leave school due to illness, may NOT return to participate in extracurricular activities after school or in the evening. This includes attendance at school dances and athletic contests.

### Medical appointments:

1. Any student requesting an excused absence or early dismissal for a medical appointment must present a dated note signed by the parent, or the parent must call the school office prior to the student leaving for the appointment. The note or phone call must describe the reason for the appointment and the time to be dismissed.
2. Upon returning to school, the student must present a doctor's note (no telephone calls, faxes, or emails) to the office with the date and time the student left the medical office.
3. Failure to present the note may result in disciplinary consequences.

Failure to follow appropriate attendance procedures may result in disciplinary and/or academic consequences including the student not being able to make up missed class work.

### Student Early Release:

With the exception of medical appointments/medical emergencies and school-sponsored activities, all requests for early dismissals must be made by the parent/guardian in writing. The student must submit the written request to the Attendance Secretary in the School Office. A student arriving at school without a written note for early dismissal may not leave unless the parent/guardian comes into the School Office to sign her/him out of school. After the school day has begun any students who are leaving campus for any reason should adhere to the following procedures:

1. All students must check-out at the School Office before leaving campus and, likewise, must check back in at the School Office if they return to school that day.
2. Students are responsible for completing any work assigned while away.
3. Students who do not follow appropriate early dismissal procedures may receive disciplinary and/or academic consequences including the student not being able to make up missed class work.

### Missed classes due to school-sponsored activities:

Students who miss class for school-sponsored activities, including athletics, field trips, class trips, college visits, etc., accept the responsibility of securing assignments and making up work based on reasonable teacher expectations. Whenever a student is to miss classes due to a school-sponsored activity, then a parent/guardian must have completed the appropriate paperwork for that activity.

### Late Arrival:

1. With the exception of students with scheduled medical appointments, ALL students who are not in their respective Homeroom classes by 8:20 are considered as LATE ARRIVAL.
2. **Each student will receive 2 LATE ARRIVALS each semester without penalty. After this, a meeting will be held with student and parent and a plan for improvement will be created.**
3. A LATE ARRIVAL will be considered "EXCUSED" only with a doctor's note. A call or note from a parent reporting the reason for the tardy does NOT excuse the LATE ARRIVAL.
4. LATE ARRIVAL students must check-in with the Disciplinarian on duty by the Main Office in order to receive an admit slip for class. All LATE ARRIVALS after the second instance are subject to disciplinary consequences.
5. The consequences for three or more late/unexcused arrivals will include a meeting with parents, students and administration to determine next steps.

### Cut days:

1. St. Elizabeth Ann Seton Catholic School does not authorize "cut days."
2. Should a significant number of students be absent on a particular day, the administration reserves the right to require medical verification, to require students to make up school days, or to impose disciplinary consequences when students have missed school without prior permission.

### Campus drop-off and pick-up

#### Student Drop Off:

1. The School is open for drop-off at 7:50 AM.
2. School students being dropped off between 7:50 and 8:20 AM should report to their lockers to get prepared for the day, and then directly to homerooms until the morning bell rings.

#### Student Pick Up:

1. The school day ends at 3:20 PM on regular days and at 12:00 PM on early dismissal days.
2. Students should leave campus, if they have no scheduled after-school activity, within 20 minutes of the dismissal bell.
3. Therefore, any students who remain on campus to wait for parental pick-up after work or to wait for a supervised activity to begin should wait in the lobby.
4. The school is not responsible for students who leave campus to wait elsewhere instead of reporting to the lobby.
5. Non-driving students must be picked up before 3:45 PM, or after athletic practices or other activities immediately after the practice/activity ends.
6. **Parents who fail to pick up after practices/activities within the appropriate time frame should be aware that the school will:**
  - a. **Make one call to the parent**
  - b. **If no answer, make one call to the emergency contact.**
  - c. **If no answer, the police will be called to transport the student home.**
  - d. **Fees will then be assessed at \$1.00 per minute for multiple occurrences.**

#### Parent Responsibility:

1. On days with a normal schedule, the school is not responsible for students dropped off before 7:50 AM or picked up after 3:25 PM unless the student is involved in a school-sponsored activity such as athletic practice.
2. No areas of campus, except the scheduled practices and meetings are directly supervised after 3:25 PM.

DRESS CODE: see our website for details at [Uniform Guidelines](#)

Also, see addendum at the end of this handbook for visual guidelines.

**\*\*NOTE: Middle School Only: may wear a French Toast approved Khaki skirt as a replacement to the plaid skirt as needed.\*\***

Students must adhere to strict regulations regarding school attire and grooming. Handbook regulations concerning the uniform are always applicable, whether on or off campus. It is expected that the uniform will be in satisfactory condition. In addition to handbook

guidelines, any other attire or grooming patterns determined to cause distractions are not acceptable.

#### Outerwear:

Only approved outerwear sold through Flynn & O'Hara at [flynnohara.com](http://flynnohara.com), as well as Seton apparel approved by the administration (such as team or club membership outerwear) may be worn during school hours. Students wearing non-approved outerwear to school must remove it each morning by 8:10am. Sweat clothes, visible thermal underwear, and hats are not permitted. Sunglasses may only be worn outside of the building. Wearing outerwear (of any type) does not excuse a student from wearing an appropriate uniform blouse or shirt underneath. A uniform blouse or shirt must be worn at all times when in uniform.

#### Body markings:

Body markings such as tattoos or those made by ink pens must be covered while on school grounds or while representing the school.

#### Makeup, accessories, and jewelry:

A limited amount of makeup and jewelry is permitted. The only permissible visible piercings are through the ears. Those piercings should be kept to a minimal number and in the lower lobe. Gauges are not permitted. Headpieces and scarves are not permitted.

#### Nails:

**Artificial nails or any addition to natural nails is not allowed. Nail polish must be kept neatly applied at all times. Pointy and long nails are not permitted.**

#### Hair:

Hairstyles may not be distracting, as determined by the administration. Hair color may not be altered in any way. For male students, hair must be tapered. Hair must not extend into the eyebrows when combed down. Portions of the hair may not be shaved. Mullets, mohawks, and other similar hairstyles are not permitted. Lines, racing stripes, numbers, or any other decorations may not be shaved into the hair. Sideburns may not extend more than halfway below the top of the ear. It is the student's responsibility to anticipate the need for a haircut. Extensions will not be given for hair appointments, and hair guidelines do not change on special event (TAG) days. Facial hair is not permitted.

#### TAG DAYS:

At various times during the school year, students are given the opportunity to come to school out of uniform. Some TAG (Tasteful, Approved Garments) days are free; others require a small fee to support a charitable cause or to recognize a specific activity or achievement.

These special days will be sponsored by Student Council and announced ahead of time for students. On any day that students are allowed to be out of uniform, posted TAG day standards must be followed. TAG days are considered a privilege that may be revoked for individuals failing to follow guidelines. Neither pajamas nor swimwear is acceptable attire on TAG days.

**Spirit Fridays!** Every Friday is Spirit Friday at Seton. Students in grades 6-11 may wear a Seton spirit wear t-shirt or sweatshirt. Seniors may wear a Seton spirit wear shirt and jeans as a Senior privilege.

## **TAG/SPIRIT DAY STANDARDS**

### Regular TAG Day Guidelines:

- 1) Shirts or blouses must fall into one of the following categories:
  - a. No writing or logos
  - b. Legitimate Seton logos
  - c. Legitimate college or pro team logos
  - d. Shirts with tasteful brand logos – this will allow shirts that advertise athletic equipment (Nike, Adidas, Russell, etc.); and clothing manufacturers (Polo, Izod, etc.).
- 2) Shirts and blouses must be long enough to be tucked in with no midriff or back showing when standing, sitting, or bending.
- 3) Shoes must have a back (part of the original shoe) that secures them to the feet.
- 4) Dresses, shirts, and blouses must be appropriate. Tube tops, tank tops, halter tops, or tops that reveal any midriff or cleavage are not permitted. Sleeveless tops and dresses must have straps no less than 2 inches wide. If in violation of this rule, the student must report to the office to call home to have alternate clothing brought to them or to receive an alternative shirt from a member of administration.
- 5) Shorts, skirts, and dresses are to be no shorter than 2 inches above the top of the kneecap.
- 6) Hats, sunglasses, and torn or distressed clothing are not permitted.
- 7) Males are not allowed to wear earrings.
- 8) Hair should be styled appropriately. Hair guidelines do not change on TAG days.
- 9) Any style item or adornment that is considered inappropriate or distracting to the educational environment will not be allowed.
- 10) Excessively tight pants are not allowed. This includes, but is not limited to, yoga pants, running pants, leggings, and tights.

This list is not meant to be exhaustive. Good taste and judgment must be utilized. If a student comes to a TAG Day in regular school uniform, he/she must wear the uniform in its entirety following the uniform guidelines in the Student Handbook. In addition to out-of-uniform consequences, students who violate TAG Day guidelines are subject to losing these privileges. Furthermore, any student violating TAG Day guidelines in a manner that cannot be corrected will be required to wait in the office until suitable clothing can be obtained. During that time, the student will receive an unexcused absence.

## **TRANSPORTATION POLICIES:**

### Driving to and from campus:

Students who drive to school must park on campus in an assigned student space. Exceeding the speed limit or driving irresponsibly on campus or to or from campus may result in disciplinary action, including the suspension of driving privileges. Students may not drive mopeds, scooters, golf carts, LSV's, or motorcycles to school.

### Bus Service:

St. Elizabeth Ann Seton offers 2 bus routes, one to and from OLSS and another to and from St. Michael's/St. Andrew's, to a limited number of students each year. Parents must sign up for bus service prior to the start of each school year and pay a non-refundable fee (TBD based on gas prices and other factors). Students must adhere to our Pillars of Conduct on and off the bus.

Parents must drop off by 7:15-7:30 am (dependent upon location) and arrive for pick up by 3:40-4:00 pm (dependent upon location).

**Bus service is FIRST COME, FIRST SERVE.**

### Parking:

Students may not park cars in any areas other than their assigned parking spaces and may not move their cars to other parking areas until after 3:20pm. Upon arriving on campus, students who drive must park their cars and immediately walk into the main office and sign in. Students must be given permission to leave early and sign out prior to doing so. Students are never allowed to go to the parking lot unless they have been directed to do so. Violations of these rules and regulations may result in demerits and/or suspension of privileges. Parking fees are non-refundable.

## **FIELD TRIPS**

### Field trips/team dismissals:

Students with a good academic, disciplinary, and attendance record may participate in field trips and team dismissals from class. Students must have filled out the proper paperwork in order to participate. A phone call is not an acceptable substitute for the proper form.

Students must have parental permission to go on any school-sponsored field trip. Forms will be distributed by the sponsoring faculty/staff member, and only that school form is acceptable. The form must be signed by the parent or guardian and returned to the teacher at least two days before the trip. A phone call is not an acceptable substitute for the proper form. The teacher must submit the signed forms to the main office on the day of the trip, and every student must be accounted for before the trip commences.

Field Trips – Overnight Domestic or Foreign Policy: The following policy shall apply to trips outside school led by faculty members or staff members of schools in the Diocese of Charleston.

1. Any faculty member who intends to sponsor or coordinate a trip for students and/or others for any school in the Diocese of Charleston must meet with the Principal of the school to discuss the trip plan and receive permission to move forward.
2. Regardless of the number of student participants, there must be two female chaperones (the faculty sponsor may be one of these) to supervise the female students on the trip; likewise there must be two male chaperones (the faculty may be one of these) to supervise the male students. All chaperones MUST be cleared through the Diocese of Charleston Office of Child Protection including a background screen and SafeHaven training.
3. In the “Field Trip Permission” form, the trip should have a specific itinerary and have a specified educational value.
4. The sponsor of the trip must collect a signed “Field Trip Permission” form from each student participating in the trip, a signed “Policy” form, and a signed “Guidelines Agreement”.
5. The participants on the trip will be limited to students currently enrolled at the school or to newly graduated students of a diocesan-owned School (for trips happening in the summer immediately following graduation) and their parents as determined by the Principal.
6. At least one parent of each participant is required to attend both the initial informational meeting at the school and the final informational meeting at the school. The final informational meeting must be held two weeks prior to the trip departure.
7. Any parents actually taking part in the trip must adhere to the Diocese of Charleston Code of Conduct for Employees and Volunteers. This includes NOT using or abusing alcohol in the presence of the students.
8. The faculty sponsor must act responsibly throughout the planning, coordinating, and implementing of this trip consistent with the policies and procedures of the Diocese of Charleston regarding the mission of Catholic education.
9. The faculty/staff sponsor and others will not condone the use of alcohol or drugs on the trip, and they must not allow or condone any sexual activity by the participants of the trip.



10. The participants and every parent of a participant must sign a copy of this policy in recognition that they have adopted and agreed to follow the terms and procedures on the trip.

11. Any violation of this policy by a faculty member shall constitute just cause and grounds for disciplinary action, up to and including dismissal from the Diocesan school.

12. A violation of these policies by a student will constitute just cause and grounds for disciplinary action including but not limited to:

- Being sent home at the parents' expense
- Dismissal from the Diocesan school.

Approved by the Vicar General of the Diocese of Charleston on July 19, 2018

## **PRO-LIFE POLICY**

### Pro-Life Policy:

It is understood that we, as Catholic educators, are convinced of the value and dignity of human life. We hold a pro-life stance which enables us to bring to our students the realization that a Christian code of morality based on the Gospel should give their lives direction and that thorough instruction should help them understand their own sexuality.

While we do not condone contraception or premarital sex, once a young couple becomes responsible for the conceiving of human life, we believe every effort must be made and every measure must be taken to preserve this life. In all instances, the student(s) will be treated with charity.

In keeping with these beliefs, the following guidelines will be applied whenever female or male students become involved in a pregnancy:

1. As soon as possible after learning of the pregnancy, the student(s) and their parents will meet with the Principal to inform the school of the situation.
2. A female student will obtain a medical statement from her doctor giving her due date and her medical fitness to remain in school. The statement must include any medical problems of which the school should be aware.
3. Female and male students should procure a program of counseling which their church or other religious support agency may offer.. During the time of the pregnancy and after the birth, participation for both the mother and the father in all co-curricular activities, as well as graduation, is at the discretion of the Principal.
4. After the birth, the students and their parents must schedule an interview with the school administration to determine the feasibility and conditions of returning to school.

## VI. GENERAL INFORMATION

### DAILY BELL SCHEULES

Blocks
HOMEROOM/Prayers 8:20-8:28
Block A1/DAY F1 8:28-9:06

Block A2/F2 9:10-9:48
Block B1/G1 9:53-10:31
Block B2/G2 10:35-11:13
Lunch 11:16-11:46
Recess 11:46-12:16
Block C1/H1 12:20-1:01
Block C2/H2 1:05-1:45
Block D1/I1 1:50-2:27
Block D2/I2 2:31-3:10
HOMEROOM/ Prayers/ Announcements 3:14-3:20

## MIDDLE SCHOOL WHITE DAY SCHEDULE

Block 1a 8:28-9:01

Block 1b 9:05-9:38

Block 2a 9:43-10:16

Block 2b 10:20-10:53

MASS 10:58-11:43

Lunch 11:48-12:13

Recess 12:13-12:43

Block 3a 12:48-1:21

Block 3b 1:25-1:58

Block 4a 2:03-2:36

Block 4b 2:40-3:13

3:13-3:20 Announcements and Prayer

## GENERAL SCHOOL POLICIES:

Announcements: A staff member must approve all announcements before they are submitted to the office. Announcements must be written on the proper form, and they may not be read more than four times or for more than two consecutive days.

Assemblies and all-school Masses: Students will sit in their assigned space and demonstrate courtesy at all school Masses and assemblies. Senior privileges do not give students the right to miss an assembly or Mass

Athletic facilities: The Athletic Director must approve the use of all athletic facilities.

Beverages: A student may drink ONLY water in the classrooms on campus. ALL water must be in clear plastic containers. The school reserves the right to examine all water bottles and their contents if deemed necessary.

Other beverages such as juice, sports drinks, milk, soda are permitted ONLY inside the lunchroom during the lunchtime. The school reserves the right to examine any bottles/containers and their contents if deemed necessary.

Breathalyzer Use: Effective August 15, 2013, Seton Catholic School reserves the right to administer breathalyzer tests to any students attending Seton Catholic School sponsored dances such as Homecoming and Prom.

Change of address and phone numbers: Any changes in address, telephone numbers, e-mail address, custody arrangements or other important demographic information must be reported to the office immediately.

Child Abuse/Neglect Laws: The school adheres to both the policy of the Diocese of Charleston and the civil laws for the state of South Carolina.

Child custody and the school: Parents/guardians must adhere to court-ordered custody arrangements.

Parents/guardians must deliver to the school a copy of the court order as it is applicable to the custody and visitation rights of separated or divorced parents.

Conduct on/off-campus: Because the people of the Grand Strand community view the conduct of Seton Catholic School students as an indicator of the values that are important to our school, students should conduct themselves appropriately at all times. **This responsibility is present whether students are in or out of uniform, on or off campus.** The Administration reserves the right to impose school sanctions for inappropriate behavior and/or behavior that reflects negatively on the school regardless of the location or times in which that behavior takes place.

Electronic devices: See technology policy

Emergency procedures: Information for handling emergencies such as hurricanes, fire, and other situations has been presented to teachers. It is imperative that students become familiar with these procedures and treat drills in a serious manner. Should the school need to notify parents of an emergency situation, the school will call parents as well as send out a group email/notification.

Falsified documents: The school's ability to provide for the needs of each student depends upon the authenticity and reliability of the information available. Any effort to submit falsified documents, to alter documents, or to sign under false pretenses, is subject to disciplinary action. Serious falsifications are subject to more serious consequences.

Food and beverages:

Lunch is not supplied by the school. Students should bring a healthy lunch from home. It is encouraged that students bring water bottles that they can refill as needed during the school day. Drinking other types of beverages and consuming food is allowed with the permission of a staff member. Our Seton Snack Shack will be located in the Commons Room. Middle School students may purchase from the snack shack during their lunch time with exact change. High School students may purchase at any time of the day, also with exact change, unless the CLOSED sign is on display. The Snack Shack will be monitored closely by Mrs. Oswald and student council members. Profits are used for student activities and special events throughout the school year.

Fraternities, sororities, social clubs and gangs: Within St. Elizabeth Ann Seton Catholic School, exclusive sororities, fraternities, social clubs, and gangs are not permitted. Clothing that promotes membership in any internal or external organization of this kind is prohibited on campus during the school day. This also includes non-uniform days.

Gambling: Students are forbidden to gamble on campus.

Gum: Gum chewing is not allowed anywhere on campus.

Inclement weather: In case of severe weather conditions, St. Elizabeth Ann Seton Catholic School makes its own decisions on school closings and DOES NOT necessarily follow what the other private and public schools do. Please tune in to the local news TV stations and watch for St. Elizabeth Ann Seton Catholic School to scroll across the screen.

If the school's name does not appear, then the school is NOT closed. Additionally, the school will send out a School Messenger message as soon as the decision is made.

Insurance: Accident insurance for school-sponsored activities is provided for all students. This policy insures the student to and from school, during school, and while participating in school-sponsored activities, including competitive sports. A twenty-four hour wrap around policy is available to students at an additional charge.

Library: The Seton School Library will be housed in the Commons. High School students may use the library during their English classes and before and after school. Middle School students may visit the library during their language arts classes with teacher permission, as well as before and after school. Please treat the books you choose to read respectfully, and return them to the bin supplied in the room in a timely manner. We are always looking for book donations to grow our library, so please feel free to bring in your favorites as a donation.

Lockers:

- All students will be assigned a locker and given a name tag for this locker at the beginning of the year. Name tags must be displayed at all times.
- Locker assignments will be made by high school and middle school assistant principals and lists will be distributed to office and homeroom teachers.
- All middle school lockers will be in the middle school corridor and high school lockers will be in the middle school corridor
- If locks are used, combinations must be given to the office.
- At the end of each quarter, homeroom teachers are asked to organize a locker “clean out” to ensure cleanliness proper care of school property
- Students and Parents will sign a Locker Contract at the beginning of the year to receive a locker.
- At the end of the school year, or if a student leaves the school mid year, the locker must be cleaned out and signed off by a teacher before the student leaves the school for the final time.

Lost and found: Students who have lost items should check with the maintenance staff or the office staff.

Lunch Periods: The following applies to all Seton Catholic School students:

- Students are not permitted to leave under any circumstances. Those who choose to do so will be subject to serious disciplinary consequences.
- Unless it is a designated day where the school arranges hot lunch students should bring their lunch with them to school. Students are not permitted to have a vendor deliver food without the prior approval of the principal. Lunches should be kept in their lockers in a sealed bag and container.
- Students must eat in the area designated by the principal for their class.
- No food or water will be permitted in the chapel.

Married students: Students who are married or have been married may not be enrolled at St. Elizabeth Ann Seton Catholic School.

Mass Attendance: All students, whether of the Catholic faith or not, MUST attend all school Masses.

Medication: All prescription medication and over-the-counter medications must be handled through the nurse. The possession or improper use of such medications could be a violation of the Alcohol and Drug Policy.

Personal property: Students must assume the responsibility of taking precautions with regard to their personal belongings.

Psychological evaluations: All psychological evaluations must be given initially to the respective school counselor for authorization. The school counselor will distribute the forms to the appropriate teachers.

Religious Education: Catholic education, its instruction and internalization, require both intellectual stimulation and outward expression for optimum spiritual growth. All students, regardless of faith, are required to take required Theology courses, to attend and respectfully participate in liturgies and other services.

Respectful Participation Policy:

All students, regardless of religious beliefs, ethnic background, nationality or political beliefs, will respectfully participate by standing for all prayer opportunities – daily or otherwise, the reciting of the Pledge of Allegiance and the playing/singing of our National Anthem. Similarly, all students will take the prescribed classes in the Theology curriculum, and all students will attend and participate respectfully in all-school liturgies and prayer services.

Restroom Monitoring Policy: During the school day in Diocese of Charleston schools, faculty/staff members should not be using restrooms while students are also present in the restrooms. However, the Diocese also recognizes that in order for schools to provide an environment that is as safe as possible, restrooms must be monitored for inappropriate student activity. Therefore, the following protocol will be followed:

Restrooms will be monitored using the following guideline:

1. a. Multiple times a day, including lunch periods, two female employees and two male employees will be assigned to check all restrooms.
2. These employees should walk together into all of the school's appropriate gender restrooms to look for such things as: smoke rising from stalls, group activities that could be bullying tactics, inappropriate language or discussions, etc.
3. This should take no more than 10 seconds/restroom providing everything is quiet.
4. This should be done multiple times a day, and the monitors should record, on a form provided by the administration, the times they monitored and what their findings were. They should vary the times each day. The forms should be submitted to the school's

- safe-environment coordinator at the end of the day for filing.
5. At no time should they open stall doors or enter stalls.
  6. Should they witness possible inappropriate behavior, they should announce their presence and instruct students to leave the restroom immediately.
  7. They (the monitors) should leave the restroom immediately after their announcement and wait in the hallway for all students to exit. They should also notify the appropriate administrator or disciplinarian that they are bringing the students to them for next steps.

School Seal/Crest: The school seal may not be used in any way (on clothing, stationery, etc.) without the expressed consent of the principal.

School organizations: All students are encouraged to become active members of our school clubs and take part in various co-curricular activities. Continued membership in any group depends upon the student's academic and discipline records, consistent participation, and willingness to contribute to the group. New club proposals must be submitted for consideration by the end of the first quarter to the office.

School rings: During the month of September, any senior student who wishes to order a class ring may do so through Mrs. Oswald, Student Council Moderator. There will be a special meeting as well as communication with parents prior to orders being sent.

Senior privileges: Seniors in good academic, attendance, and disciplinary standing may be granted certain senior privileges. Each privilege requires the separate expressed written consent of a parent or guardian. Each of these privileges is dependent upon specific guidelines found in the permission forms. Failure to adhere to these guidelines will result in the loss of these privileges. FOR SENIOR EARLY RELEASE PRIVILEGES, PLEASE SEE ADDENDUM.

Social functions: School dances and other social events for students are held throughout the year. All social activities will be properly chaperoned, but St. Elizabeth Ann Seton Catholic School is not responsible for the monitoring of students after the social ends. Students who have been asked to leave Seton are not allowed to attend such functions. The Junior-Senior Prom is limited to tenth, eleventh, and twelfth graders.

Summer Trips: Students who are participating in any school-sponsored trips that take place at times outside the mandatory 180 instructional days must be registered students at their schools. Should the trip take place during the summer after the previous school year has closed, the students must be completely registered with the school for the upcoming school year.



Telephone messages: Parents may call the school to leave messages for students only when it is vital that the information be passed along to the student. The timing for message delivery is dependent upon the nature of the emergency.

Tuition Policy: St. Elizabeth Ann Seton Catholic School is a ministry of the Diocese of Charleston that operates on the collection of tuition and the generosity of our parents, alumni, employees, and friends that support the school through donations. Tuition rates are set annually to assure that the school can meet its educational costs and maintain quality education. The timely payment of tuition is expected by the published deadlines so that the school can also be timely in meeting its financial obligations. Payments must be made according to the provisions of the enrollment or re-enrollment contract and every family MUST have a FACTS account set up by June 30th, PRIOR to the start of the school year.

All family tuition accounts for the current academic year must be paid in full by June 20<sup>th</sup>. Transcripts due to colleges or paper grade reports will be withheld until full payment is made, and students will not be admitted to the school for the following academic year if a family's financial account is not paid in full by June 20<sup>th</sup>. This policy applies even to those students registered for next academic year.

Delinquent accounts: Any family that has not made full payment of tuition in July must schedule monthly payments through the FACTS system. Families are given the choice of having tuition payments electronically transferred to the school on the 5<sup>th</sup> or 20<sup>th</sup> of each month. An account is considered delinquent when a monthly payment is missed. On the first missed payment, the account will be considered 30 days past due, and an email will be sent to the family to make them aware of the delinquent account. The family must contact the St. Elizabeth Ann Seton Catholic School Office to make payment arrangements. It is important that the family communicates any issues or concerns with the school in a proactive manner. The school needs to be aware of any unforeseen circumstances which may be affecting the family's ability to pay and is willing to assist as possible in working out a payment plan.

Barring any special arrangement made with the school, it is the school's policy to put the following into effect if two consecutive monthly payments have been missed. The school will contact the parents via phone and email to be sure that they are aware that they have not met obligation and if payment is not made in an agreed upon, timely manner, the student may be dismissed from school.

Seniors with delinquent accounts will not be able to participate in senior activities (boat cruise, senior trip, Baccalaureate Mass, etc.), Commencement ceremony, and will not receive a diploma.

Unacceptable materials: Students are not allowed to bring offensive materials to school or to distribute such materials while on campus. Unacceptable materials include, but are not limited to, distasteful literature, inappropriate notes, racially or gender biased statements, and drug paraphernalia.

Visitors: All visitors, including alumni, must report to the office. Upon reporting to the office, visitors will sign in. Students are not allowed to have visitors on campus at any time. This includes, but is not limited to, delivery services such as DoorDash.

Weapons: It is a felony for “any person, except state, county, or municipal law enforcement officers or personnel authorized by school officials, to carry on his/her person, while on any elementary or secondary school property, a knife, with a blade over two inches long, a blackjack, a metal pipe or pole, firearms, or any other type of weapon, device, or object which may be used to inflict bodily injury or death.” In the event that a student is on campus or at a school event in possession of any weapon/ammunition (as described above), he or she will be subject to expulsion and law enforcement will be notified.

## **VII. EXTRA- AND CO-CURRICULAR ACTIVITIES**

### **St. Elizabeth Ann Seton Catholic School Athletic Handbook 2023-2024**

Participation in athletics at SEAS is a privilege offered to students that must be earned and maintained. Any student who engages in behavior that is judged by the administration to be detrimental to the reputation of SEAS may be dismissed from the athletic program. This handbook cannot possibly cover every situation that may arise in our athletic department. In the event that guidance is not offered in the handbooks, the SEAS Administration will dictate policy and procedure.

#### **Membership**

St. Elizabeth Ann Seton Catholic School is a member of the South Carolina Independent School Association. We adhere, at a minimum, to the policies and regulations set forth by SCISA. The SCISA handbook is available online at [www.scisa.org](http://www.scisa.org).

#### **Athletic Teams Available at St. Elizabeth Ann Seton:**

##### ***Fall***

- Girls' Varsity Volleyball
- Cross Country

##### ***Winter***

- Varsity Basketball (Boys & Girls)/Junior Varsity Basketball (Boys & Girls)
- Varsity Cheerleading
- Bowling

##### ***Spring***

- Varsity Golf (Boys and Girls)
- Varsity Tennis (Boys and Girls)
- Soccer (Boys and Girls)

## **Absences**

1. A student-athlete who is absent from school will not be permitted to participate in athletic activities that day unless approved in advance by the Principal.
2. A student-athlete must be present for a minimum of four (4) academic periods in order to participate in that day's athletic activities.
3. Any student-athlete who leaves school due to illness may not return for any athletic activities that day.
4. Student-athletes missing classes due to athletics are responsible for all missed assignments and should check with the teacher of the missing class PRIOR to leaving for the contest.
5. Late games are not an excuse to arrive late for school the next day.

## **Attire**

1. St. Elizabeth Ann Seton Catholic School student-athletes will follow the dress codes and grooming policies established by SEAS.
2. Student-athletes will not be permitted to be in team pictures if not appropriately groomed.
3. At no time are athletes permitted to practice or play without shirts.
4. The athletic director and school administration must approve all outerwear options if that outerwear is to be worn during school hours.

## **Sportsmanship**

1. All athletes, coaches, parents, students and fans will be expected to conduct themselves in an appropriate manner at all times according to the guidelines established by the SCISA athletic committee and the St. Elizabeth Ann Seton Catholic School Handbook.
2. Violations of the SCISA Policy by coaches or student-athletes may result in fines, suspensions, or both.
3. If a coach or a student is ejected from a contest and the school is fined, the coach or the student will be responsible for paying the fine.
4. Any student or coach ejected from a game must meet with the Athletic Director before resuming participation. Serious infractions of policy/conduct may result in termination.
5. If a student is ejected from an athletic contest for poor sportsmanship twice in a season, that student may be dropped from the team for the remainder of the season.

6. Fans that are disruptive or disrespectful will be escorted from the premises and may also be banned from attending future contests.

## **GENERAL POLICIES**

### **Eligibility**

In order to be eligible for interscholastic activities, a student must be enrolled at St. Elizabeth Ann Seton Catholic School. Academics must be in good standing and reflect the solid reputation expected of a SEAS student.

### **Discipline**

1. Each coach establishes written rules and guidelines that govern his/her athletes and are approved by the Athletic Director and Principal. These guidelines are distributed to all players at the beginning of the season. These guidelines must be signed by both player and parent/guardian, indicating acceptance of the coach's stated policies.
2. Any student who is suspended by the SEAS Administration is ineligible to participate in any athletic activity for the entire suspension period.

### **Additional guidelines for athletics**

1. Prior to initial participation in a sport, parents must complete an insurance form, submit a copy of the physical exam, and provide a copy of an original certified birth certificate. Every student who wishes to participate on a school team must have a physical exam before beginning practice. Once a student has been cleared for participation, it is not necessary to get an additional exam within the same academic year.
2. Initiations, Hazing, Bullying, Harassing, etc. are NEVER permitted at St. Elizabeth Ann Seton Catholic School. Violations of this policy may lead to dismissal from teams and further disciplinary action as deemed appropriate by the Administration of the school.

### **Injuries**

1. All injuries should be reported to the coach and/or athletic director immediately.
2. Ability to participate after an injury will be determined by SEAS school nurse and/or certified athletic trainer employed by SEAS.

### **Physicals**

All student-athletes are required to have a completed physical examination and parent permission form on file with the athletic trainer.

## **Practice Guidelines**

1. Individual sports' coaches will set practice dates and times after initially discussing these plans with the school's athletic director at least one week ahead of time for organizational purposes. Practices may be canceled for inclement weather or other extenuating circumstances and this will be conveyed to students as promptly as possible.
2. During Holy Week, all practices, games, and scrimmages must end at 5pm on Holy Thursday. There will be no practices, games, or scrimmages on Good Friday, Holy Saturday or Easter Sunday.
3. Student-athletes participating with a team whose season is still in progress may not practice with the next season's team until the current season has officially ended. In extenuating circumstances this policy may be waived by the Athletic Director.

## **Procedure for Handling a Difficulty with a Coach**

Should a student or a parent be experiencing a difficulty with or have a complaint about a coach or a particular sport, the following steps should be followed in an effort to resolve the issue:

1. The student should speak directly with the coach about the difficulty.
2. If a satisfactory resolution is not reached, the parent should speak directly to the coach about the difficulty.
3. If a satisfactory resolution is not reached, the student and/or the parent should request a meeting with the Athletic Director and the coach together.
4. The Athletic Director will facilitate that meeting in order to bring about a satisfactory resolution to the difficulty with all parties present.

The athletic department fully endorses St. Elizabeth Ann Seton Catholic School's alcohol and drug policy. Violation of the school policy will result in athletic disciplinary action or loss of athletic eligibility.

**St. Elizabeth Ann**



**Catholic School 6-12**

## **SCHOOL ANNOUNCEMENT FORM**

<b>Name:</b>	<b>Date:</b>
<b>Subject of Announcement:</b>	
<b>Timeframe for announcement:</b>	
<b>AM or PM announcement:</b>	
<b>Message:</b>	

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## **MEMORANDUM**

---

**Date:** \_\_\_\_\_

**To the Parents/Guardians of:** \_\_\_\_\_

**From:** Ms. Blake, Principal

**Re:** Absences

Our records indicate that as of today you have missed 10 or more school days. This includes excused and unexcused absences. As a result, you are now being placed on the Ten-Day List. If you believe there is a discrepancy, please contact Mrs. DaGrossa or main office staff.

Starting tomorrow, the following procedures will be in place for any subsequent absences (whether the absence is full day or any part of a day):

- You must report to the main office the day you return from an absence with a doctor's note in order for the absence to be excused.
- If you do not have a doctor's note at the time of your return, the absence will be unexcused and you are not allowed to make up any missed work. Tests, quizzes, and assignments given during your absence will receive zeroes.
- Once you are on the Ten-Day List, you will not be removed.
- Lastly, senior privileges may be revoked at the discretion of Principal and Guidance Counselor due to attendance issues.

Please note that our attendance policy is designed to encourage students to avoid missing school since absence from school is a leading cause of academic failure. Thank you for your support and cooperation.

**St. Elizabeth Ann**



**Catholic School 6-12**

Date\_\_\_\_\_

Dear\_\_\_\_\_

As of today, you have exceeded 10-nonmedical tardies, therefore you have been placed on Tardy Contract. Seniors on Tardy Contract will lose free period privileges for a period of 4 weeks. Each time a student accumulates five additional tardies, he/she will be required to serve morning detention (7:15am - 8:15am) for three consecutive days. Times and dates may be modified according to staff coverage at the Principal's discretion.

Please sign and return this form to Ms. Blake by\_\_\_\_\_

Thank you,  
Ms. Kelly Blake, Principal

Parent Signature\_\_\_\_\_

Student Signature\_\_\_\_\_