

**St. Elizabeth Ann Seton Catholic School**  
**2020-21 Interim Student/Parent Handbook**



**St. Elizabeth Ann Seton Catholic School Administrative Team**

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## **MISSION STATEMENT**

**Seton Catholic HS is dedicated to providing a safe and nurturing environment in which our students will be educated both in character and in conscience, to be steadfast in their faith, dedicated to social responsibility, and committed to developing all their God-given talents. Our academic work is rigorous and college preparatory and follows the guidelines established by the Catholic Diocese of Charleston and the South Carolina Department of Education. Our religious emphasis is on our students' Christian faith development, so that they may live Christ's command to love one another, and become responsible members of both church and society.**

## **FOREWORD**

The information found in this handbook is presented as guidance for members of the St. Elizabeth Ann Seton Catholic School community. We realize that no handbook can be all-inclusive; therefore, **the administration reserves the right at any time to amend, adjust, and adapt policies based on the needs of the school.**

It is the administration's expectation that all students, parents/guardians, faculty, and staff will familiarize themselves with these policies. Additionally, all parents and students are required to sign the Handbook verification form stating that they have read the contents and are supportive of school policies.

## **Non-Discrimination Policy**

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

## **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, 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 St. Elizabeth Ann Seton Catholic School, we ask 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 the after-school activity
  - Is dressed according to the school dress code
  - Completes assignments on time
- To actively participate in school activities such as Parent-Teacher Conferences
- 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 goals of the school
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student problems.

## **Parent 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, s/he 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 partnership is retrievably broken.**

**In the event the Principal determines that a student or member of the student's family has interfered with the school pursuing 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. The Principal will place the student on probation. This probation is a formal and serious warning to the student and his/her family that such behavior is not consistent with an intention to remain a part of Seton Catholic School. If the Principal determines that the behavior does not improve satisfactorily, the Principal may require the student to withdraw.**

## **ADMISSIONS**

**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

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

## **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 ninth grade students is based upon the following criteria: 1.

1. Previous academic achievement in 6<sup>th</sup>, 7<sup>th</sup>, and/or 8<sup>th</sup> grades
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 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 a fast learning 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 SETON (freshmen and transfer students).

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 is organic and changing on a daily basis, parents and students should check the parent portal at least bi-weekly.

### **Make-up Work Policy**

1. When a student is absent from school, she/he is expected to check the teacher's "Access Assignments" on the school web site before returning to school and to complete all work that has been assigned during the absence. This includes any worksheets that the teacher has attached to her/his web page. All work, with the exception of tests, will be expected to be complete and handed in on the day the student returns to class.
2. **If a student is absent on the day of a pre-assigned test or project, she/he will be expected to take the test or give the project on the day of return and should be prepared to do so.**
3. In the case of tests and worksheets that were assigned while the student was absent, she/he is expected to meet with the teacher on the day of return **at the end of the class** to make

arrangements to take the missing test or complete the missing worksheet(s). Ordinarily, the student will be expected to have this work complete before the next class day.

4. In the case of an **extended absence (more than 2 days)**:
  - 1) Student should go the main office on the morning of her/his return to set an appointment to arrange a make-up schedule for tests and projects in all classes.
  - 2) The principal will meet with the student at the appointed time to develop the schedule for making up tests and projects
  - 3) Once the principal settles the schedule, she will give the student a copy and will e-mail copies to the student's parent(s) and to the respective teachers.
  - 4) The teachers will instruct the student as to where the make-up test will be given
  - 5) Both the teachers and the students MUST abide by the schedule.
  - 6) Upon return to school, students are required to turn in homework and/or classwork assignments to the individual teachers
  - 7) It is at the discretion of the teacher whether or not to attach worksheets to her/his web page. If worksheets are not attached, the teacher will give them to the student upon her/his return and will set a date for their completion.
  - 8) An "M" (which indicates missing work due to an absence) will be placed in the online gradebook. The "M" calculates into the grade as a "0" until the work is complete. If the work is not completed during the specified time, the "M" is automatically changed to a "0".
  - 9) Should the student not complete the make-up work as scheduled, a zero (0) will be entered into the gradebook and will become permanent.
  - 10) A grade of "I" (Incomplete) will be placed on the quarterly report card whenever a student has make-up work that extends beyond the end of the quarter. In that case, the "I" will be changed as soon as the make-up deadline has been reached and the appropriate grades entered for that make-up work. Ordinarily, that will take place no later than two weeks after the start of the successive quarter.

### **Late Work Policy for School Courses**

Each St. Elizabeth Ann Seton Catholic School teacher is responsible to set a policy for her/his classroom concerning the acceptance of "late work". "Late work" is defined as work the student has not completed for class even though the student was not absent. Some examples are 1) coming to class without homework 2) coming to class unable to take a test or give a presentation.

Whether or not "late work" is accepted after the due date, and how the student's grade is affected by turning in "late work" is at the teacher's discretion.

### **Extra-credit Work Policy**

1. During the quarter, no extra credit work will be given other than bonus questions on tests. Whether or not to include testing bonus questions is completely at the discretion of the classroom teacher.

2. At the end of the quarter, **if a student has completed every assignment and assessment**, a teacher may choose to give one extra-credit assignment. That extra-credit assignment cannot raise a quarter grade more than one (1) percentage point. Whether or not to use this extra-credit option is completely at the discretion of the classroom teacher.

### **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:** Time is allotted after each of the first three quarters for parent conferences. Parents/guardians with serious concerns that cannot wait until that time should contact the teacher.

### **Quarterly Concept-Driven Assessments**

- 1) All students, including seniors, will be required to take **End Of Quarter (EOQ)** concept-driven assessments, which will assess the students' mastery of all concepts, skills, and performance objectives taught during the respective quarter. These will be administered at the ends of Quarters 1, 2, and 3 respectively for year-long classes, at the end of Quarter 1 for first semester classes, and at the end of Quarter 3 for second semester classes.
- 2) These **EOQs** will be scheduled by the Academic Dean.
- 3) In the event of an excused absence, the student will be expected to take the exam(s) after school on his/her first day back.
- 4) The only accepted excuses for not taking an **EOQ** 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 an **EOQ** during the scheduled class block **will receive a zero** on that quarterly assessment.
- 6) Quarterly concept-driven assessments will count for the following percentage of each quarter grade:
  - a. **Qtr. 1 = 10%**
  - b. **Qtr. 2 = 10%**
  - c. **Qtr. 3 = 10%**

### **End of Course Exams (EOCs)**

- 1) **EOCs** will be administered in all courses at the end of the school year for year-long courses and Semester II courses and at the end of Semester I for Semester I courses.
- 2) Each **EOC** will be a comprehensive assessment of the students' mastery of the concepts, skills, and performance objectives taught from the beginning through the end of the course.
- 3) With the exception of Seniors and those underclassmen qualifying for exemptions, all students will take **EOCs** at the conclusion of each course.
- 4) The only accepted excuses for not taking 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 an **EOC** during the scheduled time **will receive a zero** on that **EOC**.

- 6) **EOCs** for all courses that will be awarded School credit will count for 10% of the final grade for the respective courses. This includes courses such as languages, Algebra I, Geometry, and Algebra 2 that are being taken by Junior High students.
- 7) **EOCs** for all Junior High courses not being awarded School credit will count for 10% of the final grade for each course.

### **Exemptions from EOCs**

- 1) Seniors, because of their year- long senior project requirement, **will not take EOCs**. A senior may choose to take an exam if s/he feels it could help to raise her/his final grade. Once a senior chooses to take an exam, the exam will count towards the final grade whether or not it raises the grade.
- 2) Juniors may exempt a maximum of **3 EOCs** provided that they have cumulative averages that are no less than a 91 in each of the respective courses.
- 3) Sophomores and freshmen may exempt a maximum of **2 EOCs** provided that they have cumulative averages that are no less than a 91 in each of the respective courses.
- 4) 8<sup>th</sup> and 7<sup>th</sup> grade students may exempt **1 EOC** provided that they have cumulative averages that are no less than a 91 in each of the respective courses.

### **Promotion Standards and Summer School**

- To be given sophomore status and be placed in a 10<sup>th</sup> grade homeroom, a student **MUST** have earned a minimum of 7.5 credits by the beginning of the 10<sup>th</sup> 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 11<sup>th</sup> grade homeroom, a student **MUST** have earned a minimum of 15 credits by the beginning of the 11<sup>th</sup> 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 12<sup>th</sup> grade homeroom, a student **MUST** have earned a minimum of 22.5 credits by the beginning of the 12<sup>th</sup> 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 Principal who will then arrange for peer-to-peer tutoring during “Electives” time.
- Assistance Plan students, if needed, will complete items requiring additional during this time.

### **Academic Eligibility to Participate in Extra-curricular Activities**

1. Extra-curricular eligibility at St. Elizabeth Ann Seton Catholic School will follow the guidelines stated in the SCISA Bluebook. 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 first quarter, eligibility is determined using grades from the previous year. For second quarter, eligibility will be determined using the first quarter grades. For third quarter, eligibility will be determined by using the Semester I grades. For 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 user name and password from the Registrar. Parents are encouraged especially 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 mailed 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 all of 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
English .....	4
Speech/Intro to Research .....	1
Mathematics -Algebra I, Geometry, Algebra II and one elective math .....	4
Lab Science Biology, Physics, Chemistry . .....	3
Social Studies – Recent Global Studies, US History, Government/Economics .....	3
Foreign Language - All three must be in the same language.....	3
Technology Education .....	1
Physical Education/Health .....	1
Fine and Performing Arts .....	1
Electives – Ordinarily, one should be a 4th year of lab science or foreign language	5
<b>Total Credits Required .....</b>	<b>30</b>

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

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**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 six 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:

<b>Numerical Average</b>	<b>Letter Grade</b>	<b>College Prep</b>	<b>Honors</b>	<b>Advanced Placement/ College Credit</b>
100	A	4.875	5.375	5.875
99	A	4.750	5.250	5.750
98	A	4.625	5.125	5.625
97	A	4.500	5.000	5.500
96	A	4.375	4.875	5.375
95	A	4.250	4.750	5.250
94	A	4.125	4.625	5.125
93	A	4.000	4.500	5.000
92	A	3.875	4.375	4.875
91	A	3.750	4.250	4.750
90	B	3.625	4.125	4.625
89	B	3.500	4.000	4.500
88	B	3.375	3.875	4.375
87	B	3.250	3.750	4.250
86	B	3.125	3.625	4.125
85	B	3.000	3.500	4.000
84	B	2.875	3.375	3.875
83	C	2.750	3.250	3.750
82	C	2.625	3.125	3.625
81	C	2.500	3.000	3.500
80	C	2.375	2.875	3.375
79	C	2.250	2.750	3.250
78	C	2.125	2.625	3.125
77	C	2.000	2.500	3.000
76	C	1.875	2.375	2.875
75	C	1.750	2.250	2.750
74	C	1.625	2.125	2.625
73	D	1.500	2.000	2.500
72	D	1.375	1.875	2.375
71	D	1.250	1.750	2.250
70	D	1.125	1.625	2.125
69	D	1.00	1.500	2.000
68	D	0.875	1.375	1.875
67	F	0.750	1.250	1.750
66	F	0.625	1.125	1.625
65	F	0.500	1.00	1.500
64	F	0.375	0.875	1.375

63	F	0.250	0.750	1.250
62	F	0.125	0.625	1.1125
0-61	F	0.000	0.000	0.000
61	FA	0.000	0.000	0.000
61	WF	0.000	0.000	0.000
-	WP	0.000	0.000	0.000

## Community Service Requirements

**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. These guidelines were developed during the 2017-18 school year. 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. Each 9<sup>th</sup> grade student is required to do 15 hours. Opportunity for some of these hours may be provided through the school.**
- 2. Each 10<sup>th</sup> grade student is required to do 30 hours. Opportunity for some of these hours will be provided through the school.**
- 3. Each 11<sup>th</sup> and 12<sup>th</sup> grade student is required to do 40 hours.**

**The hours are to be returned to their Theology Teacher.**

**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 to 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.
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 9-11 ARE DUE BY THE END OF THE SCHOOL YEAR.**

**\*\*THE PRESIDENTIAL SERVICE AWARD WILL BE GIVEN FOR HOURS BEYOND**

**THE MINIMUM THAT ARE REGISTERED BY MARCH 15.**

**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 Kelley 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.

### **National Junior High Honor Society (NJHS):**

The National Junior High Honor Society promotes appropriate recognition for students in 9<sup>th</sup> grade who reflect outstanding accomplishments in the areas of scholarship, character, as well as leadership, and service to the school. Ninth graders who have earned a 3.8 or higher GPA will be eligible at the beginning of the second semester of each school year.

### **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 the teacher and the principal by contacting the main office.**
- 3. The administrator will facilitate that meeting and will work to bring about a satisfactory resolution to the difficulty with all parties present.**

## **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 Seton Catholic School are tracked daily. Any student who, in the morning, arrives after the conclusion of the first 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.
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.**
5. Students who leave school due to illness, may NOT return to participate in extra-curricular 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 to 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 first Block classes by 8:30am are considered as **LATE ARRIVAL**.
2. Each student will receive 2 **LATE ARRIVALS** each semester without penalty.

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 Disciplinary 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 LATE ARRIVALS are as follow:
  - 1) Loss of entire elective time for the day for each **LATE ARRIVAL**, 3 through 9, in a given semester.
  - 2) During the electives on the day of the **LATE ARRIVAL**, the student will report to the MBC (Make Better Choices) classroom.
  - 3) The student will eat lunch in the MBC classroom during the first skinny, and will do work detail during the second skinny.
  - 4) Failure to report to the assigned MBC area will result in more severe disciplinary consequences.
6. For every **LATE ARRIVAL** over 9, the student, in addition to the MBC on the day of the **LATE ARRIVAL**, the student will receive additional disciplinary consequences.

### **Cut days**

1. St. Elizabeth Ann Seton Catholic School does not authorize “cut days.”
2. Should a significant number of students be absent on 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 7:45 AM.
2. School students being dropped off between 7:45 and 8:20 AM should report to the Commons Area and remain there 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 no later than 30 minutes 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.

### **Parent Responsibility**

1. On days with a normal schedule, the school is not responsible for students **dropped off before 7:45 AM or picked up after 3:45 PM** unless the student is involved in a school-sponsored activity such as athletic practice.
2. On late start days, the school is not responsible for students **dropped off before 7:45AM or picked up later than one hour after the end of the school day unless the student stays in the lobby**
3. School students not picked up immediately after school may use the lobby for study hall.
4. No areas of campus, except the scheduled practices and meetings are directly supervised after 3:45 PM.

### **DAILY BELL SCHEDULES**

The regular school day begins at 8:20 AM and ends at 3:20 PM. It is divided into time Blocks as detailed below. Because special events necessitate amending the normal schedule, classes may be conducted according to one of the following bell schedules:

# St. Elizabeth Ann Seton Catholic High School

## Bell Schedules

### Blue Day Schedule

	<b>Start Time</b>	<b>End Time</b>	<b>Length</b>
Homeroom/Announcements/Prayers	8:20 AM	8:30 AM	10 min
Block A	8:30 AM	9:50 AM	80 min
Block B	9:53 AM	11:13 AM	80 min
Lunch	11:16 AM	11:46 AM	30 min
Activity Period	11:49 AM	12:19 PM	30 min
Announcements/Prayers	12:24 PM	12:34 PM	10 min
Block C	12:37 PM	1:57 PM	80 min
Block D	2:00 PM	3:20 PM	80 min

### Green Day Schedule

	<b>Start Time</b>	<b>End Time</b>	<b>Length</b>
Homeroom/Announcements/Prayers	8:20 AM	8:30 AM	10 min
Block E	8:30 AM	9:50 AM	80 min
Block F	9:53 AM	11:13 AM	80 min
Lunch	11:16 AM	11:46 AM	30 min
Activity Period	11:49 AM	12:19 PM	30 min
Announcements/Prayers	12:24 PM	12:34 PM	10 min
Block G	12:37 PM	1:57 PM	80 min
Block H	2:00 PM	3:20 PM	80 min

### White/Mass Day Schedule

	<b>Start Time</b>	<b>End Time</b>	<b>Length</b>
Homeroom/Announcements/Prayers	8:20 AM	8:30 AM	10 min
Block A (E)	8:30 AM	9:40 AM	70 min
Block B (F)	9:43 AM	10:53 AM	70 min
Activity Period	10:56 AM	11:06 AM	10 min
Mass	11:09 AM	12:09 PM	60 min
Lunch	12:09 PM	12:39 PM	30 min
Block C (G)	12:42 PM	1:52 PM	70 min
Announcements/Prayers	1:52 PM	2:02 PM	10 min
Block D (H)	2:05 PM	3:20 PM	75 min

## **SETON CATHOLIC HIGH 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.

### **SETON CATHOLIC HIGH 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 judgment. The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at her/his 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 her/his poor choice.

Student behavior should reflect that of Christian young women and men who are aware of their obligations to respect other people and property. Students should keep in mind that their behavior reflects not only on them, but also on their families and the entire school community. **Therefore, whether on campus or not, a student should be aware that if the school gains knowledge of any inappropriate behavior that violates any of the Pillars of the Seton Catholic School Way, that behavior may be reported to the student's parents. In addition, the student is subject to disciplinary consequences as dictated by how poor a decision s/he has made, including extra-curricular consequences.**

### **Other important information concerning Discipline**

#### **ISS – In-School Suspension**

Students may be issued In-School Suspension for actions that reflect poor choices that detract from the learning environment and that violate any of the Pillars.

- Reasons for In-School Suspensions could include, but are not limited to, the following: repetitive poor classroom or free-time behavior choices, failure to make adjustments to poor behavior after corrective action has been issued, excessive numbers of poor choices that may not warrant an OSS.
- While in ISS, students will be monitored for the entire school day.
- Students will be given all academic work and will be responsible for completing all of it.
- Additionally, students serving ISS will also be placed on work detail for a portion of the day.
- Students on ISS **will not be permitted** to participate in extra-curricular activities, including but not limited to athletic practices and games, field trips, drama practices/performances on the day of the ISS.
- The scheduling of the ISS is at the discretion of the respective Principal and excessive In-school suspensions may result in OSS.
- If these students do not drive themselves, they need to make transportation arrangements for pickup at 3:20 PM.

#### **OSS – Outside School Suspension**

Students may be suspended Out of School for any act that, in the judgment of the Administration, detracts from the learning environment prescribed by the mission of the school and the Pillars of the SETON Way.

- Additionally, students who have experienced OSS may, depending on the situation, be placed on disciplinary probation for a period of 18 weeks (equivalent to one semester).
- An OSS student will NOT be permitted to make up academic work. Rather, the student will receive a grade of 65 for any class work or tests s/he misses as a result of being out of school.
- During the period of suspension, students are not permitted to attend or participate in any cocurricular activities.
- Students who are suspended will not be permitted to return to school until readmitted by a school administrator.

**Disciplinary probation:** Students who are experiencing discipline difficulties are subject to being placed on disciplinary probation.

- Failure to comply with the strict guidelines established by this probation may result in dismissal from school.
  - Probation can be the result of one serious poor choice that goes against the Pillar(s), the accumulation of more than 20 poor choices that violated the Pillars, or anything else as determined by the Administrators of the school.
  - The terms of the probation will be determined by the administration.
  - Some, but not all, reasons a student may be placed on disciplinary probation include:
    1. If the student accumulates an excessive amount of poor choices (20+) – the probationary period is 18 weeks of in-school time.
    2. If the student, once placed on disciplinary probation, continues to make poor choices (as defined by the Pillars), the probationary period may be lengthened as determined by the administration.
    3. If the offense is of serious nature and/or one that has affected the reputation of St. Elizabeth Ann Seton Catholic School.
    4. If the student has not completed assigned consequences for violations of school rules in the prescribed time.
- Ordinarily, any student who is placed on disciplinary probation:
1. Will not be eligible to participate in extracurricular activities of any kind. This is at the discretion of the Administration.
  2. If a senior, she/he will lose her/his off-campus lunch privileges.
  3. After an accumulation of an additional 10 poor choices, the student may be asked to withdraw from St. Elizabeth Ann Seton Catholic School. This decision is the right and responsibility of the Principal.

**Expulsion:**

Students who accumulate 30 or more consequences for violating the Pillars during a single academic year or demonstrate behavior that is judged to be detrimental to the school community may be expelled from St. Elizabeth Ann Seton Catholic School and may not apply for readmission. If a student is expelled or asked to leave the school for disciplinary reasons, he or she is not permitted on school property and may not participate in or attend school-sponsored activities without the permission of the Administration. **Seniors leaving school under these conditions have the responsibility of contacting prospective colleges regarding the circumstances involved in withdrawing from St. Elizabeth Ann Seton Catholic School.**

**Ordinarily, the following offenses will result in an immediate expulsion of a student from St. Elizabeth Ann Seton Catholic School, and the Principal may notify the police.**

- 1. Sale of drugs**
- 2. Possession and/or use of a weapon. This includes toy weapons presented as real.**
- 3. Any form of assault of an administrator, teacher, staff member.**

\*\*Accepted by the St. Elizabeth Ann Seton Catholic School Advisory Board and Secretary for Education on July 3, 2015

## **ACADEMIC INTEGRITY POLICY**

**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 new 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** are expected to review this policy with each of their classes so that every student understands what specific practices qualify as dishonesty and what the consequent 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.
  
- ✦ **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.

**Teacher/ Moderator** - These two will determine if the alleged violation should be brought before the entire Honor Council.

If a hearing is deemed necessary, the “Honor Violation Form” will be used as an official document; the alleged student will be notified, and an Honor Council hearing will be scheduled promptly. Before the actual hearing, the Honor Council members and the Moderator will meet to review the case and create relevant questions to be used during the hearing. These questions will be reviewed and approved by the Moderator.

### **Hearing:**

The Moderator of the Council will open the hearing by reading the description of the incident from the “Honor Violation Form”. The Moderator will then ask the accused, “Do you admit to the charges made against you?” If the student replies, “Yes,” the council will then determine the severity of the offense, and the Dean of Discipline will be contacted for the appropriate punishment. If the student denies the claim, and feels that he/she can make his/her case, the council will question the accused until clarity of the incident has been established. The accused will be given the opportunity to make a final statement at the end of the hearing. The Council will then be dismissed to deliberate and decide whether or not the student is guilty of academic dishonesty. If the accused is found guilty, the same procedure will apply as stated above. If the council deems a person not guilty, all documents used in the proceedings will be destroyed.

**Major and Minor Offenses:**

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

First Major Offense: ~~ Zero on assignment for all parties involved

~~ Parental contact by administration

~~ 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.

Finally, plagiarism issues will be handled differently in regard to grade level (middle school versus 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 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 is using proper citation and documentation, it is his responsibility to come to the teacher independently and ask for clarification so he knows what to do on the assignment.

### **TECHNOLOGY ACCEPTABLE USE POLICY**

St. Elizabeth Ann Seton Catholic School believes that technology is a vital means to assist those who carry out the educational ministry of the school. We are pleased to offer students of St. Elizabeth Ann Seton Catholic School access to our computers and Internet Access on their personal IPADS. The Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Students have the privilege of using telecommunications to facilitate personal growth in technology, information gathering skills and communication skills. **St. Elizabeth Ann Seton Catholic School students exercising this privilege shall also accept the responsibility for all materials sent and received under their user accounts.** By signing the parent/student handbook contract, both students and parents agree to abide by the conditions of the St. Elizabeth Ann Seton Catholic School Technology Acceptable Use Policy outlined by St. Elizabeth Ann Seton Catholic School and described here.

**Students have the responsibility to make only those contacts leading to some justifiable personal growth. This includes those students using personal laptop computers and personal IPADS, tablets, etc. on the school campus. Cell phones do not qualify. The above-listed personal devices may be used ONLY in academic classes, and ONLY for academic work. All personal devices MUST be stored in lockers or backpacks when their owners are not in an academic class. Any connections to inappropriate information, pornographic material or files that are potentially dangerous to the integrity of St. Elizabeth Ann Seton Catholic School must be reported immediately by the student to the Administration.**

Students are responsible for good behavior on school computers and personal IPADS and on their IPADS, just as they are in a classroom or school hallway. Communications on the computer are often public in nature. General school rules for behavior and communications apply.

The school computers and personal IPADS are for students to conduct research and to communicate with others. Access to computers and personal IPADS is given to students who agree to act in a considerate and responsible manner. **Access is a privilege, not a right. Access entails responsibility.** Individual users of St. Elizabeth Ann Seton Catholic School's computers and personal IPADS are responsible for their actions. It is presumed that users will comply with school standards and will honor the handbook contract agreement that they have signed. Beyond clarification of such standards, the school is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the computers and personal IPADS.

**Users of school computers and personal IPADS should be aware that any information stored, transmitted, or uploaded using school computers and personal IPADS is not private.** File storage areas may be treated like school lockers. School personnel may review files and communications to maintain system integrity and to insure that users are using the system responsibly.

USERS HAVE NO PRIVACY RIGHTS TO ANY DATA RECEIVED OR DISSEMINATED ON THE SCHOOL COMPUTERS AND PERSONAL IPADS OR THROUGH E-MAIL. BY UTILIZING THE ST. ELIZABETH ANN SETON CATHOLIC SCHOOL COMPUTERS AND PERSONAL IPADS, STUDENTS CONSENT TO THE SCHOOL'S RIGHT TO AUDIT ALL FILES AND DOCUMENTS. IF A USER ACTS INAPPROPRIATELY THROUGH THE COMMUNICATIONS SYSTEMS, ST. ELIZABETH ANN SETON CATHOLIC SCHOOL RESERVES THE RIGHT TO REPORT SUCH ACTIONS TO ANY OUTSIDE AUTHORITIES AND/OR TO TAKE APPROPRIATE INTERNAL DISCIPLINARY ACTION.

**THE FOLLOWING ARE SOME EXAMPLES OF INAPPROPRIATE USE AND ACTIVITY:**

- SENDING, DISPLAYING, UPLOADING, OR DOWNLOADING OFFENSIVE or INAPPROPRIATE MESSAGES, FILES OR PICTURES. THIS INCLUDES MUSIC FILES.
- ACCESSING OR USING WEB-BASED E-MAIL ACCOUNTS SUCH AS HOTMAIL, YAHOO, or AOL
- USING OBSCENE or INAPPROPRIATE LANGUAGE
- HARASSING, INSULTING or ATTACKING OTHERS
- DAMAGING COMPUTERS, PERSONAL IPADS, COMPUTER SYSTEMS, or COMPUTER NETWORKS
- ALTERING SOFTWARE SET-UPS, DELETING FILES or INTRODUCING VIRUSES INTO THE SYSTEMS
- VIOLATING COPYRIGHT LAWS IN ANY WAY
- USING ANOTHER'S PASSWORD
- TRESPASSING IN ANOTHER'S FOLDER, WORK or FILES
- INTENTIONALLY WASTING LIMITED RESOURCES

- POSTING PERSONAL CONTACT INFORMATION ABOUT YOURSELF OR OTHER PEOPLE
- ACCESSING WEBSITES AND CHAT ROOMS THAT ST. ELIZABETH ANN SETON CATHOLIC SCHOOL HAS BANNED, SUCH AS “MYSPACE,” “FACEBOOK,” “TWITTER,” or any other social networking site.
- EMPLOYING THE COMPUTERS AND PERSONAL IPADS FOR COMMERCIAL PURPOSES □  
PLAGIARISM

**The preceding list is not an all-inclusive list of inappropriate uses and activities. Violations may result in loss of access as well as other applicable disciplinary or legal actions.**

### **Wearable Technology**

Students may not wear smart electronic devices that connect to the internet or use Bluetooth technology during the school day; this prohibition includes, but is not limited to: devices such as activity trackers such as Fitbits, smart watches and digital eyewear. Students who use such devices to monitor their health and fitness may keep them in a purse, pocket or backpack during the school day where they will continue to count steps, but they may NOT consult or actually use the during school hours unless specified by a teacher for a particular class such as a PE class. In other words, wearable technology may not be seen or heard between the hours of 8 AM and 3:20 PM. Violations will be handled as cell phone violations are handled. Of course, an EXCEPTION will be made if the wearable technology is medically necessary due to a health condition (such as impaired hearing or a need to monitor blood sugar) if medical documentation is provided to the school nurse.

Signing of the handbook contract by the parent implies permission for the student to have access to all aspects of telecommunication, including programs which facilitate communication with other users of the Internet. St. Elizabeth Ann Seton Catholic School supports and respects the right of parents to decide on the access for their individual children. Questions and concerns should be directed to the Principal or Assistant Principal

### **IPAD Usage**

The use of school resources is a privilege and not a right, and technology resources are considered to be school property and resources. This encompasses all technology including wireless resources and all equipment used by students while using school technology. Seton Catholic School has the right to regulate any and all usage of these resources. The policies, procedures and information within this document apply to all IPAD (and other media usage) used at St. Elizabeth Ann Seton Catholic School. Teachers may set additional requirements in the classroom.

### **PLEASE NOTE:**

- The Seton Catholic School Technology Acceptable Use Policy, which includes this IPAD Agreement, is listed in its entirety in the Parent/Student Handbook. Signing the Handbook card indicates the family’s acceptance of the entire Technology Acceptable Use Policy.
- Students are required to sign a separate copy of the IPAD Agreement at their respective orientations.
- Technology at St. Elizabeth Ann Seton Catholic School is to be used **solely for education while in the classroom.**
- Students are **NEVER** permitted to access the school network on their cell phones.
- Each student and her/his parent/guardian agrees not to sue and hereby releases, waives, discharges holds harmless, indemnifies and defends St. Elizabeth Ann Seton Catholic School and the Diocese of Charleston, as well as their respective employees, personnel, staff, volunteers,

agents, directors, affiliates and representatives from any and all liability, losses, damages, claims, actions, and causes of action of every nature for any and all known or unknown, foreseen or unforeseen, bodily or personal injuries, property damage, or other loss, whether claimed by the student, parent, legal representative, or any third party, related in any way to the use of the IPAD at St. Elizabeth Ann Seton Catholic School.

- The school does not guarantee that internet will be available 100% of time. Students should download books and required materials needed for classes onto their IPADs to ensure resources are available if the internet is not accessible.

### **Parent Responsibilities:**

- Parents should discuss values with their children concerning using the internet. The school will reinforce this during orientations and in the classrooms.
- Parents and Students are solely responsible for taking care of their personal IPADs and all other media devices whether they are school-owned or personally-owned.
- Seton Catholic School strongly suggests Insurance or a Maintenance contract on IPADS. You have up to six months from purchase to add this to your IPAD through Apple..
- Seton Catholic School **strongly** suggests a **High Quality Protective Case**.
- Parents are responsible for making sure their children remove any books or apps that expire at the end of the year from their IPADs.

### **Student Responsibilities**

- Students should come to school each morning with a fully-charged IPAD.
- Students who forget their IPADs at home or who do not have their IPADs charged, are still responsible for all classwork and assignments.
- Students are responsible for always keeping their IPADs in a safe place. IPADs should **NEVER** be left in unlocked lockers.

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Students are responsible for their IPADs at all times. School employees will pick up any devices that are left unattended and turn them in to the disciplinarian who will assign appropriate consequences when returning the devices to the students.

- When a student's IPAD is undergoing repair work, it is the student's responsibility for finding a way to complete assignments without it.
- Students' IPADs or media devices **MUST have the student's name clearly visible on the outside** of the protective case.
- Students may use Ear Phones **ONLY** when approved by the teacher or librarian in the classrooms, during study halls, or in the library.
- Students may **NOT** use earphones in the cafeteria or gymnasium during skinnies.
- Students should keep IPADs muted **at all times** while at school unless directed otherwise by a teacher in the classroom.
- Student is responsible for printing homework/projects **at home**. If printing of material is required, the student should come to class with her/his work already printed. There is very limited access to printers in the school library. All material printed in the library will be screened as printed by the librarian.
- Students should only have IPADs on their desks **when it is directed by the teacher.**
- Students are responsible for backing-up their own work. They can email work to themselves in order to accomplish this.
- Students are responsible for any failure of their IPADs.
- Students are responsible for any missing information on their IPADs.
- Student **MUST use assigned school email** for all school communication.
- Students are responsible for their actions while using any school technology, as well as their own IPADS.
- Students are responsible for keeping their Passwords safe and not sharing them with others, or allowing others to use their media devices.
- If any student notes anything inappropriate or disturbing on her/his IPAD or anyone else's IPAD, **the student should immediately notify a teacher or an administrator.**

#### **Student Prohibited Actions:**

- Students should not have inappropriate media, apps, material, or screen savers on their IPADs.
- No texting is allowed on IPADs, Phones, or other media while in classrooms or in Houses. Texting or calling is allowed before school, between classes, or after school.
- NO game playing on IPADs is permitted during the school day
- Students are prohibited from using all technology including wireless access for inappropriate purposes. This includes (but is not limited to) gaming, purchasing/posting of credit, downloading non-school material, spamming, chain letters, inappropriate messaging, Air Dropping, etc.
- Cyber-bullying, whether on the school campus or at home is prohibited, and students will be held responsible for any and all use that is considered cyberbullying whether on campus or off. Students may not send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, antisocial behavioral, discriminatory, or sexually explicit material.
- Students may **NOT** access chat rooms anywhere on campus.
- Students are prohibited from impersonating others.

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- Student may not post personal information or addresses using school resources.
- Students are prohibited from introducing viruses into school system and will face stiff penalties for doing so.
- Students are prohibited from using or accessing material on teacher’s computers, IPADs, phones, etc.  
Students are prohibited from participating in any illegal activity using technology on campus.  
Students may use or access another student’s account. Students are prohibited from bypassing web filters.
- Students are prohibited from taking or passing of Photography, Videos, Messages **without the consent of the other person.**
- Students are prohibited from processing of any type of **Hacking software** on any devices including cell phones.
- Illegal installation, transmission or printing of copyrighted materials is prohibited.
- Live streaming of internet sites uses high levels of bandwidth and is prohibited unless directed for use in classroom. This includes but is not limited to the following sites: Utube, Netflix, Social Media sites, Gaming, etc. **School Rights:**
- Seton Catholic School reserves the right to do random testing of student IPAD content.
- Seton Catholic School reserves the right to Access student IPADs at any time.
- Seton Catholic School reserves the right to wipe information from student IPADs. **School Responsibilities:**
- Seton Catholic School will provide content filtering.
- Seton Catholic School will provide wireless access for academic purposes.
- Seton Catholic School will notify students of what apps will be used for school.
- Seton Catholic School will provide a safe check-in the main offices of the School and the junior high for safekeeping of IPADs if students do not wish to store them in their **locked** lockers.

\*\*Accepted by the St. Elizabeth Ann Seton Catholic School Advisory Board and Secretary for Education on July 3, 2014

## **BULLYING/HARRASSMENT/THREAT/ABUSE POLICY**

St. Elizabeth Ann Seton Catholic School is a school that strives to create a community where all individuals are treated with dignity, respect, and compassion. We believe that all individuals are “created in the image and likeness of God.” For these reasons, we believe that at St. Elizabeth Ann Seton Catholic School, all individuals are entitled to pursue their fullest intellectual, social, spiritual, emotional, and physical potential. Harassment of any kind that interferes with this development will not be tolerated. This 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.

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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 are defined as, but is not limited to, the following behaviors

**Cyber bullying/harassment:** includes, but is not limited to, offending, harassing or threatening others through technological means, including but not limited to email, instant messages, web pages, blogs, video and digital photo images, social networking media, YouTube, Virtual Reality sites, texting or sexting; it is considered inappropriate speech when it involves:

- 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 in any area included in this policy.

**Please note:** Employees' and students' home and personal use of technology can have an impact on the school and on other employees and students. If an employee's/student's personal expression involving technology, such as a threatening message to another employee or student or a violent web site, creates a likelihood of disruption of the educational process, the employee or student may face school discipline as well as criminal penalties. Similarly, a parent's personal use of technology can have an impact on the school, its employees, and on students. If a parent's personal expression involving technology, such as 1) sending a threatening message to a school employee or a student; or 2) posting a violent, demeaning, or otherwise inappropriate remark to a web site or social media source such as Twitter, Facebook, Instagram, etc., that parent's child may be asked to withdraw from St. Elizabeth Ann Seton Catholic School, and the parent could face criminal charges and/or penalties

**Physical bullying/harassment:** includes unwanted physical touching or contact (such as shoving, pushing, bumping, hitting, or slapping, tripping, poking, kicking, scratching) assault, deliberate impeding or Blocking movement, or any intimidating interference with normal movement or work; it may also include damaging or destroying another's belongings or property; additionally, it includes physical acts that are demeaning and humiliating but not bodily harmful.

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**Retaliation:** includes intimidation, coercion, discrimination, or retaliation in any form against an individual who reports or threatens to report harassment, or who testifies, assists, or participates in any manner in an investigation.

**Sexual harassment/bullying:** Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when

- Submission to such conduct is made either explicitly or implicitly a term of condition of an individual's educational development, participation in a school-related activity, or employment; or
- Submission to or rejection of such conduct by an individual is used as the basis for educational or employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's school or work performance, or of creating an intimidating, hostile, or offensive school or work environment.
- Sexual harassment bullying may also include spreading sexual rumors or making sexually suggestive or sexually abusive remarks.

**Social/relational bullying/harassment:** is defined as the systemic diminishment of another's sense of self and/or damaging the social status, relationships, or reputation of another through

- ignoring, isolating, excluding, or shunning;
- a pattern of behavior in which a student or a group of students picks on another student or treats her/him in such a way that makes her/him feel uncomfortable or alienated;
- spreading false and/or malicious rumors; □ gossiping or revealing personal information; □ embarrassing or publicly humiliating another.

**Verbal bullying/harassment:** includes, but is not limited to, the following, whether in oral or written form: derogatory comments, jokes, slurs, off-color language, or innuendoes;

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belligerent or threatening words communicated to another student or employee; name-calling, sarcasm and put-downs, mocking, belittling, hurtful teasing, taunting.

**Visual bullying/harassment:** includes derogatory, demeaning, or inflammatory posters or locker signs, cartoons, written words, drawings, video or photographic images, novelties, or gestures (including subtle gestures such as aggressive stares, eye rolling, sighs, frowns, sneers, snickers, and/or hostile body language).

### **Complaint/Reporting/Follow-up Procedures**

An student or employee who feels that she/he is a victim of bullying/harassment is encouraged to confront the offender and clearly state that the behavior or conduct is offensive and needs to stop. Doing nothing, saying nothing, or trying to ignore the behavior of someone who is bullying or harassing is almost never interpreted by the perpetrator as a sign that the victim wants it to stop.

If the bullying/harassment continues, or if the student or employee is not comfortable confronting the perpetrator, she/he has the responsibility to report the bullying/harassment as soon as possible to the Principal. The Principal will investigate the complaint/report.

Any student or employee who is not directly being bullied/harassed, but is an observer or third party who is offended by the behavior witnessed, should bring the situation to the attention of the Principal so the actions being witnessed can be investigated and possible corrective action taken. In a school where integrity matters, students and employees who are bystanders or witnesses have a responsibility to demonstrate compassionate support for the targeted person and to report dangerous behaviors and/or situations to appropriate school personnel.

Reports of bullying/harassment will be documented in writing by the Assistant Principal which will include details of the incident(s), names of the individuals involved, and names of witnesses. All reports of harassment will be investigated by the Administration promptly and in an impartial and as confidential a manner as possible.

If the school determines that bullying/harassing has occurred, effective remedial action will be taken in accordance with the circumstance involved. Any student determined by the Administration to be responsible for bullying/harassment will be subject to appropriate disciplinary action, up to and including expulsion; any employee determined by the Administration to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination.

\*\*Accepted by the St. Elizabeth Ann Seton Catholic School Advisory Board and Secretary for Education on July 3, 2014

### **CHEMICAL DEPENDENCY/ABUSE POLICY**

**Philosophy:**

St. Elizabeth Ann Seton Catholic School recognizes its responsibility to provide all students with an environment conducive to the development of their maximum learning potential. St. Elizabeth Ann Seton Catholic School recognizes chemical use, abuse, and dependency to be a serious societal problem that we define as an illness. The school is concerned about the health and safety of all the 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. St. Elizabeth Ann Seton Catholic School recognizes that the health problems of youth are primarily the responsibility of the home and community; however, the school also plays an important role in the early detection and assessment of chemical and drug use. Therefore, the school, in conjunction with the family, will identify resources available to help the student. Diagnostic treatment and after-care are a complete process that requires a trained specialist and must be referred to an outside source. Our goals are education/prevention/intervention/referral and support/guidance.

**Policy Statement:**

Use of alcohol and/or drugs\*, including tobacco of any kind, before coming to school, on school property, and/or at school-related events is forbidden.

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 lookalike drugs. This includes the misuse of prescription and legal drugs. Included in the prohibition are any substance(s) represented as a controlled substance, non-alcoholic beer, steroids, tobacco, or tobacco products (see smoking policy).

**The following delineates the consequences for students in violation of the drug and alcohol policy:**

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

1. The student's parent or guardian will be contacted for an immediate conference with the Administration to discuss the school's concerns.
2. At the family's expense, the student must have a professional evaluation including a blood and/or hair screen rather than a urine test( because urine tests are often not accurate) before returning to SETON. The Administration needs to be notified in writing, by the referral facility/specialist, of a) the results of the evaluation and b) if treatment is needed, that a mandatory treatment plan has been 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, s/he may not continue at St. Elizabeth Ann Seton Catholic School.**
3. The student may be subject to additional random drug tests at the parents' expense for a period of time as determined by the Principal.
4. Any repeat offense of chemical use may result in the dismissal of the student from St. Elizabeth Ann Seton Catholic School.
5. The Principal may contact the local police.

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

1. The student will be expelled from St. Elizabeth Ann Seton Catholic School
2. The Principal has the right to notify the police.

**SETON CATHOLIC HIGH SCHOOL DRESS CODE SETON School Dress Code:**  
**FEMALE STUDENTS**

The Formal Uniform must be worn for all special assemblies, including Masses, and for most field trips.

The Informal Uniform may be worn at any time except on formal uniform days.

All uniform items except the school tie can be purchased through Flynn & O’Hara at [flynnohara.com](http://flynnohara.com). The uniform tie can be purchased in the school office.

\*Students are to remain in uniform while on school property unless they are changed for a team practice or school sponsored activity.

**FORMAL Uniform for Females:**

**INFORMAL Uniform for Females:**

- White embroidered over blouse with Plaid
- White embroidered over blouse Skirt (see guidelines to the left)
- Plaid skirt OR
- Solid blue tights for the time of Oct. 1 through March 31  Khaki pants
- NOTE: Blue knee socks are permitted from April 1 through the end of the school year. Solid blue tights are also permitted  Short sleeved embroidered polo shirt in green for Green Days and Blue for Blue from August 1 through September 30 and Days
- Leather dress shoes  Leather dress shoes

**\*\*\*All uniform attire must be regulation-style uniform attire as approved by the school.**

(\*Be sure to read the rules regarding specific items of attire found in the guidelines below.)

**Guidelines for Female Students:**

- Hair:
- Must be kept neat, clean and well-groomed, and not styled in a distracting fashion as determined by the Administration  May not be abnormally colored.
- Jewelry:
- Should be simple and appropriate
- Multiple necklaces/bracelets and hemp style necklaces/ are not permitted.
- Two piercings are permitted in each ear only.
- Hologram contact lenses are not permitted.
- No other visible piercing, tattoos, or body art is permitted.
- Shirt:

- Shirts must be tucked in between 8:20am - 3:20pm. (Except the white over blouse) □  
White over blouse shirt with a Black SETON sweater vest for formal uniform
- Banded short or long sleeve polo shirt as part of informal uniform. (Color based on grade)
- Skirt:
- Plaid Skirts may be hemmed no more than 3 inches above the knee cap. A student who has received 2 warnings concerning skirt length will no longer be permitted to wear the skirt. Rather she will have to wear the khaki uniform pants.
- No skirts may be rolled at the waistline.
- Blue tights and dress shoes must always be worn with the skirt.
- Athletic socks and tennis shoes may not be worn with the plaid skirt.
- Pants/Shorts:
- Khakis from Flynn & O'Hara (flat front, no cuff)
- May only be worn as part of the informal uniform. The pants will be required for girls who have violated the skirt length policy (See above).
- Leg wear:
- Only solid black tights may be worn with the plaid formal uniform skirt from Oct. 1 through March 31. Black knee socks may be worn from August 1 through September 30 and April 1 through the end of the school year..
- Socks with the INFORMAL uniform are optional with tennis shoes and must be solid black or white if worn.
- Solid black knee socks pulled to the knee may be worn with the skirt year-round; solid black leggings may be worn with the skirt during the months of January and February.
- Footwear:
- Dress shoes must be black, brown, cordovan, or natural leather color, and heel height may not exceed two (2) inches.
- Slipper-style and fur-lined moccasin style shoes may not be worn.
- Toms in solid black or brown canvas only may be worn with both formal and informal uniform.
- Traditional Ugg-style boots in black, brown, or grey may be worn during the months of January and February only.
- Outerwear:
- Only the uniform sweater or sweater vest may be worn indoors with the formal uniform.
- Non-SETON outerwear may be worn when walking outside between buildings, but it must be removed as soon as the student gets into the classroom.
- SETON outerwear may be worn anywhere on campus except in Mass.
- Students may NOT have blankets anywhere during the school day.
- Clothing displaying fraternity, sorority, social club, gang, or other Schools' emblems or insignias are NEVER permitted.

### **SETON School Dress Code : MALE STUDENTS**

**The Formal Uniform must be worn for all special assemblies, including Masses, and for most field trips.**

**The Informal Uniform may be worn at any time except on formal uniform days.**

**All uniform items except the school tie can be purchased through Flynn & O’Hara at [flynnohara.com](http://flynnohara.com).  
The uniform tie can be purchased in the school office.**

\*Students are to remain in uniform while on school property unless they are changed for a team practice or school sponsored activity.

**FORMAL Uniform for Males:**

- Short/long sleeve, collared SETON
- Short/long sleeve white embroidered Oxford Shirt
- Khaki Pants
- Belt
- Black or dark brown socks
- Dress shoe

**INFORMAL Uniform for Males:**

- uniform monogrammed polo shirt in appropriate green for Green Days and Tie/Bowtie blue for Blue Days
- Khaki pants or Khaki shorts
- Belt

**\*\*\*All uniform attire must be regulation-style uniform attire as approved by the school.**

**(\*Be sure to read the rules regarding specific items of attire found in the guidelines below.)**

**Guidelines for Male Students:**

1) Hair:

- Must be kept neat, clean and well-groomed, and not styled in a distracting fashion as determined by the Administration □ May not be abnormally colored.
- Must be tapered (gradual change in length) and may not touch the collar of a regular-cut shirt when the collar is buttoned.
- May not be pushed behind the ears.
- May cover only one quarter of the ear.
- Must be off the eyebrows when combed down.
- Portions of the hair may not be shaved.
- No sideburns may extend more than halfway below the top of the ear.
- No facial hair is permitted.
- No hats are to be worn in the building.

2) Shirt:

- Formal uniform shirt must be a white oxford (long or short sleeve) with the SETON/SETON monogram
- Sleeves on formal uniform oxford shirts may not be rolled up during Mass.
- Informal uniform shirt must be a short or long sleeve polo shirt with the SETON/SETON Monogram (Shirts must be tucked in between 8:20am - 3:20pm. □ Undershirts must be plain white.

3) Tie/Bowtie:

- Tie/Bowtie must be worn properly for the entire day on all formal uniform days.

- Ties and Bowties must be school issued in blue/green/white stripe and are available at the main office. 4) Belt:
- A belt (with no offensive or inappropriate insignias as deemed by the administration) must be worn with all uniform options.
- No chains attached to belt loops or wallets are permitted. 5) Pants/Shorts:
- Khaki Pants and shorts can be pleated or flat front but should have no cuffs.
- Pants and shorts must be medium to dark shades of khaki only. ☐ Pants must be worn on formal uniform days. 6) Socks:
- Must be solid black or dark brown when wearing the formal uniform
- Must be solid black, dark brown, or white when paired with the informal uniform 7) Footwear:
- Slipper-style and fur-lined moccasin style shoes, Crocs, and cowboy/western-style boots may NOT be worn.
- Dress shoes must be black, brown, cordovan, or natural leather in color. Top-sider shoes are acceptable 8) Other:
- Hemp necklaces, bracelets, or anklets are not permitted.
- No earrings, visible piercing, tattoos, or writing on the skin is allowed. ☐Hologram contact lenses are not permitted. 9) Outerwear:
- Only solid white or solid black scarves may be worn
- Only the uniform sweater or sweater vest may be worn indoors with the formal uniform.
- Non-SETON outerwear may be worn when walking outside between buildings, but it must be removed as soon as the student gets into the classroom.
- SETON outerwear may be worn anywhere on campus except in Mass.
- Students may NOT have blankets anywhere during the school day.
- Clothing displaying fraternity, sorority, social club, gang, or other Schools' emblems or insignias are NEVER permitted.

## **TRANSPORTATION POLICIES**

1. **Driving to and from campus:** Exceeding the speed limit or driving recklessly either on campus or while in transportation to or from school may result in the suspension of driving privileges or some other consequence appropriate to the poor decision the student made.
2. **Students may not leave their parking spaces until all riders have entered the car, and they may not move their cars to other parts of the campus until after 3:25.**

### **Application for parking permit:**

3. Any student possessing a valid driver's license, car registration, proof of insurance, and a SETON parking sticker will be eligible to apply to drive to school. All students who wish to drive to school must apply for and be granted a parking permit in order to drive on campus. Numbered parking spaces will be assigned to faculty, staff, and Seniors in the school parking lot. As soon as arriving at school, students who drive must park their cars and immediately walk into the main school building. Students, with the exception of seniors with are never permitted to go to the parking lot unless they have been dismissed from school. Additional guidelines are included on the parking application form. Violations of these guidelines may result in suspension of privileges or some other consequence appropriate to the poor decision the student made.

4. SENIORS are given first opportunity for parking in the SETON lot by the school. School parking lot places will be assigned, on a first come, first served basis to SENIORS who have all appropriate paperwork in by the published due date. Parking passes will then be distributed during Student Orientation.

## **GENERAL SCHOOL POLICIES**

**Announcements:** Announcements will be made ONLY during Homeroom. The supervising faculty/staff member must approve any announcements before they are submitted to the Main Office. Announcements must be written legibly, and they will NOT be read more than four times.

**Assemblies and all-school Masses:** Students will sit by class and demonstrate courtesy at all school Masses and assemblies. Likewise, students should demonstrate appropriate behavior during pep rallies, but they are not required to sit with their classes. 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. No liquids of any kind may be taken into the computer labs, the library, or the Chapel.

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.

**Cell Phone Usage:** St. Elizabeth Ann Seton Catholic School recognizes that most families feel that it is necessary for their children to have cell phones in this day and age. We also believe in the importance of these devices, especially for students who participate in after-school activities. Therefore, the following will apply to students' cell phone usage on the SETON campus:

- **Students must turn off cell phones and place them in pockets, purses, back packs, etc. whenever they are in a classroom, in Mass, or in an assembly or meeting during regular school hours.**
- **Students may turn cell phones on and use them before and after school.**
- **We expect all students to respect and abide by the tenets of this policy.**
- **Using cell phones at appropriate specified times on campus is a privilege – not a right; abuse of the privilege will result in appropriate consequences for making such a poor choice.**
- **Students are never permitted to access the school network on their cell phones.**

**Change of address and phone numbers:** It is imperative that the school be able to contact parents/guardians in the event of an emergency. Any changes in address, telephone numbers, e-mail address, custody arrangements or other important demographic information should 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 should be aware of pertinent state laws when courts have determined 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 if there is an expectation that the school will enforce the said agreement. Failure on the part of the parent/guardian to do so, releases the school from all responsibilities.**

**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:** **With the exception of IPADS required for school,** electronic devices such as, but not limited to, personal computers, pagers, headsets, laser pointers, radios, hand-held games, IPODS, MP3 players, etc. should be turned off and may not be used or visible from the time students arrive on campus until all students have been dismissed from school unless the student has secured permission. Failure on the part of a student to comply with this rule will result in consequences that are appropriate for making such a poor choice. **The Administration reserves the right to look at all pictures, messages of any kind, and/or emails on any confiscated devices that are being used at inappropriate times.**

**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 its parent constituency of an emergency situation, the **SCHOOLMESSENGER** telephone/texting system will be used.

**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, will result in serious disciplinary action.

**Field Trips:** 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:
  - a. Being sent home at the parents’ expense
  - b. Dismissal from the Diocesan school.

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

**Fraternalities, 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 permitted in the chapel, the computer labs, the gym, the library, or the Meeting Room. Classroom teachers set gum chewing policy for their own classrooms.

**Incident 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.

**Lockers:** Each student is assigned a locker for the storage of equipment and is responsible for the cleanliness of that locker.

- Locks will be issued by the school at the beginning of each school year. The lock will be collected at the end of each year. The student will be responsible for any missing lock during the school year or at the end of the year. The replacement cost of each lock is \$5.
- Students who have problems with their lockers should seek help from the main office.
- Lockers are to be secured and locked at all times, and students may not affix any material that prevents viewing of locker contents.
- Students may not go to their lockers during the academic Blocks unless given permission by the classroom teacher.
- Unauthorized entry into another person's locker is considered a major offense and is subject to serious disciplinary consequences.
- Lockers are the property of the school, and the Administration reserves the right to open them and examine their contents at any time.

**Lost and found:** Information regarding lost and found may be found in the Main Office.

**Lunch/Electives Activity Periods:** The following applies to all Seton Catholic School students:

### **1. School Students**

- 1) Students are not permitted to leave under any circumstances. Those who choose to do so will be subject to serious disciplinary consequences.
- 2) Ordinarily, all School students will report to their respective HOMEROOMS immediately following second Block second Block on Tuesday, Wednesday, Thursday, and Friday of each week.
- 3) When the bell rings at the end of homeroom, all 9th and 10th graders REMAIN in their respective HOMEROOMS during electives on non-activity days, or until the homeroom teacher dismisses students for scheduled activities on Activity Days.
- 4) NO School students are permitted in the lunchroom during electives. Rather, they should be as described in the previous 2 bullet points.
- 5) No food or water will be permitted in the chapel.
- 6) Students are permitted to eat lunch on the picnic tables in back of the cafeteria. They are obligated to make sure that all trash is placed in the proper receptacles. Failure to do so will result in loss of the privilege.
- 7) Unless it is a designated day where the school arranges delivery of food by local vendors, 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. There will not be adequate cold storage for students lunches in the school refrigerator.

**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 potentially dangerous over the counter medications must be handled through the school main office. The possession of or improper use of such medications could be a violation of the alcohol and other drugs policy.

**Off-Campus behavior deemed detrimental to the reputation of the school:**

**Any time a student's off-campus behavior reflects negatively on St. Elizabeth Ann Seton Catholic School, the school reserves the right to deliver disciplinary consequences as determined appropriate by the administration of the school. This includes negative reflections of St. Elizabeth Ann Seton Catholic School, its administration, faculty, staff, or students through the use of social networking media sites.**

**Personal property:** Because Seton Catholic School students are impacted by the same problems facing the rest of our society, it is imperative that students assume the responsibility of taking precautions with regard to their personal belongings, and in particular, their IPADS. When not being used, the iPad should be safely locked in the student's locker. At all times, book bags should remain in sight and closed, lockers secured, and cars locked. Should it be necessary for a student to bring a large amount of cash or other valuables to school, students may leave these items in the office for safekeeping.

Please note that the school is not responsible for lost or stolen personal devices such as Kindles, Nooks, iPADS, iPods, tablets, laptops, cell phones etc. brought to school from home.

In order to protect their child's iPad, families should:

- Store the serial number of their child's iPad in a safe place in their home.
- Make sure their child's iPad has a protective jacket.
- Make sure their child's name is somewhere on the iPad so that ownership can be easily determined.
- If their child has a Bluetooth keyboard for the iPad, make sure the child's name is prominently marked on it.
- When a student is not using the iPad, it should be safely locked in the student's locker, and the student should NOT give out the locker combination to anyone.
- All students are expected to follow all Seton Catholic School policies concerning the content they are viewing or the purposes they are pursuing. Anyone not adhering to this policy is subject to disciplinary consequences as determined by the respective Dean of Discipline.

### **Pregnancy and Abortion 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 female and male student(s) and their parents will meet with the Principal, Assistant Principal and Director of Guidance 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. When it is deemed necessary by the administration, she will proceed to a homebound education program. At that time, the male student will also proceed to a homebound education program.
3. Female and male students must follow a bona fide program of counseling which their church or other religious support agency offers. The name of the counselor must be given to the Principal.
4. 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.
5. After the birth, the students and their parents must schedule an interview with the school administration to determine the feasibility and condition of returning to school.

In addition, we believe that abortion at any stage of pregnancy is the taking the life of an innocent human person. Therefore, a female student who attempts to procure an abortion or a male student who enables this attempt must withdraw from the school immediately.

**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 Expectation for All Students in Diocesan-owned Secondary Schools in The Diocese of Charleston:** With the support of the Vicar General and the Superintendent of Catholic Schools, the Diocesan-owned secondary schools in the Diocese of Charleston -- Bishop England School in Charleston, Cardinal Newman School in Columbia, John Paul II Catholic School in Ridgeland and St. Elizabeth Ann Seton Catholic School in Myrtle Beach, will adhere to the following expectations for their students:

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 offered by their respective schools, and all students will attend and participate respectfully in all liturgies and prayer service opportunities offered by their respective schools.

Ordinarily, our diocesan-owned secondary schools will not accept any deviation from these practices.

#### **Restroom and Locker Room 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 and locker rooms must be monitored for inappropriate student activity. Therefore, the following protocol will be followed:

**Restrooms will be monitored using the following guidelines:**

- a. Multiple times a day, including lunch periods, two female employees and two male employees will be assigned to check all restrooms.
- b. 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.
- c. This should take no more than 10 seconds/restroom providing everything is quiet.
- d. 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.
- e. At no time should they open stall doors or enter stalls.
- f. Should they witness possible inappropriate behavior, they should announce their presence and instruct students to leave the restroom immediately.
- g. 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.

**Coaches and PE teachers also should exercise due diligence when their players/students are using the locker rooms.**

- a. As players/students are preparing for class or practice, the teacher/coach (it is always preferable to have at least two of the same sex available) may open the locker room door, without entering, and announce that students have \_\_\_\_ seconds to finish and exit. The teacher/coach should ALWAYS be immediately outside the locker room door.
- b. The same would be true after class or practice – students/players should be given a reasonable amount of time to change out of practice clothes. The teacher/coach should open the locker room door, without entering, and announce that students have \_\_\_\_ seconds to finish and exit. The teacher/coach should ALWAYS be immediately outside the locker room door in order to be able to listen for any inappropriate behavior.
- c. Students/players should NEVER be in the locker room unless a teacher/coach (it is always preferable to have at least two of the same sex available) is outside the door so that should a situation arise (perhaps a scuffle, an argument, a fight) the teacher/coach should immediately call for help, have students/players exit the locker room, and turn the situation over to the appropriate administrator/disciplinarian.

Approved by the Vicar General of the Diocese of Charleston on July 18, 2018

**School Crest:** The school crest is property of St. Elizabeth Ann Seton Catholic School, and they 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 consistent participation and willingness to contribute to the success of the group. Upon judgment of the moderator and in accordance with the requirements of the clubs, members can be dismissed. Only those organizations approved by the Principal are permitted at St. Elizabeth Ann Seton Catholic School.

**Social functions:** School dances and other social events for students are held throughout the year. All social activities will be properly chaperoned and must end by midnight. The school is not responsible for the monitoring of students after the social ends. Students who are under suspension or who have been expelled or asked to leave St. Elizabeth Ann Seton Catholic School are not permitted to attend such functions. The Junior-Senior Prom is limited to ninth, tenth, eleventh, and twelfth graders.

**Summer reading:** Summer reading is a requirement of the academic program. Detailed instructions and assessment procedures are distributed prior to summer break. Consult our website ([setonhighschoolsc.org](http://setonhighschoolsc.org)) for summer reading information.

**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.

Approved by Msgr. Anthony Droze, Vicar General March 2019

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

**Tuition and Fees Policy:** St. Elizabeth Ann Seton Catholic School is not only a ministry, but is also a business with employees who must be paid on time as well as with financial obligations to vendors and suppliers. Therefore, families are expected to meet their financial obligations fully and on time so as not to cause difficulty for St. Elizabeth Ann Seton Catholic School to meet its financial obligations.

1. Families are given an option of paying tuition in full or participating in the FACTS Tuition Program. In order to receive the parishioner discount on tuition, families must be active, participating, contributing members of a Grand Strand area Catholic parish.
2. If a student's tuition and fees are not current at the ends of the semesters, the student's exams will NOT be graded and processed, grades of "I" (Incomplete) will be placed on transcripts, and report card(s) will not be distributed until the balance is paid in full with a certified check or money order.
3. Any tuition account that falls 60 days or more past due will result in the school disabling the family's RENWEB Parent Portal Account and holding all information having to do with grading and progress.
4. Students graduating from 12th grades must have a zero (0) balance for all financial obligations to the school in order to participate in order to have grades processed and complete transcripts forwarded to other institutions.

5. Students withdrawing from St. Elizabeth Ann Seton Catholic School prior to the end of the school year are required to pay tuition for the remaining portion of the semester of their withdrawal. Transcripts will not be released until the balance is paid in full with a certified check or money order.
6. Ordinarily, fees are not refunded if a student withdraws before the school year begins.

**Unacceptable materials:** Students are not permitted 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, photographs, or videos, racially or gender biased statements, and drug paraphernalia.

**Visitors:** All visitors, including alumni, must be appropriately dressed and must report to the Main Office. Upon reporting to the office, visitors will register and receive an ID badge that must be displayed prominently while on campus.