

**SETON**  
**CATHOLIC**  

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**COLLEGE PREP**  
Higher Learning • Deeper Faith • Stronger Character

**Student Handbook**

**2017 - 2018**

*St. Elizabeth Ann Seton Catholic High School,  
grounded in Christian values and the Catholic  
tradition, inspires learning and moral development  
that empowers its students to thrive in a college  
preparatory environment.*

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## **St. Elizabeth Ann Seton** *Historically Speaking*

Catholic Schools have played a major role in the history of Southwest Washington for over 150 years – beginning December 8, 1856, when Mother Joseph and four Sisters of Providence stepped off a Columbia River steamboat and founded Providence Academy, among many other humanitarian projects.

Over the years, our local churches have grown into a dynamic Catholic community. This growth has been achieved through the dedicated service of Diocesan and religious priests, and the support and prayers of faithful laypersons.

The foundation of Catholic education in the United States is attributed to Mother Seton who was the foundress and first Superior of the Sisters of Charity – the first teaching sisterhood native to the U.S. In 1810, she assisted in the founding of St. Joseph’s Free School for needy girls in Emmetsburg, Maryland. Elizabeth Ann Bayley Seton became the first person born in the United States to become a canonized saint.

She was a wife, mother of five children, a young widow, sole parent, a convert to Catholicism, social minister, educator, spiritual leader and prolific writer. We believe she exemplifies the type of character and leadership qualities we hope to instill in our students at St. Elizabeth Ann Seton Catholic College Preparatory High School.

# School Prayers

## ***St. Elizabeth Ann Seton Catholic High School Prayer***

Lord, with joy in our hearts and ever constant prayers, help us to recognize that You are the Architect, the Builder, and the Teacher. Help us to build Seton Catholic College Prep as a labor of love to educate our young in Southwest Washington.

Convince us of the need for sacrifice which will benefit our entire community. Give us the strength, faith and guidance to be good stewards of the gifts You provide. Grant me wisdom to know what gift I am to give.

Finally, Lord, help us to build Your school so that we, and the generations to follow, will honor Your call to learn and grow in You. We pray this prayer, guided by Your Spirit, and confident in the name of Christ the Lord.

AMEN

## ***Prayer in Honor of St. Elizabeth Ann Seton***

Lord God, you blessed Elizabeth Ann Seton with gifts of grace as wife and mother, educator and foundress, so that she might spend her life in service to your people.

Through her example and prayers, may we, whose Faith Community is dedicated in her honor, learn to express our love for you in our love for all your children.

We ask this through Christ, Our Lord.

Amen

## ***Prayer by Saint Elizabeth Ann Seton***

Lord Jesus, Who was born for us in a stable, lived for us a life of pain and sorrow, and died for us upon a cross; say for us in the hour of death, Father, forgive, and to Your Mother, Behold your child. Say to us, This day you shall be with Me in paradise. Dear Savior, leave us not, forsake us not. We thirst for You, Fountain of Living Water. Our days pass quickly along, soon all will be consummated for us. To Your hands we commend our spirits, now and forever.

Amen

# Faculty/Staff Directory

*Main Office: 360-258-1932*

*All Email Addresses are @setonhigh.org*

<u>Name</u>	<u>Position</u>	<u>Email</u>
Ed Little	Principal	elittle
Tricia Roscoe	President	troscoe
Dan Chase	Vice-Principal/Math	dchase
Erin Ball	Administrative Assistant	eball
Linda Barry	Science	lbarry
Joy Colborn	Director of Finance	jcolborn
Will Ephraim	Social Studies/Technology/P.E.	wephraim
Lisa Farrell	Communications Coordinator	lfarrell
Lea Foote	Office Clerk/Attendance	lfoote
Erin Duffy	Campus Minister/Theology	eduffy
Andrew Doucet	English	adoucet
Phil Kent	Athletic Director	p.kent
Keri Kutch	Director of Admissions	kkutch
Joe Kutch	Theology/Math	jkutch
Marie Lockwood	Leadership/Activities Advisor	mlockwood
Maureen McDaid-Fraizer	Counselor	mmedaidfraizer
Anne Marie Morgenstern	English/Social Studies	ammorgenstern
Anna Nassib	Spanish/Theology	anassib
Jennifer Naughton	Assistant Development Director	jnaughton
Fr. Bryan Ochs	Chaplain	frbryan@strose-longview.org
Kevin O'Toole	Math/Physics/Spanish	kotoole
Sharon Owen	Business Office Assistant	sowen
Kasey Powers	Social Studies / P.E.	kpowers

Jaysun Pyatt	Tech. Specialist/Yearbook	jpyatt
Linda Scheurman	Drama/Art	lscheurman
Craig Schaefer	Development Director	cschaefer
Ashley Tuhy	Choir	atuhy
Gary Wright	Facilities Manger	gwright

## **Our Vision and Mission**

### ***Our Vision...***

- A high school that is open to students of all faiths and backgrounds.
- A high school that fosters each student’s spiritual, moral, intellectual, social, emotional and physical growth in the Catholic faith.
- A high school that inspires community.
- A high school that instills in its students the desire to achieve and exceed their educational goals.

### ***Our Mission...***

St. Elizabeth Ann Seton Catholic High School, grounded in Christian values and the Catholic tradition, inspires learning and moral development that empowers its students to thrive in a college preparatory environment.

***“An education that is complete is one in which the hands and heart are engaged as much as the mind.”***

**BLESSED REV. BASIL MOREAU, C.S.C.**

# Seton Catholic Prep Code of Conduct

Seton Catholic's mission is founded upon the principles of Gospel values and Catholic Church teachings. This presumes a respect for the authority of the school and a willingness to learn, grow and become young men and women of moral character and values. We require students to conduct themselves in a manner that reflects these values and helps build a strong Seton community.

Choosing to join the Seton Catholic community obligates you to act in a manner that is consistent with the following principles. Joining the Seton community acknowledges your acceptance of these commitments and agreement to strive for their achievement. Commitment to these principles means you will strive to:

**1. *Act with academic and personal integrity and responsibility.***

Consistent with this principle is conduct in accord with the Seton academic honor code, all school policies that foster a community of justice, respect, and concern for others. This principle challenges you to shape a personal code of values, to live a healthy, faith-filled lifestyle, and to discover and embrace the responsibilities of your freedom, intelligence, and self-worth.

Inconsistent with this principle are all forms of academic and personal dishonesty, excuse making, and failure to take responsibility for your behavior.

**2. *Respect and promote the dignity of all persons.***

Consistent with this principle is growing in understanding of different cultures and groups, resolving conflicts fairly, appreciating peoples' differences, and seeking truths and values essential to human life and community. This principle challenges you to refrain from actions that threaten or discourage the freedom, personal safety, and respect that all individuals deserve.

Inconsistent with these principles are actions that compromise or demean the fundamental worth of all people and groups. All forms of racism, sexism, pornography, lewd behavior, harassment, discrimination, intimidation, taunting, insult, and physical harm are inconsistent with this principle.

**3. *Respect the policies of the Seton Catholic Prep community and the rights of its students, faculty, staff and families both on and off campus, as well as the laws of the community.***

Consistent with this principle is the support for equal rights and opportunities for all members of the Seton community, accepting you are a member of a larger community, understanding societal issues, and being a responsible participant in the civic and Seton community.

Inconsistent with this principle are actions that are illegal or that violate another's right to move about freely and securely, to live and learn in a community where members are secure in their property and person, and to express themselves appropriately.

## **Expected Student Learning Results (ESLRs):**

- Seton Catholic graduates are spiritually developed Christians who articulate the teachings of Jesus Christ in both word and deed. They participate in and lead service opportunities, liturgies, retreats and daily prayers.
- Seton Catholic graduates are responsible decision-makers who set goals and objectives, identify priorities, assess options and change behavior after making a mistake.
- Seton Catholic graduates are academically prepared individuals who apply critical thinking, use technology effectively, apply organizational skills, value further education and read for wisdom, understanding and knowledge.
- Seton Catholic graduates are confident individuals who make a positive difference, share their talents and expertise, strive for justice, promote human dignity and embrace diversity.
- Seton Catholic graduates are effective communicators who participate in cooperative groups, express thoughts clearly both orally and in writing, exhibit listening skills and employ conflict resolution skills.
- Seton Catholic graduates are life-long learners with the ability to think critically, take risks, read, recognize truth and apply logical thinking and problem-solving skills to their everyday lives.

**Values:** Fundamental to the Seton Catholic community are the values of spirituality, integrity, justice, excellence and commitment. We strive to reflect our Setonian charisms of ministry, community, service and love in the way we live.



# ACADEMICS

The course of studies at St. Elizabeth Ann Seton Catholic College Preparatory High School is designed to prepare our students to enter colleges or universities. Our challenging college prep program directs students into courses, which prepare them for success in the future. Student success will require rigorous effort by students in both their classes and in their assignments.

Seton Catholic requires students to obtain 26 credit hours in order to graduate. All students are expected to take seven classes each semester. Academic credits are assigned each semester for each course in which a passing grade is earned. Students may earn one credit for each yearlong course or 0.5 credit for each semester course.

Seton Catholic's courses of studies are set up to meet or exceed the minimum entry requirements for colleges and universities.

## Credit Requirements

• Theology	4.0 credits
• English	4.0 credits
• Social Studies	3.0 credits
• Mathematics	3.0 credits
• Science	3.0 credits
• World Language	2.0 credits
• Fine/Visual/Performing Arts	1.0 credits
• Physical Education	1.5 credits
• Health	0.5 credits
• Vocational/Technology	1.0 credits
• Electives	3.0 credits

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**Total Credits Required: 26.0 credits**

## Curriculum

### Freshman Year (9<sup>th</sup> Grade)

- Theology: Christian Development & Life of the Church
- English: English 9 or Pre-AP English 9
- Mathematics: Algebra I, Pre-AP Geometry, Pre-AP Algebra II
- World Language: Spanish
- Science: Biology, Pre-AP Biology
- Social Studies: World Cultures, AP Human Geography
- Physical Education

*Electives:* Concert Choir, Visual Arts, Technology Tools, Yearbook, Drama

### Sophomore Year (10<sup>th</sup> Grade)

- Theology: Scripture & Life of Christ
- English: English 10 or Pre-AP English 10
- Mathematics: Pre-AP Geometry, Pre-AP Algebra II, Pre-AP Pre-Calc.
- World Language: Spanish
- Science: Biology, Pre-AP Biology, Pre-AP Chemistry, AP Biology
- Social Studies: World Cultures, AP World History, AP Human Geography
- Physical Education / Health

*Electives:* Concert Choir, Visual Arts, Technology Tools, Yearbook, Drama

### Junior Year (11<sup>th</sup> Grade)

- Theology: Moral Decision Making & Sacraments
- English: English 11 or AP Language and Composition
- Mathematics: Pre-AP Alg. II, Pre-AP Pre-Calc., AP Calc AB
- World Language: Spanish
- Science: Pre-AP Chemistry, Pre-AP Physics, AP Environmental Science, AP Biology
- Social Studies: U.S. History, AP U.S. History, AP Human Geography

*Electives:* Concert Choir, Visual Arts, Technology Tools, Yearbook, Drama

### Senior Year (12<sup>th</sup> Grade)

- Theology: World Religions & Christian Call
- English: English 12 or AP Literature and Composition
- Mathematics: Pre-AP Alg. II, Pre-AP Pre-Calc., AP Calc. AB, AP Calc. BC
- World Language: Spanish
- Science: Pre-AP Chemistry, Pre-AP Physics, AP Environmental Science, AP Biology
- Social Studies: Government, AP Government, AP Human Geography

*Electives:* Concert Choir, Visual Arts, Technology Tools, Yearbook, Drama

*Christian Service: Students must complete the service requirements for each year before advancing (Freshman – Senior)\**

**\*Look to our Course Catalog for full course descriptions and a course worksheet.**

## Grading

Seton Catholic uses a semester grading system. Quarter progress reports will be given to indicate performance half way through the semester.

Students take semester exams in each subject. Semester exams could make up 10% to 25% of the semester grade. Specific requirements from individual teachers will be given to the students at the beginning of the semester or school year.

## Grading Scale

<b>Percentage</b>	<b>Letter Grade</b>	<b>Grade Points</b>	<b>Pre-AP/AP Points</b>
97-100	A+	4.30	4.80
93-96	A	4.00	4.50
90-92	A-	3.70	4.20
87-89	B+	3.30	3.80
83-86	B	3.00	3.50
80-82	B-	2.70	3.20
77-79	C+	2.30	2.80
73-76	C	2.00	2.50
70-72	C-	1.70	2.20
67-69	D+	1.30	1.80
63-66	D	1.00	1.50
60-62	D-	0.70	1.20
0-59	F	0.00	0.00

Grade point average and class rank are calculated using all high school courses receiving grades. GPA and ranking are weighted and cumulative from the fall semester of the freshman year.

# Seton Catholic Academic Honor Code

As members of the Seton Catholic community, we honor academic and personal integrity.

The Mission of Seton Catholic is to call its students to full participation in a community of faith in which Gospel values and Catholic Church teachings are integrated into the lives of its students. This mission is reflected in our Expected School Learning Results, which include:

- *Spiritually developed Christians who foster Catholic Christian Values.*
- *Well-rounded individuals with the confidence to exhibit positive world citizenship and respect for self and others.*
- *Responsible decision-makers who are accountable for their decisions and take responsibility for their actions.*

The **Honor Code** is a physical representation of the values that **Seton Catholic College Prep** should encompass. At any educational institution, a code of conduct must be established so that parents, teachers and students alike know the expectations for the proper way to behave.

The behavior students acquire through their actions is the most valuable gift they can carry with them after graduation; it is the most valuable gift any educational institution can give.

Formulas and facts can carry students only so far in life. **True success lies in one's desire to be good for the sake of the common good in order to build the kingdom of God, even when no one is looking.** The Honor Code is not meant as an imposition, but rather as a standard to which all students and faculty should be held.

At Seton Catholic, we push each other to higher academic achievement; this code asks that we hold each other, with the same rigor and passion in academics, to a standard of integrity and of personal achievement.

## **Seton Catholic Principles Regarding Academic Integrity**

Enrollment at Seton Catholic College Prep requires adherence to a certain set of standards. Our standards include the expectation that no student will engage in the following unacceptable behaviors as defined by the course teacher \*:

- A. Cheating
- B. Plagiarism
- C. Fabrication
- D. Obtaining an Unfair Advantage
- E. Aiding and Abetting Dishonesty
- F. Falsification of Records and Official Documents
- G. Unauthorized Access to Academic or Administrative Records or Systems

**\*If a student is unclear as to whether or not his or her action(s) is/are in violation of the Honor Code, then it is that student's responsibility to clarify any ambiguities with the appropriate administrator or instructor.**

### **Teacher Responsibilities \***

- A. Clearly outline and define unacceptable academic behaviors within the teacher's course
- B. Address the degree to which students may collaborate on the completion of assignments, making distinctions where necessary as to assignment types
- C. Clearly outline the responsibility each group member must bear for a collaborative project
- D. Address the use of study aids (e.g. Cliff Notes, etc.) in course work

**\*Directions may be verbal or written**

### **Procedures**

The course of action taken for each suspected infraction of the Honor Code will follow the policy outlined in the Seton Catholic Handbook.

### **Sanctions**

All cases of academic dishonesty will result in consequences as deemed appropriate by the teacher and/or school principal, or principal designee, under the circumstances. The school principal, or principal designee, may impose sanctions more serious than teacher reprimands with or without the teacher's consent.

### **Cheating**

In keeping with the mission statement of Seton Catholic College Prep, Seton Catholic administrators and teachers strive to promote an atmosphere of academic integrity. In order to do so, Seton has an academic honor code. Violation of this code could lead to a student being requested to withdraw.

Students are expected to do their own work and certify that they have done so. The use of another person's ideas, words, or work or providing one's own answers, ideas or work so that another can pass them off as his or her own, are direct violations of the academic honor code. In addition, using unauthorized aid on a test, quiz, project or homework is a violation of the honor code. Failing to give proper credit in the form of citations on written papers is plagiarism and is

a violation of the honor code. Students who knowingly allow others to copy their schoolwork are also violating the academic honor code.

By certifying that the students' work is their own, students are stating that they are aware of and understand the rules. Students who violate the honor code have deliberately misrepresented themselves to their teachers and to their peers. In addition, students who violate the honor code devalue the accomplishments of those students who have done their work honestly.

### **Plagiarism**

Students at Seton Catholic are expected to properly cite sources in their papers and reports. Please note that there is a difference between not properly citing sources and copying another person's work. This includes **copying** work from another student, from the Internet or any other source, or using previous work submitted in any class. Plagiarism will be referred to the vice principal and/or principal.

### **Consequences for Plagiarism**

All faculty, staff and administration will be in communication regarding any student plagiarizing. Students who plagiarize may face the following consequences:

- |                                |   |
|--------------------------------|---|
| <b>1<sup>st</sup> Offense:</b> | Student must redo the assignment and may receive late credit, student meets with vice principal and/or principal, phone call home |
| <b>2<sup>nd</sup> Offense:</b> | 0 credit on the assignment, parent meeting with vice principal and/or principal, 1-day suspension                                 |
| <b>3<sup>rd</sup> Offense:</b> | 0 credit on the assignment, parent meeting with vice principal and/or principal, 2 day suspension, plagiarism contract            |

**Repeated plagiarism may involve more serious consequences.**

### **Progress Reports / Quarter Grades / Semester Grades**

Students will receive a total of two progress reports each semester, one-quarter grade each semester and two semester grades per school year. Eligibility is contingent on progress reports, quarter grades and semester grades. Final High School transcripts contain only Semester grades.

### **Final Exam Attendance Policy**

Final examinations shall be administered only during final exam week and only at the time scheduled by the school. Final exams must be taken according to the schedule unless there is a conflict with another exam. In the case of a conflict, the student must contact the teachers to determine the order of the exams.

Make-up exams must be taken on the day scheduled by the school. Students who miss an exam that is not a conflict must have arranged to do so prior to the exam and the Principal must approve the absence. Students with an unexcused absence on exam day may receive a zero on the exam.

### **Contesting Grades**

Students who have questions about any grade they received should first meet with the teacher to discuss the grade. A student who wishes to formally contest a grade received on a report card must submit a written request to the teacher asking for a review of the grade and stating the reason(s) why the student disputes the given grade. This request must be submitted within two weeks after the report card is issued. Within two weeks, the teacher will make a written response to the request. If the grade is still contested, the student must submit to the Vice-Principal a copy

of the original request and a copy of the teacher's response within two weeks after having received the teacher response. The Vice-Principal will arrange a meeting with the teacher, the student, and the student's parents/guardians to discuss the discrepancy in the grade. After this meeting, the Vice-Principal and the teacher will meet, and the Vice-Principal will then make a decision on the grade. If the parent/student do not agree with the Vice-Principal's decision, the family/student may appeal to the Principal.

Students formally contesting grades issued at the end of the school year must also submit their written request for review within two weeks after the report card is issued, but the remainder of the process timetable will depend on the availability of the parties involved.

### **Calculating GPA**

Numerous factors are taken into consideration when calculating the percentage average and/or GPA:

Decision shall rest with the Principal. Transferred letter grades will be interpreted according to the transferring school's grading scale at the midpoint percentage equivalent, unless the parent requests that the transferring school give us a percentage grade.

When students make up a failed course, both the original failing grade and the grade earned in the make-up course, count toward the percentage average that is recorded on the transcript. Also, when students re-take a course, both the original grade and the re-take grade count toward the percentage average and are recorded on the transcript. However, students cannot earn additional credit by re-taking a course.

High school classes taken prior to grade nine can be accepted for credit only if the grade received is a C or better and the student passes a special placement test for the class. The grades for such classes do not count toward the percentage average.

### **Honor Roll**

In order to acknowledge students who have excelled in their academic pursuits, the school establishes honor roll. In determining the honor roll, the following criteria are used: First Honors are earned for a grade point average of a 3.7 and higher with no grade lower than a C+. Second Honors, for a grade point average of 3.0 to 3.6 with no grade lower than a C+. To be eligible for honor roll status, students must be taking at least four core academic courses.

### **Parent/Teacher Conferences**

Formal parent/teacher conferences are held in October. Parent involvement and communication between parents and teachers are essential elements in the continued success of Seton Catholic; therefore the school encourages parent/teacher conferences. These may be scheduled any time during the school year by appointment. Parent/Teacher conferences may be initiated by teacher, student, or by parent/guardian whenever a need arises.

### **Academic Probation**

Seton Catholic College Prep has high academic standards and expectations for all students. Attending Seton Catholic is a privilege and any student who attends is expected to make his/her very best effort at academic performance. Students who consistently do not make the effort may not be allowed to remain at the school.

Students will be placed on academic probation when a grade falls below D- and/or their GPA is below a 2.5 determined by quarter and semester grades. Students placed on academic probation will be required mandatory before or after school Study Hall decided upon by the Principal or Vice-Principal. The probation advises students and their parents/guardians to take the necessary steps to improve academic standing.

Students must attain above a 2.5 GPA and no grades below D- to be removed from academic probation.

## **Eligibility**

### **Academics and Eligibility**

Eligibility is determined by each grading period at Seton Catholic, this includes Progress Reports. Eligibility affects extracurricular and athletic activities. If a student falls below a 2.5 GPA and/or has a failing grade, that student will be placed on academic probation and is rendered ineligible. He or she will attend a mandatory Study Hall before or after school as decided upon by an administrator and school counselor. The probation advises students and their parents/guardians in order to improve academic standing.

### ***With regard to Athletics/Activities eligibility:***

1. Any student with a GPA below 2.5 and/or has a failing grade on the progress, quarter and/or semester grades renders a student ineligible. Ineligible students may (at their coach's discretion) practice with their teams but may not participate in any games, matches, or meets. Incomplete grades automatically become failing grades if not made up within two (2) weeks after the grade is issued.
2. Students are ineligible until grades are at a 2.5 or above with no failing grades. In order to change eligibility status, the student will have a weekly Verification of Eligibility grade check the following Monday after report/progress cards are sent home. If School is not in session on a Monday, the Grade Check will be completed the following School Day. The grade check must show a 2.5 GPA or above with no failing grades. Grade check will be completed no later than 3:30 pm in either the Athletic Director, Counselor, or Vice Principal's office.
3. Once the student becomes eligible, they must continue the weekly Verification of Eligibility grade checks until the end of the grading period. If the student falls below a 2.5 GPA and/or has any failing grades during this same grading period, then the student will become ineligible until the end of the grading period.
4. Students who fail a class, who have not completed their community service or have an incomplete at the second semester will need to do make up during the summer to become eligible at the beginning of the next school year.
5. Students who have lost credit due to excessive absences are ineligible until the credits have been made up.

### **Student Leadership Eligibility**

Please see the Student Leadership Handbook for eligibility requirements.

### **Failure and Summer School**

Any student who receives a grade below D- in a required subject in Semester I and/or Semester II must make up the credit at an accredited summer school, night school, community college, or correspondence school before the beginning of the next school year. Not receiving credit for a religious education course must be made up during the summer. Failure to do so or a grade below D- may prevent the student from continuing at Seton Catholic. Students must communicate with



the school counselor and/or Vice Principal prior to registering for a course, assuring students that they are registering for the correct course(s). Any senior failing a fall semester course must make up the credit prior to June through an accredited program. **Failure in a spring semester class may result in the students not graduating in June.** Incomplete work will merit no credit if such work is not made up by arrangement with the teacher within two weeks.

### **Transcripts**

Written requests for official transcripts must be submitted to the Counselor and/or Vice Principal. Transcripts report grades and credit earned at the semester (quarter grades are not reported). Disciplinary records are not recorded on the student's transcript. Students or their parent/guardians may request that an official transcript be sent to another institution. Graduates under the age of 18 or their parent/guardians may also request the sending of official transcripts. Once graduates reach the age of 18, only they can authorize the release of transcripts. Parent/guardians of a current student, no matter the student's age, can authorize the release of transcripts. These same restrictions apply to unofficial transcripts. Unofficial transcripts are those without authorized signature and school seal.

### **Graduation**

Graduation, as well as all other activities associated with it, formally recognizes the completion of the Seton Catholic College Prep requirements by graduates. In order to participate in graduation activities or receive a diploma, seniors must have completed all academic and service requirements. Participation in the graduation activities is a privilege, not a right; a student may be excluded from graduation activities for reasonable cause. Diplomas will be awarded after graduation ceremonies, once all academic, disciplinary and financial obligations are met.

### **Valedictorian**

Seton Catholic selects their Valedictorian by honoring those students that are in the Top 5% of their class in correlation with their G.P.A. In order for a student to be eligible to be Valedictorian they must have been a student at Seton Catholic for a minimum of 3 years and their rank is determined by the first 7 semesters of high school.

# STUDENT LIFE

Student Life at Seton Catholic is an integral part in making our school feel like the family it is. Our student life encompasses campus ministry, leadership, clubs, activities, athletics, and so much more at Seton Catholic. It is our belief, that all students at Seton Catholic are given the opportunity to show others, both in and out of the school community, their many talents that help benefit the greater good. Seton Catholic instills in its students the Catholic Faith and Values by having Weekly Mass that are celebrated by the priests of the Southern Deanery and our chaplain, who also ministers the Sacrament of Reconciliation. Seton's teachers hold daily prayers before each class, and our Campus Minister plans and organize annual class retreats.

## Campus Ministry

The mission of Seton Catholic Campus Ministry is to assist the Seton community in the development and growth of a flourishing spiritual life. Guided by the Gospels, the Church, its ministries and Magisterial teachings. Campus Ministry aims to collaborate with students, parents, faculty, staff, administrators, and pastors to reach this goal. We recognize that God has given each of us unique gifts to respond to His call, through the power of the Holy Spirit, to build His Kingdom of a living Christian Faith Community.

### Objectives:

- To instill in students that every moment is a "God moment."
- To proclaim the Gospels.
- Through action and deed to promote the ideals of faith, knowledge, honor, and responsibility.
- To provide opportunities for the Seton community to grow spiritually in their relationship with Jesus Christ.
- To educate and encourage action regarding contemporary moral and social problems, as well as to urge people to work for peace and justice in our world.
- To teach and promote Catholic tradition and prayer.

## Christian Service Program

The Christian Service Program is designed to help students of Seton Catholic to develop into people of compassion and knowledge, committed to justice, and service to those in need of help. The Christian Service Program is designed to educate students in how to better serve their school, church, and community. Once the students have learned in their Freshmen and Sophomore years how to serve through the Church and School they will be able to branch out to planning individual Service projects their Junior year and finally during their Senior year they will be working with an advisor to plan, lead, and implement a service project. Our hope is that through service, students will become aware of their responsibilities as Christians to service the world around them, especially those in need. Over a student's four years at Seton Catholic they will be required to perform a minimum one hundred (100) hours of community service. The breakdown for required service hours are: Freshman = 20, Sophomore = 20, Junior = 30, and Senior = 30. The ultimate goal for service is for the students at Seton to go above and beyond the minimum graduation requirements for service and to have it become a part of their every day lives.

It is important to note that students will NOT be excused from school to complete their Service Requirement. Seton Catholic does not recognize service credit for political campaigns. This

policy is set in order to avoid being viewed as endorsing a particular cause or candidate. While it is greatly appreciated and encouraged, any service that directly benefits a student's own family will not receive service credit.

## **Student Leadership**

All students are encouraged to be a part of student leadership. Students at Seton Catholic are called to show leadership in both our school and the greater community. Effective leadership requires students to have a sense of belonging, a feeling of accomplishment and knowledge that they are contributing to the larger cause. Through student Leadership, it is the hope that students acquire knowledge, skills, abilities and resources that help them translate personal goals into action. The Elected Officers, Student Representatives and Student Council provide many opportunities for our students to interact and support one another.

## **Extra-Curricular Activities**

*Seton Catholic offers a variety of activities, organizations, and sports for its students.*

*These are designed to provide:*

- a) Development of Christian values
- b) Opportunities for every student to participate more fully in the life of the school
- c) Opportunities for social involvement with fellow students, faculty members and members of the community
- d) Greater awareness of individual responsibilities
- e) Fostering of beneficial leisure-time activities
- f) Development of leadership and team participation
- g) Promotion of school spirit

# TECHNOLOGY

## **Acceptable Use of Networked Information Resources and Communications**

Seton Catholic College Prep is committed to the use of technology in the academic program as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration, which is a vital skill for our 21<sup>st</sup> century learners. Students at the high school will utilize iPads on a wireless network. All iPads are for educational use consistent with the educational goals of Seton Catholic College Prep. Along with the opportunity this provides comes responsibility. The Acceptable Use Policy is designed to give students and their families clear and concise guidelines regarding the appropriate use of iPads as well as other computers on the Seton Catholic College Prep campus. The underlying premise of this policy is that all members of the Seton Catholic community must uphold the values of honesty and integrity. The proper use of technology reflects the strength of one's character, as does one's behavior. We expect our students to use good judgment and to utilize technology with integrity. All protocols and procedures in the Seton Catholic iPad Manual are in effect. The iPad Manual covers information regarding the iPad Program and is created by our Technology Department.

## **Program Development**

- School personnel will review and evaluate electronic resources to align with the school curriculum and established learning requirements. Staff will provide developmentally appropriate guidance to students as they access telecommunications and electronic information resources to conduct research. All students will be informed by staff of their rights and responsibilities as users of the school network prior to gaining access to that network, either as an individual user or as a member of a class or group.
- As much as possible, access to school information resources will be designed to point students to acceptable electronic resources. While students may be able to move to other sources not previously evaluated by staff, students will be expected to follow the acceptable use guidelines to find resources suited to the learning objectives.

## **Internet Rules and Expectations**

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet, but are strictly prohibited. These materials include items of a sexual or pornographic nature, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws. Due to the quickly changing nature of the Internet, a hard copy of referenced material is recommended.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, they are to notify a teacher, technology specialist or administrator as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

- If a student using a laptop (or other device) finds that another student has forgotten to log out of their account, then it is expected that the student immediately log out of the account. The student should then notify the previous user that they forgot to log out.
- Seton Catholic College Prep's Acceptable Use Agreement must be followed at all times.
- Any inappropriate web or email activity can result in loss of Internet privileges. The uses of proxy servers/virtual private networks (VPN) are strictly forbidden and is a violation of the school's network policy.
- If you unintentionally link to an inappropriate web site, report it to your teacher immediately so that school officials can remove access to the site.
- All activity conducted on the Seton Internet/Network is monitored and can be tracked/traced. All use of the Internet/Network should be to further the student's education and enrich the student's educational resources.
- Any device that is connected to Seton Catholic's Internet will be filtered and monitored by the filtration device.
- The same consequences that are noted above will apply to inappropriate or non-school related internet content.

### **Chatting and Blogging**

- Instant messaging (ichat, gchat, Google Hangout, etc.) is prohibited on campus except as part of an assigned, in-class activity that is supervised by faculty or administration.
- Blogging is to be utilized only for academic purposes.
- Participation in chat rooms and/or social media (Twitter, FaceBook, Instagram, Google Hangout, Snapchat, etc.) during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

### **Audio and Video**

- Audio on computers should be turned off unless required for the activity being conducted.
- Listening to music either aloud or with earphones may not be permitted during class. Listening to music outside of class time while in the building is permissible unless it is disruptive to the activities taking place. Faculty and staff can restrict this at their discretion.
- The use of laptops and/or iPads to watch movies, television programs and/or DVD videos is not permitted during the school day.
- Still pictures, audio and/or video recording of other people (students or adults) without consent is not permitted and may result in disciplinary action up to and/or including loss of privilege of the device at school.

### **Games**

- Games are not permitted during school hours, except as part of an assigned, in-class activity.
- Seton Catholic College Prep reserves the right to remove any game from an iPad that is considered inappropriate or impedes educational purpose of the iPad program.
- No games that are played over the school network are allowed.

### **Network Access**

- Students must not make any attempt to access servers or network information that is not open to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law. This includes tampering with

computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.

- Students **may not set up “hot spots”** from cellular phones and/or bypass the school network.

### **Downloading and Loading of Software**

- Care should be taken regarding the loading of additional software. Viruses could be transmitted in this manner.
- All installed software must be a legally licensed copy.
- The downloading of music files, video files, games, etc. through the school’s network is absolutely prohibited unless it is part of an assigned, in-class activity.
- Seton Catholic College Prep reserves the right to remove any software that impedes the educational purpose of the laptop program.

### **Security**

- Students may not give any personal information such as complete names, addresses, telephone numbers, and identifiable photographs when communicating on the system. Staff should remind students to never reveal such information without permission from a teacher and/or parent/guardian.
- Students are not to provide any personal information regarding other students, faculty or administration to anyone outside of the school without their permission.
- Students must secure and maintain private password for network and email use as well as laptop access. This is important in order to protect the privacy of each student. Students are encouraged to log out of their Seton account at the end of any and all work sessions.
- Seton Catholic College Prep respects the privacy of every student, faculty member and administration with respect to stored files and email accounts. However, if inappropriate use is suspected, the school administration has the right to view these files in order to investigate suspected inappropriate behavior.
- The school will monitor iPad and computer activities that take place during the school day including logging website access and network use.
- Students are prohibited from accessing faculty, administration and staff computers as well as school file servers for any reason without explicit permission from the user or administrator of that computer.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person’s computer through the use of their own computer.
- Students are prohibited from utilizing peer to peer networking or any method of file sharing between iPads or computers unless authorized by the technology staff.
- Students are prohibited from using iPads or any computer for acts of cruelty (including inappropriate emails, offensive blogging, cyber-bullying, etc.)
- iPads that are provided by the school continue to be the property of the school and therefore the school has the right to view all content at any time.
- Any iPad, computer or other device used on the school network, **even if privately owned**, is subject to all policies and consequences of the Acceptable Use Policy including the right to view the content of the laptop at any time, the right to remove content from the iPad, and the right to retain the iPad in the school’s possession if there is an infraction to the Acceptable Use Policy that deserves that consequence.

### **Consequences**

- Seton Catholic Prep reserves the right to enforce appropriate consequences for the violation of any section of the Acceptable Use Policy. Such consequences could include the loss of

administrative privileges on a laptop, the loss of the use of the computer for an amount of time determined by the administration and technology specialist, possible disciplinary action, and possible legal action.

- Students can be held responsible for any emails, downloads, and/or other online activities that take place from their account. Disciplinary action may be taken even if a student claims that another person was pirating their account at the discretion of administration.
- Students are to adhere to all provisions and conditions set forth in this Acceptable Use Policy. Students are to report any known violations of this Acceptable Use Policy to appropriate administrative staff members. Random checks of student iPads may be conducted throughout the year to ensure that these policies are being followed.

### **Parent Information**

- The iPad is meant for student use only. It is not meant to be a family computer or to be used by siblings in any way that would compromise access by the student.
- Parents are responsible for supervising student Internet use while at home; the filtering services we implement on the school network do not transfer to home use. Parental control software can be installed upon parent request to limit the hours of use and or access to the internet.
- Parents should monitor the use of the iPad at home to ensure that its primary function is academic and that students are completing assigned school work rather than excessive gaming, chatting, etc.

## **GUIDANCE & COUNSELING**

The counselor will see each student throughout the year, go over standardized test scores, discuss college opportunities and application procedures and career planning. The counselor also helps with student emotional needs and recommends special services when necessary. If outside services are recommended, families are asked to cover the costs of such special counseling sessions on the basis of their ability to pay. In some cases, insurance benefits, local aid money, or federal aid money may provide some or all financing for additional counseling.

In addition to the counselor, all staff members are available to confer with the students. Ordinarily, students must make an appointment in advance to see staff members at appropriate times.

### **Confidentiality**

While counselors/teachers respect the confidentiality that students place in them, there are certain behaviors and ideations that counselors/teachers cannot keep confidential. This includes conversations revealing that:

- 1) Students plan to hurt themselves or others
- 2) Students are being physically, emotionally, or sexually abused

All staff will inform the principal when obtaining knowledge of these behaviors. In most cases, parents will be informed.

### **Testing**

Seton Catholic College Prep administers a range of standardized testing in order to measure each student's academic growth and to evaluate the strengths and weaknesses of the school's academic programs.

Eighth-grade applicants and transfer students take the Scholastic Testing Service High School Placement Test. Freshmen, sophomores and juniors take the PSAT in preparation for the Scholastic Aptitude Test (SAT). The selection score on the PSAT determines eleventh-grade students' eligibility for a National Merit Scholarship. Juniors and seniors also take the SAT, ACT or the College Board Achievement Tests, depending on their college plans. The counselor has more information about testing.

## **ATTENDANCE**

### **Attendance Policies**

Class attendance and punctuality are vital to a student's academic success. Although absence is sometimes unavoidable, students who are absent miss what is taught. Making up assignments, while necessary, is not a substitute for attendance.

Cumulative absences of more than **15 classes** in a semester, for whatever reason, may result in the loss of credit in that class. Chronic illness or an emergency situation causing 15 or more absences will be dealt with on an individual basis through the office of the Vice Principal. In any case, students must make up **all** tests, quizzes, assignments and time before credit is reinstated. Time can be made up by either meeting with the teacher before or after school.

Absences because of school-sponsored activities or because of meetings with a counselor, administrator, etc. are not counted in this loss-of-credit policy.

Students who are absent from school for four or more periods of a school day may not participated in games, practices, rehearsals, meetings or other activities and may not attend games, dances, or other school-sponsored events on the day of the absence, unless approved by the principal or vice principal.

### **Planned Absence**

Any planned absence must have a signed note from a parent or guardian before the absence occurs. Students who know they will be absent from school should see their teachers ahead of time in an attempt to keep up with their work. However, students and parents/guardians are reminded that any absence from school, except for school-sponsored activities, will be counted in determining the loss of credit. If a student knows ahead of time that they will be missing more than 2 periods in a given day, then they are to fill out a Pre-approved absence notification form found in the main office. Any assignments due during the time of the pre-approved absence are expected to be turned in the first day the student returns to school.

### **Reporting Absence**

It is of paramount importance that we know where students are if absent. Therefore, on the day of absence, parents/guardians are to call the school at 360-258-1932 between 7:15 and 8:15 in the morning. Messages may be left on the school's voice-messaging system any time prior to 8:00 a.m. On the day the student returns from an absence and before reporting to class, he/she is to present a note in the front office from a parent or guardian explaining the absence. A phone call **and/or** a note must verify all absences.

Parents/Guardians who will be out of town while school is in session should give the school office the name and phone number of the adult who will be responsible for their sons or daughters in their absence.



### **Absence for Ten Consecutive Days**

Students with unexcused absences for ten consecutive days may be dropped from the school rolls. Parents of students wishing to return to the school after this ten-day period must make an appointment with the Principal, who will then decide on readmission. All elements of the school's readmission policy, as well as any other stipulations, will be enforced at the Principal's discretion. Severe illness or injury, necessary major surgery, and other health-related conditions may constitute exceptions to this policy, but the school must be notified of these conditions as soon as they become known. In such cases, the policy regarding these extended absences will be in effect. Delay in notifying the school may result in the automatic dropping from school rolls.

### **Obtaining Class Work**

Students who will be absent from school for three days or more can contact their teachers to obtain work for the days missed. Please request homework 24 hours in advance.

### **Classroom Attendance Policy**

At the beginning of the year, teachers will inform students of their policies regarding lateness or absence in their particular classes. An absence is not an acceptable excuse for incomplete work. It is the students' responsibility to find out work missed and to complete work as designated by the teacher. This policy is intended to encourage students to put school attendance as a high priority. *One day of make-up is allotted for each excused day missed unless other arrangements have been made with the teachers.*

### **Tardiness**

A student arriving late to a class disrupts the education of every member of the class. Tardiness is seldom excusable. Regular class tardies are at the discretion of the teacher and may result in a detention held by the classroom teacher. If a student is late to class, they must present a re-admit pass from the front office or a signed pass from a teacher. If no pass is present, they must obtain a re-admit pass from the main office to be re-admitted to class. A full class absence is recorded if a student misses more than fifteen minutes of the class.

The following consequences for unexcused tardies in one class may occur:

- 1<sup>st</sup> unexcused tardy = Warning
- 2<sup>nd</sup> unexcused tardy = Warning
- 3<sup>rd</sup> and each subsequent unexcused tardy = Detention
- 5<sup>th</sup> unexcused tardy = parent meeting with student, parent, teacher, and vice principal

*Excessive tardiness is considered a disciplinary matter and may result in more serious consequences.*

### **Late To School**

A student arriving to Morning Chapel after our **8 A.M.** start (no matter what the reason – excused or unexcused) is considered late to school (LTS). Once a student accumulates five (5) LTS's per semester, each additional LTS will result in a detention. Excessive tardiness is considered a disciplinary matter and may result in more serious consequences.

### **Pass to be Out of Class**

Students out of class must carry a pass from the office or a pass from their teacher.

### **Early Dismissals**

Parents/guardians must request an early dismissal by note/email. Students present the note to the office before 8:00 a.m. on the morning of the early dismissal. Either parents/guardians must personally sign out students or the office will verify by phone that the students have permission from their parents/guardians to sign themselves out.

It is recommended that parents request early dismissal only for medical or emergency reasons.

### **Illness**

A student who becomes ill during the school day must go to the school office. Under no circumstances may a student who is ill or injured leave the campus without reporting to the office. If it is determined that the student is too ill or injured to remain in school, attempts will be made to contact a parent/guardian, or designated emergency contact person. Transportation will be arranged, and steps for appropriate care will be taken. School officials will summon paramedics if medical attention beyond simple first aid is required. Parents/Guardians must assume all expenses incurred for emergency treatment. Students must present a note for the absence on the day of their return to classes.

Parents/Guardians may give their students permission to drive themselves home if the parents/guardians feel their students are capable of driving home. A school official must verify this permission.

## **DISCIPLINE**

### **Seton Catholic College Prep Code of Conduct**

Students are expected to conduct themselves, on or off campus, in conformity with the Code of Conduct and norms of this handbook. If a student chooses to act in a manner contrary to these directives, that student must be prepared to accept the consequences for his/her action.

#### **Detention**

In the majority of cases, the teacher who assigned the detention to the student, at the teacher's discretion, will administer the detention. Issues that arise outside of the classroom or are in more serious of nature will be forwarded to the Vice Principal and/or Principal's office.

#### **Accumulation of Detentions**

Students are not expected to accumulate a large number of detentions within a semester. Students are expected to learn from detentions, as they are considered more serious than a verbal reprimand. Repeated detentions for the same offense will result in more serious consequences.

#### **Referrals**

A teacher may assign referral forms to students when a student's behavior has not been corrected after one or more verbal requests. The teacher will fill out the referral forms and a copy will be forwarded to the Vice Principal's office. Parents will always be notified when a referral has been issued to their son or daughter. Accumulation of referrals by a student may result in further and more serious consequences.

#### **Probation**

The Vice Principal or Principal may place on probation students who have committed any infraction of such a serious nature that their conduct shows a need for closer surveillance. The terms of probation are specific to the individual. Probation will normally be a minimum of one full semester and a maximum of the remainder of the student's time at Seton Catholic.

While on probation, students must prove, by their conduct, a willingness to follow school rules and the objectives of the discipline code. Once a student has completed the probation, he/she must demonstrate a change of behavior. If a student does not demonstrate a change in behavior after being on probation, he/she may require further discipline action up to and including required withdrawal.

### **Suspension**

Depending on the nature and seriousness of the offense, a student may be placed on suspension by the Vice Principal or Principal. A suspension may be in school or out-of-school, as designated by the Principal/Vice-Principal. Unless otherwise directed by the Principal, students on suspension will not receive credit for any assignments missed; however, students are responsible for assignments given by their teachers to stay abreast of class work.

### **Required Withdrawal**

Students, who commit major infractions, fail to comply with probationary requirements or show a consistent disregard for Seton Catholic rules can be asked to withdraw from the student body of Seton Catholic. Such students will be called, along with their parents, Vice Principal and Principal who will review each case and implement the appropriate measures.

### ***Examples of Violations of the Code of Conduct***

#### **Healthy Environment--Productive Personal Environment**

Behaviors detrimental to a productive personal environment are those that occur in the classroom which do not involve other students. Examples include, but are not limited to, the following behaviors:

- Not having appropriate equipment and materials
- Sleeping
- Being off task, but not disrupting others
- Failing to turn in homework/failing to complete assignments
- Failing to dress out for PE
- Studying materials for other classes

#### **Productive Classroom Environment**

Behaviors detrimental to a productive classroom environment are those that occur in the classroom and interfere with the learning of others. Examples include, but are not limited to, the following behaviors:

- Failing to follow a reasonable request of the teacher
- Talking out
- Engaging in horseplay
- Disturbing another student in any way
- Being out of seat without permission
- Showing disrespect/defiance
- Using equipment/supplies improperly

#### **Orderly Environment**

Behaviors detrimental to an orderly environment are those that occur outside the classroom that are not intended to cause physical or mental harm to another individual, are not necessarily illegal, but negatively affect an orderly environment. Examples include, but are not limited to, the following behaviors:

- Behaving in a disruptive manner on campus

- Behaving in a disruptive manner at a school function on or off campus
- Being unexcused for absence/tardiness/skipping/truancy
- Being out of class without a pass
- Gambling
- Using a motor vehicle inappropriately
- Soliciting or selling unauthorized items
- Possessing inappropriate literature
- Destroying or defacing property
- Displaying inappropriate affection
- Violating the dress/grooming code
- Using foul language
- Littering
- Talking during a fire drill
- Using a mp3, cell phone or electronic device

### **Productive Spiritual Environment**

Behaviors detrimental to a productive spiritual environment are those that occur inside or outside the classroom that are contrary to a community of faith and Gospel values. Examples include, but are not limited to, the following behaviors:

- Disrespect for the Sacraments
- Disrespect for religious beliefs
- Displaying bigotry
- Cheating

### **Safe Environment**

Behaviors detrimental to a safe environment are those that are intended to cause another individual physical or mental harm and/or are illegal. These violations may result in a student's requested withdrawal from Seton Catholic and/or notification of proper authorities. Examples include, but are not limited to, the following behaviors:

#### **Possession or use of a weapon, or any object perceived to inflict harm (Including, but not limited to toy guns, B.B. guns, paintball guns, etc.)**

- Assault or Battery - required withdrawal probable
- Possessing drugs/alcohol for sale or use - required withdrawal probable
- Committing arson- required withdrawal probable
- Possessing an explosive device- required withdrawal probable
- Stealing
- Fighting
- Hazing
- Showing blatant disrespect to an adult
- Harassing - verbal/visual/physical/sexual harassment
- Defying legitimate authority
- Being under the influence of drugs/alcohol
- Positive drug/alcohol test
- Possessing or using tobacco
- Promoting/participating in gang activities
- Filing a false emergency report
- Violating a contract or probation

## **Off-Campus Offenses**

We are partners with parents in their children's education. We notify parents of concerns about student life or behavior, even when off campus. Students must realize that they, whether in uniform or not, represent Seton Catholic when they are off campus. One reason for dismissal from Seton Catholic is any conduct, on or off campus, marring the name of Seton Catholic. This rule will be enforced when it pertains to student behavior in the school's residential and commercial neighborhood and on city buses. Of course, this rule applies to all other behavior, no matter where it occurs, which is contrary to the principles for which Seton Catholic stands. The school can take disciplinary action when students commit offenses off campus under the following conditions:

- If police authorities, neighbors, merchants, or other members of the greater community find it necessary to bring an offense to the attention of school administration.
- If an offense or breaking of school rules takes place at dances, sporting events, field trips, or any other function or activity sponsored by, chaperoned by, or in any way connected to Seton Catholic or its officials.
- If the offense hurts the name of Seton Catholic College Prep and what it stands for. It is understood that any form of information displayed on the Internet (ex: Facebook, Instagram, Snapchat, You Tube, etc) by a student that comes to the school administration's attention concerning inappropriate behavior including, but not limited to the use, possession, or distribution of drugs/alcohol, sexual behavior, harassment/hazing/bullying/cyber-bullying, illegal activities or promoting violence, the following may happen:
  - Contact the parent(s) of the student(s) involved
  - Contact the proper authorities
  - Disciplinary action

## **Drug Testing**

**At any time while on campus or at a school-sponsored function, the administration, with reasonable suspicion, may request that parents have a student drug tested with a urinalysis or a hair-follicle test at the parents'/student's financial expense.**

The administration may require that parents have a student drug tested at any time. If a drug test is required by Seton Catholic Prep, the drug test *must be performed the same day that it is requested.*

- The student will be considered absent but excused on the day the test is required.
- The student may return to school when proof that the test was taken *on the day that it was requested*, is provided to Seton Catholic College Prep.
- If the student does not take the test on the day that it was required and delivered proof to Seton Catholic College Prep, the student will be suspended until *test results are delivered.*

The use of Breathalyzers and/or Passive Alcohol Sensors (P.A.S.) may be administered to any student, for any reason, at school-sponsored events.

Tobacco use by minors is illegal; the possession and/or use of tobacco by students on campus, in the vicinity of the campus, or at school functions is strictly prohibited.

## **Respect**

Respect is a virtue, which is shown to all, regardless of race, color, or creed. Respect refers to the esteem and reverence due in all student-teacher relationships and in all student-student relationships. This includes not only the person, but all those things belonging to the person as an individual or as a member of the school community.

Students show respect and courtesy to each other in word and action. They practice Christian values in their speech at all times avoiding all foul, crude or coarse language. Students are especially courteous to visitors, guest speakers, and student athletic teams. There is no yelling at or taunting opposing teams, athletes, or officials. Carrying the competitive aspects of the game beyond the field or court is not tolerated.

Students are to respect the property of others. Vandalism is the destruction, mutilation, or defacement of objects or materials belonging to the school, employees, students or others, and is prohibited. Students and their parents are held liable for any damage caused by the student to the property of others, including school property and equipment. Vandalism includes unintended consequences stemming from unauthorized and/or disruptive student activity.

Stealing is prohibited. This includes tampering with another student's personal property as well as school property. Students should check in valuables with the coach or teacher during Physical Education class.

Students are expected to conduct themselves in a mature and responsible manner with respect for the person and property of others, and with respect for the orderly pursuit of the educational mission of Seton Catholic. Conduct that is inconsistent with this expectation includes but is not limited to: loud and/or boisterous behavior (including running, shouting, and pushing); throwing objects (including food, ice and water); use of profanity and/or obscene gestures, conspicuous displays of affection (including physical contact, hugging, kissing, etc.), and any conduct that could result in injury to any person or property, whether intentional or otherwise (pushing, shoving, daring another to act).

Refusal to comply with any request of school personnel, or a demonstration of disrespect for school personnel before, during or after compliance with any request, is insubordinate conduct and will result in disciplinary consequences.

When an issue arises in the classroom setting, students and/or teachers may request to meet outside class time to have a conversation about the issue. This promotes healthy conflict resolution skills and strengthens the student-teacher relationship. If the issue cannot be resolved when the student meets with the teacher, then a parent-teacher conference can occur. Further conversations may include the school counselor, vice principal, and/or principal.

## **Harassment**

Seton Catholic College Prep is committed to providing a learning environment that is free from harassment in any form (verbal, physical, visual or sexual). Harassment of any student by any other student, lay employee, or religious is prohibited. The school will treat allegations of harassment seriously in a prompt, confidential and thorough manner. All threats will be considered harassment.

A charge of harassment shall not, in and of itself, create a presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal.

Students found to have filed false or frivolous charges will also be subject to disciplinary action, up to and including dismissal.

Complaint filing: Filing and investigating a harassment claim must follow the following procedures:

- The student may first choose to tell the individual causing the harassment that his/her conduct is offensive and must stop. If the objectionable behavior does not cease immediately, the student must report the harassment to the Vice Principal, or a teacher who will report it to the Principal. Additionally, in the case of sexual harassment allegations, the student is free to raise the issue with another, same-sex administrator if he/she prefers to do so.
- The student alleging harassment will be asked to complete a formal, written complaint. The claim will be investigated thoroughly, involving only the necessary parties. Confidentiality will be maintained as much as possible.
- The investigation will include a meeting with the person accused of harassment, sharing with that person the nature of the allegations as well as the name of the person bringing the allegations. If appropriate, the alleged harasser will be suspended during the course of the investigation.
- Once the facts of the case have been gathered, the Vice Principal, in consultation with the Principal, will decide what disciplinary action is warranted.

If the complaint is against a non-employee or non-student, such as a parent, volunteer or vendor, the school will take steps, within its power, to investigate and eliminate the problem within the Archdiocese of Seattle harassment guidelines.

## **DRESS CODE**

At Seton Catholic, we seek to maintain an atmosphere that is conducive to the highest quality of academic pursuit. Since the appearance of students contributes greatly to their attitude in school and the respect they earn in public, all students are expected to follow the dress code. The intent of our dress code is to lend dignity to both the individual and the school, and to enhance the learning environment. The school makes every attempt to address modesty and individual dignity within our dress code. Clothing is to be in good taste—not distracting or provocative. Undergarments must not be visible.

The dress code is in effect on all school days (including exam days) until the student leaves campus. The dress code is in effect when students are representing Seton Catholic at any school-sponsored events on or off campus unless noted otherwise for theme events and/or dances. Every year we review our dress code and expectations with our students. We ask that you take time to talk with your son/daughter with regards to the dress code policy.

### ***GENERAL DRESS CODE***

#### **A. Shirts and Tops:**

- Must come to the clavicle (collarbone) and/or show no cleavage. Neckline should come no lower than the collarbone. Cleavage must not be visible.
- Must be of a length that can be tucked in. Midriffs must be fully covered at all times.
- Must have sleeves. No sleeveless shirts or tank tops are allowed.

- Shirts may not be sheer or see-through unless an undershirt is worn with a neckline that comes to the collarbone and shows no cleavage. (the undershirt may be a tank top as long as the strap is no less than one inch wide and covers bra straps)
  - Shirts may not refer to alcohol, tobacco, or other drugs or anything in poor taste as determined by the Vice-Principal using professional judgment.
- B. Skirts, dresses, and shorts
- Skirts and dresses must be no shorter than 3 inches above the knee. Slits cannot be more than 5 inches above the knee. Hems on skirts and dresses may not be frayed.
  - Shorts must not be more than 3 inches above the knee and must have front fly with zipper/button/snap and belt loops - athletic shorts, swim trunks, and cutoffs are unacceptable.
  - Cannot be see-through, sheer, or revealing.
- C. Pants
- Must be in good condition, hemmed and without rips, holes or tears.
  - Pants must be loose fitting and not body tight. - *Yoga pants are unacceptable*
  - Pants cannot sag below the waist, and underwear must not be visible.
  - Leggings and tights are not allowed unless covered by an appropriate length skirt or shorts.
  - Sweats, pajamas, and warm-up style pants are unacceptable unless given special permission for a spirit or theme day.
- D. Shoes:
- Shoes must be worn at all times.
  - Shoes must promote student safety and for that reason, flip-flops, sliders, slippers, and extremely high heels are not appropriate for school.
  - Open-toed professional shoes are allowed.
- E. Hair:
- Hair (including sideburns) must be clean, neatly combed, and must not interfere with eyesight.
  - Hair color must be within the range of natural hair colors only. – *this includes streaks or patches*
  - Students may not wear fad hairstyles such as punk, spiked, Mohawk, and the like.
  - Students may not carve symbols or initials into their hair.
- F. Piercing, Tattoos and Jewelry: Visible, pierced body parts other than ears are prohibited. Visible tattoos are prohibited. Chains on pants are prohibited. The administration reserves the right to determine when piercing or other jewelry are excessive, distracting, or in conflict with the school dress code. Students who are referred to the Vice Principal will be asked to remove the jewelry.
- G. Sunglasses may not be worn in the building at any time.
- H. Head coverings are not to be worn during the school day unless given special permission for a spirit or theme day. This includes hats, hoods, headbands, etc..



- I. Students who represent the school for a school related activity might be required to meet additional dress and grooming standards.

## LITURGY DAYS

Students are expected to “dress-up” for all liturgies and certain other occasions indicated on the calendar and in notices in the parent and student bulletins. Students dress in this manner as an expression of respect and support for the values of the school community. Students should arrive at school already dressed for the liturgy or special occasion and remain in Liturgy Dress for the entire day. Seton Catholic is preparing young men and women for life after high school. Liturgy dress should be professional/business attire.

### *Liturgy Days*

#### **Boys**

- Requires dress slacks, a tucked in buttoned up dress shirt with collar, polo shirt and/or sweater. The shirt must remain tucked in at all times.
- Excludes jeans, t-shirts, and sweatshirts. **Shorts are not allowed on Liturgy Days.**

#### **Girls**

- Requires a modest dress, or a dress blouse/top with a skirt or dress slacks.
- Excludes jeans, t-shirts, and sweatshirts. **Shorts are not allowed on Liturgy Days.**

*If at anytime the administration finds something to be inappropriate or feels as if someone’s attire is hindering the learning environment of the rest of the school, then this may also be considered to be a dress code violation.*

### **Consequences for Dress Code Violations**

All faculty, staff and administration will monitor student appearance. Students in violation of the dress code may face the following consequences:

**1<sup>st</sup> Offense:** required to change/warning

**2<sup>nd</sup> Offense:** required to change/email home/ detention

**3<sup>rd</sup> Offense:** required to change/phone call home/detention

**Subsequent Offenses:** parent meeting with vice principal and a dress code contract

## CAMPUS REGULATIONS

Once students have arrived at school they may not leave campus until the 7-period school day is over. Properly documented field trips, off campus lunch (see below for criteria) and early dismissals are exceptions to this policy. Students may not leave campus if they must serve a detention.

### **Off Campus Lunch**

Students who are currently Juniors and Seniors at Seton Catholic may apply for an off campus lunch pass. Students must receive permission from parents in written form in order to be eligible for an off campus lunch pass. Students understand that having an off campus lunch pass is a privilege and that they must adhere to the policies and procedures of Seton Catholic while off campus during school hours. Off campus lunch passes may be rescinded at any time if the Administration deems necessary due to a student’s behavior or other issues that arise. Students whose grades fall below the accepted eligibility rules imposed for Athletics and Student

Activities will not be permitted to partake in Off Campus lunch until their grades meet and/or exceed Seton Catholic's minimum requirements. Off campus lunch pass applications are available in the front office.

### **Student Parking/Driving**

Students with parking passes may park in designated parking spaces for Seton student parking. It is expected that all student-drivers follow Washington State driving laws at all times.

### **Cellular Phones, MP3 players and other Electronic Devices**

Cellular phones, MP3 players, and other personal electronic devices are considered a student privilege and not a student right. The school administration reserves the right to check for any inappropriate information that may be stored, received or sent on any student's confiscated communication or electronic device while on school property or at any school-sponsored activity. Students may bring cell phones, mp3 players (with headphones), and they may use them before school, during passing periods, at lunch, or after school only. They must be stored out of sight at all other times. Violations of these regulations will result in confiscation of the equipment and the following consequences:

- **First Offense:**            **Item is confiscated and brought to the Vice Principal. Student can retrieve item after school.**
- **Second Offense:**        **Item is confiscated and brought to the Vice Principal. Parent or Guardian must retrieve item after school.**
- **Third Offense:**           **Item is confiscated and not returned until a conference between Vice Principal, parents and student with a contract for future personal electronic device privileges .**

### **Medical Emergencies**

To help assure immediate and proper treatment of an injury, any type of injury on school property must be reported to the office immediately, regardless of the nature or extent of the injury.

## **GUIDELINES FOR SCHOOL AND SOCIAL EVENTS**

Students who were absent from school or from any four periods of a school day are not allowed to attend any social or athletic event, including the Prom, until after the next time they attend a full day of school. Students who were absent for more than three periods must obtain permission from an administrator to attend an event prior to the next school day. This policy does not include absences for approved field trips and other situations specifically approved in advance by an administrator.

Seton dances are closed to all except current students, their guests, staff, and parents/guardians. A Seton student inviting a guest to a school dance must obtain a guest pass from the Activities Advisor and return the pass completed by 3:15 pm on the Wednesday prior to the dance. Appropriate attire for each dance will be announced before the dance. Host student is responsible for guest's following Seton Catholic rules.

## **Athletic Requirements**

A student's eligibility to participate in co-curricular activities will be determined by his/her record of discipline, service and academics.

- a) Athletes observe all regulations that exist within the W.I.A.A. constitution.
- b) Athletes must be present for at least 4 complete periods of a school day in order to participate in practices, games, matches or meets. This policy does not include absences for approved field trips and other situations specifically approved in advance by an administrator.
- c) Athletes are expected to be present for classes on the school day following athletic events.

Students must be eligible to play according to the Eligibility Policy outlined in this handbook. The Student Athlete Handbook provides additional guidelines.

## **Fire Extinguishers and Fire Drills**

Any student involved in tampering with a fire extinguisher or alarm will receive a min \$50 fine. Periodic fire drills will be held during the year. The alarm is given by a continuous voice message on the emergency alert intercom. All students will be instructed as to where they should proceed during a fire drill. The procedure for a fire drill is posted in each classroom. Students are responsible for knowing the method and route by which their class is to leave the building. Appropriate behavior is to be maintained throughout the fire drill. Each teacher will review emergency drill procedures.

## **Deliveries**

Flowers, balloons, and any other gifts delivered to students during the school day, will be kept in the front office until the end of the day. Class or club sponsored parties are to be arranged through the teacher.

## **Media Contact**

The school often has contact with the news media, initiated either by the school or by a news reporter. This contact often includes interviews with students or photographs of students (receiving awards, for example) released to the media. It may also include interviews and/or photographs in connection with athletic contests. If parents/guardians wish to be informed of all interviews, photo releases, or other contact their student has with the media or if parents/guardians wish to prohibit all contact their student has with the media, they must contact the school. Otherwise, the school will presume that parents/guardians permit their student to have contact with the media under the school's supervision. However, the school has control over the media only in photo and press releases and in cases where members of the media request permission to be on campus. In other situations, such as off-campus events, the school will not normally be able to prevent student contact with the media.

All press releases, photo releases, interviews, etc., must be approved by the president and/or principal, or in the absence of the principal, the vice-principal. Care will be taken that students' safety will not be jeopardized.

## **Medication**

When it is necessary for a student to take any type of medication during school hours parents/guardians must:

- a) Notify the school in writing of the need for medication;
- b) Give the school specific directions to follow;

- c) Furnish the medication in the original, properly labeled container that indicates the student's name and the medication's proper dosage.

Students may not carry medication with them during the school day, so they must come to the office when medication is needed. Exceptions to this are aspirin or Tylenol and other Medication that must be taken in an emergency including inhalers. In such cases parents/guardians must state the nature of the emergency in their written directions, and students must inform the office each time they take the medication under emergency circumstances. The school secretary will monitor and record the taking of medication.

### **Telephone Calls**

Except for true emergencies, parents are encouraged not to send texts or call students during class time. In case of emergencies, parents can call the front office and students will be notified.

### **Visitors on Campus**

**All visitors must check in to the school front office and have a pass prior to entering Seton's campus.** Parents/guardians are welcome to visit the school and observe classes at anytime. To arrange this, parents/guardians contact the Vice Principal two days prior to the day they wish to visit.

To help assure continued student safety, people other than parents are ordinarily not allowed on campus at anytime during the school day. All visitors must check in with the front office prior to entering the campus. Visitors may be allowed on campus on special occasions and with written permission from the Vice Principal one day prior to the visit.

Students' visitors during class time require prior written permission from classroom teachers and the Vice-Principal. Forms to facilitate this are available from the office. Forms must be completed and returned to the Vice Principal one day before the requested class visit. Ordinarily only prospective Seton students may visit the campus during the school day.

### **School Hours**

The school building at Seton Catholic will be opened every day by **7:30 AM**. Please have your son or daughter picked up at Seton Catholic no later than **4:00 PM** unless special arrangements are made with teachers or staff members. Due to Safe Environment best practices, there may never be only one student and one adult in the building. If this guideline is in risk of being broken before 7:30 AM or after 4:00 PM, then students may be asked to wait for their ride outside the school building.

# TUITION / FEE POLICY

## *Tuition Charge and Refund Policy*

When a student enrolls or withdraws from the school, the tuition and /or financial aid charge liability will be determined by applying the appropriate percentage of annual tuition.

Students/Families on Tuition Assistance must comply with the following conditions in order to remain eligible for Financial Aid.

- a. Student must maintain a 2.5 GPA with no F's at Semesters end.
- b. Student accounts must remain current throughout the school year.
- c. Student must be in good standing with the school (i.e. no attendance and/or discipline related issues.)

<u>Month of Entry</u>	<u>Month of Withdrawal</u>
<i>% Charged for Entering Student</i>	<i>% Refund of full tuition for Student Withdrawing</i>
July 100%	July 100%
August 100%	August 80%
September 100%	September 70%
October 93%	October 60%
November 83%	November 50%
December 73%	December 40%
January 60%	January 30%
February 50%	February 0%
March 50%	March 0%
April 50%	April 0%
May 50%	May 0%

# PARTNERSHIP WITH SCHOOL

## *(Archdiocese of Seattle Policy)*

**1.9 (B) It is the parent's responsibility to cooperate with school staff for the welfare of students. If, in the opinion of the school administration, parental behavior seriously interferes with teaching and learning, the school may require parents to withdraw their children and sever the relationship with the school.**

## 2017-2018 Bell Schedule

	Mon, Thurs, Friday	2 HOUR LATE	EARLY RELEASE	ASSEMBLY
<b>Advisory</b>	7:50-8:00	9:50-10:00	7:50-8:00	7:50-8:00
<b>PRAYER</b>	8:00-8:10	10:00-10:10	8:00-8:10	8:00-8:10
<b>1<sup>ST</sup></b>	8:15-9:05	10:15-10:48	8:15-8:38	8:15-9:00
<b>2<sup>ND</sup></b>	9:10-10:00	10:53-11:26	8:43-9:06	9:05-9:50
<b>3<sup>RD</sup></b>	10:05-10:55	11:31-12:04	9:11-9:34	9:55-10:40
<b>4<sup>TH</sup></b>	11:00-11:50	12:09-12:41	9:39-10:03	10:45-11:30
<b>LUNCH</b>	11:50-12:20	12:41-1:11	<b>NO LUNCH</b>	11:30-12:00
<b>5<sup>TH</sup></b>	12:25-1:15	1:16-1:49	10:08-10:32	12:05-12:50
<b>6<sup>TH</sup></b>	1:20-2:10	1:54-2:27	10:37-11:01	12:55-1:40
<b>7<sup>th</sup></b>	2:15-3:05	2:32-3:05	11:06-11:30	1:45-2:30
<b>ASSEMBLY</b>				2:35-3:05

	Tuesday Block
<b>Advisory</b>	7:50-8:00
<b>PRAYER</b>	8:00-8:10
<b>1<sup>ST</sup></b>	8:15-9:45
<b>2<sup>ND</sup></b>	9:55-11:25
<b>LUNCH</b>	11:25-11:55
<b>3<sup>RD</sup></b>	12:00-1:30
<b>4<sup>TH</sup></b>	1:35-3:05

	Wednesday Block
<b>Advisory</b>	7:50-8:00
<b>PRAYER</b>	8:00-8:10
<b>5<sup>TH</sup></b>	8:15-9:45
<b>6<sup>TH</sup></b>	9:55-11:25
<b>MASS</b>	11:30-12:15
<b>LUNCH</b>	12:15-12:45
<b>COMMUNITY</b>	12:50-1:30
<b>7<sup>th</sup></b>	1:35-3:05