



Seton Catholic

Discover the Difference

Student/Parent Handbook

Seton Catholic

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The following information applies to all Seton Catholic students, faculty, staff, and families.

SETON CATHOLIC BELIEFS

We are a Catholic school and we believe....

- Prayer and worship connect us with God and with one another. We strengthen our relationship with God as we live out the Gospel message.
- Through our curriculum our faculty strives to develop analytical and critical thinking in our students.
- We are a community of faith-filled learners. We are all encouraged to be responsible, contributing members who support each other.
- As members of a global community, our differences are to be honored and respected and each of us has the responsibility to expand our knowledge of our nation and our world.

SETON CATHOLIC MISSION STATEMENT

Our Seton Catholic family of faith fosters academic excellence, nurtures personal responsibility, and encourages service to others in the spirit of Jesus.

Our educational programming shall consistently aim to:

- encourage respect of all cultural, religious, racial, and ethnic groups, and the concerns of people with special needs
- apply the principles of biblical teachings to real-life situations.
- promote appreciation for the community celebration of the Eucharist
- foster a sense of community

(Inspired by the “Pastoral Guidelines for Children” taken from the National Catechetical Directory)

SETON CATHOLIC STATEMENT OF PHILOSOPHY

Seton Catholic offers an extensive curriculum that provides a high-quality academic education — incorporating the use of technology and differentiated instruction — and respects the uniqueness of individuals. The school community studies the teachings of Christ and participates in liturgy and para-liturgical experiences. Extra-curricular and social activities enable students to develop their leadership skill and characters.

Fulfilling the mission of our patroness, St. Elizabeth Ann Seton, Seton Catholic fosters responsible decision-making skills within individuals and groups, as students participate in a wide variety of experiences. The school promotes an ongoing commitment to addressing the needs of others in the community and around the world through works of peace and justice. Seton inspires lifelong learning and mastery of communication skills in reading, writing, speaking and listening to prepare students for higher education and for life.

Seton's qualified faculty collaborates with families in fostering the growth of the whole person. The school offers a diverse and comprehensive education, which encourages intellectual curiosity. As expressed in the mission statement, Seton Catholic strives to produce a catalyst for change and growth in the Catholic community as well as in society.

SETON CATHOLIC GRADUATE PROFILE

The graduate of Seton Catholic will demonstrate:

- Essential knowledge and skills, including competency in reading, writing, mathematics, speaking and listening.
- Creative-thinking 21st-Century skills, including the ability to process, present, research, and organize information.
- A desire for continuous learning, self-improvement, and self-respect through service to others, as well as personal discipline.
- Self-realization and decision-making skills based on Catholic values, personal responsibility, and one's rightful place in the world.

EDUCATIONAL GOALS

Seton Catholic's educational goals are:

- To offer an extensive curriculum that will provide a high-quality academic education in a way that meets the diverse

needs of our student body.

- To provide the opportunity to study the teachings of Jesus and to participate in liturgy and para-liturgical experiences.
- To arrange for extracurricular and social activities which enable students to develop leadership skills.
- To foster responsible decision-making as individuals and within groups through participation in a variety of experiences.
- To create for our students an awareness of the needs of others in our community and around the world.
- To enhance communication skills in reading, writing, speaking and listening as a preparation for higher education and life.

HISTORY

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

The richness of the traditions of both schools has laid a strong foundation for the future growth of Seton Catholic. In 2001, Seton Catholic further expanded its program to include a grade 7-8 program. In 2004, we purchased and moved to a new school campus on New York Road, located on the former Plattsburgh Air Force Base. This move ushered in a new era and a solid future for Catholic education in the North Country. In 2015, the 6th-grade class was moved from Seton Academy to Seton Catholic, thereby creating a full 6th-8th-grade Middle School at the High School campus. In 2018, the Education Council and Diocese of Ogdensburg approved the unification of the elementary, middle, and high schools at the campus on New York Road.

The faculty members who serve these students are a group of dedicated people who bring their spirit of enthusiasm, concern for each person, professional excellence, and Christian values to the classroom.

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

CHARTER

Seton Catholic is chartered and accredited by the Board of Regents of the State of New York. Programs for each student are planned to meet the requirements of the New York State Education Department. Seton Catholic is also accredited by the Middle States Association's Commission on Elementary and Secondary Education.

ADMISSIONS

Admissions Policy

Seton Catholic admits students of any sex, race, religion and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Application for Admissions

Admission to Seton Catholic is based on successful completion of the requirements for the prior grade. Complete elementary and/or middle school records are required for admission. Students for upper classes are accepted on the basis of credits in academic subjects, testing results, the motivation of the student, plus favorable recommendations. Admission to upper classes is processed by the Principal and the Guidance Office. An introductory interview between the student, parent(s)/guardian(s) and the Principal is required prior to admission.

Pre-School Admissions

Students entering the Pre-K3 and Pre-K4 programs must be three and four years of age, respectively, by December 1st. It follows that students must be five years of age by the same date for transfer/entrance into Kindergarten.

SCHOOL LEADERSHIP

Education Council

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

Committees of the Education Council are chaired by the members. School families and members of the parishes are sought as additional volunteers when necessary. Committees are established yearly, as needed. Meetings of the Council are held monthly and the public is welcome to attend.

Executive Cabinet

In July 2016, a six-seat Executive Cabinet was formed composed of a team of administrative leaders to collaborate and oversee all aspects of the academic institution from multiple areas and departments. When plans for unification of the elementary, middle, and high school campuses were announced in May 2018, additional seats were added to the cabinet to ensure adequate representation of the elementary students, faculty and staff.

FINANCIAL MATTERS

General Financial Information

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

Students who are in arrears in tuition payments will not be allowed to participate in graduation. All grades, records, and transcripts will be withheld until all financial obligations are met.

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

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

Tuition Policy

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

Parents/guardians can choose to either pay the tuition fee in full by July 1 preceding the start of the school year or set up a monthly payment plan. The monthly payment plan, administered through FACTS Management, involves 10 or 12 payments beginning in August and ending in May or July. Payments are made by direct withdrawal from a checking account or by monthly billing. There is a fee for this service. Except for advance payment, all payments are made to FACTS.

On November 1 and April 1, all tuition accounts are reviewed and the parent or legal guardian will be notified should an account be past due.

If payment or a payment arrangement is not made, the following policies will be implemented after consultation with the Principal: transcripts will not be issued nor will a student participate in graduation until their account is paid in full.

Financial Assistance

If a family needs assistance with tuition, please contact the Principal. No family will be denied a Catholic education because of inability to pay. Applications for financial assistance should be submitted through FACTS Management on or before July 1, prior to the academic year for which tuition assistance is being sought. Bishop's Fund Applications as well as Free and Reduced Lunch forms must be received by August 15.

Financial assistance forms **MUST** be received if a family wishes to be considered for financial aid. All awards of financial assistance will be communicated in writing to the family.

Tuition and Fees

High school, Middle school, and Elementary school tuition rates apply. These fees are updated annually on the Tuition Contract. The student fee covers the costs associated with insurance and SchoolReach. General fees include the use of textbooks, locks, course fees, and supplemental health insurance. Review books and AP course fees are separate additional fees.

Multi-Student Discount

If parents have more than one child at Seton Catholic, their tuition obligation is reduced according to the following schedule:

- Parents/guardians pay full price for the oldest child **in attendance at Seton Catholic.**
- A discount of 20% is applied to the tuition rates of the second- and third-oldest children **in attendance at Seton Catholic.**
- A discount of 50% is applied to the tuition rates of the fourth or other subsequent children **in attendance at Seton Catholic.**

Textbooks

Students who lose or damage textbooks will be required to pay the full replacement value of the book. All textbooks must be covered at all times.

Damage to School Property

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

Fundraising Efforts

Seton Catholic coordinates fundraising to meet regular and extraordinary expenses. Fundraisers take place several times a year, and we ask every family to participate in fundraising efforts.

CODE OF CONDUCT

Seton Catholic is dedicated to the building of healthy minds and bodies, and to the nurturing of the Christian spirit. Seton sees its personnel as ministers who are part and parcel of the building of Christian spirits and healthy individuals. Seton faculty assume responsibility for maintaining discipline in the classroom and on school grounds, and uphold a code of conduct with consistency, discipline and courtesy. Members of the faculty maintain their authority in disciplinary matters in a respectful and forthright spirit. Seton's administration stands ready to buttress the efforts of all personnel in maintaining a fair and comprehensive code of conduct. Hence, dismissal of a student from the classroom will result in severe consequences. Detention and a parent/guardian conference are the recommended first steps before corrective discipline and/or dismissals are employed as a disciplinary tool.

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

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

Disciplinary action will be taken when deserved. The school staff will not inflict bodily harm or subject students to ridicule. The purpose is to instruct students in acceptable behavior and to encourage respect for self, others, and property.

The principal is the final recourse in all disciplinary situations.

Classroom Behavior

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

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

Code of Conduct Violations

Violations of the Seton Catholic Code of Conduct are as follows:

- Possession, distribution or consumption of alcoholic beverages, drugs, or tobacco, including e-cigarettes and chewing tobacco, on school grounds is strictly prohibited, except for prescription drugs or drugs previously cleared with school authorities, which must be logged and contained in the Health Office.
- Attendance at parties or bars where substance use or abuse of any description occurs.
- Smoking, vaping, and huffing are strictly prohibited at all times, not only on the school grounds, but in the immediate vicinity of the school property.
- A student will be deemed guilty of smoking if the student is found smoking or holding a lit or unlit cigarette or e-cigarette; in any situation in which there is reason to believe that a student is guilty of smoking; or when a student has any inhalant paraphernalia in his/her possession or has brought them to school.
- A student will be deemed guilty of a drug violation if the student is found possessing any narcotic or paraphernalia involved with drug use.
- A student will be deemed guilty of a drug or alcohol violation if he/she is under the influence of any narcotic or alcohol.
- Insubordination, rudeness, or disrespect.
- Stealing or injuring another person or person's property.
- Repeated disruptive behavior or chronic behavioral problems.
- Endangering the safety of individuals or classes.
- Confrontational behaviors or fighting.
- Destruction or theft of school property or theft of property on school grounds or at school functions.
- Vulgar, obscene, or offensive actions or language, including, but not limited to the topics of, race, gender, sexuality, etc.
- Cutting class or truancy.
- Hazing, bullying, or harassment.
- Chronic tardiness to school.

Bullying, Cyberbullying, and Hazing

Bullying, cyberbullying, and hazing are broad terms encompassing any action or activity which does not contribute to the positive Christian development of a person, or which inflicts or intends to cause bodily harm or anxieties, or which may

demean, disgrace, or degrade a person. Seton Catholic has a zero-tolerance policy for bullying, cyberbullying, hazing, or any mistreatment of another human being.

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

Cheating

Cheating behaviors include but are not limited to plagiarism, copying another's work, allowing others to copy work, open books or notebooks during an exam, cheat sheets, passing notes during an exam, copying thumb drives, printing another student's work, and having someone do your assignment for you. The penalty for such behavior is severe and is determined by the administrator handling the incident. For a National Honor Society member, the incident will be reported immediately to the advisor.

Harassment

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

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

Sexual Harassment

Seton Catholic is a Catholic educational institution, which is responsible for providing an environment for students in which acts of sexual harassment are not to be tolerated. Such acts are defined as unwelcome comments, gestures, or physical conduct that are experienced by the recipient as unwanted or inappropriate behaviors of a sexual nature that have the effect of creating an intimidating, hostile, or offensive environment.

Conduct Outside of School

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

Violations

Violations of the Seton Catholic Code of Conduct will result in one or more of the following steps being taken by the Administration: Warning, detention, parent conference, community service, in-school suspension, out-of-school suspension, dismissal from Seton Catholic. These regulations apply to the whole Seton student community in all phases of activity whether curricular or extracurricular; additionally, certain areas also may have their own Code of Conduct (e.g. field trips, athletics, Student Council, etc.). It is important to note that the above conduct is written with the knowledge that there is a changing moral scene that our students face. School Administration reserves the right to take disciplinary action as it is deemed appropriate in regard to violations of Code of Conduct that are not explicitly defined on this page.

Disciplinary Procedures

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

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

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

In-School Suspension (ISS)

The student will report to the Main Office for an attendance check. The student will remain in the school building, but may not participate in regular classes. Instead, the student will complete all academic requirements under the supervision of a Seton faculty member in a separate classroom.

Out-of-School Suspension (OSS)

For serious infractions of school rules, a student may be told to remain at home for a specified time and will return upon completion of a parent conference. The student is expected to make up all class work and all assignments missed during suspension.

Probation

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

Work Detention

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

Dismissal from School

Continued disregard and violation of any of the school directives will subject the student to dismissal from Seton Catholic. A single severe rule violation could lead to immediate dismissal from school.

Detention

Detention will be held daily during lunch period and will be supervised by a Seton faculty member. Failure to report will result in the student receiving additional consequences.

Administrative Right

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

Disciplinary Directives

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

Students who remain in the building or on school grounds before or after normal school hours are expected to follow all school rules.

Students are expected to behave appropriately at all times and consequences will follow for all infractions.

Conflict Resolution

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

If the problem is not resolved between the parties and:

- if it is one of discipline by a teacher, then the parties meet with the Dean of Students, who shall have the authority to make a determination.
- if the conflict is academic in nature, the parties will meet with the Director of Guidance, who shall have the authority to make a determination.
- if the conflict deals with an International Student and/or host parents, they will meet with the Director of International Students, who shall have the authority to make a determination.
- if the conflict is with a coach, then the parties will meet with the Athletic Director, who shall have the authority to make a determination.
- if the conflict is within an extracurricular activity, club, or organization, then the parties will meet with the Advisor for that activity, who shall have the authority to make a determination.

The parties may appeal to the principal who, after meeting with both parties separately or together, will make a final determination.

Nothing contained herein is intended to supersede that of which is set forth in the remainder of the Student Handbook. Any Executive Cabinet member of Seton's Administration will discuss issues with the Principal prior to making a final judgment.

ATTENDANCE

Attendance Policy

Seton Catholic has developed its attendance policy in accordance with New York State Education Law Section 3205, implemented on February 1, 2003, inclusive of the requirements of each minor in the State of New York to attend school between the ages of 6 and 17.

Objectives:

- To ensure the maintenance of an adequate record, verifying the attendance of all children at instruction in accordance with Education Law Section 3205.
- To comply with mandatory education law and receive mandated services aid.
- To establish a practical mechanism for Seton Catholic personnel to know where every student is during every school day.
- To ensure sufficient pupil attendance at all scheduled instructional periods or supervised student activities.
- To close student performance gaps and maximize instructional time.

Strategies:

- Taking daily and class attendance on the computer.
- Use of a recording system for excused and unexcused absences for a day or portion.
- Use of a recording system for tardiness or early departure.
- Use of a recording system for each scheduled day of instruction.
- Use of dates for entries and withdrawal of enrollment.

Type of Excused Absences	Code	Types of Unexcused Absence	Code
Sickness	Sick	Truancy	AU

Sickness or death in Family	Funr	Suspension	Susp
Required Court Appearance	Leg	Vacation on School Time	VacU
Approved visits to college	Coll	Road Test	AU
Quarantine	Hosp	Care for Siblings	AU
Religious Observance	Leg		
Attendance at Health Clinic	Doct		
"Take your child to work" day	Leg		
Impassable road conditions	AE		

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

School Responsibility for Attendance Notification to Parents/Guardians

A summary of absences will appear on each report card. Report cards are issued quarterly. Attendance information is always available on SchoolTool.

Process of Notification:

Parents/guardians will be *notified by letter* as well as on the student report card at the end of the first marking period of the semester if their child has an excessive pattern of absence. If the pattern persists at the end of the second marking period *parents/guardians will be required to attend a meeting with school administration to discuss the student's pattern of attendance* and to make them aware of the imminent danger of the student losing course credit. If the pattern continues, course credit may be denied and parents will be informed.

Parent/Guardian Responsibility for Attendance Notification to School

Parents/guardians must notify the school regarding absence or tardiness before 8 a.m. If the school has not received notification by 8 a.m., the Main Office will contact parents or guardians immediately thereafter.

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

Any student who is absent must submit a written note from his/her parent or guardian to the office giving the reason for the absence on the day of their return.

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

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

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

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

Incentives and Sanctions

Perfect attendance is recognized during the academic year.

Attendance at school before the 7:55a.m. late bell is mandatory in order for middle and high school students to participate in any sporting events, practices and extra-curricular activities. Students in grades K-5 are to wait for this bell in the cafeteria. Teachers will begin supervising K-5 students in the cafeteria at 7:45 a.m. Pre-K aides will begin supervision of Pre-K students at 7:30 a.m. Pre-K students may be brought to the cafeteria or classroom by their parents/guardians. Excused tardiness (i.e. late bus, funeral, doctor's appointment) is permissible with a written explanation signed by a legal parent/guardian.

Irregular/excessive absence places a student in jeopardy of losing course credit. Excessive absence warrants notification of county/state child welfare authorities.

Tardiness

Any K-12 student entering first period after the 7:55 a.m. late bell will be marked tardy. Tardy students must present a written explanation signed by a parent/guardian to the office upon arrival at school and/or the parent/guardian should call the school before 8 a.m. and inform the main office so that the proper notice can be made on the attendance record.

Except for cases of extreme necessity, it is expected that appointments for the doctor, dentist, road test, job interviews, etc., will be scheduled for outside of school hours.

Middle and High School Only: Each student will be given one tardy to school without consequences per semester as long as the student arrives by 8:30 a.m. After three unexcused late arrivals, the student will serve one full Lunch Detention period.

Students are expected to arrive to class on time and should be seated when the bell rings. To be an excused tardy, a student must have a legitimate pass from a teacher or staff member. If a student is tardy without a pass to class three times, the student will be assigned detention. If tardiness continues, it may become necessary to make up seat time to earn credit. No student will be released from class without a signed pass stating the time they left the class.

When students arrive to school tardy, they must wait in the main lobby until Morning Prayer and the Pledge of Allegiance have concluded. At that time, students may obtain a pass to First Period.

Extended Vacations

Vacations when school is normally in session are discouraged and are considered illegal according to New York State Law. Such absences from school may have a negative effect on student's grades. Parents and guardians should check the school calendar, which is available on our website, and plan vacations accordingly. Teachers are not required to provide assignments in advance for the sole purpose of taking an extended vacation.

Illness During the Day

If a student feels ill at any point during the school day, he or she will be permitted to be seen by a Registered Nurse or staff member on campus. In accordance with New York State Law, any student with a fever above 100.4 degrees Fahrenheit or any other ailment necessitates leaving school for further medical attention, quarantine, etc. Students may not contact parents for self-dismissal at any time during the school day, but may be dismissed legally by the school nurse following an examination of symptoms.

TECHNOLOGY USE

Cell Phone Communications

Cell phones are very commonplace in today's society and can be useful tools in education. However, they may also be disruptive of normal school activities.

Middle and High School Students: Students will be required to power down (turn phone off, not just in vibration/silent mode) their devices throughout the day. In each class, students in possession of a personal cellular device will be required to leave the powered-down cell phone on his/her desktop throughout class. This will allow teachers to know which students do and do not possess their own cell phone devices, should the teacher wish to allow cell phone use for a specific classroom activity. If a student requests to use the bathroom, the cell phone will remain on the desktop while the student is gone. Cell phones should not be seen in the hallways at any time. If cell phones are seen, they will be taken by a teacher or administrator and placed in the Main Office safe with the student's name on it for the first offense. If a cell phone is confiscated twice, the student will also serve one Lunch Detention period. Upon confiscation of a

student's cell phone for the third offense, the school will contact the parent/guardian for cell phone pickup and the student will lose the privilege to have a cell phone on school property for the remainder of the school year.

On individual cellular data plans, students with cell phone privileges will be allowed to use their cell phones at lunch (in the cafeteria only) and after 2:30 p.m. each day.

Elementary Students: Cell phone use by students requires permission of the professional staff. Students bringing cell phones are responsible for them. If they are lost, the school is not obligated to replace them.

Personal Listening, Video and Gaming Devices

Personal listening and video devices, including but not limited to iPods, iPads, Kindle/e- Readers, Tablets, PDAs, and mp3 players, as well as various video games may not be used by students between 7:55 a.m. and 2:30 p.m. except at lunch time, in the senior lounge, or when used with teacher permission as part of classroom work. Earphones or earbuds are not allowed at any time, except in the senior lounge.

Photocopying

School photocopy machines are not available for individual student use but students may request to do so through faculty or staff.

Policy on the Use of Electronic Devices

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

Students are allowed to bring personal computers to school. At no time does the school assume any liability for the content of the computer nor the computer itself. Student use of the computer in school is always subject to inspection by any teacher or administrator and is subject to the following rules:

1. If a student wishes to access the Internet, the student must use the school's Library/Media Center for Internet access. In other words, the student will not be allowed the use of wireless or other types of modems currently available. Tethering a computer to a cell phone is not permitted.
2. Students may not use personal computers during class unless permitted by the teacher. When given permission to use the computer, the student must be willing to give access to the computer by the teacher.
3. Students may not use microphones (internal/external), cams (internal/external), or the computer's recording (audio/video) without the teacher's permission.
4. Electronic devices may be used for academic purposes in study hall, the classroom, or the library.
5. At no time may computers be used for gaming, competition, social networking, email, instant messaging, or other such activity while in school. There must always be a verifiable academic value in using a personal computer.
6. The use of earphones/headphones and the listening of music is not permitted during the school day unless under classroom instruction.
7. The non-observance of these rules will result in the student losing the privilege to use a personal computer/device in school. The duration of this loss will be determined by the Dean of Students or by the Principal.
8. Electronic devices may be used during lunch periods without earphones.

Internet/Personal Device Usage

Seton Catholic prides itself on possessing high academic, professional, and Catholic Christian standards. With this ideal in mind, students are both encouraged and expected to use the Internet for education and research. However, before being granted access to the Internet, students and parents must agree to avoid unacceptable use of the Internet on school property.

Unacceptable uses of the Internet and school computers include, but are not limited to: the intentional disruption of computer equipment, stealing or vandalizing data from another person or source, invading the privacy of individuals, using the Internet to post messages that are harassing, insulting, degrading, or violent, transmitting or receiving any material that is immoral, obscene, violent or otherwise illegal, using the Internet for illegal activities, using the Internet for commercial or financial gain, transmitting e-mail addresses without the express direction of the teacher and approval of the parent(s), transmitting or receiving an e-mail without the express direction of the teacher and approval of the parent(s), transmitting or receiving personal information (phone number, address, etc.) or information about other students, transmitting any credit card numbers, bank account numbers, or any other financial information, plagiarism of data gained from the Internet or programs, copyright infringement (using information from the Internet or programs without giving credit to the author). In the case of intentional disregard of the Internet Use Policy, the concerned staff and the respective Principal will confer, and may impose the following penalties: Suspension of Internet privileges, Revocation of Internet privileges, School suspension, School expulsion, or referral to the proper authorities.

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

Social Media

Engagement in online social media such as, but not limited to, blogs, social networking, and any other online communication tool, may result in disciplinary actions if the content of defamatory comments are posted regarding the school, faculty, staff, other students or any aspect of the Seton Community.

Virtual reality, social media sites and applications may pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that often predators are not living in a neighborhood, but within the home via a computer.

Technology and the Internet (ES HB)

Use of technology is an integral part of today's learning experiences. In computer classes, students learn the correct use of machines and software materials. Students are urged to use the Internet for education and research. All students are expected to:

- Use equipment properly; not installing codes or tampering with equipment.
- Refrain from plagiarism.
- The Internet is not used for financial gain; credit card information is not to be transmitted.
- Email is not to be received or transmitted.
- Using copyright material without credit to author(s) is forbidden.
- Chat room use is forbidden.
- Disabling of filters or protection devices is forbidden.

In the case of intentional disregard of the Internet Use Policy, the Principal will inform parents. Depending on the seriousness of the offense, the following penalties may be imposed:

- Suspension of Internet privileges, for a stated time
- School suspension/expulsion
- Referral to proper legal authorities

GUIDANCE AND COUNSELING SERVICES

This Guidance Department maintains students' academic records, receives records from schools for incoming students and distributes records for outgoing students. These records include course grades, testing scores, community service hours and related academic intervention service notes.

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

The Director of Guidance meets with individual students by student request or as needed.

In the course of meetings with middle and high school students, the guidance counselor will conduct an Annual Review with each student including:

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

The Director of Guidance meets with groups of students as needed to address ongoing or special academic issues. The Director of Guidance meets with students and/or their parents to instruct on various topics including: use of career/interest/college-planning programs, sexual predator/lures, assessment score interpretation, and financial aid.

The Director of Guidance is the liaison with community services and programs such as Upward Bound and CV-TECH, and is the CAP and AP Coordinator.

Counseling

Counseling services are available through the Guidance Office. Students are able to visit with the Director of Guidance or Director of International Students as needed. Mental health referrals will be made when appropriate and Behavioral Health Services North (BHSN) can provide in-house counseling services when requested by parents/guardians.

Additional Student Services

Support for students with academic intervention needs, 504 Plans, and IEPs is provided by Seton Catholic faculty. The Principal, Director of Guidance and Academic Success Coordinator maintain and implement IEPs and 504 plans and communicate these plans to faculty and staff as needed. The Peru Central School District administers these plans and provides the necessary personnel for these required services. The Academic Success Coordinator attends CSE meetings at the invitation of the school district and makes arrangements for the implementation of any testing accommodations.

The Academic Intervention Services (AIS) Coordinator offers help to PreK-8 students struggling in specific subject areas. Other faculty members help students requiring such services in grades 9-12. Parents seeking additional help may also hire tutors for their children from outside the school community.

Admissions and Placement

When a student is admitted, the Guidance Department requests a student record from the previous school, enters all student data into SchoolTool, and, after a review of the student's record and a discussion with the parent(s)/guardian(s), determines the student's course of study and schedule.

The Director of Guidance submits course requests to the Principal and collaborates on the development of the master schedule. After the master schedule has been developed, the Director of Guidance implements course/schedule changes as needed. Students are expected to carry six credits each year as a minimum course load.

HEALTH SERVICES

Immunizations, as prescribed by New York State, are also mandated. Parents/guardians are responsible to see that these have been given. A record of these, provided by the parent/guardian, is kept with the Health Record in the Nurse's Office.

Medication, prescribed by the physician, is to be brought to the Main Office. It must be brought in the original container, with the doctor's order, and written request of administration by the parent/guardian. It is then transferred to the locked medicine cabinet in the Nurse's Office.

In the case of administration of over-the-counter drugs, without a physician's order, a parents must come to school to administer the medication.

Students with anaphylactic allergies are to be known by the teachers and staff. This prescribed medication must be readily available when these students are outside, on field trips or in any place of danger. The school staff regularly receives instruction on the use of epi pens. It is the responsibility of the school staff to make sure all medications accompany students on any trips. Students who use inhalers may be permitted to self-medicate.

All medication is collected by the parent/guardian at the end of the school year or when not needed.

ADDITIONAL INFORMATION

School Calendar

The most current version of the school's calendar of events can be found on the school's new website.

Academic Honesty

Cheating and plagiarism are wrong, are considered serious offenses and will not be tolerated. Seton Catholic students are expected to conduct themselves ethically and morally while in and out of school. *For more information about cheating behaviors, go to the Code of Conduct section.*

Report Cards

Reports cards are processed through SchoolTool and made available to parents for pickup or mailed home at parent request. Report cards are distributed after each quarterly marking period. Progress reports for students in grades 6-12 will be available at the end of five weeks for every marking period. We encourage parents to continually consult SchoolTool and their child about academic progress and grades. A username and password is given to each family for each student. Students have their own usernames and passwords.

Parent/Guardian-Teacher Conferences

Parent/Guardian-Teacher conferences are regularly scheduled at the time of the first report card. A teacher or activity advisor may contact the parents/guardians with questions or concerns regarding individual students. These contacts may be made by phone, email, or personal visits. Parent/guardian and teacher conferences will be scheduled as needed and may be requested by parents/guardians as well.

Parents who wish to make an appointment with the Principal should contact the school secretary.

Academic Failure

Parents should be regularly reviewing their child's progress through the parent portal (SchoolTool). The faculty welcomes the opportunity to work with parents for the best education of each child; please feel free to contact your child's teachers during the academic year with questions or concerns via email. All faculty and staff email addresses are available on our website.

Confidentiality

Confidentiality is imperative to protecting information and people. Administrators, faculty, volunteers, and staff have been required to sign a Statement of Confidentiality to ensure that all personal information will be kept secure and protected at all times.

However, if a student tells a teacher that he or she is going to harm self or others, the teacher must reveal that information even if a promise of confidentiality has been given. Likewise, counselors, administrators, and teachers will make it clear to confiding individuals that they will keep their confidences unless their health, life, or safety or those of another are involved. Parents will be promptly notified of any concerns.

Crisis Plans

In the event of a crisis that requires the evacuation of the building, the Crisis Plan — which is kept on file on the Main

Office and with State Police — will be activated. If it is necessary to leave the premises, all teachers and students will go in an orderly manner to the Advocacy and Resource Center (ARC) on New York Road, where teachers and students will sit in groups in the designated areas. They will remain there until further directives are given.

Fire Drills are conducted per New York State requirements 12 times per year.

If a lockdown is needed, teachers have been given directions concerning proper procedures. One formal Lockdown Drill and one formal Active Shooter Drill will be conducted each school year. Attendance must be taken each time the school is evacuated.

Cancellation of Classes

If school will not be in session due to severe weather or another emergency, this information will be given over the following radio and TV stations: WIRY-1340AM, WIRY-100.7FM, WCAX-TV, and WPTZ-TV (also online). In addition, families will be notified via the school's SchoolReach telephone notification system.

Visitors

For the protection of our students and school property, all visitors, including parents, must report to the Main Office and receive a visitor's identification badge. Prospective students who wish to visit Seton must have prior permission of the Guidance Department, will be assigned a student ambassador, and provided with a visitor's pass.

Legal Custody/Guardianship

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records, conferences, and other school information regarding the child. If there is a court order specifying custody arrangements, it is the custodial parent's responsibility to provide the school with a copy of a court-certified order. A student may be released from school to either parent unless the custodial parent supplies the school principal with a certified copy of a court order or divorce decree to the contrary. The school maintains records of who other than parents or guardians may pick up students from school.

Bus Transportation

Bus transportation is available from the public school district in which families live. Transportation request forms are available in the front office and on the school's website. They must be filled out yearly and given to the corresponding school district's bus garage.

Hall Pass

At the beginning of each school year, each student in grades 2-12 will receive a Student Planner. The last page of the planner is a Hall Pass that students will be required to have signed by a faculty or staff member for each departure and arrival during regular class time. All faculty and staff of Seton Catholic will have the authority to sign an alternative Hall Pass in the absence of a Student Planner. Students encountered in the hallways during class without a Hall Pass will be referred to the Dean of Students.

Leaving the Building

Students are not allowed to leave the school building during the day for any reason without written permission from their parents/guardians. Students must sign in and out of the front doors only and are not allowed to visit the student parking lot during regular school hours without being escorted by an administrator.

Lockers

At the beginning of the school year, students in grades 4-12 are assigned two lockers each and are responsible for their lockers and all of their contents. For the sake of the security of their possessions, students may request a combination lock from the Main Office. Combinations should not be shared with anyone else. Students may not replace the school lock with their own locks, which will be removed if done so.

If a student goes to his or her locker between classes they must remember that they may not be late for class. Under no circumstances should students ask to be dismissed from class to go to their lockers, as this is disruptive to all surrounding classrooms.

Lockers are considered the property of Seton Catholic. A locker may be searched at any time with just cause as determined by the School Administration. The school also reserves the right to search anything brought onto school property including, but not limited to, vehicles, backpacks, cell phones, or any other electronic devices.

Medications

For reasons of safety, the school nurse must be made aware of any medications a student is required to take during the school day. If a student wants to take an over-the-counter medication during the school day, a parent will be called to bring the medication in to the student with the option to leave the medication locked in the Health Office with a note from the medical director or the student's physician.

Field Trips and External Classroom Experiences

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

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

Liturgies and Prayer Services

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

Assemblies

General assemblies are planned within the school day, and are planned for the purpose of enriching the curriculum. Courtesy to our in-house and guest presenters requires appropriate student behavior. At assemblies, students will:

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

Library/Media Center

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

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

Cafeteria

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

A few minutes before the end of the period, each table must be cleaned; students work out among themselves who completes the cleaning tasks. Each table is responsible for getting a cloth and wiping the table, as well as assuring that all papers are picked up under and around the table. All students seated at a table are responsible for the condition of the table.

Media Disclaimer

Students may have their pictures used in the local newspaper, North Country Catholic newspaper, television media, newsletters, related websites, social media, or any other form of advertising to benefit promotion of Seton Catholic. Parents who do not wish to have their child's photograph used in the media should notify the school in writing.

Before-Care and Aftercare

Seton Catholic offers before-care and aftercare for students in grades PreK-6. All before-care students assemble in the cafeteria between 6:45 and 7:45 a.m. Aftercare students are brought to the cafeteria by their teachers or another supervising staff member. Aftercare is available from 3 to 6 p.m.

Parents receive notification of monetary rates, program outlines, and staff in the fall.

Buzz Book

A booklet containing the names, addresses, and email addresses of parents/guardians and children is composed each fall. Parents/guardians may opt to have their information included; it is not required.

No personal addresses will be made available on the website.

Change of Address/Phone Number

Parents are asked to notify the school immediately in writing of any change of address, phone number, or emergency numbers. Privacy will be respected when parents inform the Main Office in writing of any unlisted numbers.

Phone Calls

Students are allowed to use the school phone only in an emergency.

After-school plans should be made in advance of the school day to avoid last-minute changes, necessitating a phone call.

Photos

Seton Catholic schedules one "picture day" and one makeup day each school year. Details concerning the date, options, and payments will be sent home with students prior to the date.

Volunteer Policy

Seton Catholic encourages its families to participate as volunteers in a variety of school-related activities and has many areas in which a volunteer might serve. If you have any questions or you would like to volunteer, please contact the Main Office.

All volunteers are required to complete background checks and participate in Virtus training.

Use of School Grounds

The school provides supervision of all students on school grounds from 6:45 a.m. to 3 p.m. From 3 to 6 p.m., aftercare staff provide supervision of students in grades PreK3-6 who opt to participate in the program.

Students in grades 6-12 may be involved in extra-curricular activities including but not limited to chorus, theatre, or sports. Seton Catholic and its coaching or school staff are only responsible for such students during planned meeting times of those groups, such as practices, performances, rehearsals, or games.

All students present at any school function accompanied by parents are to be closely supervised by them. If any accident occurs during such a time, the accompanying parent is responsible.

Dance Procedures

Students who enter a Seton-sponsored school dance may not leave and re-enter the building during the event. All guests attending a dance must have completed the guest approval form by the stated deadline for the event. All Seton students and their guests attending the event must be in the building within one hour after the event's start. Beverages will be confiscated and bags, coats and personal belongings will be held at the door. If a student is suspected of using or being under the influence of alcohol, drugs, or tobacco, the student will be brought to the Advisor in charge and the Administration will be notified for immediate parent contact.

ELEMENTARY INFORMATION

ACADEMICS

Homework Policy

Homework is assigned routinely by elementary teachers to reinforce what has already been taught in the classroom. It is intended as a positive way to help students learn important concepts and master vital skills.

Parents are encouraged to assist their children with assignments. Please support them by providing adequate time and by checking the completeness of work assigned.

1. All homework must be submitted according to the instructions of the teacher.
2. Homework must be complete and done to the best of the student's ability.
3. Parents will be notified if homework is poorly done, late, or incomplete.

Grades and Summer School Grades

Grades shall reflect the level of achievement of the student. Students in the Primary Grades (K-2) receive letter grades, indicating the level of achievement. Students in grades 3-5 receive numerical grades, with 70 being the lowest passing grade. Rubrics are given to inform students and parents/guardians of the required level of performance necessary to attain grades.

Promotion/Retention

Promotion of students to the next grade results when students satisfactorily complete the requirements of each particular grade.

Students in grade 3-6 are required to take New York State Tests. Failure to pass these tests requires that students receive Academic Intervention Services.

If a student is transferred to the next grade over the advice of the professional staff, parents will be required to sign a statement that they realize this transfer is against what the staff considers to be in the best interest of the child.

DRESS CODE

K-5

Dress code colors are solid colors — blue, green, white, and khaki. Stripes, plaids and pictures are not acceptable.

- Pants: docker style, no cargo pants.
- Walking shorts (weather-permitting): must be knee-length.
- Shirts: button-down (with tie for boys), polo, or turtleneck.
- Sweater or vest, no sweatshirt or "hoodies."
- Jumpers and skorts (for girls): must be knee-length.
- Blouse with a collar (for girls).
- Socks (to be always worn): blue, green, white, or black.
- Tights (for girls): blue, green, white, or black.
- Flat shoes or sneakers, no Crocs, clogs, or "wheelies."
- Makeup or dangling earrings may not be worn.

Physical Education Dress Code

Students in grades K-5 may wear any color or style of clothing so long as it is appropriate for physical activity. K-2 students can wear their gym clothes to school on gym days. Students in grades 3-5 must bring their gym clothes to school.

Pre-Kindergarten Dress Code

Students should wear casual and comfortable clothing.

ADDITIONAL INFORMATION

Entering and Leaving the Building

Parents/guardians who drive their children to school will pull their vehicles up in the lane to the right of the Statue of Mary and drop their kids off near the brown doors just outside the cafeteria. The children will enter through the brown doors and wait in the cafeteria for the school day to begin. They will be brought by their teachers to class after morning announcements. Students who ride the bus to school will enter through the main entrance and go to the cafeteria to meet up with their class.

At the end of the school day, all students — those who will be picked up, ride the bus, or remain at school in aftercare — will be escorted to the cafeteria. Teachers will drop off aftercare students. Depending on the weather, they may wait outside with students who are picked up or bused home.

Parents/guardians taking students to appointments should send a note to the teacher stating the time and reason for the appointment. When they arrive, they sign the child out at the office.

Field Trips

Prior to attending a field trip off the school grounds, the school asks all parents/guardians to sign a permission/liability release form. All forms need to be completed in a timely manner and returned prior to the actual event. Telephone calls will not be accepted in lieu of written permission. Faxed forms will be accepted (518-563-1193).

Parents have the right to refuse to allow their child to participate in a field trip. This information is requested in writing.

Field trips may require parent/guardian drivers. Parents/guardians are reminded that the school does not have insurance covering the use of private cars. In the event of a mishap, the driver's insurance policy will be responsible for primary coverage.

Health Services

Vision, hearing, and scoliosis screenings are provided annually. Yearly physicals are mandated by New York State. If parents/guardians do not choose to have their own doctor administer a physical, it may be done at school with written parental permission.

MIDDLE AND HIGH SCHOOL INFORMATION

ACADEMICS

Comprehensive Final Exams (Middle and High School)

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

Passing

The final average at the end of a course determines whether a student has passed or failed. If a student fails the Regents but achieves a passing final average in the course, he/she will receive course credit but will need to retake the Regents exam.

Honor Roll (Middle and High School)

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

The Effort and Behavior system is based on values of 1-5, with:

- 1 — Excellent: No missed assignments
 No failure on any graded work
 No behavior problems
- 2 — Good: No failure on any graded work
 No more than 1 missed or failing assignment
 No more than 1 in class behavior problems
- 3 — Satisfactory: Meeting minimum requirements for effort and behavior
 No more than two or three missed or failing assignments
- 4 — Unsatisfactory: Several missed assignments
 Several failing assignments
 Several behavior problems
- 5 — Unacceptable: Chronic missed and failing assignments
 Chronic behavior problems
 Complete lack of effort

To receive any kind of honor status, the student:

- 1) may have no more than two “3s” for effort.
- 2) may have no more than four demerits in the marking period.

Grades and Summer School Grades

All grades are numerically reported, with the passing mark being 65%. The final grades in January and June are determined by a system of weighting, in which the marking period grades count 80% and the final exam counts 20%. Summer school grades are recorded on the student’s permanent record, but do not replace the course grade. Similarly, the retaking of a Regents exam does not change the original course grade, but it, too, is recorded on the student’s record. A student is eligible for an incomplete only if there have been extenuating circumstances prior to the end of the marking period. All incomplete grades must be cleared by the Guidance Office, and all course requirements must be fulfilled within two weeks after the close of the marking period.

Weighting of Grades (Middle and High School Grades)

Certain courses are assigned a greater weight:

- Full-credit courses have a weight of 1.0.
- Half-credit courses have a weight of 0.5.
- AP and CAP courses have a weight of 1.04.

Program of Studies

Seton Catholic’s curriculum is a college preparation program of studies which includes required academic courses and numerous, college-level course electives. While it is anticipated that the majority of Seton Catholic students will continue on to higher education, provisions are made for those students who wish to attend the local CV-TECH programs.

Advanced Placement Program

College-level courses are offered to eligible students through our affiliation with the College Board-based Advanced Placement (AP) program. These courses are taught by Seton Catholic faculty and, depending upon the score of the AP exam at the end, may receive credits from many colleges throughout the nation.

In order to register for an AP or CAP course, the student must have an 88% or above average in the previous course and a 90% on the Regents exam. If there is no Regents or prior course, an overall GPA of at least 85% and permission from the instructor are required. Students who take an AP course pay for and take the exam at the conclusion of the course. Students may opt out of taking the AP exam prior to test ordering.

College Advancement Program (CAP)

Through partnerships with Clinton Community College and Paul Smiths College, Seton high school students may elect to take college courses for college credit while still in high school. These courses are taught by certified and college-approved Seton faculty during the regular school day. To receive college credit, students must register with and pay a discounted tuition rate directly to the college.

Extra Help Period

All Seton Catholic Middle and High School faculty will be available in their classrooms to assist students during Activity Period from 2:30-2:55 p.m. daily, except for scheduled meeting days. Any student who is failing a course or has been absent must remain in school for extra help during Activity Period. Students will be expected to attend extra-help periods until grades are once again at an acceptable level and all classwork and homework has been satisfactorily completed. Failure to do so will result in a disciplinary referral.

Valedictorian and Salutatorian Policy

The Seton Catholic Valedictorian and Salutatorian Policy is as follows:

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

Class Rank and Graduation Honors

A student's Class Rank is calculated based on the grades earned at the end of grade eleven and again after the third marking period senior year. A student must have attended Seton Catholic for at least two full years to earn any graduation honors. In the event that a student has the highest or second highest average in the class but is not eligible to become valedictorian or salutatorian, the transcript will indicate a rank of one or two as will the transcript of the students who will be eligible to be named valedictorian or salutatorian.

Minimum Graduation Requirements for a New York State Diploma

Seton Catholic and its curriculum are chartered and accredited by the Board of Regents of New York State and the State Education Department. Seton Catholic expects all students to attain the highest Regents diploma possible according to their ability. For more information on the specific requirements of a child's progress in meeting the aforementioned requirements, please contact the Director of Guidance.

Study Hall

Students are expected to use their free time to the greatest advantage. As a result, Study Hall proctors have firm directives. Students with senior privileges are not required to attend Study Hall but if they choose to do so, they must follow the same directives as the other students. Study Hall each period will be held in the classroom of the assigned classroom teacher.

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

Student Support Services

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

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

The department provides college advisement and financial aid services to students and parents. It schedules college and military recruitment visits, including writing letters of recommendation for students.

The Director of Guidance provides information about scholarship opportunities through announcements, emails, and/or publicizing the information on the school website.

The guidance department identifies students with leadership potential and nominates them for local and national leadership conferences and extracurricular opportunities.

The guidance department identifies students to receive student achievement awards.

COMMUNITY SERVICE

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

Community Service Philosophy/Purpose

All students are required to fulfill community service hours each year. This requirement gives students an opportunity to use their time and talents in service to God, family, and community. Service distinguishes the Christian life and the identity of the Seton Catholic Knight. Students are required to have hours documented and on file with the religion teacher by the end of each school quarter. Community service hours are also noted on the student's report card each quarter.

Procedure

Students may procure Community Service forms from the service advisors or in the Guidance Office, or in other locations around the school. Each form must be filled out in its entirety and signed by the appropriate adult supervisor where the service is being performed. Regulations on the form exclude parents, employers, etc. from signing. Alternate documents (such as log sheets at ongoing service) must be pre-approved by the Service Coordinator. Completed forms must be returned to the Service Coordinator, Ms. Sue Pombrio (Room 116).

Forms must be turned in no later than two weeks after service has been completed or by the quarter dates (whichever comes first) and no later than one week before the end of each academic quarter.

Schedule of Required Hours

Middle School students (Grades 6-8) will be required to log 10 hours of community service each year and High School students (grades 9-12) will be required to log 25 hours of community service each year. These hours must be completed

before report cards are printed at the end of each academic year, as community service hours are printed on academic report cards. *Seniors must complete all community service hours prior to graduation.*

Elementary students are encouraged but not required to participate in community service opportunities.

Please Note:

- Student clubs (NHS, Key Club, FBLA, etc.) having a service component accept documented hours at the discretion of the respective club Advisor, according to the group's charter or bylaws.
- Seniors must complete 13 hours of community service before the second semester or lose senior privilege.

DISCIPLINE

Demerit System

Infraction	Demerits Earned	Infraction	Demerits Earned
Dress Code Violation	1	Smoking/vaping/e-cigarette use	5
Truancy (per ½ hours)	1	Disrespectful Actions	5
Native language in class/hallway	1	Chronic Behavioral Problems	5
Disturbing class instruction	1	Fighting	10
Inappropriate Language	1	Cheating/Plagiarism	10
Hallways without a Pass	1	Vandalism	10

Cell phone/other electronic device use (see Cell phone policy and Internet/Personal Device Policy)

Other infractions will be assigned demerits at a rate consistent with the severity of the infraction (e.g. losing student driving rights).

Consequences (Middle and High School)

Students who receive two demerits within a three-week period will serve one Lunch Detention. For a third demerit in this area within a three-week period, the student will serve two Lunch Detentions. For five demerits in this area within a three-week period, the student will serve up to one week of Lunch Detention. Any activities deemed unlawful will be subject to immediate law enforcement involvement.

FOR SENIORS ONLY

Senior Privileges

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

- Minimum average of 84%.
- No failing grades.
- No more than one 3 for either effort or behavior (a 4 or 5 will result in no senior privilege).
- Fewer than two demerits during the previous marking period (*Note: dress code violations count has ½ demerits*).
- No more than two unexcused tardies or absences during the last marking period.

Grades will be monitored and reviewed every five weeks. If any grade falls below 65%, or any of the above requirements are not met, then senior privileges will be revoked until the following five-week review.

Senior privilege will be in effect for the first marking period of the academic year for those students who met the above criteria in the last marking period of their junior year. The Senior Privilege list is updated and posted every marking period. Seniors sign a form agreeing to the above terms and must also have a parent/guardian sign giving them permission to have senior privilege.

All seniors are allowed to eat lunch in the senior lounge, regardless of senior privilege status.

Program of Studies Senior Class Load

Seton Catholic offers a complete four-year educational program leading to a New York State Regents/Advanced Regents Diploma or Regents/Advanced Regents Diploma with distinction. Often seniors come to their senior year having

completed many of the minimum graduation requirements. The school values education and the many opportunities that a strong academic program can provide. Thus, for these students, additional opportunities are provided in their senior year. Consult the course catalog for a full description of these opportunities.

In addition, the school will consider a request from the family of a student who is passing all subjects and whose schedule is free at the end of the day to leave the Seton Catholic campus in order to attend college classes at either SUNY Plattsburgh, Clinton Community College or CV-TECH. This procedure may also apply to work experiences that are truly internships and not merely a release to work.

Ordering Out

Seniors with senior privileges are allowed to place take-out food orders at lunchtime every Friday with approval of the Principal in order to coordinate delivery in a timely manner. Whatever is ordered must be delivered to the lobby of the school and paid for in full inclusive of all delivery charges and a 15% gratuity. The Cafeteria staff must be notified and will not be responsible for accepting call-out orders. In the event that an order arrives late, students may not be late for their next class. Takeout food can only be eaten by students with senior privilege. Failure to abide by that rule will result in loss of senior privilege.

Free Periods

Seniors with senior privileges have free periods whereas under-classmen have assigned Study Hall periods. After signing in to Study Hall, seniors may go to the High School Quad, Senior Lounge, Library/Media Center, Guidance Office, computer room, Cafeteria before lunch periods start, or any approved area of the school for study or consultation. Senior privileges will be removed if abused at any time.

PROFESSIONAL DRESS CODE

It is expected that parents will partner with the faculty and staff in matters relating to Seton's professional dress code. Parents must be well versed in the code and aware of what students are wearing when they leave for school and are expected to support faculty and staff in enforcing the dress code as professionalism should be important to families as well. Dress must be professional, modest, and neat at all times. The interpretation of the dress code is the prerogative of the school administration. The school dress code is in effect during school hours and on special occasions. If a student has a question concerning whether a certain piece of clothing is appropriate, that student should approach administration prior to wearing that article of clothing. **As a rule of thumb: If you need to question whether or not you should wear it, you should exercise caution.**

The final decision concerning the appropriateness of dress code rests with the Executive Cabinet or Principal. Excessively tight or extremely baggy clothing, and anything deemed immodest should be avoided at all costs. Due to variation in temperature and personal comfort, solid color fleece vests, fleece jackets and hoodless sweaters may be worn as long as the shirt collar (and tie) can be seen. On formal Dress Down Days, no clothing with holes or hats should be worn. It is expected that students dress neatly and modestly.

Girls' Dress Code

Shirts

Full button-up collared dress shirts or polo shirts must be worn and buttoned up. Three-finger width sleeves are required. Denim, flannel and transparent materials are prohibited. Camisoles may be worn under dress shirts. Shirts should be neat and professional. ***If a top is deemed inappropriate or immodest, the student will be given a shirt to wear for the rest of the day.***

Pants

Casual or professional dress pants must sit above the hips. No cargo, carpenter, painter or skinny-style pants (e.g. leggings, jeggings, etc.) will be allowed. Jeans in any color or pants that are frayed or have holes are strictly prohibited. Dress capris and knee-length dress shorts may be worn at any time.

Skirts

Must be knee-length and professional.

Dresses

Must be knee-length, professional and modest. A minimum of three-finger wide sleeves are required.

Shoes

Dress shoes, leather dress sandals or dress boots may be worn. Flip flops, UGGs, work boots and sneakers are prohibited.

Grooming

Hair must be clean and neat looking. Unnatural coloring or unorthodox style is not permitted. No body piercings are allowed except earrings. No visible tattoos are allowed.

Hats

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

Eyewear

The wearing of sunglasses is not permitted in the building.

Boys' Dress Code**Shirts**

Full button-up collared dress shirts with a tie or polo shirts must be worn. Dress shirts must be tucked in. Denim and flannel are prohibited. Ties must be worn properly if applicable. Shirts should be neat and professional. Sweaters must be worn with a polo or a tie and dress shirt.

Pants

Casual or professional dress pants must be worn. No cargo, carpenter, painter or skinny-style pants will be allowed. Jeans in any color or pants that are frayed or have holes are strictly prohibited. Knee-length dress shorts may be worn at any time.

Shoes

Dress shoes or leather dress sandals must be worn. Flip flops, work boots and sneakers are prohibited.

Grooming

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

Hats

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

Eyewear

The wearing of sunglasses is not permitted in the building.

ADDITIONAL INFORMATION**High School Quad (Allen Chu Memorial Garden)/Main Courtyard**

Seniors and juniors will have the privilege of eating lunch outside in the "High School Quad" during 6th-period lunch as long as the outdoor memorial area is kept clean and is respected by all students. Please remember that this major gift is in memory of a deceased Seton Knight, so respect and honor is especially important.

Underclassman and middle school students will be allowed to utilize the Main Courtyard after school as a place to relax and hang out while waiting for athletic practices or rides. All outdoor areas may be utilized weather-permitting.

College Career Night and Financial Aid Meeting

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

College Visits

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

Parking Lot (High School Only)

Driving to school is a privilege. Students are allowed to park in the school parking lot, in the designated student area. All students using the parking lot are expected to drive safely and cautiously both on and off school property. Under no circumstances is a student to drive recklessly in the parking lot. Failure to observe the regulations in the parking lot will result in the student being barred from driving a car to campus. Students are expected to adhere to all school rules while in the parking lot, and will be subject to disciplinary action if found violating the Code of Conduct at any time.

Vehicle Registration

In order to drive a vehicle and park it on Seton Catholic property, each student must complete a vehicle registration form in the Main Office. Upon receipt of necessary information, a Seton Catholic parking decal will be issued, assigning each student driver to a specific vehicle registration number. If students drive multiple vehicles to school on separate occasions, each vehicle will require a separate decal in order to be parked on school property.

