SETON CATHOLIC CENTRAL

PARENT-STUDENT HANDBOOK

2016 -2017

Welcome to the Seton Catholic Central community
and a new School Year!

This Handbook describes the key policies, procedures, and general responsibilities of our students and parents that contribute to a safe, healthy, and orderly teaching and learning environment for all of our students and teachers. Adherence to these directives not only ensures that our school operates smoothly and effectively, but also promotes the spiritual, intellectual, social, emotional, and physical growth of our students. We count on your cooperation and assistance and ask that you follow both the spirit and specifics of these guidelines.

FOR YOUR INFORMATION

School Address:	70 Seminary Avenue Binghamton, NY 13905
Telephone:	(607) 723-5307
Fax:	(607) 723-4811
Website:	www.setoncchs.com
STAC Website:	www.stacshowcase.com
Athletic Schedule Hotline:	723-5307 ext. 180
Principal:	Mr. Matthew D. Martinkovic
Vice Principal:	Mr. Patrick Monachino
School Counselors:	Mrs. Sheila Martin, Grades 7 -8 Ms. Colleen Curtin, Grades 9 – 12 (A – L) Mr. Andrew Harden, Grades 9 – 12 (M – Z)
Student Assistance Counselor:	Mrs. Jackie Steckler
Guidance Secretary:	Ms. Darlene Swift
Athletic Director:	Mr. Chris Sinicki
School Secretary:	Mrs. Laura Levis
Cafeteria Director:	Mrs. Dawn Dickinson

ADMINISTRATIVE TEAM

The Administration of SCC operates on a team concept. The Administrative Team meets regularly to review school policies, student issues and academic progress, and to authorize activities and events. All administrative aspects of school life are represented by this team. The members are:

Mr. Matthew D. Martinkovic, Principal
Mr. Patrick Monachino, Vice Principal
Mr. Chris Sinicki, Athletic Director
Mr. Andrew Harden, School Counselor
Ms. Colleen Curtin, School Counselor
Mrs. Sheila Martin, School Counselor
Mrs. Jackie Steckler, Student Assistance Counselor
Dr. Gregory DeAngelo, Dean of 9th and 10th Grade Students
Mr. George Phillips, Dean of 11th and 12th Grade Students
Sr. Kathleen Joy Steck, Dean of 7th and 8th Grade Students

SCHOOL STARTING TIME
8:13 A.M.

DISMISSAL TIME
3:00 P.M.

NON-DISCRIMINATORY POLICY

The Catholic Schools of the Diocese of Syracuse commit themselves to the continued policy that there will be no discrimination because of race, color, gender, national origin, and individual's disability or age.

THE SETON CATHOLIC CENTRAL CREST

The medieval knight decorated his shield with symbols representing his name, his lineage and what he stood for.

In designing an official seal for our school, I have borrowed from this ancient art of heraldry to create a design which represents SCC and what it stands for.

At the top of the SCC crest are three interlocking shining halos - symbolizing our "SAINTS'', proud bearers of the green and white on the many athletic fields of STAC.

Below, in the left segment, the cross of our Christian Faith, illuminated by the lamp of learning - what our school is all about.

The corresponding circle on the right illuminates our school patron, St. Elizabeth Ann Seton, first American born saint, Foundress of the Daughters of Charity, and of the American Catholic School System.

The laurel leaves at either side of the bottom of the crest represent SCC's high achievements in scholastic and athletic endeavors.

The banner below the crest emblazons the proud name of our school.

Over all, behind it all, tying it all together, the cross - symbol of Christ-like ideals, our Christian Faith Community.

This is what we are, this is what we aspire to be - a great school.

Our school crest is the design of Mrs. Margaret Hyland (1920-1998). Mrs. Hyland taught art in our schools from 1964-1988. The explanation of its symbolism was also provided by Mrs. Hyland. What a legacy her historic contribution is for us and for generations of SAINTS!

INTRODUCTION

In order to grow and flourish, each member of our community takes on certain responsibilities. This handbook outlines the guidelines and expectations for parent and student responsibilities as well as providing information necessary for each student to function effectively in the school society. It is expected that, as members of this society, both parents and students will thoroughly familiarize themselves with the contents of this handbook. Moreover, the 2016 – 2017 Seton Catholic Central Parent-Student Handbook is extremely important as it represents terms of our contractual relationship with your student and your family. Seton Catholic Central thrives because of our common commitment to unite family and school efforts for the development, learning, and faith formation of our students, guided by the teachings of our Catholic faith.

All parents and students – both middle and high school students – are required to sign a form stating they have read the rules and regulations outlined in this Handbook and agree to abide by those rules. This signature form is at the end of this document. The signature form may also be obtained on the Seton Catholic Central website as well as in the Main Office. The signed form also includes the Acceptable Use form (which allows students access to the school's computer network as well as the Internet) and the Talent Release form (which allows students photos and/or comments to be used in all forms of media and distributed publicly).

The signature form must be signed and turned in NO LATER THAN WEDNESDAY, SEPTEMBER 14, 2016.

Failure to have signed signature form on file will **NOT** prevent the school from enforcing its policies. However, there could be academic as well as disciplinary consequences for students not turning in forms as required.

Catholic Schools of the Diocese of Syracuse
Mission Statement

The Catholic Schools in the Diocese of Syracuse carry out the mission of Jesus Christ, bearing witness while proclaiming the Gospel message. Together with families and parishes, our schools provide an education rooted in the Gospel that is "living, conscious, and active" including values and ideals that are in accordance with the teachings of the Roman Catholic Church. We empower our students to live their faith with compassion, integrity and respect for all life and the diversity of our world.

Our schools are faith-centered communities focused on promoting academic excellence while developing a strong moral conscience and embracing Catholic principles to enable students to meet lifelong challenges and demands in our rapidly changing world.

SETON CATHOLIC CENTRAL
MISSION STATEMENT

The Catholic learning environment at Seton Catholic Central is inspired by our ever-present teacher, Jesus Christ. Our students are encouraged to develop a love of learning, which will serve them throughout their lives. Our mission is to meet each student's needs -- spiritual, academic, physical, social, and emotional -- through a fiscally responsible program that recognizes the importance of stewardship in all its forms.

ACCREDITATION

Seton Catholic Central is accredited by the Middle States Association of Colleges and Schools Commission on Elementary and Secondary Schools. Accreditation seeks to propel schools in planning efforts that lead to continuous growth and improvement in student learning and academic achievement, encourages community support, and ensures recognition of the school as one of excellence by peers, other schools, and families.

TERMS OF ENROLLMENT

The following sets forth the nature, dynamics, and character of the relationship between Seton Catholic Central and its students and their parents/guardians. This summary will allow both students and parents/guardians to clearly understand their rights and obligations while attending Seton Catholic Central and it will minimize any potential misunderstanding in this regard. It is understood that by seeking enrollment in and attending SCC, the applicants, students, and their parents/guardians understand and agree to this statement of rights and obligations. It is part of your agreement with Seton Catholic Central.

Seton Catholic Central warmly welcomes all of the students accepted for the coming school year and will work hard to provide them with a Catholic and academic education in a supportive learning environment. It is understood and agreed by the School's students, and their parents, that students shall obey Seton Catholic Central's *Code of Conduct*, observe the rules and regulations of the School, and perform the academic work required so as to result in sufficient academic success while attending SCC. It is also understood and agreed that Seton Catholic Central's students attend SCC at the School's invitation, and not pursuant to any right that a student or parent may possess. The admission to, and continued attendance at SCC requires students to behave consistent with the *Code of Conduct*, all other rules and regulations of Seton Catholic Central, and in a manner befitting a student of a Catholic institution. ***These responsibilities exist both inside and outside of the classroom and during all school functions, whether on campus or located elsewhere.***

In order to protect its standards of academics, discipline, and character, Seton Catholic Central reserves the right to require the withdrawal of any student at any time for any reason deemed sufficient in the sole discretion of the School and its Administrators. Through their application enrollment into Seton Catholic Central, all students and their parents and/or legal guardians, concede and acknowledge that the School has this right. By a student's attendance at Seton Catholic Central, he or she and his or her parents or guardians acknowledge the further important obligations and restrictions contained in the *Parent-Student Handbook* and agree to be bound by its terms.

Students attending Seton Catholic Central understand that they do not possess the same rights that they might possess if they were attending a public school. For example, a student's freedom of speech is limited in many important respects at Seton Catholic Central. Any speech, written or oral, that is contrary to the Roman Catholic faith, the teachings of the Church, the directives of the Bishop or Ordinary of the Diocese of Syracuse, or contrary to the SCC's *Code of Conduct* is prohibited. Likewise, speech that is contrary or disruptive to the philosophy and purpose of SCC is prohibited. Participating in prohibited speech at Seton Catholic Central may be the basis for disciplinary action, up to and including suspension or expulsion.

Likewise, while students may have a constitutional right to be free from unreasonable searches or seizures while attending a public school, they understand and agree that Seton Catholic Central has the right to search their person or property, if the School's instructors or staff reasonably believe that the search will produce evidence of a violation of a School rule, the School's Code of Conduct, or the law. Seton Catholic Central's students and their parents/guardians understand and agree that it is within the sole discretion of the School's Administrators to determine whether such a reasonable belief exists. They further understand and agree that the School has the unfettered right to examine, search, or inventory a student's desk, locker, or other space provided to the student for use at Seton Catholic Central. It is further understood and agreed that these areas may be searched by the School at any time and for any reason. Moreover, if the School permits on-campus parking, students and their parents understand and agree that the School has the unfettered right to search any automobile parked upon its premises. Students have no reasonable expectation of privacy relative to any of these areas (e.g., desks, hallway lockers, locker room lockers, automobiles parked on School grounds, etc.).

Additionally, it is understood and agreed by students, and/or their parents or guardians, that they waive and relinquish any right they may have to sue Seton Catholic Central, any parish, the Diocese of Syracuse, and/or any individual acting on behalf of the School, a parish, or the Diocese, such as Administrators, teachers, staff, volunteers, or any of their agents relative to any matter directly or indirectly concerning academic or disciplinary decisions or matters covered within the *Parent-Student Handbook.*

Each student and his or her parents or guardians, by their acceptance of enrollment at Seton Catholic Central, agree that they may not bring any civil action in any local, state, or federal court, or in any administrative agency or body to challenge any school decision relative to academics or disciplinary matters, including any decision relating to the rules, regulations, procedures, or programs covered within this handbook. Students and their parents or guardians agree that any challenge to any school, academic, or disciplinary action, any enrollment decision, any suspension, or expulsion, or any decision relating to the rules, regulations, procedures, or programs covered in the *Parent-Student Handbook* may only be challenged or appealed within the hierarchy of the School and/or Diocese, subject to the limitations and processes contained within the *Parent-Student Handbook*.

While any student, or parent, or guardian of a student may consult with legal counsel relative to any decision made by the School or Diocese concerning the student, Seton Catholic Central emphasizes and reiterates that students and parents or guardians are not permitted to have legal counsel present during any meetings or hearing or to otherwise participate in any disciplinary process or any other proceeding or process administered by the School or Diocese. It is understood and agreed that Seton Catholic Central's Administrators are not obligated to meet with attorneys or advocates of any sort, at any time.

The *Parent-Student Handbook* contains Seton Catholic Central's *Code of Conduct* and the parameters of student discipline. However, it should be noted that any listing of prohibited conduct in the Handbook is only by way of illustration and example, and it is not intended or expected to be an exhaustive or exclusive list of prohibited conduct or conduct that may result in disciplinary action.

We are pleased to welcome you to the Seton Catholic Central community and look forward to your participation in our academic and extracurricular programs and activities.

INITIAL ACCEPTANCE

The initial acceptance of all students for their first year in the school is a conditional acceptance. This means that the student must meet both the academic and conduct standards of the school. Failure to do so may result in the student not being able to continue at the school.

SCHOOL-PARENT PARTNERSHIP

Seton Catholic Central respects the role that parents – be they natural or adopted, non-parent legal guardians, or any person or agency authorized to act in place of parents – as the primary educators of their children. Because school is a continuation of the education that the children are receiving at home, Seton Catholic Central seeks to support the parents in their important and challenging task.

Thus, education is a partnership between Seton Catholic Central and parents. Upon enrolling their child in Seton Catholic Central, parents – and their child – are expected to support the school's mission and commitment to Christian principles and to support the school policies as detailed in the Parent-Student Handbook (by familiarizing themselves with and signing the school's Handbook Agreement Form). One of the conditions for continued enrollment at Seton Catholic Central is the annual receipt of the signed form indicating the parent and the student support of the school's mission, policies, rules, and regulations.

Seton Catholic Central, as a faith community, invites and encourages parents to participate in the school's celebrations of prayer and Liturgy. The dates and times are posted on our school calendar as well as on the Parent and Student Portals.

Moreover, Seton Catholic Central offers a broad array of programs and activities in which parents may become involved, whether as volunteers, spectators, or participants. These activities and events often showcase students; for example -- as artists, musicians, actors, athletes, reading or serving at Mass. Volunteer parents staff Saintly Grounds, the after-school coffee house where students purchase affordable snacks and study, socialize, and wait for rides or practices. Schoolwide and individual parent-teacher conferences, presentations by speakers on timely topics, organizing the Senior Post Prom Party, and chaperoning student field trips and social events are other ways that parents are involved and enrich student life at Seton Catholic Central.

Just as Seton Catholic Central holds students, teachers, and staff responsible and accountable for their conduct and behavior both in and out of school, parents are also expected to display the same courteous and respectful conduct and attitude toward Seton's teachers, staff, and administrators both during the school day as well as at extracurricular events, whether held at Seton Catholic Central or at other locations.

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive, or harassing behavior toward teachers, staff, or administrators, the Administration may determine that the educational partnership between the parent and Seton Catholic Central has been broken.

At this point, the Principal may take any of the following corrective actions:

- the imposition of specific rules or procedures that the parent must follow in interacting with the school, its students, and its teachers, staff, and administrators; or
- restrictions regarding and/or termination of the parent's access to the school property; or
- dismissal of the parent's child from Seton Catholic Central.

ATTENDANCE

Attendance Philosophy

Because we are a Catholic school, many opportunities are provided for the students to practice their faith in a community atmosphere -- Penance services, Liturgies, retreats, etc. They thereby learn to place their lives in God's hands, not only during their middle and high school years, but also in the years ahead as they enter adulthood. By not being in school, the students deny themselves the opportunity to practice their religion within the school community.

Attendance at Mass and Other Religious Services

Attendance and promptness at Masses, retreats, Penance services, and special event days are required. Since each of these days is considered part of the educational program, ***all*** students are expected to be in school at the regular time. These days are ***not*** considered as optional.

Non-Catholic Students' Attendance and Participation in Religious Activities and Theology Courses

The presence of students of other faiths enriches our community. However, Seton Catholic Central is first and foremost a Catholic community and as such faith is at the very heart of who we are and why we exist. Our Catholic faith traditions and beliefs are an integral component of our educational and co-curricular programs and activities. Theology is a required subject for all students who attend our school, without exception. Non-Catholic students must participate in liturgies (except for receiving the Eucharist), retreats, and all other religious functions that are part of our religious education programming.

Non-Catholic students are expected, for testing and class discussion purposes, to be knowledgeable of the Catholic Church's positions on scripture, revelation, and moral practices. While Catholic teaching respects the various faith traditions of the students attending the Catholic school, parents should be aware that it is the Catholic position that will be taught.

Attendance Policy

Seton Catholic Central has adopted a school attendance policy as required as part of the NYS Commissioner of Education's response to the Regents Action Plan, and also because of our firm belief that receiving credit for a course entails more than passing tests. Learning includes interaction between student and teacher and among students. Daily attendance in class also increases a student's ability to do well on tests that have been prepared by the teacher, the state, or a testing service.

The NYS Board of Regents has undertaken a new statewide initiative that is consistent with the US Department of Education and other states. This initiative seeks to promote student engagement and to enhance student achievement by focusing increased attention on student absenteeism and intervention strategies to reduce chronic absence from school.

The Seton Catholic Central administration and faculty, therefore, have adopted the definition of "chronic absence from school" that is backed by research and is used in the NYS ***Every Student Campaign***.

For the purposes of Seton Catholic Central's Attendance policy, a student will be found to be chronically absent when he or she has missed at least 10% of enrolled school days. It has been found through research studies that the connective link between instructional time and achievement is severely broken when a student misses 10% or more days of school.

It should be noted that ***chronic absence includes both unexcused and excused absences***. It does ***not*** include out of building suspensions or extended in home medical absences (when at home tutoring is provided by the public school district).

The final reason for this policy is the contractual nature of the relationship between Seton Catholic Central and the parents. Families pay tuition to send their children here, support fund-raisers, and volunteer in a variety of ways in order to ensure that their children will receive a good education. Families should expect that their children have taken advantage of the sacrifices being made to send them to Seton Catholic Central. This can only happen when students are in classes on a daily basis and absenteeism is kept to a minimum.

As a consequence of being chronically absent, parents must realize that students face the possibility of being asked to withdraw at any point during the school year ***or*** not being re-admitted to Seton Catholic Central for the following school year.

Tardy Policy

Students are considered tardy for school when they arrive in Homeroom after the 8:13AM bell. They must then report to the Main Office to sign in and receive a Tardy Pass. These forms are the official record for the report to the State Education Department. The student's parents/guardians will be called to notify them of their child's tardiness.

Please be aware that because tardies are part of the official State Education record, all student tardies appear on students' report cards, permanent records, and transcripts that are sent to colleges, scholarship and athletic committees, and employers.

Seton Catholic Central considers student tardiness to school seriously because it impacts not only the student who arrives to school late but also all the students and the teacher of the class into which the tardy student enters. Such tardiness is disruptive to the entire teaching-learning environment.

Therefore, the Student Tardy Policy has been amended as follows:

- Students may receive 5 Tardies to School within a five-week period before any sanctions or penalties are imposed.

- Upon reaching the 5 Tardies Within 5 Weeks limit, the student will serve One Day of After School Detention.
- After serving the One Day of After School Detention, the student's Five Tardies Within 5 Week Record will be forgiven, and the "clock" on the accrual of Tardy to School will begin anew for that student.
- The student will be warned that this is Round Two and that s/he should be very mindful about arriving to school late. The student will then have Round Two of Tardies to School. At the end of Round Two of Five Tardies Within Five Weeks, the student will serve Three Days of After School Detention.
- Just as with the first round of tardies, after serving the Three Days of After School Detention, Round Two will be forgiven and the "clock" on the accrual of Tardy to School will once again begin anew for that student. However, this is close to the last reprieve for this student!
- Round Three of Five Within Five begins with a serious conversation with the student about the harsh consequences that will follow upon reaching the limit this time. Upon reaching the Five Within Five limit for a third time, a parent/guardian conference will be held and the consequences will be determined based on the outcome of the conference.

Tardiness for class will be handled by the classroom teacher and will include notifying and discussing the situation with the parents/guardians. If the class tardiness continues, additional corrective measures will be taken.

SENIOR EARLY DISMISSAL

Senior Early Dismissal – 12th grade students who have no classes during Period 9 will be able to earn the privilege of Early Dismissal under certain conditions. These conditions would include, but not be limited to, the following:

- A limited number of tardies to school
- A review of their disciplinary referrals
- No academic ineligibility
- All grades above a certain average (to be determined and announced early in the First Academic Quarter)
- No missing assignments

Seniors and their parents will be given information explaining the Senior Early Dismissal Policy and rules. Both students and parents must complete and sign a form in order for the Seniors to be considered for the privilege.

The review of Senior requests will begin at a date to be announced after the First Academic Quarter Interim Grade Review. Seniors and their parents must remember that the early dismissal is a privilege and can be revoked if and when a Senior falls below the acceptable guidelines for the privilege. For the privilege to be re-instated, the Senior must again meet all the prerequisites for Early Dismissal.

ACADEMIC POLICIES

Mandatory Course Load

In general, all students at SCC are strongly encouraged to take a minimum of eight (8) courses each semester. Such courses will be adjusted for transfer students or for students having special needs. An outline of these requirements can be found in the SCC curriculum guide.

Selection, Dropping, and Number of Courses

Considerable care should be taken by the student in selecting courses. Consultation among parents/guardians, student, teacher, and School Counselor should occur before selections are made. ***The last day that full-year and first semester courses may be added and/or dropped is September 23, 2015. Second semester courses may be added and/or dropped no later than February 17, 2016.*** Courses may be dropped only after agreement is reached by the student, School Counselor, teacher, and parent/guardian. In every case, all students will be strongly encouraged to take eight (8) courses each semester.

Grading Policy

SCC has a numerical system for its report card. There will be four marking periods in the course of the year. A passing grade in any course is 65 or above. The final average for a course is determined by averaging the four marking periods together with the final examination. For semester courses, the two quarters and the final exam are averaged together to compute the final course grade.

An Incomplete (I) grade indicates that the student has not completed the course requirements for a given quarter, but that there is an acceptable reason for this (for example, hospitalization for several days before the end of the marking period). All missing coursework must be completed within the first two weeks of the next marking period to remove the Incomplete.

When a grade of 50 appears on a Report Card, the actual average may be below 50. This grade is the lowest quarter mark that may be given on a Report Card. It is recommended that parents contact the teacher to schedule a conference if a student has received a failing grade.

Honor Rolls

Seton Catholic Central has two honor rolls for students in grades 7 – 12. Academic honor achievement is printed on the student's Report Card. Students on High Honors must have earned at least a 94 average with no grades of Incomplete (I) or failing. A student on Honors must have achieved an average between 88 and 93.9 with no grades of Incomplete (I) or failing. The student's average is NOT rounded up, which is consistent with the National Honor Society admission grade policy.

Grade Changes

Students wishing to appeal a course grade at the end of a quarter may do so by submitting a written request to the course teacher for a grade review. This request must be received within one six (6)-day cycle from the distribution date of the Report Cards. Change of Grade requests must be submitted by the teacher of the course to the Vice Principal no later than two cycles from the distribution date of Report Cards that the grade in question was given.

At the end of the Academic Year:

- Students wishing to appeal a grade must submit their request to the Vice Principal no later than July 1.
- Due to teacher availability, all requests for grade changes at the end of the Academic Year will be processed by the beginning of the next Academic Year.
- ***No phone or walk-in requests for grade reviews will be accepted.***

Parent-Teacher Communication and Grading

To best serve the needs of students, our teachers are available to parents throughout the school year, whether by email, voice mail, or by scheduled meetings.

Parents should first contact a teacher with any student or classroom concerns. Often email is the most efficient mode of communication. Teachers' schedules do not always enable them to check their voice mail on a regular basis. However, every classroom has a computer and teachers are often able to check their email during non-teaching periods. Teachers are expected to respond to email and voice messages within 24 hours. Please understand, however, that this 24-hour response time does not include weekends.

The Parent and Student Portals are communication resources that are designed to provide timely updates on classroom information, attendance, discipline, class assignments, tests and quizzes, long-term projects, and grades. Moreover, the calendar provides additional information, such as meeting dates and times, field trip information, and information about extra- and co-curricular activities.

Teachers are expected to update their gradebooks at least once every cycle (every 6 business days, not including weekends and holidays). If a teacher opts to update his/her gradebook more frequently than every six-day cycle, that is at his/her discretion. Also, please understand that on occasion given the pacing of a course, there might be a cycle when there are no new grades to be entered into the gradebook for a class. The Portal is not a resource that provides hourly or daily feedback.

When questions about a student, grading, or a course arise, please consult the teacher first. If there is no resolution on the matter, parents may contact their child's School Counselor or the Vice Principal. The Principal may be contacted once all other channels have been accessed.

Testing and Make-up Policy

Assessment is designed to assist teachers and administrators in a systematic evaluation of the academic programs, in the diagnosis of students' strengths and weaknesses, and in the improvement and revision of the curriculum and the planning of instruction. We expect and require that the data that are collected from these assessments to be as comparable as possible to yield reliable results.

All students are required to take a test/exam/quiz on the day it is scheduled.

If a student is absent for one day – on the day of the exam/test/quiz – s/he must make up the test/exam/quiz the day s/he returns to class. The teacher must give the student a test/exam/quiz that is different from the one that was given to the rest of the class so as to ensure test integrity.

If a student has missed three or more consecutive days, s/he must make up all work – including any tests/exams/quizzes, homework, and projects – within one six-day cycle, unless other arrangements are made with and approved by the teacher.

Please Note: It is the student's responsibility to make arrangements for making up a test/exam/quiz. If the work has been missed for a non-school approved reason, the student will ***not*** be permitted to make up any of the work.

Homework

All students are required to hand in homework in the class period that it is due. Teachers may have different policies with regard to accepting late homework and/or grading late homework. These policies are detailed in each teacher's class policies and procedures and are given to students during the first week(s) of class. Often teachers distribute copies to parents on Open House Night in September.

Please Note: If the work has been missed for a non-school approved reason, the student will ***not*** be permitted to make up the work.

Academic Eligibility

The purpose of the SCC Policy on Academic Eligibility is to help ***all*** students maintain their primary focus on academic success. In order to participate in extracurricular activities at Seton Catholic Central – sports, clubs, plays, concerts, dances, Proms, field trips, class trips, or other events or activities – students must be in good

standing. A student in good standing is one who meets ***both*** academic requirements ***and*** behavioral expectations. ***The Policy on Academic Eligibility applies to ALL students and ALL extracurricular activities.***

At the Interim mid-point and at the end of each Academic Quarter, the Eligibility Review Board meets to review all students' grades to determine academic eligibility. If a student is failing two or more courses at either of these points of the Academic Quarter, the student is determined to be ***Academically Ineligible***. Once the grades have been reviewed and decisions have been reached, the Vice Principal will notify the parents/guardians in writing of the term and conditions of the ineligibility. The Athletic Director will inform the Coaches, and the Vice Principal will inform the students, the students' teachers, and the extracurricular directors/moderators.

The student becomes academically ineligible to participate in ***all*** SCC activities. The student may become academically eligible after a period of ten (10) school days provided the student is no longer failing two or more courses and is demonstrating improved effort in the courses under review. (The ten-school day period does not include weekends or days when school is not in session.) At the end of the ten-day ineligibility period, the School Counselor will contact all of the student's teachers and ask for a review of the student's grades and effort, including attendance, classroom behavior, and motivation. The Eligibility Review Board will meet to review the documentation to determine the student's eligibility status.

If the student is not passing or showing significant progress at the end of ten (10) school days, the student will remain academically ineligible until the next Official Grade Review – either the Interim/Mid-Quarter Grade Review or the Report Card Grade Review.

Disciplinary Eligibility

Students are expected to exemplify good citizenship both in school and in the community at large. Therefore, ***students must be in good standing by meeting the behavioral expectations set forth in the SCC Code of Conduct in order to participate in extracurricular activities.*** The school expressly reserves the right to impose any penalty within the range set forth in the Code of Conduct for the violation of any school rule when, under the particular circumstances involved, a different penalty is justified in the judgment of the school Administration.

When a student becomes ineligible to participate in extracurricular activities at SCC because of disciplinary reasons, notice will be given to the student, to the parents, and to the activity director/coach. The notice will also provide information regarding the reason for the ineligibility as well as the length of the ineligibility.

Eligibility Review Board

The Eligibility Review Board consists of the Vice Principal, the Athletic Director, and the School Counselors. The Board will review the academic and behavioral documentation presented to it by the teachers to determine when the student is again eligible to participate in SCC extracurricular activities. The Dean of Students and the Class Deans (and the Controller when fees are included in the extracurricular activity or event) are consulted on an as needed basis. The Board will inform the student, the student's parents/guardians, and the activity director/coach of the decision.

Eligibility Requirements for Athletes

Each athlete will participate under the eligibility requirements, rules, and regulations of the NYS Commissioner of Education and the NYSPHSAA as well as Section IV, STAC, and SCC. In addition, like all other students, SCC athletes must maintain academic, disciplinary, and financial eligibility. Students must maintain passing grades in physical education in order to be eligible for participation in athletics. (Please refer to the section on Academic Eligibility for more specific information about eligibility for all students – including athletes.)

Failure Policy

Seton Catholic Central's Academic Eligibility Review process ensures that student academic progress is a top priority. As such, at the end of each academic year, student records are reviewed and if students have failed core academic courses, summer school might be required. Summer school is provided by the public schools and only in certain high school courses required for graduation; it is not offered for students in 7th and 8th grade. Students in the 8th grade who have failed two or more core content area courses consistently throughout the 7th and 8th grades at Seton, and/or who have had numerous absences (without substantiated medical reasons), and/or who have had numerous conduct issues may not be accepted into the high school. The school will have contacted the parent/guardian by phone and by email and will have met with both the student and the parent/guardian throughout the school year to seek to remediate the situation. The parent/guardian will be kept informed of the student's academic and behavioral progress. If, in spite of all the teacher and counselor support and intervention, the student has not made sufficient progress, the administration must determine whether the student will be successful in high school at Seton Catholic Central. A decision regarding the student's future at Seton Catholic Central will be communicated with sufficient time for the parent/guardian to make alternate plans for high school should that be necessary.

In the high school, failure of a required course must be made up before graduation. Furthermore, courses that are prerequisites for required courses must be made up before entering the new course. When a student fails a course or a Regents exam, the teacher will notify parents/guardians by telephone or email. The student, the parents/guardians, the teacher, and the School Counselor should discuss the options available to the student to ensure that an informed decision can be made and that graduation requirements will be met. Courses required for graduation ***must be taken*** at Seton Catholic Central. On-line courses must be approved by Seton Catholic Central administration ***prior to enrollment*** or the courses ***will not be accepted*** for credit at Seton Catholic Central.

Examinations

During weeks in January and June, mid-year and final exams are given to students who attend Seton Catholic Central. As with the Regents examinations, school examinations are administered as part of the course and the days on which they are offered are official school days. The dates of these exams are included in the Seton Catholic Central annual calendar so that parents can ensure that no family plans interfere with these important weeks of examinations.

Please note: ***No exams are given earlier than the scheduled date for any reason whatsoever***. Make-up days during these exam weeks are only allowed for students who were absent and missed exams due to illness. Make-up days may only be used to administer local exams, ***NOT*** Regents exams.

By law, **Regents exams** may ***only*** be administered on the date and at the time that they are scheduled by the NYS Department of Education. There are ***NO*** make-up exam dates scheduled by the NYS Department of Education. Students who are absent on the date of a Regents exam will have to take the exam during the next Regents exam testing cycle.

Please note: The Regents exam cycles are in January, June, and August of every year. However, it is important to realize that ***not all Regents exams are given during every scheduled Regents exam cycle***.

Plagiarism Policy

Plagiarism is the theft of intellectual property – whether written, oral, drawn, or constructed. Copyright laws protect the expression of original ideas just as patents protect inventions. Therefore, plagiarism is the taking and using as one's own the ideas or writings of others. Intellectual property can be found in such sources as books, magazines, songs, videos, and Internet sites (including on-line language translation sites).

The following are examples of acts of plagiarism:

"turning in another person's work as your own – even a copied homework assignment;

"copying words or ideas from someone else without giving credit;

"failing to put a quotation in quotation marks;

"giving incorrect information about the source of a quotation;

"changing words but copying the sentence structure of a source without giving credit;

"copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not." (http://www.plagiarism.org/plag_article_what_is_plagiarism.html)

It is not wrong to use another person's ideas or writings as a basis for one's own work as long as such sources are given proper accreditation even if the material used was very short. The methods of giving credit to authors whose ideas have been used are laid out in many style sheets and also in The SCC Research Paper Handbook.

In no case should another person's work be presented as the whole or major part of a student's research paper, essay, project, homework, or any type of written or oral work or presentation.

The penalty for plagiarism is a grade of zero for that assignment.

Plagiarism is an extremely serious offense. Colleges and universities often punish plagiarism with failure of the whole course, and follow this up with severe disciplinary action. Students should also understand that plagiarism is a reflection on their character and will affect eligibility for student leadership positions or the Honor Society.

When teachers consider it appropriate, students at Seton Catholic Central will be required to write and sign the following statement on examinations, essays, projects and assignments: ***On my honor, I affirm that I have neither given nor received aid on this assignment.***

Transcripts

The official transcript for each student contains a complete and comprehensive record of the following:

- all courses taken during the student's high school career, whether taken during the regular school term or during summer school;
- all high school level courses taken by accelerated students in the middle school;
- reports of standardized tests taken during the student's high school career, which includes the student's highest results from the Regents exam administrations;
- grades earned upon repeat attempts of Regents examinations upon failure of the first attempt.

Copies of the official transcripts are made available to students and parents/guardians upon request. When requested by the student or a parent/guardian, a copy of the official transcript embossed with the school seal will be sent directly to an educational institution, scholarship committee or prospective employer.

Release of Student Records

Consistent with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), no part of a student's record will be divulged to any person, organization, or agency without the informed written consent of the student's parent or legal guardian (or consent of the student, if the student is 18 years of age or older) unless:

- the disclosure is to school officials, including teachers who have a legitimate educational interest in the records;
- the disclosure is to comply with a judicial order or lawfully issued subpoena; or
- the disclosure is in connection with a health or safety emergency.

Prior to any disclosure in the case of a judicial order, lawfully issued subpoena, health, or safety emergency, the school will make a reasonable effort to notify the parent/guardian (or eligible student) in advance of its disclosure.

If a student is expelled, a copy of the records will be forwarded to the public school district where the student resides, unless directed otherwise.

Under FERPA, a student's name, address, and grade are considered as "directory information." This information may be released to third parties, including military recruiters, without prior parent written consent. If it is your desire that this information not be released, please make this known to the school administration in writing. Parents need to "Opt Out" annually.

Transferring to Another School

The parents/guardians of a student must notify Seton Catholic Central in writing regarding the decision to transfer the student to another school. The letter must include the following information:

- the student's name
- the student's grade
- the new school where the records should be sent (including names and addresses)
- the last day the student will be attending Seton Catholic Central
- the parent/guardian's consent to send the student's documents to the new school

Upon receipt of the authorization to transfer our student's documents, Seton Catholic Central must wait for official written request from the receiving school. All school-owned property must be returned and all fees must be paid.

BEFORE ANY RECORDS ARE RELEASED, ALL FEES AND TUITION MUST BE PAID IN FULL.

Parental/Guardian Inspection of Records

Seton Catholic Central complies with the provisions of the "Family Educational Rights and Privacy Act of 1974." Parents/legal guardians and non-custodial parent(s) of a student under eighteen (18) years of age, whose rights are not limited by court order or formal agreement, may inspect and review official records, files, and data, including all material that is incorporated into each student's cumulative record folder and intended for school use or to be available to parties outside the school. These rights transfer to a student upon reaching eighteen (18) years of age. Parents, guardians, or eligible students may inspect and review the student's educational records by requesting access in writing directed to the Principal.

Upon receipt of the request, the Principal, within a reasonable time, will schedule the inspection and review of the student's records during school hours on any day that school is open. No student records shall be removed from school premises.

If a parent, guardian, or eligible student believes the student record contains inaccurate or misleading information, he or she may ask the Principal in writing to amend the record. The Principal within a reasonable time shall either: (1) amend the record as requested; or, (2) inform the parent, guardian, or eligible student of his or her decision not to amend the record and advise the requesting party how to appeal such a determination.

Noncustodial Parent's Access to Records

Seton Catholic Central will presume that the noncustodial parent has the authority to request information concerning his/her child and shall release such information upon request. Additionally, we will provide the noncustodial parent with access to his/her child's educational records. If the custodial parent wishes to limit the noncustodial parent's access to records, it is his/her responsibility to obtain and present to the school, the most recent court order or other legally binding instrument that limits or denies access.

DELINQUENT ACCOUNTS AND PAST DUE RECEIVABLES

Any amount owed to Seton Catholic Central including, but not limited to, tuition, fees, and amounts for goods and services is considered a receivable to the school. A receivable becomes past due – and therefore, an account is delinquent – if payment is not received by the payment due date. A late fee of $45 will be charged for each tuition payment that has not been made by the due date.

The primary collection tool is the placement of a "HOLD" on a student's record and participation. Once established, the "HOLD" will remain in place until the debt is paid in full.

For accounts that are 60 days past due, the "HOLD" results in the following actions:

- Access to Rediker's ParentPlus and StudentPlus Portals will be suspended.
- Report Cards, transcripts, health records, and all other official school documents will be withheld.
- Students may not participate in extracurricular activities, including athletics.

Any payments received by Seton Catholic Central will first be applied toward the outstanding tuition balance before the student may participate in any extracurricular activities – including athletics and field trips – or receive any goods and services from the school.

For accounts that are 90 days past due, and the debt is for tuition, the following actions will occur:

- The student will be suspended. Any tuition balance remaining from the student's semester tuition bill must be paid in full or s/he will be dropped from all class rolls. Students who are dropped from classes in this manner must make payment IN FULL or seek financial assistance before their classes will be reinstated. Students who have applied for graduation and have a balance on their account may have their diplomas, Report Cards, transcripts, and all other official school documents held until the account is paid IN FULL.
    - The account will be turned over to a collection agency.

Once a student is no longer enrolled, the collection procedures for other "non-student" receivables are implemented. If payment is not forthcoming within the stated time period, the account and all pertinent information will be forwarded to an outside collection agency. In the event the collection agency is unable to collect, the account will be reported to three national credit bureaus which will thus affect the debtor's credit rating.

Individuals who do not pay all fees and charges owed are responsible, in the event of their default or the return of a check for the payment of said fees and charges, to pay the penalty fee, to pay the interest at the highest rate allowed by law, and to pay for all reasonable administrative costs, collections costs, and attorney's fees incurred in the collection of funds due the Seton Catholic Central.

Please note the additional following requirements for anyone with a PAST DUE ACCOUNT:

- Students may not register for a future school year unless their account is current.
- Seniors must pay all balances IN FULL in order to participate in graduation, receive their diplomas, and have their transcripts and other official school documents released from Seton Catholic Central.
- Any family whose account was delinquent by more than 60 days at any time in the prior year MUST enroll in the automatic payment plan.
- Any family whose payment is returned or denied a second time during the school year MUST submit payments by Cashier's Check only or enroll in the automatic payment plan.

Pro-rated Tuition and Scholarship

Tuition and any scholarship received will be pro-rated for students entering Seton Catholic Central after September 30th.

Any student who withdraws or is dismissed from Seton Catholic Central will be charged tuition for the remainder of the month in which the student leaves the school. Seton Catholic Central will not release Report Cards, transcripts, or any other official school documents until all balances have been paid IN FULL.

If a student is asked to leave Seton Catholic Central for any reason, all financial assistance awarded for the current school year will be forfeited. If the actual tuition payments received by the school for the student exceeds the amount of tuition due for the time period the student was enrolled, the difference will be refunded.

DISCIPLINE

In any society, and school is no exception, it is necessary to have certain rules. At Seton Catholic Central these rules are based on Christian values and beliefs. It is the responsibility of each member to abide by these rules in order that the society may function better. Students who are unable to live up to their responsibilities may incur penalties which are outlined in the Code of Conduct.

The Disciplinary Process

Each teacher establishes and posts classroom rules and procedures that support an orderly routine and environment for teaching and learning. The students and teacher practice this routine and the procedures every day. The students know what to expect upon entering the classroom and those who arrive unprepared understand the consequences that await them. In this way, no time is wasted getting down to the work of teaching and learning.

Thus, the disciplinary process begins in the classroom with the teacher. The teacher handles internal classroom issues and may contact parents about a student's conduct in the classroom. However, it is up to each teacher's discretion to determine when a student's behavior exceeds the bounds of classroom discipline and has become so disruptive or disrespectful that teaching and learning in the classroom can no longer take place. It may be a single incident or repeated behavior. At any point in time, a teacher may refer a student to the Class Dean or to the Dean of Students.

The Class Dean or the Dean of Students will speak with the student to hear what took place in the classroom. The Dean will also speak with the teacher. If the incident warrants, the Dean will continue to investigate. The parents will be notified. Depending on the severity of the incident and the disciplinary record of the students, the appropriate corrective action will be assigned.

Progressive Discipline

The Seton Catholic Central discipline system is progressive. Depending on the nature of the violation, a student's first violation will generally merit a lighter penalty (except in cases of very serious violations) than subsequent violations. The range of penalties is detailed in the Code of Conduct section of this handbook. However, the school expressly reserves the right to impose any penalty within the range set forth for the violation of any school rule when, under the particular circumstances involved, a different penalty is justified in the judgment of the school administration.

Disciplinary Review Board

The Class Deans, the Dean of Students, the Athletic Director, and the Vice Principal constitute the Disciplinary Review Board. As needed, the Board will review the student disciplinary records and will make recommendations for disciplinary action to the Principal.

Mentor Program

The Mentor Program gives students an additional opportunity for guidance from Seton Catholic Central staff members. The program is open to any Seton Catholic Central student but is mandatory for students with repeated disciplinary offenses. These students are placed on disciplinary probation and the terms and conditions

of the probationary status are detailed in a contract that is signed by the student, the parents, the Vice Principal, the Faculty Mentor, and the Principal. Students who are placed in the program select a mentor with the assistance and approval of the Administration. The purpose of the contract and the Mentor is to provide the student with additional support to help him/her begin to work through whatever issues are contributing to the repeated disciplinary offenses.

Students are required to meet with their mentor at least once a cycle for the entire school year. Students may enter the program at any time during the year.

SETON CATHOLIC CENTRAL HONOR CODE

Seton Catholic Central is a community of learners bound together in faith. Faculty, staff, students, and administrators alike share the common goal of striving for excellence in all they do -- in the classroom, in co- and extra-curricular activities, and beyond the classroom. As a Seton Saint, each member of the community adds to the over one-hundred-year legacy that generations of students, teachers, administrators, and families have created.

Because of the strength of its heritage, community, and pride, Seton Catholic Central has expressed its beliefs in an Honor Code. The Honor Code is founded upon five Core Values:

- **Respect -** Saints treat all people, ideas, situations, and objects as important, valuable, and worthy.
- **Compassion** - Saints demonstrate empathy towards all of God's creation, regardless of status or condition, and particularly of the vulnerable and of those less fortunate.
- **Integrity -** Saints exhibit and uphold the qualities of being honest and having strong moral principles, especially in difficult and challenging circumstances.
- **Citizenship** - Saints are faith-filled, active, contributing members of the school and the greater community.
- **Accountability -** Saints willingly accept responsibility for their actions and consequences, whether positive or negative.

HONOR PLEDGE

As a Seton Catholic Central Saint, I pledge that I will strive to live by the Seton Honor Code to the best of my ability. My pledge means that my words and actions will honor all members and guests of the Seton Catholic Central community. I will accept full responsibility for my words and actions and their consequences. I will demonstrate respect and compassion for all of God's creation. I will be honest and maintain strong moral values. I will be an actively contributing citizen of the school and greater community.

CODE OF CONDUCT

Purpose of This Code

This Code of Conduct defines Seton Catholic Central's expectations for conduct on property associated with the school and at school functions. It also defines a range of penalties for unacceptable conduct.

Unless otherwise indicated, this Code applies to the conduct of students, employees, parents, and visitors committed on property associated with the school, at school functions, or that otherwise affects the school's spiritual or educational mission.

Philosophy

Seton Catholic Central exists to create a Catholic educational community where the pursuit of academic excellence is enlightened and enlivened by faith in the Gospel of Jesus Christ. The religious and academic goals of the school challenge the students, employees, parents, and visitors to develop the spiritual dimension of their life, high moral character, self-worth, self-discipline, respect for the dignity and rights of others, service to others, concern for the community, and concern for the common good.

Bill of Student Rights

Student Rights

Regardless of race, sex, color, or national origin, all students have the right to:

1. A Catholic spiritual atmosphere that supports their faith journey and academic growth.
2. The guidance of understanding teachers, counselors, and other school staff.
3. An education that offers them the opportunity for inquiry and development.
4. Constructive discipline for the development of good character, conduct, and habits.
5. Reasonable efforts to ensure and safeguard personal security while on property associated with the school during school hours or at school functions.
6. An educational climate where the well-being of students is of primary concern.
7. An educational staff that provides a positive role model for student development.
8. Guidance in choosing a career or college, as appropriate.
9. Wholesome extracurricular activities, unless such activities are denied the student as set forth in the Parent-Student Handbook.
10. Appropriate education and/or remediation to serve special needs within the limits of the school's program, consistent with the student's individual education plan.
11. Consideration as an individual within the educational environment.
12. The opportunity to approach teachers and administrators with reasonable requests and questions concerning education.

Student Responsibilities

All students are accountable for their own behavior on parish or school property and at school functions, and have the responsibility to:

1. Take full advantage of the opportunities for spiritual and academic growth provided by the school.
2. Treat others with the dignity and respect they deserve as children of God.
3. Comply with the provisions of this Code while on school property and at school functions.
4. Grow in character and knowledge as they grow in ability.
5. Be honest with themselves and others.
6. Show respect for fellow students, teachers, and all school staff.
7. Set a positive example so that others may enjoy and profit from their company.
8. Perform all assignments to the best of their ability.
9. Consider their education as preparation for the future.
10. Obey all school rules and regulations.
11. Respect public, private, and school property.
12. Attend school regularly and punctually.
13. Develop high moral standards and the courage to live by them.
14. Strive for mutually respectful relationships with teachers and comply with the reasonable requests of teachers and administrators.
15. Develop opinions and values that will make them an asset to the school community.

The Roles of Others in the School Community

Teachers and Other Professional Staff

The role of the teaching and other professional staff employed by the school is to:

1. Demonstrate, by word and action, respect for the Catholic identity of the school, law and order, and self-discipline.
2. Keep students and parents informed regarding student progress.
3. Express concern and enthusiasm for teaching and learning.
4. Treat students as individuals, with concern and respect.
5. Provide direction and guidance so students can learn to think, reason, and be responsible for their actions.
6. Become knowledgeable of school rules and regulations regarding student conduct, and require that there be observance of the same.
7. Be consistent, fair, and firm in dealing with students both in and out of the classroom.
8. Reinforce positive student behavior.
9. Seek appropriate resources to effect positive change in student behavior.
10. Before seeking assistance from the administration for discipline problems, use available resources to bring about positive behavioral changes in the classroom.

The Administrative Staff

The role of a School Administrator is to:

1. Maintain an environment that is reflective of the religious and academic goals of Catholic Schools in the Diocese of Syracuse.
2. Responsibly exercise the authority assigned by the Bishop, the Pastor, the Superintendent of Schools, and Assistant Superintendents.
3. Develop effective schedules and teaching assignments for students and staff.
4. Be consistent, fair, and firm in decisions affecting students, staff, and parents.
5. Demonstrate, by word and example, respect for the Catholic identity of the school, law and order, self-discipline, and sincere concern for all persons under their authority.
6. Participate in the development of rules and regulations and make them known and understood by students, staff, and parents.
7. Initiate and maintain open lines of communication with students, staff, parents, parish officials, and diocesan representatives.
8. Become involved with students by attending school activities and visiting classrooms.
9. Work with students, teachers, counselors, and parents to establish cooperative techniques for bringing about an effective educational program.

Parents/Guardians of Students

The role of the parent/guardian of a student is to:

1. Encourage the child to take advantage of the spiritual, academic, and social opportunities provided by the school.
2. Ensure the child attends school punctually and regularly as required by law.
3. To notify the School that the child will not attend school on a particular day no later than the start of school each morning.
4. Know and understand the rules and regulations their child is required to observe at school.
5. Strive to keep their child in good health.

6. Require their child to be clean and dressed consistent with acceptable standards, the school's dress code, and the requirements of this Code.

7. Encourage their child to learn and respect the rights of others.

8. Teach their child, by word and example, respect for the Catholic identity of the school and for law and authority.

9. Provide guidance for their child to develop socially and morally acceptable standards of conduct and behavior.

10. Become involved in their child's school, with its teachers, programs and activities, and to attend conferences and school functions.

11. Encourage and support their child in completing homework assignments.

12. Recognize that primary responsibility for their child's welfare and development rests with the parent.

13. Satisfy financial obligations to the school.

Definitions

Definitions of Key Words and Terms

For purposes of this Code, the following words and phrases shall have the meanings set forth below:

1. Assault: The physical abuse, or infliction of personal injury, or unlawful detention of any person, and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.

2. Controlled Substance: A drug or other substance identified in certain provisions of the federal Controlled Substances Act specified in both federal and state law and regulations that apply to this Code.

3. School Function: Any school-sponsored extracurricular event or activity.

4. School Property: Any place in or within any building, structure, athletic playing field, playground, parking lot, or land contained within the real property boundary lines of the parish or school complex, or other church owned or controlled property, or in or on a school bus operated by a public school District, providing transportation to the School's students.

5. Explosive: An explosive device of a nature or in a quantity that is sufficient to cause injury to the person of the holder thereof or to the person or property of others, including the School.

6. Illegal Drugs: A controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional, or those legally possessed or used under any other authority under the Controlled Substances Act or any other federal or New York State law.

7. Illegal Substances: Alcohol, and tobacco and look-alike drugs.

8. In-School Suspension: The temporary removal of a student from the classroom and the placement of that student in another designated area of the school building where the student will be supervised and will receive substantially equivalent, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for re-entry must be satisfied for the student to be re-admitted to classes.

9. Out-of-School Suspension: The temporary removal of a student from the classroom and out of the school building. During this time, the student will receive substantially equivalent, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for re-entry must be satisfied for the student to be re-admitted to classes.

10.Parent: The biological, adoptive or foster parent, guardian, or person in parental relation to a student.

11. Suspension: The disciplinary removal of a student from his or her regular educational program and activities.

12. Expulsion: The permanent removal of a student from the school program.
13. Violent Student: A student under the age of 21 who (a) commits an act of violence upon a school employee; or (b) commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at a school function; or (c) possesses a weapon while on school property or at a school function; or (d) displays, while on school property or at a school function, what appears to be a weapon; or (e) threatens, while on school property or at a school function, to use a weapon; or (f) knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on property or at a school function; or (g) knowingly and intentionally damages or destroys school property.
14. Visitor: Anyone on school property or at a school function who is not a school employee or a student of the school building in which the individual is physically present.
15. Weapon: A firearm as defined in 18 USC ¤ 921 for purposes of the Gun Free Schools Act, and any device, instrument, material, or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, and any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, BB gun, starter gun, pellet gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, pocket knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material, or substance that can cause serious physical injury or death when used as a weapon.

Violations of the Code of Conduct

Acts of Misconduct Defined

The School expects the members of the school community to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of students, employees, and other members of the school community, and for the care of school facilities and equipment.
The commission of any of the following acts (as they are defined below) is prohibited on school property and at school functions. Such conduct is punishable by the penalties set forth in this Code after compliance with the procedures set forth in the Penalties for Violations section of this Code of Conduct.
1. Act of Violence: To strike, hit, kick, punch, scratch, or otherwise physically assault another person; to damage or destroy the personal property of a student, teacher, administrator, other school employee, or any person lawfully on school property; or to intentionally damage or destroy school property; or to commit any act that is included within the definition of a violent pupil, as defined herein. Acts of violence include Arson, Assault, Bomb Threats, Fighting, and Possession of an Explosive or a Weapon.
2. Arson: The intentional destruction or other damage by fire, explosion, or smoke to real property or personal property of the school, to personal property of school students or staff, or to personal property of third parties.
3. Assault: The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.
4. Bias Harassment: The act of threatening bodily harm or by repeatedly tormenting another person based on the victim's race, ethnic origin, religion, cultural difference, or disability. Bias harassment may take the form of comments, jokes, name-calling, innuendoes, offensive conversations, perpetuating rumors or gossip, offensive gestures, noises, blocking a victim's path, assault, or any other behavior that is designed to show disrespect to an individual based on cultural, racial, or religious differences or based on a disability.
5. Bomb Threat: The intentional false claim that an explosive device is located on school property or at a school function.
6. Bullying is a conscious, willful, deliberate activity intended to harm, where the perpetrator gets pleasure from the targeted person's pain and/or misery. The victim identifies the act as bullying; the intentions of the

perpetrator are not relevant. Bullying can have as its overlay race, ethnicity, religion, gender (including sexual orientation), physical ability, or mental ability. It includes all forms of hazing and cyberbullying. The act of bullying can be and often is continuous and repeated over time, but it does not have to be. Once is enough to constitute bullying.

7. Cheating: The act of giving or receiving (or conspiring to give or receive) answers to class assignment (includes copying computer material) or test answers from another source.

8. Chronic Violation of School Rules: The accumulation of any combination of detentions and suspensions that equals 10 or more in a semester.

9. Destruction of Property: The destruction, defacing, or other impairment of school property or property belonging to other persons.

10. Disorderly Conduct: Conduct that obstructs or disrupts a teaching, research, administrative, or disciplinary procedure or any other authorized School activity. Disorderly Conduct includes, but is not limited to, running in hallways; making unreasonable noise; using language or gestures that are profane, lewd, vulgar or abusive; the willful interference with the free flow of vehicular or pedestrian traffic; or engaging in any willful act that disrupts the normal operation of the school community.

11. Disruptive Conduct: Conduct by a student under the age of 21 that is substantially disruptive of the educational process or substantially interferes with the teacher's authority in the classroom or other educational setting. Disruptive Conduct includes, but is not limited to, the failure to comply with the lawful directions of teachers, school administrators, or other school employees, and speech or gesture which, by virtue of its content and/or circumstances, is likely to disrupt the conduct of classes or other school activities or to undermine the maintenance of discipline within the school setting. Disruptive Conduct also includes being late for school or class; being unprepared for class; and committing other conduct that detracts from the delivery of the school's educational program.

12. Dress Code Violation: The appearance of a student at school in clothing other than that specified in the school's dress code without permission.

13. Drug or Alcohol Violation: The possession, use, or sale of an Illegal Drug or Illegal Substance, or the act of being under the influence of drugs without appropriate authorization (includes substances controlled by law, marijuana, medications or other drugs or substances which stimulate or are purported by the student to be any of the above). Insubordination while under investigation for a drug violation will also be considered a drug violation.

14. Extortion: Any intentional action which reasonably instills fear in another individual that the actor or another person will cause injury to the persons or property of that individual or another person for the purpose of obtaining money or property from that individual.

15. False Alarm: The intentional or grossly negligent activation of a fire alarm when no threat of fire exists, or the initiation, instigation, or communication to the school, or any of its employees of any other claim of fire or threat thereof when none exists.

16. Fighting: Combative physical contact or other violent encounters between two or more persons.

17. Forgery: The involvement in the imitation or fabrication of another's signature or written work.

18. Harassment: The act of threatening bodily harm, verbally harassing, or repeatedly tormenting another person, and any other behavior that is intended to or has the reasonable effect of annoying, intimidating, or causing fear in another. Harassment may take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures, offensive remarks, physical abuse, or any other behavior that is designed to annoy, intimidate, or cause fear.

19. Insubordination: The refusal or failure to comply with any school rule, regulation, or policy (including those relating to attendance), or the failure to comply with a reasonable request from school personnel or

representatives authorized to make such a request. Insubordination, as it relates to students, includes, but is not limited to, the failure to comply with the lawful directives of teachers, school administrators, or other school employees in charge of students, or otherwise demonstrating disrespect toward such individual; lateness for, missing, or leaving school without permission; and skipping detention. Insubordination, as it relates to non-students, includes, but is not limited to, the violation of regulations governing the use of school property, and the failure to comply with the lawful directions of school employees or law enforcement officers acting in performance of their duties.

20. Littering: The general distribution or dissemination of printed, written, recorded, or other materials without the prior approval of the building Principal. The granting of approval or the refusal to grant the same shall be determined pursuant to administrative guidelines for the distribution and dissemination of materials on school property.

21. Loitering: Remaining in an area after the bell when assigned to a particular classroom at that time. Loitering also includes congregating in the halls to impede traffic or standing next to the building.

22. Other Misconduct: The act of soliciting, commanding, aiding, or otherwise abetting any person to commit any act or conduct that is proscribed by this Code, and the commission or omission of any act which is in violation of any Federal or State law or any school rule or regulation, including the School's Safety Plans.

23. Parking Violations: The act of parking a student-operated vehicle on school property without a parking permit or parking in unauthorized areas. The school assumes no liability for vandalism/theft of the vehicle while on school property. In addition, student vehicles are subject to search with reasonable suspicion.

24. Plagiarism: The unauthorized use of another's material that is represented as one's own work.

25. Possession of an Explosive: The use, actual or constructive possession, or the sale of an Explosive.

26. Possession of a Weapon: The use, actual or constructive possession, or the sale of a Weapon.

27. Reckless Endangerment: The commission of any act that has the likely potential to cause bodily harm to another individual or to oneself.

28. Repeatedly Disruptive Conduct: Misconduct that results in the student being sent from the classroom by teacher(s) on five (5) or more occasions during a semester.

29. Sexual Harassment: Any act or conduct that involves or effects the harassment of another based upon that person's gender, including, but not limited to, inappropriate comments, jokes, name calling, innuendoes, sexually offensive conversations, perpetuating or performing the unwelcome touching of another person's clothes or person, whistling or other noises understood to be an unwelcome comment regarding another person's gender, blocking a victim's path, assault, or any other behavior that is intended to or has the reasonable effect of being offensive based on a person's gender.

30. Tardy: Students are tardy when they are not in their seats when the bell rings. Tardy to homeroom means arriving to homeroom after the bell, but before the attendance has been sent to the Attendance Officer.

31. Theft: The unlawful use, taking possession of, or control over, property belonging to the school or another.

32. Threatening the Well-Being of Another Person: The act of making a threat of any kind that has at its end the harm to another person.

33. Tobacco Violations: The act of possessing, smoking, or chewing tobacco or tobacco products anywhere on school grounds. The use of tobacco is not allowed anywhere on school grounds by law.

34. Traffic Violation: The operation of a motor vehicle on school property at a speed in excess of fifteen (15) miles per hour, or the operation of snowmobiles, motorbikes, go-carts, motor scooters, and other similar vehicles propelled by gasoline, diesel oil, fossil fuel or electric powered engines on school property. The only motor vehicles allowed to be operated on school property are those automobiles, buses and trucks that are (a) licensed by the Department of Motor Vehicles, (b) insured in compliance with the mandatory provisions of the Vehicle & Traffic Law, and (c) lawfully operated on the school's driveways, parking fields, or other portions of

school property for the purpose of attending school activities or conducting business or performing services for the school.

35. Trespassing: The entry upon or use of school property without proper authorization in situations where said property is restricted in entry or use.

36. Truancy: The act of being illegally absent from school without the knowledge and consent of a parent/guardian, or failing to attend school when expected to be in school, or leaving school without the permission of the administration, or failing to attend classes in consecutive periods.

37. Violation of the Technology Policy: The act of using computer technology in a manner that is not consistent with the Technology Policy that is included in this handbook.

38. Vandalism: The willful destruction of the real or personal property of the school or another person. (In addition to suspension, restitution in the form of money or work will be expected).

The School's Dress Code

The school employees and students shall be appropriately groomed and dressed while on school property and at school functions. Teachers and all other school employees should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Also, visitors are to be appropriately attired while on school property and at school functions.

Conduct on School Buses

When riding on a school bus maintained by a public school district, the student is responsible to comply with all of the rules and regulations established by the public school district providing such transportation. In addition, Seton Catholic Central may impose a penalty on a student after receiving a report of misbehavior from a representative of the public school district's transportation department.

When riding in vehicles owned or rented by the school all of the provisions of the school's Discipline Policy and Code of Conduct shall apply.

Misconduct Not Specifically Defined

The definitions of misconduct set forth in this section of the Code are not meant to be all-inclusive. Thus, any conduct not defined in this Code that violates any federal or New York State statute, or any rule, regulation, or established practice of the school shall be punishable by penalty to be imposed at the discretion of the appropriate school personnel.

<u>Penalties for Violations of the Code of Conduct</u>

Students, employees and visitors who violate this Code will be subject to disciplinary action as the facts may warrant, including any of the penalties listed below.

Range Of Potential Responses

1. **Scope -** The penalties described in this section are the range of penalties that may be imposed upon any student who is determined to have committed any act of misconduct specified in this code.
2. **Corrective Actions --** School authorities may use a range of possible responses to misconduct committed by a student. In some circumstances, a primary response may be to discuss the student's conduct with the parents in an attempt to correct such inappropriate behaviors or it may require the implementation of any or all of the following corrective actions:

(a) Parent Conference: The student's parent or guardian will be contacted for a conference. The conference will include the student, his/her parent or guardian, school personnel, and others whose participation is deemed appropriate by the School.

(b) Disciplinary Probation: School authorities will place students on probation in addition to imposing a penalty for the misconduct. If the student complies with the specific terms of the probation no additional

disciplinary action will be imposed. The probation agreement will further provide that, if the terms of the probation are violated, additional disciplinary action will be taken.

(c) Special Disciplinary Probation: The student and school authorities may agree that the student will be placed on special disciplinary probation with no other penalty imposed for the misconduct, provided that the student complies with the specific terms of the probation. The probation agreement may further provide that, if the terms of the probation are violated, the student may be disciplined for the original act of misconduct after an informal conference with parents.

(d) Counseling: Students may be referred for counseling in appropriate cases.

(e) Court Intervention: Court assistance in the form of a PINS (Person In Need of Supervision) petition.

3. Range of Penalties

Students who violate this Code of Conduct/Student Discipline Code will be subject to appropriate disciplinary action including, but not limited to, one or more of the following:

(a) Verbal Warning

(b) Parent/Guardian Notification (P. N.)

(c) Written Warning Signed by Parents

(d) Parent/Guardian /Teacher Conference

(e) Parent/Guardian /Teacher/Administrator Conference

(f) Counseling

(g) Special Probation

(h) Special Disciplinary Probation

(i) Detention

(j) Suspension from athletic, social, or extracurricular activities

(k) In-school Suspension: The Principal may suspend a student from attendance of class. The parent or guardian will be notified of such suspension. The student is not allowed to attend any school activities during the period of the suspension. All conditions for re-entry must be satisfied before the student is re-admitted.

(l) Out-of-school Suspension: The Principal may suspend a student from attendance of school. The parent or guardian will be notified of such suspension. The student is not allowed to attend any school activities during the period of the suspension.

(m) Expulsion: The school removes the student from enrollment in the school. The academic records of the student will be sent to the student's respective public school district unless the School is advised in writing to send them to another educational institution.

In addition, the Principal may invoke the following when in his or her discretion they are warranted:

(a) Principal's Disciplinary Conference: A Disciplinary Conference may be scheduled with the Principal, or his or her designee at the discretion of the Principal. At this time the student and his or her parents/guardians will have an opportunity to discuss the alleged infractions and respond. In addition, at the Disciplinary Conference the student and his or her parents/guardians will have the opportunity to provide the Principal with any other information they feel will help the Principal evaluate the allegations or the student's behavior. At the conclusion of such hearing, the Principal may take whatever action is deemed appropriate, including but not limited to, indefinite suspension from school or expulsion. Attorneys shall ***not*** be present at this conference.

(b) Delegation of Responsibility to Conduct the Disciplinary Conference: The Superintendent, Principal, or delegate may further delegate the responsibility to conduct the Disciplinary Conference to a school official or to

a group such as a School Disciplinary Board. In these cases, the delegate or the School Discipline Board will follow all of the procedures outlined above for the Disciplinary Conference and submit a written recommendation to school officials. The school official will then review the recommendation and render a written decision. The student and parents/guardians will be provided copies of this decision and the recommendation on which it was based.

(c) Personal Liability: The School may pursue, on behalf of itself or an employee, all available rights and remedies to recover from the student and/or parents/guardians of the student compensation for damages to personal property.

(d) Police Notification: In cases involving criminal conduct, School authorities may refer the matter to appropriate law enforcement authorities.

4. **Academic Sanctions**

In addition to other penalties provided herein, the Principal may deny credit for work done and may also deny the right to make-up an assignment or test for Cheating, Leaving a Final Examination Without Permission, Plagiarism, and other misconduct that is related to academic performance.

5. **Progressive Discipline**

Depending upon the nature of the violation, student discipline is progressive i.e., except in cases of very serious violations, a student's first violation will generally merit a lighter penalty than subsequent violations. The individual determining the penalty should take into account all other relevant factors in arriving at an appropriate penalty. In the event of a minor infraction every effort will be made to impose progressive discipline. In the event of a serious infraction the penalties listed below will be imposed by the Administration upon a finding that the student has committed the conduct specified herein. However, the school expressly reserves the right to impose any penalty within the range set forth above for the violation of any school rule when, under the particular circumstances involved, a different penalty is justified in the judgment of the School Administration.

Depending upon the nature of the violation, the possible penalties listed below may be imposed either alone or in combination.

Penalties for Specific Violations

School authorities, upon finding that a student has committed the specific conduct specified herein, may impose a penalty from within the following range of penalties:

P.N. = Parent/Guardian Notification

CONDUCT	**PENALTY RANGE**	**FIRST OCCURRENCE**	**REPEATED OCCURRENCE**
Act of Violence[2]	Minimum	Verbal Warning, P.N.	Suspension
	Maximum	Detention, Expulsion	Expulsion
Arson[1]	Minimum	Suspension, P.N.	Suspension
	Maximum	Expulsion	Expulsion
Assault[2]	Minimum	Suspension, P.N.	Suspension
	Maximum	Expulsion	Expulsion

Bias Harassment	Minimum	Parent Notification	Parent Conference
	Maximum	Suspension	Expulsion
Bomb Threat[1]	Minimum	Suspension, P.N.	Suspension
	Maximum	Expulsion	Expulsion
Bullying	Minimum	Detention, P.N.	Suspension With Parent Conference
	Maximum	Suspension With Parent Conference	Expulsion
Cheating[6]	Minimum	Detention	Suspension With Parent Conference
	Maximum	Suspension With Parent Conference	Expulsion
Chronic Violation of School Rules[5]	Minimum	Counseling, P.N.	Suspension With Parent Conference
	Maximum	Expulsion	Expulsion
Destruction of Property[2]	Minimum	Detention & Liability for Damages, P.N.	Suspension & Liability for Damages
	Maximum	Suspension & Liability for Damages	Expulsion & Liability for Damages
Disorderly Conduct	Minimum	Verbal Warning	Detention
	Maximum	Suspension	Expulsion
Disrespect Toward Another Student	Minimum	Verbal Warning	Detention
	Maximum	Suspension	Expulsion
Disruptive Conduct	Minimum	Verbal Warning	Detention
	Maximum	Suspension	Expulsion
Dress Code Violations	Minimum	Verbal Warning	Parent Notification/Conference, see Chronic Violation
	Maximum	Detention	Suspension
Drug or Alcohol Violation[3]	Minimum	Suspension, P.N.	Expulsion
	Maximum	Expulsion	Expulsion
Extortion[2]	Minimum	Suspension, P.N.	Expulsion
	Maximum	Expulsion	Expulsion

False Alarm[1]	Minimum	Suspension, P.N.	Expulsion
	Maximum	Expulsion	Expulsion
Fighting	Minimum	Detention, P.N.	Expulsion
	Maximum	Expulsion	Expulsion
P.N. = Parent/Guardian Notification			
CONDUCT	**PENALTY RANGE**	**FIRST OCCURRENCE**	**REPEATED OCCURRENCE**
Forgery	Minimum	Detention, P.N.	Suspension
	Maximum	Suspension	Expulsion
Harassment	Minimum	Verbal Warning	Written Warning Signed by Parent
	Maximum	Suspension	Expulsion
Insubordination	Minimum	Verbal Warning	Detention
	Maximum	Suspension	Expulsion
Littering	Minimum	Verbal Warning	Detention
	Maximum	Detention	Suspension
Loitering	Minimum	Verbal Warning	Detention
	Maximum	Detention	
Other Misconduct	Minimum	Verbal Warning	Detention
	Maximum	Suspension	Expulsion
Parking Violations[4]	Minimum	Verbal Warning, P.N.	Detention
	Maximum	Suspension	Expulsion
Plagiarism	Minimum	Parent Notification, Zero on Assignment	Parent Conference
	Maximum	Suspension	Expulsion
Possession of an Explosive[1]	Minimum	Suspension, P.N.	Expulsion
	Maximum	Expulsion	Expulsion
Possession of a Weapon [1]	Minimum	Suspension, P.N.	Expulsion
	Maximum	Expulsion	Expulsion

Reckless Endangerment	Minimum	Suspension, P.N.	Expulsion
	Maximum	Expulsion	Expulsion
Repeatedly Disruptive Conduct	Minimum	Parent Notification	Parent Conference, Counseling, or Chronic Violation of School Rules
	Maximum	Suspension	Expulsion
Sexual Harassment	Minimum	Verbal Warning, P. N.	Suspension
	Maximum	Expulsion	Expulsion
Tardy	Minimum	Verbal Warning, Written Excuse	Parent Conference
	Maximum	Detention	Suspension
Theft	Minimum	Parent Conference	Suspension
	Maximum	Suspension	Expulsion
Threat to Well- Being[5]	Minimum	Suspension with Evaluation	Suspension with Evaluation
	Maximum	Expulsion	Expulsion
Tobacco Violation	Minimum	Detention, $10 fine, P.N.	Detention, $25 Fine, Parent Conference
	Maximum	Suspension, P.N.	Expulsion
Traffic Violation4	Minimum	Parent Notification	Written Warning Signed by Parents
	Maximum	Suspension	Expulsion
P.N. = Parent/Guardian Notification			
CONDUCT	**PENALTY RANGE**	**FIRST OCCURRENCE**	**REPEATED OCCURRENCE**
Trespassing	Minimum	Parent Notification	Parent Conference
	Maximum	Suspension	Expulsion
Truancy	Minimum	Written Warning Signed by Parents	Suspension
	Maximum	Suspension - IBS	Expulsion
Vandalism	Minimum	Detention and Liability for Loss	Suspension and Liability for Loss

	Maximum	Expulsion	Expulsion
Violation of Technology Policy[2]	Minimum	Loss of Use Privileges, P.N.	Suspension & Liability for Loss/Damages
	Maximum	Expulsion & Liability for Damages	Expulsion & Liability for Loss/Damages

Notations

1. The School will notify police.
2. The School may notify police.
3. Stipulations of the Diocesan Drug and Alcohol Policy will be followed in addition to the discipline procedure.
4. In addition, loss of driving privileges may result.
5. The student will be suspended until he or she is evaluated by a mental health professional to determine that the student is not a threat to himself or herself or to anyone else. The parents will be required to sign a release of information permitting school officials to speak to the evaluator before and after he or she has evaluated the student.

Minimum Penalties for Students

1. **Students Who Bring a Weapon to School**
   The minimum period of suspension from school for any student found guilty of bringing a weapon onto School property will be at least five (5) days. A Discipline Conference with the Diocesan Superintendent or a delegate will be required using the procedure set forth above.
2. **Students Who Commit Other Violent Acts**
   The minimum period of suspension from school for any student, other than a student with a disability, who is found to have committed a violent act, other than bringing a weapon onto school property, shall be two (2) days.
3. **Students who are Repeatedly Disruptive**
   The minimum period of suspension from school for any student who engages in conduct that results in the student being sent out of from the classroom on five or more occasions during a semester, shall be one (1) day.
4. **Reports by Teachers**
   All staff members must immediately report and refer a violent student to the Principal or the Superintendent for a violation of this Code. All recommendations and referrals shall be made in writing, unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases, a written report is to be prepared as soon as possible by the staff member making the referral.

For Misconduct at a School Function

The Principal shall be responsible for enforcing the conduct required by this Code at school functions, and may designate other school employees or agents to take action consistent with this Code.

When an individual is committing prohibited conduct that, in the judgment of the Principal or his or her designee, does not pose any immediate threat of injury to persons or property, the individual shall be informed that the conduct is prohibited and be asked to stop such conduct. The school official shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct, or if the person's conduct poses an immediate threat of injury to persons or property, the individual shall be immediately removed from school property or the school function. Students and staff who violate this Code while at a school function shall be subject to immediate ejection from the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person. The school may initiate

disciplinary action against any student or staff member, as appropriate. The school may also pursue civil and/or criminal sanctions against any person violating this Code.

For School Employees

Any person who, while on school property or at a school function, wrongfully refuses a valid request or command to desist in any conduct prohibited by this Code shall be ejected from the premises. Persons other than students found in violation of this Code of Conduct shall be subject to criminal and/or civil penalties as provided by law. In addition, teachers are also subject to the stipulations of their contract and Personnel Policies Handbook. Support Staff are subject to the stipulations of their Personnel Policies Handbook as well.

For Visitors

Parents and other visitors are held to the same standards of respectful behavior as students on the school grounds, at school functions, or when interacting with school personnel.

Any unauthorized person on school property will be reported to the School Principal. Unauthorized persons will be asked to leave, and the police may be called if the situation warrants.

The authorization of visitors who violate this Code, to remain on school property or at the school function, shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and to criminal and/or civil penalties as provided by law.

Discipline Procedures

For Students

The amount of due process a student is to be afforded before a penalty may be imposed depends on the severity of the penalty. In all cases, the school employee authorized to impose the penalty must inform the student of the misconduct that he or she is alleged to have committed, and must conduct an informal investigation of the facts surrounding the alleged misconduct. All students must be given an opportunity to present their version of the facts to the school personnel imposing the penalty. Additional process shall be afforded as follows:

1. **For Detentions**

   Teachers, Principals, and the Superintendent may use after-school detention as a penalty for student misconduct.

2. **For Suspensions from Athletics or Extracurricular Activities**

   A student subjected to a suspension from athletic participation, extracurricular activities, or other privileges is ***not*** entitled to a full hearing. However, the student and the student's parent/guardian will be provided with a reasonable opportunity for an informal conference with the school official imposing the suspension to discuss the conduct and the penalty involved.

3. **For Short-Term In-School Suspensions and Out-of-School Suspensions**

   School authorities must balance the need of individual students to attend school and the need to maintain order in the classroom to establish an environment for all students that is conducive to learning. As such, Principals or the Diocesan Superintendent have the authority to place students who would otherwise be suspended from school as the result of a Code violation in "in-school suspension or out-of-school suspension."

   A student subjected to a short-term in-school or out-of-school suspension is ***not*** entitled to a Disciplinary Conference. However, the student and the student's parents/guardians will be provided with a reasonable opportunity for an informal conference with the school official imposing the in-school suspension to discuss the conduct and the penalty.

   Any conditions for re-entry to school stipulated in the suspension must be satisfied before the student is re-admitted to the school.

4. **Long-term Suspensions**

When the Superintendent or building Principal determines that a suspension for more than five (5) days may be warranted, he or she shall give reasonable notice to the student and the student's parents/guardians of their right to a Discipline Conference at which the student and parents/guardians will be informed of the charge against the student, as well a report of the evidence given by those persons and circumstances investigated. The student and his parent/guardian will have an opportunity to respond to the charges, the evidence, request that additional witnesses or circumstances be investigated, and provide the school official with any other information the student or parent/guardian believes will help him or her understand the behavior and render a decision. Attorneys are ***not*** present at this conference.

5. **For Expulsions**

Permanent suspension is reserved for extraordinary circumstances. When the Superintendent, building Principal, or delegate determines that expulsion might be warranted, he or she shall give reasonable notice to the student and the student's parents/guardians of the Discipline Conference at which the student and parents/guardians will be informed of the charge against the student, as well a report of the evidence given by those persons and circumstances investigated. At that time, the student and his or her parents/guardians will have an opportunity to respond to the charges, the evidence, request that additional witnesses be interviewed or circumstances be investigated and provide the school official with any other information the student or parent believes will help him or her understand the behavior and render a decision. Attorneys are ***not*** present at this conference.

Waivers of Disciplinary Conference

A student and parent/guardian may voluntarily and knowingly waive his or her right to a Disciplinary Conference. In this regard, the parents/guardians of the student will be required to sign a form documenting a request for a waiver.

School Employees

Administrators, teachers, and support staff members are subject to the provisions the Code as well as the provisions of their respective ***Personnel Policies Handbook,*** contracts, and ***Faculty Handbook***, if any.
Any school employee, whose conduct on school property or at a school function disrupts academic or other school activities while on school property, at school functions, or at any other times violates or threatens the welfare of the person or property of others or acts in a manner contrary to the Catholic identity of the school shall be subject to suspension and to further disciplinary action, including termination, as the facts may warrant in accordance with any legal rights to which they may be entitled.

For Visitors

The following procedures shall apply procedurally to violations of this Code by non-students:

1. The Principal has the authority to enforce these rules and regulations. The Principal may designate such person, or persons, as he or she deems necessary, for the enforcement of these rules and regulations.
2. The Principal may initiate and/or receive charges of any alleged violation of these rules and regulations and cause all investigations to be made.
3. The Principal may request all lawful assistance to secure, remove, eject, or otherwise prevent persons from adversely affecting public order or from materially disrupting normal school processes.
4. Enforcement of these rules and regulations against persons other than the students shall be as provided by law.

Appeals from Imposition of Discipline for Students

Parents/guardians may appeal disciplinary actions in writing to the Diocesan Superintendent of Schools within ten (10) days of the decision, unless they can show extraordinary circumstances precluding them from doing so. The Diocesan Superintendent will review the case and render a written decision. ***This decision is binding***.

Referral to Authorities

To Law Enforcement

The building Principal must immediately notify the Diocesan Superintendent of those Code violations that constitute a crime and substantially affect the order or security of a school. The Superintendent or delegate is to inform the appropriate local law enforcement agency as soon as practical, but in no event later than the close of business on the day the Diocesan Superintendent or delegate learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day. The notification must identify the student(s) and explain the conduct that violated the Code and constituted a crime.

The school will immediately confiscate any weapons, alcohol, or illegal substances possessed by a student and will notify the parent/guardian of the student involved of the incident. Appropriate disciplinary action will be taken, up to and including expulsion and referral for criminal prosecution.

To Juvenile Justice Agencies

The Diocesan Superintendent shall refer any student who is determined to have brought a weapon to school who is under the age of 16, or who is 14 or 15 years old and does not qualify for juvenile offender status under the Criminal Procedure Law to the County Attorney for a juvenile delinquency proceeding before the Family Court.

The Diocesan Superintendent shall refer a student over the age of 16 and any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities for prosecution. Students 14 or 15 years old who qualify for juvenile offender status under ¤1.20 of the Criminal Procedure Law include those who possess a concealed firearm, machine-gun or loaded firearm on school grounds. The Superintendent may consult the diocesan counsel if he or she has any question as to whether the student in question does qualify for juvenile offender status.

To Human Services Agencies

The Superintendent, Principal, or delegate may make a referral of a student discipline case to an appropriate human service agency whenever, in his or her judgment, the same is warranted. The Superintendent or delegate may receive and consider the recommendations of the student's Principal, teachers, counselor, school psychologist, and other pupil services personnel familiar with the student in deciding whether to make such a referral and, if so, to which agency. The parent/guardian of the student shall be informed of the referral.

Alternative Education Programs

The following educational programs shall be utilized as appropriate to meet the individual needs of students:

For Suspended Students

When a student of any age is suspended for violation of this code, the school will take immediate steps to provide the student with adequate alternative instruction.

In-Service Educational Programs

Suggested Programs

The School will provide in-service education programs for all school staff members to ensure the effective implementation of this Code. The Principal may solicit the recommendations of the school staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

The following are suggested programs that may be utilized for in-service education for all staff members to ensure effective implementation of this Code:

1. School Oriented Programs developed at the building level.
2. Superintendent's Workshop days.
3. Building faculty meetings.
4. Assertive Discipline Programs and films presented at the building.

Interpretation

Calculating Time Limits

When any period of time for an act to be done under this Code ends on a Saturday, Sunday, or a public holiday, such act may be done on the next succeeding business day and, if the period ends at a specified hour, such act may be done at or before the same hour of such next succeeding business day.

"Time Out" Techniques

Nothing in this Code abridges the customary right and responsibility of a teacher to manage student behavior in the classroom. Short-term, time-honored classroom management techniques such as "time out" in an elementary classroom or in an administrator's office are not considered removals from class. This, however, should not become a substitute for good classroom management.

Authority to Suspend

Nothing in this Code abridges the customary right or responsibility of a Principal to suspend a student when, in the judgment of the Principal, the student's conduct warrants the same.

Inconsistent Provisions

To the extent that any provision of this Code regarding student behavior conflicts with any school rule, regulation or policy, the provisions of this Code shall be controlling.

To the extent that any provision of this Code regarding professional staff behavior conflicts with any school rule, regulation or policy, the provisions of this the individual's respective *Personnel Policies Handbook*, *Faculty Handbook*, and contract shall be controlling.

To the extent that any provision of this Code regarding support staff behavior conflicts with any school rule, regulation, or policy, the provisions of this the individual's respective *Personnel Policies Handbook* shall be controlling

Not Exclusive

These rules and regulations and the penalties imposed hereunder shall not be deemed exclusive, nor as a limitation, waiver, or extinguishment of the school's right to utilize other available legal remedies against persons who violate this Code. The school may take additional or other legal action, as it deems appropriate or necessary to maintain public order.

BULLYING

Seton Catholic Central is committed to providing a safe and civil educational environment for all students, employees, volunteers, and patrons – one that is free from harassment, intimidation, and bullying.

Bullying is defined as a conscious, willful, deliberate activity that is intended to harm the victim, an activity from which the perpetrator gets pleasure from the targeted person's pain and/or misery. It is the victim who identifies the act as bullying; the intentions of the perpetrator are not relevant. Bullying can have as its overlay race, ethnicity, religion, gender (including sexual orientation), physical ability, or mental ability. It includes all forms of hazing and cyber-bullying. The act of bullying can be and often is continuous and repeated over time, but it does not have to be. Once is enough to constitute bullying.

Bullying may involve, but is not limited to, actions such as hitting, stealing, destruction of property, repeated teasing that is continued despite clear signs of distress and opposition on the part of the target, name calling,

taunting, cyber-harassment, spreading rumors, trying to make others reject someone, exclusion, or public humiliation of any kind.

Students who witness bullying are responsible to stop it by intervening, to help the targeted student escape, and/or to tell a caring adult. Students who do nothing or participate in the bullying will be held accountable for his/her actions.

Seton Catholic Central's anti-bullying procedures will include, but not be limited to, counseling, corrective discipline, and/or referral to law enforcement in order to change the behavior of the perpetrator and remediate the impact on the target. These procedures include appropriate interventions, restoration of a positive climate and support for the victims and others impacted by the bullying. False reports or retaliation for harassment, intimidation, or bullying also constitutes violation of the Seton Catholic Central Code of Conduct.

CONDUCT OFF CAMPUS

Students must conduct themselves off campus in a manner consistent with the status as members of the Seton Catholic Central community and with the philosophy, policies, goals, and commitments of Seton Catholic Central as set forth in its Parent-Student Handbook.

Violations of civil or criminal law involving moral turpitude or other conduct that in the professional opinion of the school administration would reflect or cause discredit to the reputation of Seton Catholic Central by being contrary to the moral, religious, or orthodox ethical principles of the Roman Catholic Church or in the philosophy, policies, goals, and commitments of Seton Catholic Central as indicated in the Parent-Student Handbook make the student subject to corrective action, including suspension or dismissal.

Activities prohibited by this regulation include, but are not necessarily limited to the following: attending, sponsoring, or participating in activities where alcoholic beverages or illicit drugs are sold, purchased, or consumed; committing or attempting to commit acts of vandalism that affect a person's life, health, or property. A student violating these regulations is subject to corrective action, including suspension or dismissal.

DIOCESAN POLICY ON ALCOHOL AND DRUGS

Philosophy - The philosophy of the Catholic Schools of the Diocese of Syracuse seeks to develop the individual student spiritually, intellectually, physically and psychologically. The fulfillment of this philosophy and mission entails the provision of an environment within which the individuals grow in their responsibility to themselves and all other persons. This atmosphere must be preserved from all unnecessary obstacles to achieving this goal.

Inasmuch as the use of alcohol and drugs has been demonstrated to be serious obstacles to the physical well-being of persons and serious impediments of their growth spiritually, intellectually, physically, and emotionally, the following policy is prescribed for the Catholic Schools of the Diocese of Syracuse.

Policy - The Policy of the Catholic Schools of the Diocese of Syracuse is that the use or possession of alcohol, illegal drugs and drugs used for non-medical purposes on school property or at any school-related activities by students is strictly prohibited at all times.

This prohibition extends to the use of the substances mentioned above insofar as one is under the influence, is in possession of, or is passing or selling drugs or alcohol, or attempting to pass or sell alcohol or drugs.

Definition - The term "drug" as used in this policy means a controlled substance or other substance which acts on the central nervous system or causes unusual drowsiness, dullness, perceptional distortion, sleep, insensibility, stimulation, pain reduction, and/or euphoria.

This definition also extends to substances defined as imitation controlled substances or substances referred to as "counterfeit" and/or "pseudo-drugs," which are commonly represented as bona fide controlled substances, illegal drugs, narcotics, stimulants, and depressants.

Guidelines of Implementation - Use, possession, or being under the influence of alcohol/drugs.

1. Any student suspected of using, being in possession of, or under the influence of, alcohol or drugs is to be reported to a school Administrator.
2. Appropriate action based on the Administrator's evaluation is then taken. If the Administrator determines that the student is using, in possession of, under the influence of, alcohol or drugs, the student is to be immediately suspended by the Administrator and parents will be contacted by phone as soon as it is practically possible. A written notification to the parent will also be mailed. Suspension is not to exceed five (5) days. It is recommended that the student be placed on in-school suspension.
3. Prior to the conclusion of the suspension period, the student, the parents, and the Administrator or the Administrator's delegate will meet to discuss the situation and make appropriate plans for a chemical abuse assessment and intervention.

   As a condition for returning to school, it is strongly recommended that students sign an authorization for the release of information to permit the result of the chemical abuse assessment to be shared with school officials.
4. The student is to be placed on disciplinary probation at least until the completion of the intervention program recommended as the result of the required assessment. Since the goal of this policy is to assist in the rehabilitation of students involved with alcohol or drugs, those students who fail to keep the chemical abuse assessment or fail to complete the recommendations of the assessment are in violation of disciplinary probation. The violation of disciplinary probation is punishable by suspension and/or expulsion.

Second Infraction - Any student, who during the course of the year, is found to use, possess or be under the influence of alcohol a second time will be suspended by the Administrator with the possibility of expulsion. If after a parent conference, the Administrator determines that the student may return to school, a chemical abuse assessment and intervention program are required as before.

Since this is the second infraction, the Administrator will take additional appropriate disciplinary measures. If after two prior suspensions, assessments and attempts at intervention, the student is suspended for an alcohol or drug related violation, the student is subject to expulsion following a parent conference.

Selling or Passing Alcohol/Drugs - If there are reasonable grounds to suspect a student of attempting to sell or to pass alcohol or drugs, he/she is to be suspended by the Administrator with the possibility of expulsion. All of the procedures for suspension will be followed by the Administrator. If, after a conference with the student and parents, the school Administrator determines that the student intended to sell or pass alcohol or drugs, the student is to be expelled.

Additional Guidelines

1. Any case deemed serious enough to warrant police intervention is to be discussed with the Superintendent prior to such action.
2. In the event of addictive behavior requiring residential treatment, the school will work with the parents and the staff of the treatment facility to ensure continuity in the student's educational program. At the time it is appropriate to return to a regular school setting, a conference will be scheduled. At this conference, parents, residential treatment staff person, and the Administrator will meet to discuss the student's status. Readmission to school is based on this conference.

DRESS CODE

The philosophy behind the Seton Catholic Central's Dress Code is that if students and faculty dress for success, then there is a higher probability that both will achieve success. The seriousness with which our students address the way they present themselves (including the way they dress) results in a first impression that will carry them far in their lives.

Student compliance with the Dress Code is an important issue in our daily lives at Seton Catholic Central. ***Being out of Dress Code represents a violation of school rules and will be handled in the same way as any other disciplinary violation.***

Students are expected to arrive at school in proper Dress Code and to remain in such attire for the entire school day. Homeroom teachers are responsible for checking student compliance with Dress Code.

SCC Uniform Dress Code for All Students

Grades 9 – 12

GIRLS – MANDATORY

Girls are ***required*** to wear a Seton logo blouse purchased from the Land's End Uniform Company. The blouse must remain appropriately buttoned and fully tucked in at all times. The blouse is to be worn with the skirt and the slacks. The Seton green, black, or white polo shirts purchased from the Land's End Uniform Company will be ***optional*** from the first day of school each year through September 30 and again from the first day of school after the Memorial Day Holiday until the last day of school in June. Girls ***must*** purchase a green plaid skirt from the Land's End Uniform Company. ***The skirt must be hemmed to an appropriate length – no shorter than 2" above the top of the knee cap when standing straight***. This uniform may be worn every day.

Dress shoes ***must*** be worn every day all year with socks, hunter green or black tights, or light colored stockings. ***Leggings, yoga pants, and other colored tights are* not *acceptable*.** The following are ***not*** considered dress shoes and, therefore, are ***not*** acceptable: boots (or any shoes that are above the ankle), clogs (or any open-back shoes), crocs (or any look-alikes), ballet or other slipper-like shoes, shoes with excessively high heels (over 2"), shoes with fur or made out of fabric or canvas, open-toed shoes, sandals, athletic look-alikes, sneakers, slides, or flip flops. ***When in doubt, ask before wearing questionable shoes to school.***

Options

Girls may choose to wear dress black or khaki slacks with a belt every day instead of the plaid skirt. However, these pants ***must*** be purchased from the Land's End Uniform Company. **YOGA PANTS AND TIGHT PANTS ARE NOT ACCEPTABLE**. Girls' slacks **MUST BE THE SAME STYLE AND FIT** as those purchased through the Land's End Uniform Company. The slacks may ***NOT*** have external pockets or rivets; this means that the slacks may ***NOT*** look like jeans. Hunter green or black sweaters or vests with the Seton logo are an option but ***must*** be purchased from the Land's End Uniform Company. In addition, the sweaters and/or vests ***must*** be worn with the white blouse. Hunter green or black fleece jackets with the Seton logo purchased through the Land's End Uniform Company may be worn with the white Seton blouse.

The final decision of acceptability on dress and personal appearance is reserved by the Administration.

BOYS – MANDATORY

Boys are ***required*** to wear a white shirt that must remain fully buttoned and tucked in at all times and a tie of choice. The Seton green, black, or white polo shirts purchased from the Land's End Uniform Company will be

optional from the first day of school each year through September 30 and again from the first day of school after the Memorial Day Holiday until the last day of school in June. Boys must also wear dress black or khaki slacks with a belt which, along with the white shirt and the ties, may be purchased at local stores or through the Land's End Uniform Company. The slacks may ***not*** have external pockets or rivets; this means that the slacks may ***not*** look like jeans or cargo-style pants.

Dress shoes ***must*** be worn with socks. The following are ***not*** considered dress shoes and, therefore, are ***not acceptable***: boots of any kind (including Timberlands and look-alikes), athletic look-alikes, sneakers, slides, flip flops, clogs, crocs, sandals, canvas shoes, or open toed shoes.

OPTIONS

Hunter green or black sweaters or vests with the Seton logo are an option, but ***must*** be purchased from the Land's End Uniform Company. In addition, the sweaters and/or vests ***must*** be worn with the white shirt and tie. As an option, hunter green or black fleece jackets with the Seton logo purchased through the Land's End Uniform Company may be worn with the white shirt and tie.

BOTH BOYS AND GIRLS

Athletic Teams: When the Team's Sport is In Season and on Home Games **ONLY** – The **ENTIRE TEAM** has permission to wear either (1) a green, black, or white polo shirt (short- or long-sleeved, but with no long-sleeved shirt under the short-sleeved polo) with a Seton logo that represents the sport; or (2) a black or green sweater or vest with the Seton logo and the team sport; or (3) the team jersey. The white Seton blouse or a white shirt and tie and Dress Code slacks must be worn with the sweater or vest and the team jersey. Cheerleaders may wear their vests, but must wear Dress Code slacks. Team apparel will be approved by the administration and ***must*** be consistent with Seton dress code.

Note Well: **The entire team must select one of the above options and all team members must dress alike**. **Any lack of adherence to this requirement may result in the team forfeiting the right to wear team attire.**

WEARING LONG-SLEEVED SHIRTS UNDER SHORT-SLEEVED SHIRTS IS NEVER ACCEPTABLE.

The final decision of acceptability on dress and personal appearance is reserved by the Administration.

Grades 7 – 8

GIRLS

Girls are ***required to wear*** Seton green, black, or white polo shirts purchased from the Land's End Uniform Company. Polos ***must*** be fully tucked in at all times. Dress black or khaki pants or walking shorts are available for purchase through the Land's End Uniform Company. These items may be purchased at local stores so long as the style and fit are consistent with those provided by the Land's End Uniform Company. **LEGGINGS, YOGA PANTS AND TIGHT PANTS/SHORTS ARE NOT ACCEPTABLE.** Girls have the option to wear the Seton blouse and plaid skirt purchased from the Land's End Uniform Company throughout the year. Blouses ***must*** be buttoned appropriately and remain fully tucked in at all times.

Sweaters, vests, and fleece jackets are optional. Hunter green or black Seton fleece jackets may be worn ***only*** if purchased through the Land's End Uniform Company; these jackets ***must*** have the Seton logo.

The final decision of acceptability on dress and personal appearance is reserved by the Administration.

BOYS

Boys are ***required to wear*** Seton green, black, or white polo shirts purchased from Land's End. Polos ***must*** be fully tucked in at all times. Boys have the option to wear a dress white shirt and a tie of choice, consistent with the high school boys' uniform dress code. These items may be purchased at local stores. Shirts ***must*** be buttoned appropriately and fully tucked in at all times. Dress black or khaki pants or walking shorts may be purchased at local stores, but are also available for purchase through the Land's End Uniform Company.

Sweaters, vests, and fleece jackets are optional. Hunter green or black Seton fleece jackets may be worn ***only*** if purchased through the Land's End Uniform Company; these jackets ***must*** have the Seton logo.

BOTH BOYS AND GIRLS

Girls and boys in grades 7 and 8 may wear sneakers or other rubber-soled shoes. All students ***must*** wear socks of some kind. White, black, or hunter green socks, tights, or light colored stockings may be worn. Socks or tights of any other color are ***not*** acceptable. ***Wearing long-sleeved shirts under short-sleeved shirts is not acceptable.***

Boys and girls will change for PE classes in the locker rooms. There is no PE uniform. Students should bring sweatpants or shorts, T-shirts and/or sweatshirts, sneakers and socks. Please make sure that the clothing fits properly, is modest, and does not have inappropriate language, images, or advertising.

The final decision of acceptability on dress and personal appearance is reserved by the Administration.

Dress Down Days

On Dress Down Days, students may wear jeans (no rips or holes, please), T-shirts, sweatshirts, and athletic footwear. ***Leggings, yoga pants, and tight pants/shorts are not acceptable.*** All clothing should be modest and in good taste. Caps, hats, shorts, capris, tank tops, tube tops, flip flops, sandals, slides, and short skirts are ***never*** acceptable.

THE FINAL DECISION OF ACCEPTABILITY ON DRESS AND PERSONAL APPEARANCE IS RESERVED BY THE ADMINISTRATION.

Hair Color/Styles

No unusual hair color or fad styles are permitted.

Body Piercing

Any visible body piercing (including eyebrows, noses, and tongues) is ***not*** allowed. The only exception is pierced ears.

CELL PHONE POLICY

CELL PHONES AND ALL OTHER ELECTRONIC DEVICES

The SCC Administration recognizes that many students have cell phones and other electronic devices that they carry to school in backpacks, purses, or pockets. We urge parents/guardians and students to communicate via the telephone in the Main Office during school hours so as not to disrupt the teaching-learning process in the classrooms.

PARENTS/GUARDIANS WHO NEED TO CONTACT THEIR CHILDREN SHOULD CALL THE MAIN OFFICE AT 723-5307 BETWEEN 8AM AND 3PM WITH MESSAGES FOR THEIR CHILD SO THAT TEACHING AND LEARNING ARE NOT DISRUPTED BY CELL PHONE CALLS AND TEXT MESSAGES.

WE WILL DELIVER MESSAGES TO YOUR CHILDREN EITHER BETWEEN CLASSES FOR NON-EMERGENCIES OR IMMEDIATELY IN CASES OF EMERGENCY.

Cell phones and all other electronic devices (iPods, iPads, mp3s, etc.) must be ***turned off*** and must ***remain out of sight*** during school hours (8:00AM - 3:00PM). Students who use their cell phones or any other electronic device during school hours will have the device taken and turned into the Vice Principal.
Once turned in to the Vice Principal, the student's cell phone will be kept in a secure location until 3:00PM. The student may pick up the cell phone at 3:00PM.

The penalties are as follow:

- **First offense:** The student must turn the phone into the Main Office every morning upon arrival to school for five days and leave it until 3:00PM. Students who forget to do so will receive additional penalties.
- **Second offense:** The student must turn the phone into the Main Office every morning upon arrival to school for ten days and leave it until 3:00PM. Students who forget to do so will receive additional penalties.
- **Third offense:** A parent/guardian conference will be held and the consequences will be based on the outcome of the conference.

ACTIVITIES

Student Activities – There is a variety of clubs and organizations as well as an extensive program of athletics at SCC to provide opportunities for the all-around development of student talent. Students are encouraged to choose carefully and to participate in the activities, clubs, and sports programs.

STUDENT DANCES

The following rules apply to dances at Seton Catholic Central.

Dances are either "OPEN" or "CLOSED." When a dance is announced as "closed," only students from Seton Catholic Central may attend. When a dance is announced as "open," SCC students may invite a guest.

Prior to an "open" dance, the hosting Seton Catholic Central student must obtain a permission form and rule sheet from the Main Office and provide the guest's name, home phone number, and name of the school the guest attends. The guest list must be approved by the Vice Principal and the guest must submit an SCC Guest Permission form to the Vice Principal signed by his/her Principal stating that the guest is a student in good standing at his/her high school. Students and guests must present student IDs to be admitted to the dance.

Unless otherwise specified, all school dances are held from 7PM to 10PM. The doors will close a half hour after the dance starts. No one will be allowed in after that time unless ***prior*** permission has been obtained from the Administration.

Students and their guests must remain until the end of the dance. Prior permission from an Administrator is necessary to leave before the end of the dance. Parents will be called.

All students will be administered a breathalyzer upon entering and upon leaving the dance. Diocesan and school rules concerning the use of tobacco, drugs, and alcohol apply at dances.

No dance will be held unless there are 10 parent chaperones and six (6) teacher chaperones (at least one male and up to five females) who have agreed to chaperone one week before the dance. Music for the dance must be approved by the Seton Catholic Central Administration and contracted at least one week prior to the date of the event.

Students are expected to dress and dance appropriately, modestly, and in good taste. The Seton Catholic Central Administration has the final approval of appropriateness in terms of dress and style of dancing. If a student does not comply, parents will be called and the student will be asked to leave the dance.

EMERGENCY PROCEDURES

1. **Fire Drills -** Students should move quickly and silently, following the emergency exit directions in each area of the building. All students must exit the building and remain in the designated areas away from the building until the return signal is given. Students should stay with their assigned class/teacher.
2. **Emergency Early Dismissal -** Bus students will be dismissed as each school bus arrives at the school. Students who walk will be dismissed Binghamton City School District bus for the 7th and 8th grade students arrives. Drivers will be dismissed when the bus from their public school district arrives.
3. **Emergency School Closing/Delay –** Seton Catholic Central will be open at the scheduled time unless it is announced on the radio or television that the Catholic Schools of Broome County are closed or have a delayed opening.

During the winter months when the forecast predicts stormy weather, parents should not allow students to drive to school. Instead, the students should avail themselves of safe transportation on the school buses. This would eliminate the many parental phone calls requesting early dismissal for their son/daughter because of fear of student accidents.

We ask that parents take a proactive rather than a reactive approach during winter storms. A student driver will be dismissed when his/her school district dismisses and the bus from that district arrives at Seton Catholic Central.

4. **Cancellation of Athletic Events -** (due to inclement weather) For updates consult the STAC Website (http://66938.digitalsports.com/) or call 723-5307 ext. 180

a. **Games and Contests -** The athletic directors of the two schools involved will determine whether a particular athletic event will be held. If an event is canceled, the Athletic Director will contact the coach, who will notify the players. If an event is held, the home team is responsible for overnight hospitality if the weather worsens to such an extent that travel after the event is impossible.

b. **Practices -** The coach may schedule practices during inclement weather. If, in the best judgment of the athlete or his/her parents/guardians, the athlete should not attend the practice, he/she will not be penalized. It is, however, understood that under such circumstance, the coach may elect not to play this athlete in the next contest, if the coach judges that the practice in question was essential preparation for the contest.

5. **Emergency Contacts -** Each parent/guardian shall provide the school with telephone numbers where they may be contacted in the event of unforeseen events or emergencies. Further, if possible, the school requests that the parents/guardians provide the name(s), address(es), and telephone number(s) of individuals who could act in the parents'/guardians' absence should an unexpected event occur and the parents/guardians cannot be contacted.

   Occasionally, parents/guardians go away on vacations or business trips during the school year, and leave their children in the care of others. In case of an emergency involving your child, it is necessary for the Administration to have some type of written permission indicating the person or persons who are legally responsible for your child in your absence. Written permission should also be given to the persons responsible for your child/children. It is necessary to have something *in writing* in the event of an emergency. This information is also helpful in case your child is absent while you are away. It will assist in verification of the absence.

FIELD TRIPS AND OVERNIGHT TRIPS

Field trips and overnight trips are privileges planned by teachers and approved by the school administration with educational purposes as the primary objective and with financial considerations in mind. Such trips are considered extensions of the school day and, therefore, all terms of the Code of Conduct apply. In addition, students must be in good standing to participate in field trips and other extracurricular activities. This means

that the student must be academically eligible as well as in terms of discipline. Moreover, students with delinquent accounts – meaning that they owe tuition , fees, or both – may not participate in field trips.

Field trip information will be sent home to parents by the sponsoring teacher upon administrative approval of the trip. Fees, if any, will be explained and the dates for collection will be given. (Please refer to the section on **Refund Policy for Extracurriculars**.)

Students must return the Field Trip Permission form with parent signature and payment (if any is required) by the due date indicated.

PLEASE NOTE: STUDENTS MAY NOT PARTICIPATE IN FIELD TRIPS WITHOUT A PARENT-SIGNED PERMISSION FORM.

Should it become necessary, parents may be called and asked to pick up their child during an overnight trip. This only occurs under extreme circumstances such as illness or severe disciplinary issues that cannot be handled or appropriately addressed by teachers and volunteers while on the trip.

GUESTS

Student guest *requirements* are as follows:

· At least one day prior to the guest's visit, the Seton Catholic Central student should request and gain permission from the Seton Catholic Central Administration for a guest to visit the school for the day.

· Notify the Seton Catholic Central Attendance Officer and the Guidance Office one day prior to the visitation.

· Present written permission from both a parent/guardian of the visitor and a parent/guardian of the Seton Catholic Central host student to the Seton Catholic Central Attendance Officer and the Guidance Office on the day of the visit.

· Present written permission from a school Administrator of the school where the visitor is enrolled to the Seton Catholic Central Attendance Officer and the Guidance Office on the day of the visit.

· The Seton Catholic Central student will be responsible to see that the visitor abides by the rules and regulations of the school (including Dress Code).

· The student and the visitor will sign in at the Seton Catholic Central Main Office and the guest will receive a Visitor's Pass. The guest must wear the Visitor's Pass at all times while in the building.

· Student guests are not permitted during exam weeks, the month of June or days immediately preceding/following a school holiday.

· Seton Catholic Central Graduates must also sign in at the Main Office and obtain and wear a Visitor's Pass.

· Visit arrangements for prospective students must be made in advance with the Guidance Department.

HEALTH SERVICES

1. Up-to-Date Immunization Requirements

Proof of all immunizations is required for all new students regardless of grade. Under section 2164 of the New York State Public Health Law, minimum immunization requirements include:

3 Diphtheria; 3 Polio; 2 Measles; 1 Mumps; 1 Rubella; and 3 Hepatitis B

A copy of the student's immunization record will be sent from the previous ***local*** school that the student attended.

2. Illness or Injuries - refers to students who are ill or injured on school property or during school hours.

· The student, if able, should secure a pass from a teacher or Study Hall Moderator to report to the Health Office.

· The Nurse or school Attendance Officer will examine the student.

o If the student is all right, he/she will be given a pass to return to class.

o If the student is sick, parents/guardians will be contacted. (Students should not call home.)

· When a student is going home sick, his/her parent/guardian or parent/guardian representative must sign out for the student in the Main Office with the Attendance Officer.

· In case of injury, an Accident Report Form must be filled out by the teacher or coach in charge of the class or activity where the injury occurred, and is to be handed in to the Main Office by the end of the school day.

3. Prescription Medication and/or Over-the-Counter Drugs - There are some instances when a student must take medication during school hours. The following guidelines ***MUST*** be adhered to:

· A "Physician's Medication Request" and a "Parental/Guardian Permission" form authorizing School personnel to give medication is available from the Nurse and the Attendance Officer. The health care provider fills out the top portion of the form and the parent fills out the lower portion of the form. The forms must be turned in to the SCC Health Office before any medication can be dispensed.

· All prescriptions must be labeled by the pharmacist. All over-the-counter drugs must be in original containers.

· All medication is to be kept by the School Nurse or the Attendance Officer.

· A student may carry an inhaler during the school day if the prescribing physician has indicated this on the "Physician's Medication Request" form.

4. Emergency Report - Seton Catholic Central has available Emergency Procedures in conjunction with Lourdes Hospital in case a student is injured or ill and parents are not available for permission. If you have not received an "Authorization to Consent to Medical Treatment" form, please contact the Seton Catholic Central Main Office.

5. Medical Examinations

· State Education Law requires a physical examination for each new student entering school and for every student in the 10th grade. A sports physical fulfills this requirement. (Both the regular Physical Exam and the Athletic Physical Exam forms are available in the Seton Catholic Central Health Office and the Main Office.)

· If the physical exam form is not turned in to the Seton Catholic Central Health Office by October 1st, a school physical will be scheduled.

· Students who have not had a physical exam and who have not reached the age of 17 years of age will have a scoliosis screening annually.

· Hearing screenings are conducted in 10th grade.

· Vision screenings are conducted every year.

· Parents/guardians should advise the School of any known health problems a student may have or any changes in the health information submitted.

INTERNET USE POLICY OF THE CATHOLIC SCHOOLS OF THE DIOCESE OF SYRACUSE

Acceptable Use Policy
Regarding Student Use of Computers,
Internet Access, and Related Equipment/Services

INTRODUCTION

The Catholic Church views emerging technologies, such as computers, the worldwide Internet, and related items, as gifts of the Spirit that challenge God's faithful people to make creative use of such new discoveries and technologies to better the human condition in a manner that is consistent with the Church's teachings. (*See* Aetatis Novae, #2). The Catholic Schools of the Diocese of Syracuse recognize that as such new technologies change the ways in which information may be accessed and used, they may also change the methods of instruction and learning. The Catholic Schools support the use of such technologies and tools in the educational process, to the extent such use assists the learning process is safe for all concerned, and is consistent with the Church's teachings.

Such tools and methods must be used by Catholic educators and students in a manner that is educationally appropriate and which is consistent with the Church's teachings and applicable laws. Therefore, the Diocese of Syracuse Catholic School Office and the schools associated with the Diocese ("local schools") hereby adopt this Acceptable Use Policy for Students. It shall govern all student use of computer equipment, the Internet, and related equipment and services occurring in the student's performance of his or her duties, on school property or in regard to any school event, and its violation may constitute a basis for student discipline.

DEFINED TERMS

As used in this policy, the following terms shall have the following meanings.

1. The term "Acceptable Use Policy" or "AUP" shall mean this policy, which conditions and controls the use of Internet services and/or computers, as those terms are defined here, on school premises and at or during any school event.

2. The "Catholic School Office" or "CSO" shall mean the Catholic School Office of the Diocese of Syracuse, New York.

3. The term "Code of Conduct" shall mean the code by that name adopted by each local school and published, among other places, in each local school's Student Handbook.

4. The term "computer equipment" shall mean any device, equipment or instrument that is utilized for the electronic creation, receipt, storage, transmission or manipulation of data. The term shall include personal computers and laptop computers, any network of interconnected computers, intranet, personal digital assistants, cell phones, portable media players (*e.g.*, iPod) and any similar or related device.

5. The term "Diocese" shall mean the Roman Catholic Diocese of Syracuse, New York.

6. The term "Diocesan Property" shall mean a real or personal property belonging to the Diocese or any of the schools associated with the Diocese, "local schools", including any computer, computer network, intranet, Internet service, e-mail service or accounts, data storage accounts or any other similar or related equipment, service or thing.

7. The term "educational purpose" shall mean the intended use of any form of media, computer, computer network, and/or the Internet in a manner and for a purpose that is plainly related and readily applicable to a local school's curriculum, sponsored extracurricular events, and/or administration.

8. The term "e-mail" shall mean any form of electronic communication that involves the transmission of communication, information, or data by a publicly accessible network of interconnected computers or computer networks. It shall include all forms of such communication, including electronic mail, online chat, file transfer, and the interlinked web pages and other documents of the World Wide Web.

9. The term "Internet" shall mean the World Wide Internet, as that term is commonly defined, as well as any intranet, computer network, electronic mail, text messaging, electronic chat devices, and any other computer usage that involves

the electronic receipt, transmission or storage of data, information, or communication, whether facilitated through an Internet service provider or otherwise.

10. The term "local school" shall mean any of the Catholic Schools affiliated with the Diocese.

11. The term "policy" shall mean, in the case of the CSO, any policy, directive or guidance provided by the CSO to the various local schools. In the case of a local school, the term shall mean any policy, directive, or rule of a local school, including its Code of Conduct.

12. The term "school event" shall mean any event occurring during the school day, including any curricular, extracurricular, or other school sponsored or endorsed event, regardless of whether said event occurs on school property or is directly supervised or controlled by school officers or employees.

13. The term "school property" shall mean shall mean an real or personal property belonging to the Diocese, including any computer, computer network, intranet, Internet service, e-mail service or accounts, data storage accounts, or any other similar or related equipment, service, or thing.

14. The term "sexual harassment" shall mean the preparation and dissemination of any verbal or written materials, photographic, video or audio material, conduct, physical contact, or other actions that are offensive to a reasonable person and which have a sexual connotation or which otherwise create a sexually hostile working or learning environment, as described with more particularity in the Sexual Harassment Policy of the Diocese of Syracuse Catholic Schools Office, which is, by reference, incorporated here.

15. The term "student" shall mean any student enrolled in any Diocesan school.

ACCEPTABLE USE POLICY TERMS

It is hereby the policy of the Catholic School Office and the Catholic Schools affiliated with the Diocese that student use of school provided computer equipment, Internet access or service, e-mail accounts or service, and any similar thing shall be subject to and conditioned upon adherence to this AUP. In addition, use of any such thing on school property or at any school sponsored event shall be conditioned upon and subject to this AUP. This AUP shall supplement each local school's Code of Conduct, and its violation shall be a basis for discipline.

Specific Terms

1. The student's use of any computer equipment, Internet access or service, e-mail, or any similar thing shall be governed by consistent with this AUP, and all state, federal, and local laws, including those governing use and dissemination of copyrighted, trademarked, or otherwise protected intellectual property.
2. The student is individually and personally responsible for any use of computer equipment, Internet access or service, or e-mail accounts provided to the student, and shall safeguard his or her passwords or other access control mediums accordingly.
3. The student shall only use school-provided computer equipment, Internet access, and/or e-mail accounts for educational purposes or the discharge of his or her assigned duties.
4. The student shall use computer equipment, Internet service or access, e-mail, or any similar thing on school property or in relation to any school event solely for educational purposes, irrespective of who owns or has provided such things.
5. The student has no right to the use of computer equipment, Internet access or service, e-mail, or any similar thing in regard to instruction or any school function or event; such use and access is a privilege, which the local school may revoke at any time and without the provision of any form of process, within the sole discretion and judgment of the local school's Principal.
6. The student is prohibited from using any other party's password or access control to access any computer equipment, Internet access or service, e-mail or any similar thing, except as specifically authorized.
7. The student shall not change, alter or modify any provided password or other form of access control without express permission to do so.
8. The student is prohibited from accessing or using personally owned or obtained computer equipment, Internet access or service, e-mail e.g., AOL, yahoo or Hotmail or any similar thing during the school day, on school property, or in regard to at any school event or function, except as specifically authorized in writing by the local school Principal.

9. The student is prohibited from using any computer equipment, Internet access or service, e-mail, or any similar thing for any purpose that is inconsistent with the Church's teachings or the policies of the CSO or local school, including, but not limited to the following:

a. Accessing, viewing, transmitting, or storing sexually or otherwise offensive messages, pictures, or unlawful information on the Internet;

b. The use of impolite, abusive, or otherwise reasonably objectionable language in either public or private;

c. Harassing, insulting, or attacking others;

d. Improperly accessing, using or damaging computers, computer networks or systems, intranets, servers, Internet accounts, or web sites belonging to any other person or party;

e. Intentionally wasting limited and/or valuable resources; and/or

f. For any commercial purpose or political purpose, other than the student's duties, or in any manner that violates federal, state, or local laws or statutes.

10. All provided computer equipment, Internet access or service, e-mail, or any similar thing is the property of the local school and/or Diocese, and the student has no right to use of or access to any such thing in the performance of his or her duties.

11. The Diocese, CSO, or local school, and/or the student, agent or representative of any of them, may access, monitor, review, download, print, copy, delete, any material located on, transmitted by, or received by any computer equipment, Internet access or service, e-mail account, or any similar thing. In addition, and as appropriate, the Diocese, CSO, and/or local school may provide such material to any law enforcement agency or other governmental agency. The decision to undertake any of these actions is reserved to the exclusive discretion and judgment of the Diocese, CSO, or local school, and shall not require the existence of any justification, cause, or suspicion.

12. By signing this Student Handbook receipt, parents hereby stipulate and agree that the student has no right to privacy, exclusive possession or access in regard to any computer equipment, Internet access or service, e-mail, or any similar thing. The student and his or her parents waive, relinquish and shall be precluded from asserting any such right in any judicial, administrative, governmental, or quasi-governmental proceeding.

13. Upon notice that his or her possession, use, or access to any computer equipment, Internet access or service, e-mail, or any similar thing is suspended or terminated, the student shall promptly return any school provided equipment and/or passwords or other forms of access control.

14. Upon request, the student shall immediately provide his or her local school with access to any school provided computer equipment, Internet access or service, e-mail, or any similar thing, used in conjunction with the student's duties and/or provided by the Diocese or a local school.

CONSEQUENCES AND PENALTIES FOR VIOLATION OF AUP

Consequences of inappropriate computer use shall be determined in the sole discretion and judgment of the Principal of the local school, consistent with this AUP and its Code of Conduct. Examples of such consequences are listed below. This list is not intended and shall not be construed as an exhaustive list or to require any particular process or particular penalty. The assessment of any penalty shall not operate to the exclusion of any other penalty and a local school may apply one or more penalties as its Principal deems appropriate.

1. Parental/guardian notification and a parental conference with the Principal or his/her designee.
2. Any penalty listed for the Violation of the Technology Policy in the local school's Code of Conduct, including a loss of privileges, detention, suspension, and/or expulsion.
3. The requirement that the student reimburse or compensate the local school or any third party for damage caused to a computer other property, or property rights as a result of a violation of this AUP, which shall be a condition precedent to the student's continued or renewed enrollment at the local school or any other Catholic school in the Diocese of Syracuse.
4. The institution of a civil action to recover money damages caused to the local school and/or Diocese through any violation of this AUP.
5. Loss of computer, computer network, intranet, Internet, e-mail, or data storage access, and/or use privileges. Any student who loses such privileges and later has them reinstated shall be supervised at all times in his or her use of any such equipment, service, or access.

6. Whenever the local school believes or suspects that a criminal law has been violated, the local school shall notify the appropriate state or local agency, in consultation with and as guided by the Catholic School Office, and may ask any such agency to investigate or prosecute any such conduct.

LOCKERS

School Locker Policy - Lockers on school premises are school property temporarily provided to the student to store necessary school supplies and personal items. Students should have no expectation of privacy with respect to any item stored within the school locker. The school expressly reserves the right to conduct a search of any locker on school premises at any time it deems necessary, with or without reasonable suspicion that a school rule is being violated. As a condition of enrollment, each student expressly grants to the school the right to conduct a search of his/her assigned locker at any time without prior notice or consent. If such search discloses any evidence indicating a violation of a school rule, it may be used in connection with the imposition of a disciplinary penalty, and/or police notification.

Each student is assigned a locker on a yearly basis and must rent ($5) a combination lock which must be used throughout his/her attendance at SCC. The combination of such lock is registered in the Main Office. Upon graduation, the $5 fee will be refunded when the student returns the lock.

It is recommended that students leave valuables and any sums of money at the Main Office before school and claim them at the end of the school day or not bring them to school at all (this includes locker rooms).

Gym Locker Policy – Students are issued school locks for use on the lockers in the Gym locker rooms. ***Students should never leave their belongings unattended on the benches or on the floor in the locker rooms during PE classes or during sports practices.*** If the Main Office is closed and a student has valuables that he/she is concerned about, he/she should give them to his/her teacher or coach for safe keeping.

***PLEASE NOTE*: SCC is not responsible for students' lost, damaged or stolen property**. **The School provides locks and lockers for students' belongings.**

MISCELLANEOUS

1. Skateboards, Rollerblades - are NOT permitted on school property.

2. Bookstore - The SCC Bookstore is located across the hall from the Chapel, just outside the Gym. It is open before and after school and often during lunch periods; times are posted outside the Bookstore. Students may purchase school supplies, workbooks, lab manuals, and other required materials for class. The Bookstore also sells other SCC merchandise.

3. Lunch - ***All students are assigned ONLY one lunch period***. Other free periods during lunch periods are to be spent in the students' assigned study hall so that there will be enough space in the Cafeteria for students to eat.

Please remember the following during lunch:

A. **All food AND DRINK ARE to be CONSUMED in the cafeteria.**

B. **All 7th, 8th, and 9th grade students are to remain in the Cafeteria for the entire lunch period. They may only leave to see the Nurse, a Counselor, or with a pass from a teacher.**

C. The Cafeteria is to be left clean and neat at all times. Students are asked to bus their own trays, to pick up after themselves, and to leave their tables and chairs clean for the next students who will enter for lunch after them.

D. During their lunch period students may be:

1. In the Cafeteria.
2. On the Patio outside the Cafeteria (Seniors only).
3. In the Cafeteria Corridor.
4. In the Main Corridor in front of the Office.
5. In the Chapel Corridor.

E. ***During lunch periods, students may NOT***

1. be in the Science Corridor nor in any of the other classroom corridors.
2. go to their lockers until the bell rings dismissing them from their lunch period.
3. go to the Parking Lot.
4. leave the building for ***ANY*** reason.

4. Lost And Found - Check in the Main Office.

5. Media Coverage - At times during the school year, the media such as the *Press and Sun-Bulletin* , the local television channels, or the *Catholic Sun* come to the school to interview students, teachers, and administrators about activities at the school. If parents/guardians do not want to have their child(ren) participate in the coverage, they should make this known to the Principal in writing.

6. Senior Lounge – 12th grade students who have an unscheduled period will report to the Senior Lounge area in the Cafeteria ***during Study Hall periods ONLY***. This is an area for Seniors only. Seniors must sign in and sign out with the Cafeteria Study Hall Moderator. Seniors are expected to be respectful of this privilege and keep the area clean at all times.

PARENTAL/GUARDIAN CONCERN PROCEDURE

In order to expeditiously resolve parental/guardian concerns, complaints, or misunderstandings, parents or guardians are expected to first contact the teacher. Parents/guardians are strongly encouraged to schedule an appointment, through the school, with the student's teacher to discuss the matter in private at a time when the teacher is free from his/her teaching responsibilities. Teachers may be reached either through email or voice mail. Both modes of contact should be answered by teachers within 24 hours (not including weekends).

If the matter is not satisfactorily resolved at the teacher level, the parent or guardian may request an appointment to speak with the student's School Counselor. If the matter is not satisfactorily resolved with the Counselor, the parent or guardian may schedule a mutually convenient appointment to speak with the school Vice Principal and/or Principal.

REFUND POLICY FOR EXTRACURRICULARS

Some student extracurricular activities require the payment of fees. Examples include the athletic fee and the costs associated with the overnight class and club trips. It is important to understand that the fees and the costs are based on the associated costs and are committed once the activity is offered and students register for it.

For trips, once a deposit is paid to Seton Catholic Central it is NOT REFUNDABLE. Buses and hotels require down payments in order to hold reservations. The money from the deposits pays for those down payments. There are no cash reserves to refund deposits.

Two weeks prior to departure for a trip, there are NO REFUNDS of the remaining balance of the trip payment. All funds paid by students have been committed to pay for transportation, hotels, meals, and other trip expenses as detailed in the itinerary. There are no cash reserves to refund the expenses incurred for the trip.

For athletic fees, if a student is injured and will miss the entire season, a doctor's note stating the injury and the date the student may return to full physical activity is required. Upon receipt of the doctor's information, a refund may be granted.

SAINTLY GROUNDS

Saintly Grounds, the SCC Coffee House, began as a dream in 2004 and was built through the love and labor of a small, but enthusiastic group of volunteers. Since then it has become a mainstay of the faculty and students of SCC.

Saintly Grounds is located in the Library and continues to be staffed by volunteer parents and students. It is open to students and faculty from 3:00PM to 4:00PM every school day. Students may purchase healthy snacks and beverages for reasonable prices. Saintly Grounds is also open during dances and other special occasions.

We are always looking for additional volunteer parents to help support Saintly Grounds and to keep the operation running.

SEARCH BY SCHOOL PERSONNEL

When school officials have a reasonable suspicion that a school rule is being violated or that illegal items may be concealed in a student's personal belongings, car, or on his/her person, the school officials may act upon that suspicion without the student's consent. The resulting evidence, if any, may be used in connection with a disciplinary proceeding and/or notification to appropriate law enforcement authorities. (Please review **Terms of Enrollment**.)

SEXUAL HARASSMENT POLICY OF THE CATHOLIC SCHOOLS OF THE DIOCESE OF SYRACUSE

STATEMENT OF POLICY AND OVERVIEW

The Catholic School Office of the Diocese of Syracuse ("CSO"), and each of its component schools (individually, "School" or collectively, "Schools"), are committed to safeguarding the right of all staff and students within the school community to work and learn in an environment that is free from all forms of illegal sexual discrimination[1], including sexual harassment. Therefore, the Catholic Schools of the Diocese of Syracuse prohibits all behavior of a sexual nature that imposes a requirement of sexual cooperation and/or tolerance of a sexually hostile work environment as a condition of employment, pay or benefits, working conditions, academic advancement or participation in any educational or extracurricular program, or which has the purpose or effect of creating a hostile or offensive working or learning environment.[2]

The CSO and its Schools, through implementation of this policy, are committed to investigating all reports of sexual harassment or other illegal gender discrimination and taking prompt and appropriate action to deter, punish, and remedy any such type of conduct. Further, they expressly prohibit any form of retaliation against any student, employee, parent, volunteer, or community member because any such person has made a report of illegal sexual discrimination or harassment, as hereinafter provided, or otherwise participated in the investigation of any such report.

The Superintendent hereby charges the component school administrators with the implementation of this policy, as well as its publication to students, staff, parents and volunteers of the Schools.

DEFINITIONS

Sexual harassment can take many different forms and occur in several different settings. Accordingly, the definitions used here are intended to be illustrative, and not exclusive. Sexual harassment is generally defined as unwelcome or unwanted sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is, either explicitly or implicitly, made a condition for evaluating a student's academic progress or a student's successful completion of any course of study, educational or extracurricular activity.
2. Submission to or rejection of such conduct by a student is used as the basis for academic or extracurricular decisions affecting such student, including the acceptance into or rejection from a course or activity.
3. Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance, evaluation of a student's academic performance or progress, participation in an educational or extracurricular activity, or creating a sexually intimidating, hostile, or offensive learning environment.
4. Submission to such conduct is, either explicitly or implicitly, made a condition for continued employment, the evaluation of an employee's performance or the pay, benefits, and/or working conditions of any employee;
5. Submission to or rejection of such conduct by an employee is used as a basis for decisions affecting an employee's pay, benefits, work assignments, and/or working conditions.
6. Such conduct has the purpose or effect of unreasonably interfering with an employee's ability to perform his or her work or creates an intimidating, hostile, or offensive work environment.
7. Conditions exist within the school environment that allow or foster harassing activities of a sexual nature, including but not limited to, obscene pictures, lewd jokes, sexual comments and innuendo, or, among other things, sexual advances.
8. Out of school conduct, including use of the Internet, which creates or contributes to a sexually hostile environment in school, unreasonably interfering with a student's participation in an educational program, extracurricular activity, and/or academic performance, or an employee's work performance, pay, benefits, and/or which creates an intimidating, hostile, or offensive learning or working environment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, including the creation of a hostile learning or work environment, the following are some examples of conduct that may constitute sexual harassment, depending upon the totality of circumstances, the severity of the conduct and its pervasiveness:

1. Unwelcome sexual advances, regardless of whether they involve physical contact.
2. Sexual epithets, jokes, written or verbal references to sexual conduct, gossip regarding an individual's sex life; comments about an individual's body, and/or comments about an individual's sexual activity, deficiencies, or prowess.
3. Displaying sexually suggestive objects, pictures, and/or cartoons.
4. Unwelcome leering, whistling, brushing against the body, sexual gestures, and suggestive or insulting comments.
5. Inquiries into one's sexual experiences; and
6. Discussion of one's sexual activities.

The CSO acknowledges that in determining whether sexual harassment has occurred, the perspective of the complaint and/or victim should be considered. While the accuser's conduct and/or intention may be considered, sexual harassment may be found even where the accused has/had no intention to sexually harass another individual.

COMPLAINT PROCEDURES AND PROHIBITION OF RETALIATION

1. *Appointment of Sexual Harassment Officers*

The CSO's Superintendent of Schools ("Superintendent") shall appoint a Catholic School Sexual Harassment Prevention Officer (CSSHPO) for the diocesan Catholic schools. Each School shall create the position of School Sexual Harassment Prevention Officer ("SSHPO"). At the end of each academic year, each School will submit to the CSO a list of candidates for the position of SSHPO. The CSO will thereafter designate the SSHPO for each school. In Diocesan secondary schools, at least one male and one female SSHPO will be appointed. The SSHPO(s) will serve from September through August of the next school year.

The CSSHPO and the various SSHPO's shall receive training in the area of sexual harassment prevention and proper investigation into reports of sexual harassment. Each School shall notify the CSSHPO if its SSHPO's employment should end or its SSHPO should be unable to complete his or her duties during the academic year.

2. *Reports of Sexual Harassment*

The CSO and its Schools strongly encourage any student or employee who has been subjected to ("subject") or otherwise witnessed ("reporter") conduct that may comprise sexual harassment to report that conduct. Any student or employee who believes that he or she has been the victim of or witness to an incident(s) of sexual harassment may report such incident(s) to the Superintendent, CSSHPO, the Diocesan Assistance Coordinator, any administrator working in the CSO, any SSHPO, School Principal, Vice Principal, or to a School Counselor.

The staff member to whom the complainant is made shall promptly report the complaint to the SSHPO and the Principal of the School where the harassment is reported to have occurred. If the complaint concerns the SSHPO, the staff member need only advise the Principal. Any staff member who fails to report a sexual harassment complaint may be subjected to disciplinary action.

The Principal shall notify the CSSHPO and Superintendent.[3] In the event the report involves the Principal, the staff member receiving the report shall promptly notify the CSSHPO or the Superintendent of the report. In the event the complaint concerns the Superintendent, the CSHPPO shall notify the Chancellor of the Diocese and take such measures as are appropriate, in consultation with the Chancellor. If the CSSHPO should be the subject of the report, the Superintendent shall assume that officer's duties and take any other appropriate action. In all events, the CSSHPO will immediately consult with the Diocesan Assistance Coordinator to ensure compliance with the Diocesan Safe Environment Policy ("VIRTUS").

The CSO, in coordination with the Superintendent and Diocesan Assistance Coordinator, shall make a determination as to who will investigate the complaint (*e.g.*, the Superintendent, CSSHPO, Diocesan Assistance Coordinator, a diocesan Catholic school administrator, Principal, counsel, or an outside investigator, or a team of these individuals). All complaints of sexual harassment will be held in confidence to the extent practicable and as permitted by law, so as to enable a thorough investigation. While the CSO and its Schools respect the privacy and anonymity of all parties and witnesses to complaints brought under this policy, they cannot guarantee confidentiality. Whenever a School or the CSO has knowledge or reason to believe that an instance of sexual harassment has occurred, the School and/or CSO shall, even in the absence of a complaint, cause a prompt and thorough investigation of any such incident.

3. *Investigation of Reports of Sexual Harassment*

Upon receipt of any complaint of sexual harassment, the CSSHPO will facilitate a thorough, prompt and impartial investigation of the report or complaint to be conducted. Barring extenuating circumstances, all such investigations shall be completed within 30 calendar days of receipt of a complaint or report. Such investigations shall be conducted according to this policy. It is the policy of the CSO that all complaints of sexual harassment shall be taken seriously and that an investigation shall be conducted to the fullest extent possible.

Upon completion of the investigation, the investigator shall prepare a written report that details the substance of the investigation, statements obtained, documents reviewed, the investigator's findings of fact and recommendations as to any appropriate remedial action. The investigator shall file the report with the CSSHPO, who will review it for completeness. If the CSSHPO determines that additional work is required, the CSSHPO shall document what additional work is required and return the report to the investigator for completion. Upon its completion, the report shall be filed with the Superintendent's office, via the CSSHPO. The Superintendent's office shall share the report and/or the necessary content of the report, as is appropriate in each case.

As set forth below, the outcome of an investigation of a sexual harassment complaint shall be related to the accused, the reporter and/or subject and, in the case of a student, the parent/guardian of an accused or subject (individually, "Interested Party"). Such information shall be given to these individuals within 30 days of the report's completion, in summary fashion, taking care to preserve any confidential material, to the extent practicable, and consistent with the law, any relevant contract, and CSO personnel policies.

4. *Corrective Action Based on Investigation*

If the result of the investigation indicates that sexual harassment or other inappropriate behavior has occurred, immediate and appropriate corrective action will be taken. It is the policy of the CSO to appropriately discipline an offending individual consistent with the law, CSO policy and any applicable contract or agreement. As appropriate, the School or CSO may direct remedial training. If the alleged behavior constitutes or may constitute a crime, the Superintendent shall advise the Chancellor of the Diocese, and those Diocesan officers shall facilitate the immediate notification of the appropriate law enforcement agency.

In the event any Interested Party should disagree with the conclusions of the investigation and/or the remedial action selected, such individual may file a written appeal of the findings to the Superintendent within 14 calendar days from the date on which the Interested Party is advised of the investigation's conclusions and the remedial action to be taken. The Superintendent shall promptly review and consider the appeal, the investigation report and any other relevant information and decide the appeal, to the extent possible, within 14 calendar days of its receipt. Thereafter, the Superintendent may amend the investigation report or alter the disposition of the matter, as appropriate, and supported by the evidence, within the Superintendent's sole discretion.

5. *Prohibition of Retaliation and Follow-up to Investigation and/or Corrective Action*

The CSO and the Schools prohibit any conduct that is intended, may be construed as constituting or which constitutes retaliation against a complainant or reporter for the good faith reporting of an incident pursuant to this policy, as well as against any person who testifies or otherwise provides information or otherwise assists in a sexual harassment investigation. Follow‑ up inquires by the appointed investigator CSSHPO, SSHPO and/or School Principal shall be made to ensure that the reporter, subject and/or witnesses have not suffered any retaliation.

In addition, the SSHPO and/or the investigator shall follow‑ up with such individuals at regular intervals during the school year to determine if any enacted remedies have been effective and to insure the absence of any retaliation by any student, staff, parent or other person.

If the CSO reported the matter to a law enforcement agency, as detailed above, the Superintendent's Office shall follow‑ up with the appropriate law enforcement agency to determine the status and outcome of any criminal investigation or prosecution, and shall act as a liaison with such law enforcement agency to assist it in obtaining necessary information to the extent appropriate and lawful.

TRAINING AND DISTRIBUTION OF POLICY

The Catholic Schools of the Diocese of Syracuse shall provide appropriate training to staff and students regarding awareness of and sensitivity to issues involving sexual harassment, including condemnation of such conduct, the sanctions for harassment and preventive measures to help reduce incidents of sexual harassment.

A copy of this policy shall be distributed to all personnel, students and parents/guardians posted in appropriate places and included in all school handbooks.

STUDENT CARS

Parents/guardians wishing to have students drive cars to school must sign a parental permission/registration form. All cars driven to school by SCC students must be registered with the school. Forms are available in the Main Office.

The school parking lot and driveway parking spaces are reserved for faculty members, staff, and visitors. All other cars, including students' cars, must be lawfully parked on the streets adjacent to the school. The School will not accept responsibility for illegally parked cars and the complainant will be told to contact the police to have the car towed or ticketed.

STUDENT IDS

Each student is issued an ID at the beginning of each school year. It is the responsibility of the student to have the ID on his/her person at all times. ID cards must be presented for admission to dances and other school events.

STUDENT PLANNERS

Students are required to buy a Planner from SCC and to have them at all times during the school day. These books are to be used for recording homework assignments and for scheduling activities and long term projects. In addition, the Planners contain the hall passes which are required for a student to leave class. Students who do not purchase a planner or who loan or borrow planners will be subject to disciplinary action.

Students must purchase their Planners by the end of the first full week of classes. After that date, students who have not purchased a Planner will be subject to disciplinary action.

The Planners must remain intact. Missing or damaged pages, offensive graffiti, or lost Planners will result in the student being required to purchase a replacement Planner at an additional cost. Students who borrow another student's Planner or who do not replace a lost or damaged Planner are subject to disciplinary action.

TEXTBOOKS

Most textbooks are the property of the public school districts. Specific books are assigned to each student at the beginning of the school year. Students must cover their textbooks and keep them covered all year. Textbooks must be returned at the end of the course for which the book has been issued. A replacement charge will be made for lost or damaged books. Report cards, diplomas, and transcripts will be held at the end of the year until all textbooks have been returned and replacement fees for damaged or lost textbooks have been paid.

VOLUNTEERS

Volunteers, especially parents, are always appreciated. The dedication and enthusiasm of Seton Catholic Central's volunteers helps to expand both the challenging educational and safe social opportunities for students. Volunteers chaperone the many social activities and dances for Seton's students in grades 7 through 12. Others staff Saintly Grounds to provide a safe after school environment with affordable food for students. Some volunteers coach competitive academic teams.

The following are requirements for volunteers who do more than chaperone a dance or one activity:

· Must be VIRTUS-trained. This is a Diocesan requirement of anyone who comes in contact with children in schools, parishes, or other organizations sponsored by or affiliated with the Roman Catholic Diocese of Syracuse.

· If volunteering as a driver for a field trip, the parent or authorized adult must have a valid driver's license and sufficient liability, medical, and uninsured motorist insurance coverage as defined by the Diocesan Risk Manager. In addition, cell calls and texting are NOT permitted while driving. The volunteer driver MUST SIGN a form assuring Seton Catholic Central that s/he has the proper credentials and insurance as specified above before s/he will be allowed to drive students.

The Administration of SCC reserves the right to make changes in the Handbook from time to time and such revisions shall be binding, upon notice thereof.

BELL
SCHEDULES

PERIOD	REGULAR	PM MASS	1-HOUR DELAY	2-HOUR DELAY
	41-minute classes	34-minute classes	34-minute classes	28-minute classes
HOMEROOM	8:13 – 8:21	8:13 – 8:21	9:13 – 9:21	10:13 – 10:21
PERIOD A / 1	8:24 – 9:05	8:24 – 8:58	9:24 – 9:59	10:24 – 10:52
PERIOD B / 2	9:08 – 9:49	9:01 – 9:35	10:02 – 10:36	10:55 – 11:23
PERIOD C / 3	9:52 – 10:33	9:38 – 10:12	10:39 – 11:13	11:26 – 11:54
PERIOD D / 4	10:36 – 11:17	10:15 – 10:49	11:16 – 11:50	11:57 – 12:25
PERIOD E / 5	11:20–12:01	10:52 – 11:26	11:53 – 12:27	12:28 – 12:56
PERIOD F / 6	12:04–12:45	11:29 – 12:03	12:30 – 1:04	12:59 -1:27
PERIOD G / 7	12:48 – 1:29	12:06 – 12:40	1:07 – 1:41	1:30 – 1:58
PERIOD H / 8	1:32 – 2:13	12:43 – 1:17	1:44 – 2:18	2:01 – 2:29
PERIOD I / 9	2:16 – 3:00	1:20 – 1:54	2:21 – 3:00	2:32 – 3:00
		MASS – 2:00 – 3:00		
DISMISSAL	3:00 PM	3:00 PM	3:00 PM	3:00 PM

ATTENTION PARENTS AND STUDENTS!!

PLEASE SIGN AND RETURN THE AGREEMENT, ACKNOWLEDGEMENT, AND AUTHORIZATION FORMS TO THE MAIN OFFICE NO LATER THAN WEDNESDAY, SEPTEMBER 14, 2016.

AS ALWAYS, YOUR COOPERATION IS GREATLY APPRECIATED!

SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS,

PLEASE CALL THE OFFICE AT 723.5307.

THANK YOU.

The Catholic Schools of the Diocese of Syracuse

Agreement for Internet Access by Students

1. I have read the document entitled "Terms and Conditions for Acceptable Use of the Internet by Students" contained in the SCCHS Parent-Student Handbook (referred to hereafter as the "Terms and Conditions").
2. I understand and agree to abide by the Terms and Conditions. I understand and accept that I will be held accountable for consequences of any violation of the Terms and Conditions in accordance with the provisions stated in that document.
3. I understand that any access to the Internet, whether in school or through remote connections, is provided to me solely for educational purposes.
4. As a user of the Catholic School network, I agree to comply with all applicable rules of the Catholic Schools of the Diocese of Syracuse and with all state and federal laws and restrictions and to communicate over the network in a responsible manner.

_____	_____
Student #1 -- Please print name.	**Student #1 -- Please sign name.**
_____	_____
Student #2 -- Please print name.	**Student #2 -- Please sign name.**
_____	_____
Student #3 -- Please print name.	**Student #3 -- Please sign name.**

As the parent/guardian of the above student(s), I grant permission for my child(ren) to access networked computer services such as electronic mail and the Internet. I understand that my child may be held liable for violations of the Terms and Conditions and/or applicable laws. I also understand that some materials on the Internet may be objectionable, but I accept responsibility to provide guidance regarding Internet use and to set and convey standards for my child(ren) to follow when selecting, sharing, or exploring information and media. As parent/guardian, I agree to discuss the appropriate use of electronic media with my child and to insure that she/he understands the Terms and Conditions. I also understand and accept that my child(ren)'s access to the Internet through facilities at the Catholic Schools of the Diocese of Syracuse may be summarily revoked in the event of a breach of the Terms and Conditions.

_____	_____
Parent/Guardian -- Please print name.	**Parent/Guardian -- Please sign name.**

Date _____

Acknowledgment of the Parent-Student Handbook

I/we have received a copy of the Seton Catholic Central Parent-Student Handbook for the school year of 2016-2017 and acknowledge that it is my/our responsibility to read and abide by all the rules, regulations, policies, and all other provisions of the Seton Catholic Central Parent-Student Handbook as set forth and repeated here. The parent(s) or guardian(s) signing this Acknowledgement Form, agree to observe and be bound by the terms of the Handbook, and the Handbook shall govern the duties of Seton Catholic Central and its relationship with the parent(s) or guardian(s) signing this Agreement and the enrolled student.

_____	_____
Student #1 -- Please print name.	**Student #1 -- Please sign name.**
_____	_____
Student #2 -- Please print name.	**Student #2 -- Please sign name.**
_____	_____
Student #3 -- Please print name.	**Student #3 -- Please sign name.**
_____	_____
Parent/Guardian -- Please print name.	**Parent/Guardian -- Please sign name.**

Date _____

Talent Release Authorization

I understand that Seton Catholic Central will be publishing certain advertisements relative to the school and that a picture or other material including my child or me may be included in one or more of those advertisements. I give the school and anyone acting on its behalf permission to use any photograph, videotape, or other recording for public viewing in any print or broadcast media (e.g. radio, website, newspapers, magazines, brochures, television, etc.) or in displays. I also permit the school and anyone acting on its behalf to use any statement or part of any statement that I choose to make in any such broadcast, article, or display.

I release the school, employees, agents, and representatives from any liability arising out of the use of any such photograph, videotape, other recording or statement for public viewing in any print or broadcast media.

I agree that this release is valid for a term of ten (10) years, but may be revoked by me at any time in writing. Any such revocation will apply to the future use of any picture, film statement, of my child or me, but will not apply to any materials already produced and in use by the school. I intend the release to be binding upon me, my heirs, executors, administrators, successors and/or assigns. If I am signing this release on behalf of a minor child, I warrant that I have custody of the child and am authorized to do so and that this release shall be binding upon such child, unless otherwise revoked as stated above.

_____	_____
Student #1 -- Please print name.	**Student #1 -- Please sign name.**
_____	_____
Student #2 -- Please print name.	**Student #2 -- Please sign name.**
_____	_____
Student #3 -- Please print name.	**Student #3 -- Please sign name.**
_____	_____
Parent/Guardian -- Please print name.	**Parent/Guardian -- Please sign name.**

Date _____

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[1] Except as concerns any matter for which there is a statutory or judicially recognized exception for religious institutions.

[2] The CSO and its component schools specifically prohibit all student‑ employee relationships of a sexual, quasi‑ sexual, or romantic nature, regardless of whether they are consensual.

[3] In all events, unless the subject of the report, a staff member receiving such a report shall notify the Principal of the school where the alleged harassment took place and that Principal shall notify the CSSHPO and/or Superintendent of the matter. If the Principal is the subject of the report, the procedure stated *infra* shall apply.