

# Seton High School

STUDENT HANDBOOK

2023-2024



## TABLE OF CONTENTS

Disclaimer	4
Seton High School Mission Statement	4
Seton High School Vision Statement	4
Seton High School Definition of Teaching and Learning	4
Part I – Profile of a Seton Graduate	4
Seton High School Prayer	5
Seton High School Crest	5
Part II – General Information	5
Times to Remember	5
School Information	6
Leadership Team	6
Mission Probation	7
Arrival	7
Assemblies/Liturgies	7
Attendance	7
Scheduled Late arrivals/Early dismissals	8
Exams and Final Course Assessment	9
Graduation Information	9
Part III – Safety and Security Policies	9-10
Part IV – Student Services	10
Health Services	10
Elevator Permits	10
Illness	10
Prescription Medication	10
Over-the-Counter Medication	11
Health Screenings	11
Student Support Services	11
School Counselors	11
Special Education Services	12
Cafeteria/Food	14
Cars, Parking and Transportation	14
Cell Phone and/or Smart Watch Use	14
Dance Regulations	15
Email and School Property	15
Lockers	15
Pregnancy Policy	15
Gender Identity Policy	16
Study Hall/Honor Time	16
Transcripts/Work Permits	16
Part V – Code of Conduct	17
Good Standing	17
Honors Program	17
Disciplinary Code	17
Alcohol, Tobacco and Illegal Drugs	20
Medical Marijuana Policy	20
Harassment, Intimidation, Bullying/Cyberbullying Policy	20
Plagiarism and Cheating Policy	21
Student Social Media Policy	22
Part VI – Uniform and Personal Appearance Guidelines	22
Uniform Policy	22
Piercings/Tattoos	24

Snow Delays	24
Seton Spirit Wear Days	24
Part VII – Financial Policies	24
Tuition	24
Payment Procedures	24
EdChoice Scholarship Program	24
Financial Aid	25
Past-Due Accounts	25
Withdrawals	25
Part VIII – Clubs and Student Activities	25
Part IX – Community Service Requirements	25
Part X – Athletics	25
OHSAA State Champions	25
Philosophy of Seton Athletics	26
Athletic Attendance Policy	26
Overview of the Seton Athletic Program	26
Ohio High School Athletic Association (OHSAA)	27
OHSAA Recruiting Bylaw	27
Pre-Season Meetings	28
Athletic Trainer	29
Communicable Disease Policy	29
Emergency Medical Form	30
Medical Insurance	30
Team Travel	30
Uniforms	30
Team Shirts/Sweatshirts/Pants, Etc.	30
Admission Prices	30
Season Pass Information	30
Participation Fee	30
Fundraising	30
OHSAA/GGCL Tobacco, Alcohol, Illegal Drugs Policy	31
Discipline Policy	31
Academic Policy	31
College Recruiting	31
Contact Information	32
Part XII – Required Signed Forms	32-35

## **DISCLAIMER**

Seton High School recognizes that in the course of normal business, amendments and modifications will be necessary to the policies, procedures and other statements contained in this Student Handbook. Seton reserves the right to amend, adapt or suspend the policies in the Seton High School Student Handbook if it is deemed necessary to do so for the good of a student or of the entire school community. Seton reserves the right to make such modifications and amendments in whole or in part within the existing governance structures of Seton and will provide timely notice to students when changes are adopted.

## **SETON HIGH SCHOOL MISSION STATEMENT**

Seton High School, a Catholic learning community established in the tradition of St. Elizabeth Ann Seton and through the mission of the Sisters of Charity of Cincinnati, develops a diverse population of young women for a life of faith, service and leadership and engages them in achieving academic excellence in a college preparatory environment.

## **SETON HIGH SCHOOL VISION STATEMENT**

Seton High School will be a learning environment in which students will grow and develop into faith-filled women, critical thinkers and servant leaders prepared to transform the world in which they are destined to live. Seton High School will create and maintain systems and processes to ensure sustainability, while engaging with local and global communities.

### **Belief Statements**

- Through our diversity, Seton students, faculty and staff are called to act justly, inclusively and compassionately.
- Sharing of one's Catholic faith with others strengthens the Seton community.
- All types of learners are supported and challenged to the best of the school's ability.
- Successful learners are lifelong learners; therefore, it is important for students to be challenged, encouraged and mentored into participating in the total educational experience.
- A school is at its best and students flourish when there are processes for continued excellence and for living the school's mission and vision.
- When a Seton student graduates, she understands she has the skills, confidence and moral grounding to lead the way in college and beyond.
- Teachers, staff, administration and students see themselves as a team, respecting each other in words, actions, interactions with each other, and working together for the common good of the students at Seton.

Seton High School does not discriminate against students based on race, color, religion, disability or national origin.

### **Definition of Teaching and Learning**

Seton High School defines teaching as providing instruction and educational materials to increase students' knowledge in order to facilitate enhanced comprehension, application and synthesis of ideas. Seton strives to teach in diverse ways, which may include in-person, remotely, and blended learning when applicable. The goal of instruction is for students to attach personal meaning and relevance from their studies to their own lives and the world around them. Seton teaches students to learn for understanding, meaning that students become adept at transferring knowledge from subject to subject and situation to situation, integrating newly-learned knowledge and understanding with previous knowledge and understanding.

## **PART I - PROFILE OF A SETON GRADUATE**

A Seton graduate is a faith-filled young woman. She is confident in her decision making which is based on her solid faith foundation and empowering educational experience. She is encouraged to live as a lifelong learner and a woman of conviction and enthusiasm.

## **FAITH**

A Seton graduate has been supported by a faculty that has placed emphasis on spiritual development, presenting her with models for responsible and moral behavior with a deep respect for life. She has been provided with an understanding of Catholic faith and heritage. Prayer and service have been and continue to be an integral part of her environment. The faculty fostered her independence so that she could face the world convinced of her strengths as a leader.

## **ACADEMICS**

A Seton graduate has had an educational journey, which provides a good foundation for further learning. She has been challenged to reach her potential and be prepared for college or other post-secondary learning experiences. She has had many opportunities to work with others in a problem-solving situation, developing her capacity for independent thinking and self-motivation and encouraged to put ideas to use for the good of all.

## **LEADERSHIP**

A Seton graduate has developed a sense of comfort and competency through the learning process. She has self-respect, which leads to respect for others and an appreciation for diversity. Activities and course work, jobs and social activities have all allowed the Seton graduate to discover the demands of time management. She has developed the opportunity to acquire good communication skills and a feeling of equality and self-worth in her relationships with others.

## **SERVICE**

A Seton graduate has been challenged to develop a lifelong theology of service. She has been encouraged to be social-justice minded. Activities have been provided to help make her aware of the needs of the larger community. With the teachings of the Bible behind her and the example of Elizabeth Ann Seton surrounding her, she is reminded of the importance of kindness, compassion and a willingness to be service-oriented in every decision of her life.

## **SCHOOL PRAYER**

Written by: Mrs. Jan Linz

Gracious God, we know the heart of your being has a compassionate concern for all of your creation and for all of your creatures. Through the intercession of your faithful disciple and our patroness, Elizabeth Ann Seton, let your loving hand be upon all who are sick and suffering in the Seton Community. Grant them healing, wisdom, courage and peace. We ask this through Jesus Christ our Lord. Amen.

## **THE SETON CREST**

The crosses are from the crest of the Archdiocese of Cincinnati, and the plowshare represents the City of Cincinnati named after the Society of Cincinnati which is named after Cincinnatus, the Roman farmer who became the famous general of Rome.

The cedar tree symbolizes Cedar Grove, the popular name of the academy established on this site in 1857. The school was renamed Seton High School in 1927.

The wavy bars suggest the Ohio River and the Motherhouse of the Sisters of Charity at Mount St. Joseph University.

The three crescents are derived from the Seton Family Coat of Arms.

## **PART II - GENERAL INFORMATION**

### **TIMES TO REMEMBER**

Regular Day Hours – 8:00 a.m. to 2:45 p.m.

Wednesday Hours – 8:00 a.m. to 2:15 p.m.

**SCHOOL INFORMATION**

3901 Glenway Avenue  
Cincinnati, OH 45205-9986  
School Office: 513-471-2600  
Fax: 513-557-7423 Website: <http://www.setoncincinnati.org>

**LEADERSHIP TEAM**

Mrs. Kathy Allen Ciarla '87, President  
Mrs. Karen Klug White '92, Principal  
Mrs. Shelly Anderson, Associate Principal of Academics  
Mrs. Erin Rowland, Associate Principal of Student Support  
Mrs. Sarah Cranley Lykins '02, Director of Institutional Advancement  
Mrs. Beth Bushman Autenrieb '95, Business Manager  
Ms. Marianne Ridiman '72, Director of Retention and Student Activities  
Mrs. Wendy Zureick Smith '90, Director of Athletics  
Mr. Andy Zerhusen, Director of Mission Integration and Catholic Identity  
Mr. John Cordova, Director of Facilities

**SCHOOL COUNSELING TEAM**

Mrs. Melany Dell – O'Connell House  
Mrs. Erin Lind – Emmits House  
Ms. Katie Rader – Cedar House  
Mrs. Robyn Schwarz – Segale House

**ADDITIONAL STUDENT AND SUPPORT STAFF**

Mrs. Kimberly Arnold, Intervention Specialist  
Mrs. Vicki Fuchs, Mental Health and Wellness Therapist  
Mrs. Lynn Emmett, School Nurse  
Mrs. Jenny Jenkins, Social Worker  
Mrs. Jenifer Johnson, Speech and Language Specialist  
Mr. Jim Robb, Safety and Security  
Mrs. Nikki Roell, Director of Special Education  
Mrs. Amanda Schroeder, Intervention Specialist  
Mrs. Shannon Smith, Classroom Aide

**TUITION ASSISTANCE**

Mrs. Beth Autenrieb '95, Business Office  
Mrs. Sarah Lowry '09, Business Office

**ADMINISTRATIVE ASSISTANTS**

Mrs. Debby Doll, Administrative Assistant, Main Office  
Mrs. Megan Hughes, Administrative Assistant, Main Office  
Mrs. Lisa Luebke, Administrative Assistant to the President and the Principal  
Mrs. Jenny Rhein, Administrative Assistant, Business Office

**SETON SPIRIT SHOP**

Mrs. Mary Sunderhaus

**MOMS AND DADS CLUB**

Mr. and Mrs. Tim and Shannon Darnell, Presidents of Seton's Moms and Dads Club

## **MISSION PROBATION**

Enrollment at Seton High School is a voluntary decision made by the student and her parent or guardian and is subject to conditions set forth by school leadership as well as Catholic Social teaching. Students and parents or guardians are expected to support the mission and vision of Seton High School as well as its principles, objectives, and disciplinary norms. If a student or her parent or guardian behaves in ways that hinder the school from pursuing its mission or objectives, the Principal may determine that Seton High School is not an appropriate school placement for the student. In this case, the Principal may place the student and her parents or guardians on probation. This probation is a formal and serious warning to the student and her parents or guardians that such behavior is not consistent with an intention to remain a part of the Seton High School community. If the Principal determines that the behavior does not improve satisfactorily, the Principal may require the student to withdraw. The student and her parents or guardians may appeal the decision to the President. The decision of the President is final. Such behavior includes, but is not limited to: (1) lack of respect for the academic, religious, cultural and social norms of the school; (2) lack of respect for school employees; (3) lack of respect for school property; (4) hindering school employees from discharging their duties; (5) refusal to accept the required school curriculum or to attend or participate in class discussion, assignments, liturgies, or other required school events; or (6) refusal to adhere to the policies in the Student Handbook, including multiple or repeated policy(ies) violation(s). This Mission Probation policy does not supersede the student expulsion policy. Students are subject to immediate expulsion as a result of extremely serious violations.

## **ARRIVAL**

Students should be seated in their mentor group no later than 8:00 a.m. or else they will be marked tardy. Due to fire regulations, students must wait in the Commons, Halo Cafe or their mentor group classroom prior to the beginning of mentor group. Students will not be permitted into the building prior to 7:00 a.m. Our day begins with prayer and the Pledge of Allegiance. All students are expected to stand and participate in morning prayer as well as the Pledge of Allegiance.

## **ASSEMBLIES/LITURGIES**

Because Seton High School is a Catholic school, all students are expected to attend all liturgies, prayer services and assemblies regardless of religious beliefs or backgrounds. Students must sit in assigned places in the auditorium and remain until students have been dismissed. Speakers, performers and other persons who appear on stage are the guests of the staff and student body and deserve a respectful audience. Student conduct is expected to reflect respect. Backpacks, books and computers may not be taken to assemblies or left unattended and are to be left in mentor group or prior class, unless otherwise directed.

## **ATTENDANCE**

Consistent school attendance is vital to student success. Seton High School believes that consistent attendance at school, being on time and meeting deadlines are essential life skills. Therefore, it is important that students practice these skills by showing up daily, on-time, and engaging with their teachers and one another.

## **ABSENCES**

An absence may be defined as missing either a school day, partial day or an individual class period. All absences calculate into a student's attendance record except for those specific activities created by and/or required by Seton High School. This may include, but is not limited to, field trips, retreats, school-sponsored athletic events, days of reflection, college visits, earned incentive days, mission trips, etc. **The Seton High School Administration strongly discourages vacations during the school year and days missed will be reflected in student attendance.**

Mission trips, Kairos, retreats and/or other field trips and earned incentive days must have prior approval of the sponsored teacher, Associate Principal and/or Director of Student Support Services. Any student who is on academic probation, or in danger of failing a class, has poor attendance, or who is on a behavior or attendance agreement may be prohibited from missing school for these types of events.

If it is necessary for a student to be absent from school, a parent/guardian must contact the Main Office (513-471-2600) prior to 8:30 a.m. Please provide the student's name, grade and reason for the absence. If the parent

does not notify the Main Office of a student's absence, the school personnel may perform a welfare check at the student's home for the safety of a student.

If a student becomes ill during the day, she must obtain permission from her teacher to report to the nurse's office which is located in the Main Office. If the nurse is unavailable, the Main Office staff will assist her. Students who report being ill and have a fever or who are not able to return to class from the nurse's office after a 15-minute recovery period will be sent home. Students are not permitted to remain in the nurse's office or another area of the school if they are not able to return to class for any reason after a 15-minute recovery period.

#### **MAKE UP WORK DUE TO ABSENCE**

When absent, it is each student's responsibility to ask for any assignments or work missed and to develop a plan with her teachers to complete missing assignments. Students are given one day for an absence to turn in missing work (up to one week). Late or missed assignments may be denoted in a student's Saint Account with an L or an M. After the grace period has ended, the assignment turns into a zero and the student may not be able to receive credit for the assignment.

Students who miss a test or quiz due to an absence should make a plan with her teacher to retake the quiz or test upon her return to school. Students must make up all tests and quizzes within one week upon return to school or they will receive a zero for the test or quiz.

#### **EXCESSIVE ABSENCE AND/OR TRUANCY**

Consistent school attendance is vital to student success. Excessive absences is defined as five or more absences within a quarter, without prior approval of the administrative team and may be cause for a grade reduction, quarter failure, final failure of a course, and/or dismissal from the school.

If reasonable attempts are made by Seton High School to contact parents/guardians to follow up on a student's absences without any success, then the student will be considered truant. Seton High School follows the Ohio Revised Code concerning truancy. A student is truant if she is absent from school without the consent of a parent or guardian, or has exceeded the amount of permissible hours without a formal agreement with Seton's administration. Truancy may merit 27 conduct points (three Saturday Schools) resulting in the student not being in good standing. Teachers will be notified if a student is truant, and are not required to issue any make-up work, tests, quizzes, etc. for the day(s) of truancy.

#### **CHRONIC MEDICAL ABSENCES**

Students who are chronically ill, even in cases of a doctor's note or medical treatment, and who are repeatedly not able to adhere to Seton's attendance policies may be asked to withdraw from Seton High School. In extreme cases of illness/hospitalization/family issues, a meeting must be scheduled with the family, members of the administrative team and other appropriate school personnel to determine a plan regarding academic progress and the student's ability to be successful at Seton High School.

#### **TARDINESS**

Any student who is not in her mentor group when the 8:00 a.m. bell rings must report to the Main Office for a TARDY SLIP before reporting to her class. Students are permitted two tardies per quarter and may receive conduct points for exceeding this number.

#### **SCHEDULED LATE ARRIVAL**

If a student must arrive late to school, a parent must notify the Main Office prior to 8:30 a.m. and the student is required to sign in at the Main Office upon arrival. If the late arrival is due to a medical appointment, the student is required to present a note from the doctor/dentist office to the Main Office upon arrival at school.

#### **SCHEDULED EARLY DISMISSAL**

If a student must leave school early, a parent must notify the Main Office prior to 8:30 a.m. on that day. The student must sign out in the Main Office before leaving school or being picked up. If the early dismissal is due to a medical



appointment, the student is required to present a note from the doctor/dentist office to the Main Office the following day.

### **EXAMS AND FINAL COURSE ASSESSMENTS ATTENDANCE POLICY**

Students must be present for and take all applicable semester and final exams or final course assessments at the regularly scheduled time. Students may not be exempted or excused from exams or final course assessments without prior approval of the administrative team. Seton High School does not offer exams early or in a modified format. In the case of serious illness or an unexpected family emergency, the parent is expected to contact the Main Office to report a student's absence, including the reason for the absence. In addition, the parent must contact her daughter's Counselor who will then work directly with the Associate Principal as well as the teacher of the course to reschedule the exam at the earliest possible date. As exams occur at the end of each semester, late or missing work grace periods do not apply and all exams need to be made up immediately upon return to school.

### **GRADUATION REQUIREMENTS/INFORMATION**

Seton High School values the educational, spiritual and personal growth and formation that occurs throughout the high school experience. Therefore, Seton is a four-year high school and does not allow early graduation. All tuition, fees and lunch accounts must be paid in full in order for a student to receive her diploma at graduation.

Students are not permitted to carry a part-time Seton course load and must be enrolled in a minimum of 6 classes that may or may not include study hall. Please see the Course Description and Academic Policy handbook regarding the policy for College Credit Plus enrollment.

In addition, seniors are expected to participate in all graduation activities. Baccalaureate Mass and graduation are both required events. If a student chooses to miss one, she may not attend the other. Students will be provided a rented cap and gown that must be worn for designated graduation events. No other attire is permitted.

## **PART III - SAFETY AND SECURITY POLICIES**

### **SECURITY**

Everyone is responsible to ensure the safety of our school. School identification cards (IDs) should be worn at all times in a visible location. In addition, be observant of unusual activity both inside and outside of the building, do not open doors for unauthorized persons, and do not prop doors open at any time to ensure the safety of everyone. Students who prop doors may be disciplined accordingly. Any concerns about safety and security should be reported to the Director of Security or members of his/her team.

### **VISITORS**

All visitors must sign in at the Main Office and wear a visitor's badge at the beginning of their visit and then return to the Main Office when leaving. Visitors are guests in our school and should be treated as such.

### **LEAVING SCHOOL GROUNDS**

Once a student has arrived at school, she may not leave the premises for any reason without permission from the administration; she must go to the Main Office to obtain approval. If needed, students may be escorted to their cars by an adult.

### **SAFETY DRILLS AND EVACUATION PROCEDURES**

Students are expected to be aware of the directives for emergency drills and evacuation of the building that are posted in each classroom. Students should exit IN SILENCE and remain IN SILENCE throughout the drill or evacuation procedure. All classes should remain with their respective teachers so teachers may account for every student at all times during the emergency. Students on Honor Time or who are not in class at the time of a drill or evacuation announcement should immediately exit the building at the nearest exit and report to the closest adult.

### **LOCKDOWN/ALICE DRILLS**

A lockdown drill will be indicated by an announcement over the P.A. Students should follow instructions given over the P.A. or by their teachers. Students may be asked to move to an inside wall within their classroom and wait until further directives are given over the P.A. or by their teachers.

### **SHELTER-IN-PLACE DRILLS**

Shelter-in-place drills will be indicated by an announcement over the P.A. Teachers will lead students IN SILENCE to a designated area on the third floor. Students are asked to remain in these areas until further directives are given.

### **TORNADO DRILLS**

Tornado drills will be indicated by an announcement on the P.A. The teacher will lead students IN SILENCE to a designated area on the ground floor. Once in these areas students are asked to sit on the floor and remain silent until further directives are given.

### **RESPECT FOR SCHOOL**

A student shall not intentionally cause, or attempt to cause, damage to the reputation of the school, school property, reputation of school personnel or other students. Students will be expected to pay for any damages caused. Students are expected to be positive representatives of Seton High School at all times.

### **SIGNS**

Signs may be placed in/on school property only with prior permission of the administration. All signs must be removed the next school day after the event. Approved posters and flyers may be placed on any tile area of the corridors with masking tape, or on bulletin boards. Posters and flyers may not be placed in windows/door areas or on painted surfaces.

### **BOOKBAGS AND LOCKERS**

Bookbags found unattended, as well as lockers, are subject to search.

## **PART IV - STUDENT SERVICES**

### **HEALTH SERVICES**

A school nurse is available during school hours. The role of the school nurse is to be the bridge between education and health, school and community, classroom and home. Students should check the availability of the school nurse in the Main Office. Parents may contact Seton's nurse at 513-471-2600 ext. 2402 or [schoolnurse@setoncincinnati.org](mailto:schoolnurse@setoncincinnati.org) with any questions or concerns regarding health issues. For the health of all students, students who are not feeling well may be allowed to rest in the nurse's office no longer than 15 minutes. After this time, students will need to return to class or will be sent home. Students with a fever will be sent home.

### **ELEVATOR PERMITS**

Any student who is unable to use the stairs may obtain an elevator pass from the Main Office. The student must be wearing the elevator pass. If a student needs to use the elevator for more than one week, a doctor's note must be on file in the office. Students may not invite other students to ride the elevator with them unless they need someone to carry their backpack, in which case one student may accompany her. Conduct points may be issued to students using the elevator without permission.

### **ILLNESS**

It is sometimes difficult to decide when and how long to keep an ill daughter home from school. The timing of an absence is often crucial in order to decrease the spread of disease to others and to prevent your child from acquiring any other illness while her resistance is lowered. In general, the following guidelines should be observed:

- She should remain home until she has been fever free (100.0 degrees F or greater) for 24 hours without the use of fever reducer medication (acetaminophen - i.e. Tylenol or ibuprofen - i.e. Advil or Motrin).
- She should not return to school until she is without vomiting and/or diarrhea for a full 24 hours.
- If prescribed an antibiotic, she should remain home from school until receiving a full 24 hours of antibiotic therapy and until without fever for 24 hours.

### **PRESCRIPTION MEDICATION**

In accordance with Ohio Revised Code 3313.713, no drug prescribed for a student shall be administered until the school receives written consent of the parent and licensed prescriber. Additionally, in compliance with Ohio

Revised Code 3313.716 and Ohio Revised Code 3313.718, before the student may carry and self-administer an Asthma Inhaler or Epinephrine Auto-injector, written consent of parent and licensed prescriber must be provided to the school. If a student requires prescribed medication during school hours, it is the responsibility of the parent/guardian to make the necessary arrangements with the school nurse. All medications must be in the original prescription bottle/container.

### **OVER-THE-COUNTER MEDICATION**

At the parents' discretion, students may carry and self-administer cough drops, pain relief medication such as acetaminophen, ibuprofen or topical first aid antibiotic ointments such as Neosporin®. However, using aspirin or aspirin-containing medications to treat the flu, chickenpox or any viral illnesses increases the chance of developing Reye's syndrome. Reye's syndrome usually affects people from infancy through young adulthood but no age group is immune. Sharing/giving medication to another student is strictly forbidden.

### **HEALTH SCREENINGS**

Hearing, vision and postural screenings will be conducted on all incoming freshmen during the school year in order to comply with the Ohio Department of Health Guidelines and National Scoliosis Research Society Recommendations. Screenings promote early detection of a potential health problem. Parents are notified by phone or mail if a student fails a screening in order to seek prompt medical evaluation.

### **STUDENT SUPPORT SERVICES**

We believe all students can learn and achieve academically and personally to become lifelong learners. It is our vision for Seton students to be faith-filled women, critical thinkers, and servant leaders prepared to transform the world in which they live. Support is necessary and vital to student success and growth. Assisting students to cope through stressors and providing the opportunities to understand how to access and utilize support and resources effectively sets them up for success in life situations. It is our goal for students to be engaged, empowered, accountable, and actively participating in their success and well-being.

### **SCHOOL COUNSELORS**

The primary goal of this department is to guide students through pathways that lead to successful decision making and sound post-secondary choices which will enable students to thrive in college and careers. In addition, the role of the Counselor/School Counselor is to enable students to become independent learners and develop first tier supports such as developing problem-solving, time management, collaboration and effective communication skills. School Counselors/School Counselors strive to help each student discover her abilities, and make good decisions in educational, vocational and personal areas.

Students will be scheduled, at a minimum, to meet once per quarter with their School Counselor. Students are expected to keep their appointments with their counselor and respond to email communication. Students can also access their counselor by requesting an appointment through email. When class time is used for School Counseling, students are required to inform their teachers and provide a note evidencing their appointments. School Counselors are assigned by House accordingly:

Mrs. Melany Dell – O'Connell House Counselor  
Mrs. Erin Lind – Emmits House Counselor  
Ms. Katie Rader – Cedar House Counselor  
Mrs. Robyn Schwarz – Segale House Counselor

### **SCHOOL SOCIAL WORKER**

School Social Worker – Ms. Jenny Jenkins

The school social worker supports students by providing services and resources that enhance their emotional well-being and improve their academic performance and success. The school social worker provides critical support to students experiencing stressors that may be affecting their daily functioning. The spectrum of support may range from social stressors, academic pressures/concerns, crisis, and mental health or social-emotional disruptions that are diminishing active participation and engagement in daily activities. The school social worker is part of a multi-disciplinary team that advocates, supports and provides resources to the student and her family, and works to

provide prevention modalities aimed at strengthening our students' well-being. Students may be referred by their School Counselor to the School Social Worker for a second tier of support. Students and families may also seek a referral through their School Counselor if they are struggling with personal, social, emotional or family issues or trauma. When class time is requested for support, students are required to inform their teachers and provide a note evidencing their appointments.

### **MENTAL HEALTH AND WELLNESS THERAPIST**

Licensed Professional Clinical Counselor – Mrs. Vicki Fuchs

The Mental Health and Wellness Therapist is part of a multi-disciplinary team that advocates, supports and provides resources to the student and her family, and works to provide prevention modalities aimed at strengthening our students' well-being. The therapist works closely with the school social worker and administration to identify prevention and wellness modalities that focus on our students' coping and wellness. The therapist is instrumental in supporting our students who require more ongoing, intensive, third-tier support. The support centers around holistic and wellness practices to help a student identify the stressors that may be contributing to decreases in daily functioning. The therapist supports students with more intensive, therapeutic modalities that are aimed at evaluating and addressing the acute or chronic concerns. The therapist will address the barriers through interventions that focus on enhancing positive coping strategies, connecting feelings to actions/decisions, promoting wellness and working with the student, family, social worker and school administration to help the student be successful in her least restrictive environment. All student referrals to the therapist will be made after exhausting Tier 1 and Tier 2 supports and upon the recommendation of the social worker and administration.

### **SPECIAL EDUCATION SUPPORT SERVICES**

#### **INTERVENTION ASSISTANCE**

Through an inclusive approach, students who have been identified with learning disabilities and/or other health impairments may receive individual, small group, and/or classroom support from the Support Services Team (Intervention Specialist, Director of Student Support Services, Associate Principal, Speech/Language Specialist, School Psychologist, School Counselors, and Instructional Aide), including tutoring, oral test taking and extended time as outlined by their IEP or service plan. Students may also receive assistance with organizational and time-management strategies, as well as study skill development. Diagnostic testing may be requested through a referral to the School Psychologist. The team will work collaboratively with classroom teachers assisting in intervention strategies and following a tiered approach of intervention. Seton does not make curricular modifications or modifications to essential academic requirements. As a student progresses through the program, it is the goal and expectation that they will self-advocate and seek assistance as needed to prepare to become independent learners before graduating from Seton. Certain supports, as reflected in a student's ISP or accommodation plan, such as extended time or test retakes, may not be available in certain situations such as at the end of the quarter, during final exams, Senior Capstone and ACT test.

#### **ACCOMMODATION PLANS**

Public vs. Non-Public School Requirements: Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against individuals with disabilities who seek access to programs and activities provided by entities that receive financial assistance from the federal government, including organizations that receive U.S. Department of Education funding. In the public school setting, children with disabilities protected by Section 504 have the right to the aids and services required to meet their educational needs to the same extent as other children. However, non-public schools, such as Seton High School, are not subject to Section 504 of the Rehabilitation Act of 1973 and therefore are not required to provide a 504 Accommodation Plan. However, as a school dedicated to our students' success, a Seton-based Accommodation Plan may be considered and provided based on the student's needs and the school's ability to provide the necessary accommodations. A Free and Appropriate Public Education (FAPE) is available to each and every student identified with a disability at their district of residence public school; when you decide to keep your child in a non-public school, you are choosing not to use your right to this Free and Appropriate Public Education. At any time during the period of eligibility, you may secure FAPE by transferring to a district of residence public school.

- The accommodation plan will be reviewed yearly, and the eligibility form will be reviewed every three years.
- If your daughter does not use the accommodations that are listed on the plan during a full academic year, she will no longer qualify for an accommodation plan the following year. If your daughter no longer qualifies for a plan, and the impairment begins to affect a major life activity, the team will meet again to determine next steps. \*This does not apply to students that are on medical accommodation plans.
- Your daughter is not guaranteed to receive accommodations for the ACT even if she has an accommodation plan. The junior/senior intervention specialist will submit the necessary paperwork, and the decision is up to the ACT special testing board. The application dates and deadlines will be shared with you during your daughter's junior year.

### **THE SUSAN M. GIBBONS MEDIA LEARNING CENTER (LIBRARY)**

**HOURS:** The library is open from 7:15 a.m. to 3:30 p.m. each school day. Arrangements may be made in advance for additional time after school. Students are welcome to use the library during their study halls and lunch periods as well.

**RESOURCES:** The library collection includes traditional print resources and electronic resources. The library web page at <http://www.setoncincinnati.org/page.cfm?p=682> includes links to all electronic resources and online catalog for locating print materials.

**USING THE LIBRARY DURING THE SCHOOL DAY:** Students are welcome in the library during the school day as space permits. All students in study hall and/or on honor time must sign in and out of the library each day. Classes being conducted in the library will take precedence over individual drop-in students, but generally no one will be turned away if she has a legitimate need for library resources. Students are to refrain from eating or other distracting behaviors while in the library. Students may not eat their lunch in the library. All students must eat lunch in the Halo Cafe. All students must be in uniform even when they are in study hall or on honor time.

### **USING THE SECOND FLOOR STUDY ZONE:**

Priority use of this area is for teachers who need a place for students to work quietly either by themselves or in small groups. If a teacher is not using the area for his/her class, then honor time students may use this area for study. This is not a common area for socializing or to consume food or drink. Students who are not using it appropriately may be asked to leave the area or receive conduct points for disrupting the classes around the area.

### **USING THE WELLNESS ROOM:**

The purpose of the Seton Wellness Room is to provide a calming space for a student to regroup, refocus and reengage back into their daily schedule and activities. The space offers time-limited rooms for students to work quietly on academics, therapeutic modalities, sessions with school counselors, LPCC and school social worker, and small group activities.

All students must have permission from the school social worker in coordination with the school counselors and administration to be present in the Wellness space on an individual basis. No student may go to the Wellness space without a scheduled appointment or referral to Ms. Jenkins from the school counselors, school nurse, office staff or administration.

A teacher will send all students to the office who are experiencing a "crisis" and the appropriate staff member will make the referral to the Wellness space as necessary. Ms. Jenkins and all Support Services staff reserve the right to determine if the space is in the best interest of a student.

The Wellness Room is not deemed an approved honor time space.

## **HALO CAFE/FOOD AND DRINK**

All students are assigned a specific lunch period. For safety reasons as well as due to limited seating, students are expected to eat in the Halo Cafe during their assigned lunch period and may not use the Halo Cafe during a study hall that occurs at the same time as a lunch bell. Food and drinks are to be consumed in the Halo Cafe unless given permission. During lunch periods, students should remain in the Halo Cafe. Brief visits to the restroom, library, spirit shop or a scheduled appointment with a teacher are permitted. For safety purposes, students must use the sign-in/out sheet. Students are not permitted to eat lunch in the library or an empty classroom; students must eat lunch in the Halo Cafe.

Each student is expected to leave the table and surrounding floor clean and tidy. Lunch bags, paper cups, soft drink cans and other debris must be placed in the proper receptacles when students finish eating, tables should be clean, and chairs pushed in under the tables. Should a student spill her drink or food, paper towels and sanitizing wipes are available from the moderator. Although the tables in eating areas are sanitized between lunch periods, students who repeatedly fail to clean up after themselves may be assigned lunch duty or additional lunch duty at any time during the school year.

Students are responsible for checking the Halo Cafe cleaning schedule which is sent out every Sunday in the all-school email. Students who fail to comply may receive conduct points.

Students are permitted to have drinks in the classroom provided they are in a sealed container to prevent spillage.

Students are not permitted to have food from outside vendors delivered because this can be disruptive to the school day and to the staff. Students may not have parents, alums or friends who are not in attendance at Seton High School eat lunch with them.

Seton provides the option of a cashless lunch system for those families who may choose to set up a lunch account to use in the Halo Cafe. Students may only charge lunches to their own account. If a student is struggling to afford lunch, she should speak with her school counselor. For questions or information about your account, or how to set up an account, please contact the Business Office. Students whose accounts are overdue or overdrawn will be notified by the Business Office that their account may be suspended.

## **CARS, PARKING AND TRANSPORTATION**

Seton students, who have an assigned parking spot, must park in Seton's garage or their designated parking spot. During regular school hours, students must park in their assigned spots unless otherwise directed by school security. If a student is not utilizing her assigned spot, security will contact the student and the spot will be forfeited. If someone is parked in your assigned spot, please inform the security person who is on duty that day or the Main Office personnel before you park in another spot. Parking placards must be displayed so that it is visible from outside the front of the car. Utilization of the parking garage or a designated parking spot is strongly encouraged during and after school hours to promote a safe school community. Loitering in the parking garage and excessive noise is prohibited.

Ohio seat belt law requires front-seat occupants to wear their seatbelts; however, school policy requires all students to wear their seatbelts when traveling in private vehicles on school property, on school-related business, as well as, to and from all school-related activities. Additionally, students are expected to be mindful of their speed and be mindful of other drivers.

## **CELL PHONE/AIRPODS AND/OR SMART WATCH USE**

Cell phones/smart watches are permitted to be used at appropriate times. If a student needs to use her phone during class time, a teacher's permission is required. It is the responsibility of the student to know and understand each teacher's policy regarding the use of technology in the classroom including but not limited to cell phones, smart watches and tablets. Students will be expected to place cell phones/smart watches in a designated space during class. Students should leave their phones in the cell phone pockets during the entire class period including during bathroom breaks. Students are not permitted to wear AirPods during the school day, with the exception of lunch and

study hall. AirPods are not to be worn during change of class or when a student is walking in the halls as we need students to be able to hear announcements and/or directives.

### **DANCE REGULATIONS**

Seton High School sponsors dances for the currently-enrolled student population. Conduct at all school functions is to be socially acceptable and befitting to a Seton High School student. Students are also responsible for the conduct of their male date who must also follow Seton High School policies when attending a Seton dance.

- Seton sponsors alcohol-free events for the students; a student and her guest in attendance may be asked to submit to the use of a Breathalyzer.
- Purses, bags and coats may be checked at the front door.
- Students must be present at dances/mixers no later than one half-hour after the dance/mixer has started, unless written parental permission is presented when purchasing a ticket.
- Students may not leave the dance more than one half-hour before the conclusion of the dance, unless written parental permission is presented when purchasing a ticket.
- No student may leave a dance without permission from school authorities.
- For students and male guests who are behaving poorly, dress inappropriately, or are under the influence of drugs/alcohol, her parents will be called and asked to pick up their daughter and date. Consequences will be issued at the discretion of the administration.
- If a male date is behaving poorly, his high school will be notified. Seton has a relationship with many other high schools and the date will be disciplined as necessary.
- A date must be 20 years of age or under to attend Seton's Christmas Dance and Prom. The dances are intended for high school students; no grade school guests are permitted.
- Students must be in attendance the entire school day that a dance is scheduled unless given permission from school administration.

### **EMAIL AND SCHOOL PROPERTY**

Email is the primary form of communication from the school and school personnel to students and families. Students are expected to check their school email daily for updates from their teachers, School Counselors, club moderators or others. When using school email, students are expected to communicate professionally and courteously. Students are to be aware that issued textbooks/textbook licenses, email, Google classrooms/drives, and tablet computers are the property of Seton High School and may be accessed by the school at any time if needed. Students are strongly advised to use a personal email account for communication between family and friends outside of school and in accordance with the Responsible Use of Technology Policy as signed in Final Forms. As stated in our Gender Identity Policy in Final Forms and in our mission, Seton educates young women; therefore, students are not permitted to use pronouns in their email signatures or in any communication that comes from their Seton email. In addition, students should be aware that upon graduation, they will no longer have access to their email or Google accounts.

### **LOCKERS**

If a student wishes to be assigned a locker, she may obtain the form from the Main Office and she must purchase the lock from Seton. In this case, the locker should remain locked the whole time and will be assigned to that student for the remainder of her enrollment at Seton. Lockers remain Seton property, and can be searched at any time the administration in its sole judgment believes it has cause to search a locker(s) to advance safety, discipline or the other interests of Seton.

### **PREGNANCY POLICY**

Seton High School believes in the sacredness of all human life and the need for pastoral concern for students who are pregnant. Seton High School strives to help the pregnant student find the educational, spiritual and psychological help she needs to meet the special circumstances during and after pregnancy.

Seton High School believes and supports the teachings of the Catholic Church on premarital sexual relations and all that relates to this issue. Because of the uniqueness of each individual involved in a pregnancy situation, the following policy is normally used:

- The student should inform the Principal and School Counselor when she is pregnant so that help can be given early in the pregnancy.
- When the Principal and School Counselor have been informed that a student is pregnant, she and her parents will meet with a member of the administration or her School Counselor to determine what counseling she will receive to meet her needs and to help her find the new direction she will need for a meaningful Christian life.
- Seton High School requires that a pregnant student who chooses to remain at Seton High School will remain in school until the time the baby is born contingent upon the approval of her doctor. The regulation uniform will be applicable unless otherwise approved by the Principal. Unless there are extenuating circumstances, the pregnant student will return to school in uniform within two weeks after the birth of the child. Thereafter, all other attendance and academic policies apply.

### **GENDER IDENTITY POLICY**

In Catholic schools, all curricular and extra-curricular activity is rooted in and consistent with the principles of Catholic doctrine. Catholic schools:

- Support students with gender dysphoria by treating them with sensitivity, respect, mercy and compassion.
- Require that participation on school teams be according to biological sex.
- Require that names and pronouns be in accordance with the person's biological sex.
- Designate Catholic sex education, uniforms and gender-appropriate dress, bathrooms, locker rooms, showers and sleeping accommodations on trips according to biological sex.
- Maintain names in school records according to the student's biological sex.
- Provide reasonable accommodation to a private bathroom for use by any student who desires increased privacy.
- In case of a specific request, consider in a compassionate way, on a case-by-case basis, the physical and psychological needs of a student based on the following questions:
  - What is the specific request of the student and/or parents?
  - Is the request in keeping with the teachings of the Catholic Church?
  - Is the school reasonably able to accommodate the request?

All parents and students are required to sign the gender identity agreement in Final Forms.

### **STUDY HALL/HONOR TIME**

Students who have a study hall in their schedule should report to the library for that class. Students should adhere to all school policies. If a student wishes to leave the library for a specific reason, she must sign out with the moderator noting the time leaving and location they are choosing to go, and then sign back in when returning.

Students may also be asked to report to the study hall if a teacher is absent. In this situation, they should report to the library during that class and complete the assignment that is given from the absent teacher. In this case, students may not sign out for other reasons or activities.

Juniors and seniors in good standing may have honor time. Honor time students are required to sign in to the library at the beginning of the honor time period so that they can be accounted for. Students may then proceed to other visible areas such as the Halo Cafe (except during lunches), the Grove, the Commons, the auditorium lobbies and supervised classrooms. Students may not go to the multi-purpose room, gym, auditorium, dance studio, Maker's Space, Wellness Room or other unsupervised locations. Students on honor time should not be wandering the building and may not interfere with other students, teachers, classes or classrooms. Honor time students must be aware of all safety and security procedures as well as be responsible for themselves by adhering to the school policies. Students on honor time may use their cell phones as long as they are respectful to those around them.

### **TRANSCRIPTS/WORK PERMITS**

Official transcripts are sent directly to the employer/school requesting them. Transcripts are not issued for any student whose account is in arrears.



Students residing in the Oak Hills and Cincinnati Public School Districts may secure applications for part-time work permits in the Main Office.

### **PART V - CODE OF CONDUCT**

In keeping with the Philosophy of Seton High School, emphasis is placed on the student's individual responsibility and accountability for her own actions as well as assuming responsibility for the consequences of these actions. Students need to be aware of what is expected as well as the policies and procedures of Seton High School. When a student errs in judgment or fails to take responsibility for her actions, disciplinary action will follow. These guidelines have been established so all students might assist in the promotion of a Christian atmosphere within the Seton community--an atmosphere of mutual understanding, trust and respect for each other. Each student is expected to live and practice the values and teachings of the Catholic faith.

#### **GOOD STANDING**

A student in good standing is defined as:

- passing all of her classes with a minimum average of 75% as evidenced by quarterly report card
- having fewer than 18 conduct points
- having no more than two tardies per quarter
- having fewer than five absences in a quarter

This standard may also be used to determine eligibility for honor time, leadership roles, honor society membership, financial aid and scholarships and other organizations and/or school activities that require a student to represent the mission of Seton High School. Please note that the standards for the Honor Program are higher.

#### **HONORS PROGRAM**

Students who are members of Seton's Honors Program must:

- maintain a minimum of an **85% cumulative average** each quarter with no grade below 78%
- participate in leadership opportunities and service experiences
- maintain good standing (attendance, academic and behavioral)
- participate in all school fundraisers, including the car raffle, and meet the minimum contribution quota expected of every student in the school

Students who fail to meet the requirements of the program will be placed on probation. If the student fails to meet the expectations for a second quarter, her ability to participate in the program as well her scholarship may be revoked.

#### **DISCIPLINARY CODE (CONDUCT POINTS, SATURDAY SCHOOL AND EXPULSION)**

A student will receive conduct points based upon school/classroom policy. For every nine points accumulated, students must serve a Saturday School from 8:00 a.m. to 11:00 a.m. A fee of \$10 is charged to each student for every Saturday School a student serves AFTER serving two. This fee is payable on the morning of the assigned Saturday School. Saturday School students should enter the school through the connector doors on the top level of the parking garage. Students should bring their computer, books and materials so they can do homework or study. Students attending Saturday School must be in full school uniform with their name tag. If a student chooses to skip, is late, abuses study time, or arrives out of uniform for Saturday School, additional conduct points will be issued.

The student and parent will receive notification of the date and time of Saturday School through the student's Saint Account. In addition, the student will receive a calendar invitation from the Director of Student Support Services with detailed instructions, date and time, which the student is expected to confirm by accepting the invitation.

When a student accumulates more than 27 conduct points, a series of conditions are mandated with the goal of improving behavior. The following disciplinary code will be implemented.

#### **LEVEL 1 - 27 CONDUCT POINTS**

A parent/guardian is notified. In addition, the following consequences may be applied:

- The student may not be able to continue to hold or run for an office in a club, Seton/Elder Performance Series, organization or team and may not serve as a leader of a religious retreat.
- The student may not sign out of study hall unless requested by a teacher.

#### **LEVEL 2 - 36 CONDUCT POINTS**

A parent/guardian is notified. In addition, the following consequences may be applied:

- A meeting between the student, the Director of Student Support Services and the Associate Principal will take place. The Director of Student Support Services will help develop a plan of action for the student.

#### **LEVEL 3 - 45 CONDUCT POINTS**

A parent/guardian is notified. In addition, the following consequences may be applied (in addition to all of the measures listed in Level 2):

- A conference with the student, her parents, the Director of Student Support Services and the Associate Principal may take place.
- The student may be suspended from all athletic participation (including conditioning) for the remainder of the year.
- The student may be suspended from club/co-curricular participation for the remainder of the year.
- The student may be suspended from all choral activities (including Seton/Elder Performance Series).
- The student may be prohibited from participating in any field trip.
- The student may need to sign a behavior contract that she will be expected to adhere to until the end of the school year.

#### **LEVEL 4 - 63 CONDUCT POINTS**

A parent/guardian is notified. In addition, the following consequences may be applied (in addition to all of the measures listed in Levels 2 and 3):

- A conference with the student, parent/guardian, Director of Student Support Services and the Associate Principal and Principal may take place.
- An appointment with the Seton High School Psychologist, member of the Wellness Team, and/or appropriate persons identified by the school may take place.

#### **LEVEL 5 - 90 CONDUCT POINTS**

Expulsion from Seton High School may occur.

#### **CONDUCT POINTS ISSUED FOR VARIOUS OFFENSES**

(Sample list, not all inclusive or exhaustive – Teachers may use their discretion)

- 2 - Dress code/nametag violation
- 2 - Eating/drinking in class
- 2 - Failure to sign out of study hall
- 2 - Gum chewing
- 2 - Late for class
- 2 - Late forms, fees, etc.
- 2 - Overdue Library Information Center materials
- 3-9 - Cafeteria violation
- 3-9 - Failure to comply with a reasonable request/adhere to guidelines
- 3 - Unprepared for class
- 3 - Excessive tardiness to school
- 3-9 - Profanity
- 3-9 - Unattended backpacks or other security violations
- 3-9 - Cell phone use/text messaging
- 3-27 - Violation of Computer Acceptable Use Policy
- 3-27 - Social Media Violation

- 3-18 - Discourteous/disrespectful behavior
- 6-9 - Classroom disruption
- 6 - Defacing school property
- 9-18 - Dishonesty
- 9 - Parking violation/speeding/etc.
- 9 - Skipping Saturday School
- 9 - Visible piercings/tattoos
- 27 - Skipping class/assembly
- 27-90 - Bullying
- 9-27 - Cheating (a zero may be given on test/quiz/assignment as well)
- 9-27 - Plagiarism (see the Plagiarism and Cheating policy on page 20)
- 27-90 - Cheating (2nd offense)
- 27-90 - Plagiarism (2nd offense)
- 27 - Leaving school premises without permission
- 27 - Misuse of emergency equipment
- 27-90 - Smoking and/or possession of a cigarette or e-cigarette (juul, vape pen, etc.) in view of the school building or at any school-sponsored event
- 27-90 - Threatening in any manner
- 27-90 - Truancy
- 27-90 - Vandalism
- 27-90 - Damage to the reputation of another student, staff or the school
- 45-90 - Theft
- 45-90 - Using/possessing, selling or attempting to sell alcohol/drugs

## **EXPULSION**

Expulsion is dismissal from school for grave reasons. This is the last resort used by the Principal. The Principal will give the intent to expel and reasons for expulsion to the student and her parents or guardian. The student, together with parent/guardian, will have an opportunity to appear before a Board made up of the Principal, Associate Principal, Director of Student Support Services, and the student's choice of two teachers for the purpose of appealing her expulsion. Appeal from expulsion shall be made to the Principal no later than five days after notice of expulsion has been given.

## **EXPULSION MAY BE MADE FOR THE FOLLOWING REASONS:**

(Sample list, not meant to be all inclusive or exhaustive)

- Academic failures and/or excessive absences from school.
- An accumulation of 90 conduct points in any one year.
- Engaging in physical fighting, use or threatening to use any instrument as a weapon capable of inflicting bodily injury or engaging in verbal altercations.
- Bullying.
- Using/possessing, selling or attempting to sell alcohol/drugs. Those who are involved in the sale of alcohol/drugs on school premises or at school functions will be prosecuted.
- Any student who has seriously damaged or attempted to damage the reputation of the school, classmate or staff member.
- Inappropriate use of social media (for example, sexting or misrepresenting themselves, a classmate, staff member or the school).
- Any student whose conduct indicates that she seriously disturbs the physical and moral welfare of the student body.
- Serious vandalism to school property or theft of school property.
- Repeated violations of safety and security procedures.

## **ALCOHOL, TOBACCO AND ILLEGAL DRUGS**

### **GENERAL POLICY**

Seton High School provides a holistic and healthy environment for its students. A Seton student is expected to remain alcohol/tobacco/drug free during her tenure at Seton High School. The goal is that a Seton student will develop a healthy lifestyle ensuring a successful future.

To protect the health of students and employees, Seton High School prohibits the use or possession of all tobacco products (including e-cigarettes, juuls, vapes, smoking, chewing, etc.), alcohol and drugs or being under the influence of alcohol or drugs by students, staff and school visitors on school property.

A Seton High School student who is under the influence of alcohol/drugs or is in the possession of alcohol/drugs/paraphernalia may be given up to 45-90 conduct points. The student may be liable for expulsion. This also includes, but not limited to, having or using any of these substances on campus, in a car, or within view of the school building. Proper authorities will be notified if a student sells or aids in the sale of alcohol/drugs/tobacco.

All students are expected to represent Seton High School in the community and through any school-sponsored co-curricular activity. This includes but is not limited to athletics, clubs, dances, mixers, field trips, etc. Furthermore, a Seton student is also responsible for the behavior of her guest (when applicable).

### **GOALS, PREVENTION AND INTERVENTION**

The staff of Seton High School is committed to provide information and assistance to students that will encourage informed choices regarding the use of alcohol, tobacco and other drugs. A student may be asked to undergo an assessment by a licensed professional chemical dependency counselor within a reasonable amount of time. Failure to comply could result in expulsion. The State of Ohio prohibits the sale or use of alcohol by anyone under the age of 21 and the sale or use of tobacco by anyone under the age of 18.

### **CO-CURRICULAR RESPONSIBILITIES REGARDING ALCOHOL/DRUGS/TOBACCO USE**

Further sanctions may be given if a student is involved in a leadership role or is a member of a club, class activity or athletic team. This may include loss of leadership privileges or title, suspension or removal from a club, activity or athletic team. In the event of a second violation over four years, the student may be permanently removed from participation in any co-curricular activity for the remainder of her four years at Seton High School and is liable for expulsion.

### **MEDICAL MARIJUANA POLICY**

The Archdiocese of Cincinnati is committed to providing the most optimal educational environment for all students attending the elementary and high schools of the diocese. Drug abuse is a significant problem throughout our society, and it can have devastating consequences, particularly on young people. Thus, many schools have implemented mandatory random drug testing programs.

The Archdiocese of Cincinnati maintains a policy of zero tolerance for students' use of marijuana, in particular due to its continued criminalization under federal law. Therefore, any student who uses, possesses, sells, distributes, purchases, or is under the influence of marijuana may be subject to discipline, up to and including expulsion. For purposes of clarity, this policy applies in all respects and with equal force regardless of whether a student holds a prescription or recommendation from a health care provider and regardless of a student's status as a medical marijuana cardholder under Chapter 3796 of the Ohio Revised Code. A positive drug test for marijuana will be treated the same as a positive test for any other illegal or controlled substance.

### **HARASSMENT, INTIMIDATION, BULLYING/CYBERBULLYING POLICY**

#### **GENERAL**

It is the policy of Seton High School that any form of harassment, intimidation or bullying, regardless of where, how or when it takes place is expressly forbidden.

The school's internet and computer system may not be used to engage in harassment, intimidation or bullying. The "Student Responsible Use of Technology" form must be signed by each student and on file with the school.

The school reserves the right to impose discipline for harassing, intimidating, bullying and other inappropriate behaviors that take place off school grounds and outside school hours.

#### **DEFINITION OF TERMS**

- "Electronic act" means an act committed through the use of cellular telephone, computer, pager, personal communication device or other electronic communication device.
- Harassment, intimidation and bullying means either of the following:
  - any intentional written, verbal, electronic or physical act that a student has exhibited toward another particular student more than once and the behavior both:
    - causes mental or physical harm to the other student; and
    - is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
  - violence with a dating relationship
- Harassment, intimidation or bullying also means electronically transmitted acts, i.e., by internet, social media/network, blog, cell phone, personal digital assistant (PDA), wireless hand-held device or other electronic communication device, that a student has exhibited toward another particular student more than once and the behavior both:
  - causes mental or physical harm to the other student; and
  - is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student.
- In evaluating whether conduct constitutes harassment, intimidation or bullying, special attention should be paid to the words chosen and the actions taken, whether such conduct occurred in front of others or was communicated to others, how the offender interacted with the victim, and the motivation, either admitted or appropriately inferred. Accordingly, what may constitute harassment, intimidation or bullying in one circumstance might not constitute such in another. As in all disciplinary matters, Seton will make this determination utilizing its sole and absolute educational discretion and judgment.

Students may file reports or concerns regarding suspected harassment, intimidation or bullying with the Director of Student Support Services who will document the incident. The Director of Student Support Services will then confer with the Associate Principal and the Principal, who will then determine appropriate followup.

#### **PLAGIARISM AND CHEATING POLICY (ACADEMIC MISCONDUCT)**

Academic misconduct is any kind of cheating or dishonesty that occurs in relation to an academic exercise. It can include plagiarism which is the use of or sharing another person's words or ideas without giving that person credit. Examples of plagiarism and cheating include but are not limited to copying text from a book, another student, person or the internet. It also includes but is not limited to copying from or sharing a peer's homework assignment, rewording or replacing words from another student or text, submitting a previously submitted assignment as a new assignment, or falsifying time stamps or other student work submitted electronically. Academic misconduct, including plagiarism and cheating, may result in a zero for the work in addition to up to 27 conduct points at the individual discretion of the administration. Any student who aids another student in cheating may also receive a zero for that particular assignment as well as equivalent conduct points. In addition, an occurrence of plagiarism and/or cheating may result in immediate removal from leadership positions and honor societies.

#### **ARTIFICIAL INTELLIGENCE AND OTHER AI TOOLS**

Students are prohibited from using any and all artificial intelligence (AI) tools (e.g., ChatGPT or DALL-E), translator tools or essay writing services (e.g., Chegg or Course Hero) to guide, brainstorm, draft, or create student work related to any assignment, including students' written projects, assessments and performance tasks. Google docs track history and the history will show the drafting process. For this reason, students must use the same Google

doc throughout the entire drafting and revising process of the assignment. If it appears that a student used AI, it is her responsibility to prove that her essay, assignment, etc. is her own work by utilizing the history feature on Google docs as well as showing prewriting (outlines, etc.). Possible consequences may include receiving a zero on the assignment, project, assessment and/or classroom task. She may be asked to rewrite/recreate/or retake an assignment or assessment in the presence of a teacher. Conduct points may also be issued. All suspected cheating, plagiarism or AI issues will be reviewed by the teacher and members of the administrative team before consequences are issued.

### **STUDENT SOCIAL MEDIA POLICY**

We are always finding new ways to communicate with each other. Right now, social media networking sites and blogs are some of the most popular ways to keep friends and family informed about our lives. While these sites are great for staying connected, they can also present unique concerns for students. The following guidelines should be used when you participate in online communications:

1. Be aware of what you post online. Avoid sharing photos, videos or comments that you would not want parents, teachers, friends, colleges and future employers to see. Photos and information posted online are timeless and will probably outlive you!
2. Follow the school's code of conduct when participating in any online conversation, including posts to social media websites and blogs. Disagree with respect, keep criticism constructive and always remember you are an ambassador for Seton High School.
3. Be safe and avoid posting personal information online. This information includes, but is not limited to, addresses, phone numbers and birthdays. Do not share your passwords with anyone. Be careful about who you connect with online. Make sure you know someone before accepting any request to connect or share personal information.
4. Do not plagiarize – when in doubt, provide a link to a relevant resource. Always abide by creative commons licenses for photos.
5. Do not misrepresent yourself online by pretending to be someone else.
6. If you find something that is inappropriate or makes you uncomfortable, tell your teacher, parents or a Seton High School staff member immediately.
7. Bring value to conversations. If you cannot add valuable information or insight to a conversation, do not participate in it.
8. Be a positive role model for others.

### **TECHNOLOGY/ELECTRONIC DEVICES**

Seton provides students the use of various types of technology devices to assist them in their education. With this privilege comes responsibility. Students are expected to make use of the technology for instructional purposes only. Any misuse of the technology provided will result in conduct points and/or the loss of use of the equipment. Any non-instructional use of technology devices, including those owned by the student, are not permitted during the school day unless given permission by an adult. This includes but is not limited to air pods, cell phones, smart watches and all other similar devices. Students that participate in any social media platforms shall not intentionally cause, or attempt to cause, damage to the school or school personnel or students.

### **SEXTING**

Sexting consists of taking, storing, sending, sharing, possessing or viewing sexually-explicit images or messages by means of cell phones, text messages, emails or any other type of electronic device. Not only is this a violation of school policy, it is first and foremost a violation of the law and will be reported immediately to police. In addition, parents will be immediately notified. Any and all students involved in any of these types of inappropriate behavior will be dealt with on an individual basis and it could lead to expulsion from school.

## PART VI - UNIFORM AND PERSONAL APPEARANCE GUIDELINES

### UNIFORM POLICY

Seton High School chooses traditional dress codes. These codes are intended to: encourage cleanliness, neatness and pride in one's appearance; foster respect for the way in which one presents herself to others; create a semi-formal atmosphere needed for a disciplined learning environment; and provide a uniform manner of dressing which minimizes social differences that may exist among students. By choosing to be a student at Seton High School, these codes become the student's responsibility and are her responsibility to know what the spirit of Seton's dress code is and to be in compliance during school hours. The cleanliness, length and neatness of a student's uniform skirt reflects this pride.

Seton students will avoid any extreme in fashion, i.e. feather extensions, body piercing (with the exception of ear piercing), visible tattoos, unnatural hair coloring including hair tinsel (blue, purple, green, pink, etc.). The school uniform must be worn beginning in mentor group until the end of the school day (including the Halo Cafe, school assemblies, study hall, etc.). School administration will be the final judge on what is considered acceptable dress.

Students will avoid accessory wear such as scarves, multiple bracelets, belts with the uniform skirt, large belts with the uniform pants, large necklaces, large-hooped earrings and unapproved head coverings such as scarves, hoodies, hats, etc.

Failure to comply with dress standards may result in conduct points.

Out-of-uniform passes must be obtained from a school administrator before school begins for the day. A note from a parent or guardian stating the reason for being out of uniform must accompany the student.

The school nurse has extra uniforms in case someone forgets her uniform on a given day. These may be signed out and returned at the end of the day.

The Seton High School uniform offers options for comfort and uniformity. It is neither encouraged nor required that all options be purchased. The Seton High School uniform skirt may be purchased at:

Schoolbelles Uniform Company  
[www.schoolbelles.com](http://www.schoolbelles.com)

Campus Outfitters  
[www.campusoutfitters.com](http://www.campusoutfitters.com)

**UNIFORM SKIRT:** The green and gray skirt has four pleats. The skirt must be worn zipped, buttoned, without being rolled up on the waist and at a length that is appropriate for sitting in class. (Shorts worn underneath should not extend below the length of the uniform skirt.) Skirts must be in good condition and free of holes, tears or markings of any kind.

**UNIFORM TOP:** Seton polo shirts have been approved for the school uniform and must be worn at all times. All Seton polos must be purchased in the Spiritwear Shop and do not have to be tucked into the uniform skirt. A green, white, grey or black t-shirt may be worn under the uniform polo but it must be tucked in. If a student chooses to wear a t-shirt under a white uniform polo, it should be free of any screen art.

**SHORTS/SLACKS:** Uniform slacks/shorts may be worn throughout the school year. Pants and shorts must be purchased through one of the uniform companies listed above.

**SOCKS/SHOES:** Socks must be worn at all times and should be predominantly solid colored. Closed-toed shoes with laces are also required at all times. For safety reasons, no slipper-like boot or shoe or Croc is to be worn during the school day. Students may wear calf or ankle-length, neutral-colored boots from November to March; any other type of boot (i/e combat boot) is not permitted. During the winter months, solid black, non-patterned, tights and/or

leggings may be worn with the uniform skirt. Sweatpants **may not** be worn underneath the uniform skirt during school hours.

**SWEATSHIRT/SWEATER:** A student may choose to wear an approved uniform sweatshirt and/or sweater over her uniform polo shirt. Uniform sweatshirts may be purchased in the Spiritwear Shop. A sport or club sweatshirt or t-shirt may only be worn on Seton Spiritwear Fridays.

**NAME TAG:** For safety purposes, a Seton name tag must be visible on the outward-most garment at all times during the school day. The name tag should be worn up and face-out near either shoulder so that it can easily be read.

**PIERCINGS/TATTOOS:** No visible piercings other than ears are permitted. This includes nose, facial or tongue piercings. In addition, no visible tattoos are permitted and must be covered at all times including at all school events that take place outside the school day.

**TIGHTS/LEGGINGS:** Tights or leggings must be solid black without pattern. Fishnet or other patterned tights or leggings are not school appropriate.

### **SNOW DELAYS**

Students are permitted to wear Seton spirit wear (as outlined below) in the event of a SNOW DELAY.

### **SETON SPIRIT WEAR DAYS**

Most Fridays are a Seton spiritwear day. Some exceptions to this may include, all school liturgies, prayer services, semester and senior exams, end-of-the-year exams or at other times when school administration deems appropriate.

- Seton spiritwear is required for the upper apparel. This includes any garment that is an approved club, athletic team or extracurricular activity which is open to Seton students.
- Jeans that fit appropriately.
- Shorts that are an appropriate length.
- “Yoga” pants or leggings may be worn.
- Name tags must also be worn.

Occasionally, for special occasions other exceptions may be announced prior to the out-of-uniform day but at no time is a garment advertising tobacco, alcohol or another school permitted to be worn by Seton students during school hours. **All clothing worn on out-of-uniform or spirit wear days should be in good condition without holes or tears and must fit appropriately.**

## **PART VII - FINANCIAL POLICIES**

### **TUITION**

Tuition for the 2023-2024 school year is \$12,700 plus fees of \$1,200 for a total of \$13,900.

### **PAYMENT PROCEDURES**

Seton uses FACTS, a third-party tuition collection company for all tuition payments. All families must have a FACTS account, even if you are paying your tuition in full. Information is sent home to each family in March regarding payment options and filing instructions. Various payment options are available. Any questions should be directed to the Business Office at (513) 471-2600, ext. 2410.

### **EDCHOICE SCHOLARSHIP PROGRAM**

Seton High School participates in the Ohio Department of Education’s EdChoice Scholarship Program. For additional information on how to apply please visit:

<http://education.ohio.gov/Topics/Other-Resources/Scholarships/EdChoice-Scholarship-Program>.



## **FINANCIAL AID**

Eligibility for financial aid requires that families complete the required forms online by the deadline. The application deadline will be included with the forms. Late applications are accepted but will not be reviewed until May. **In order to be eligible for financial assistance at any time during the year, a form must be on file with FACTS Grant and Financial Aid. In order to receive and maintain financial aid awards and/or scholarship awards, students must be in good standing as defined on page 16 and 17 as well as maintain acceptable records in academics, attendance and discipline. Financial aid awards and scholarships are posted to FACTS accounts once they are set up and verified, however adjustments will be made if grant requirements are not met.**

## **PAST-DUE ACCOUNTS**

Tuition accounts for the previous school year must be paid in full in order for a student to receive a report card or transcript for the current school year as well as a schedule for the new academic year. Students may not begin classes without an academic schedule.

All families must meet the terms and conditions of the FACTS agreement. Seton High School will receive monthly reports from FACTS concerning accounts in arrears. After review of the delinquent accounts, the administration has the discretion to prevent a student from attending classes if her tuition account is in serious arrearage.

Schedules, transcripts (requested at any time during the year) and diplomas are not released for any account that is in arrears. Any unpaid account may be sent to collection if ordinary measures to collect the tuition fail.

## **WITHDRAWALS**

If for any reason a student withdraws during the school year, tuition will be charged based on the number of quarters started. For example, if a student withdraws three weeks into the third academic quarter, tuition will be charged for three full quarters. All tuition accounts must be paid in full before records will be released to a new school. In addition, a student who is withdrawing must turn in her tablet and all textbooks to have her records released to another school.

## **PART VIII - CLUBS AND STUDENT ACTIVITIES**

Seton High School activities enhance the curriculum, provide leadership opportunities and create school spirit. Students elected to leadership positions in class and/or co-/extra-curricular clubs must follow the policies outlined in the student handbook, as well as the responsibilities inherent in the class/club. Holding a leadership position is both an honor and a privilege. Students may participate in clubs as members, participants (more active role than a member) or as leaders. For a complete list of clubs and moderators, please visit our website.

## **PART IX - COMMUNITY SERVICE**

All students will participate in a variety of community service experiences during their time at Seton. These experiences challenge the students to act justly and to serve the needs of the larger community. We strive to internalize service and make it a part of who we are as we endeavor to live our lives like our patroness, Saint Elizabeth Ann Seton. All Seton High School students will earn their graduation Community Service Seal through our school wide service projects.

## **PART X - ATHLETICS**

### **OHSAA STATE CHAMPIONS**

Bowling 2005

Revised June 2023

Dance National Champions 2018, 2020, 2021  
Track and Field 2013 (Loretta Blaut High Jump)  
Volleyball 1984, 1985, 1986, 1988, 1995, 2005  
Soccer 2022

### **PHILOSOPHY OF SETON ATHLETICS**

Interscholastic athletics at Seton High School are an integral part of the total school experience and atmosphere. The program is conducted in a manner that the values and mission of the school are reflected in its activities. Athletics should mentally, physically, emotionally and spiritually challenge student-athletes, and provide educational as well as daily life experiences. Athletics at Seton should instill in student-athletes the qualities and values necessary to develop women of faith and commitment.

### **ATHLETIC ATTENDANCE POLICY**

Regular attendance is essential for success in school and athletics. Student-athletes should make every effort to miss as little class time as possible. If an athlete is absent from school due to illness, the athlete may not attend a contest or practice that day and should contact the Main Office as well as their coach. A doctor's visit may be an excused absence if an athlete misses no more than 1.5 hours of the school day. The Athletic Department must be notified by email 24 hours prior to the scheduled absence to secure approval for the absence. Approval of excused absences are given at the discretion of the Athletic Department.

If an athlete is absent from school for a reason other than illness, the athlete may not participate in a contest or practice that day. The Athletic Department may grant an athlete an excused absence for other extenuating circumstances. These may include, but are not limited to, mandatory school functions, death or serious illness in the immediate family, or approved college visits. In-season athletes are not excused from athletic practices and contests for activities such as retreat, March for Life, spring musical, NCYC or other events or programs that may be school sponsored but are not mandatory. Athletes should participate in these events outside of their athletic season.

### **RESPECT THE GAME**

Fans, Coaches and Athletes:  
Speak with courtesy  
Act with dignity  
Play/Observe with pride

### **OVERVIEW OF THE SETON ATHLETIC PROGRAM**

The Seton Athletic Program consists of the following teams:

#### **Fall Sports**

Cross Country, Golf, Soccer, Tennis, Volleyball

#### **Winter Sports**

Basketball, Bowling, Swimming and Diving

#### **Spring Sports**

Lacrosse, Softball, Track & Field, Flag Football (club sport)

#### **Year Round**

Dance Team  
Cheer Team

Students at all grade levels are eligible for Varsity and Junior Varsity teams. Only freshmen are eligible for freshman teams. Freshman teams will only be formed if there are enough players to field a team. The coaches of that sport and the Athletic Director will make the decision.

Team selection is based on performance during tryouts. No athlete may try out for two sports – in which cuts are made – in the same sports season (fall, winter, spring). A decision should be made before tryouts begin.

Information concerning open gyms, conditioning, tryouts and first practices is published in the Seton online calendar, through announcements at school and/or on Seton’s website. It is the responsibility of interested students to contact the varsity head coach or to watch and listen for this information.

### **SETON ATHLETICS ADMINISTRATORS & HEAD COACHES**

Athletic Director	Wendy Smith	<a href="mailto:smithw@setoncincinnati.org">smithw@setoncincinnati.org</a>
Assistant AD	Cindy Busse	<a href="mailto:bussec@setoncincinnati.org">bussec@setoncincinnati.org</a>
Athletic Office Asst.	Courtney Gildea	<a href="mailto:gildeac@setoncincinnati.org">gildeac@setoncincinnati.org</a>
Basketball	Mark Lucas	<a href="mailto:lucasm@setoncincinnati.org">lucasm@setoncincinnati.org</a>
Bowling	Nicole Bunke	<a href="mailto:nmkrn2015@gmail.com">nmkrn2015@gmail.com</a>
Cheer	Lindsay Buerger	<a href="mailto:buergerl@setoncincinnati.org">buergerl@setoncincinnati.org</a>
Cross Country	Greg Dickman	<a href="mailto:dickmangr@elderhs.net">dickmangr@elderhs.net</a>
Dance	Jill Lamey	<a href="mailto:jlamey926@gmail.com">jlamey926@gmail.com</a>
Diving	Maureen McMahon	<a href="mailto:divincoach.mo@gmail.com">divincoach.mo@gmail.com</a>
Flag Football	Dan Morrison	<a href="mailto:morrisond@setoncincinnati.org">morrisond@setoncincinnati.org</a>
Golf	Peggy Korte	<a href="mailto:peggy.korte@gmail.com">peggy.korte@gmail.com</a>
Lacrosse	Elizabeth Bengert	<a href="mailto:bengert@stantoninus.org">bengert@stantoninus.org</a>
Soccer	John Volker	<a href="mailto:volkerj@setoncincinnati.org">volkerj@setoncincinnati.org</a>
Softball	Terri Smith	<a href="mailto:terri.smith@kroger.com">terri.smith@kroger.com</a>
Swimming	Jodie Schaefer	<a href="mailto:schaeferj@setoncincinnati.org">schaeferj@setoncincinnati.org</a>
Tennis	John Specht	<a href="mailto:spechtjohnj@aol.com">spechtjohnj@aol.com</a>
Track (indoor & outdoor)	Brian Laiveling	<a href="mailto:laivelingb@setoncincinnati.org">laivelingb@setoncincinnati.org</a>
Volleyball	Kelly Crowley	<a href="mailto:crowleyk@setoncincinnati.org">crowleyk@setoncincinnati.org</a>

### **GIRLS GREATER CINCINNATI LEAGUE (GGCL) [www.ggclsports.com](http://www.ggclsports.com)**

Seton High School is a member of the Girls Greater Cincinnati League. The league has five (5) member schools:  
Seton

Mercy McAuley  
Mount Notre Dame  
St. Ursula Academy  
Ursuline Academy

### **OHIO HIGH SCHOOL ATHLETIC ASSOCIATION (OHSAA) [www.ohsaa.org](http://www.ohsaa.org)**

Seton High School is a member of the Ohio High School Athletic Association. Seton coaches and athletes must follow all rules and regulations set by the OHSAA. Seton is considered a Division I school in the Southwest District. Parents and Athletes are responsible for reading the OHSAA Athletic Eligibility information bulletin. It is the parents’ responsibility to be in compliance with the rules set forth in that bulletin. Any questions regarding the information in the bulletin should be directed to the Athletic Director.

### **OHSAA RECRUITING BYLAW**

Any attempt to recruit a prospective student-athlete for athletic purposes shall be strictly prohibited. The use or influence by any person connected or not connected with the school to secure the transfer of a prospective student-athlete is not permitted and will cause the student to be ineligible upon transfer and shall jeopardize the standing of the school in the OHSAA. Prior to enrollment a prospective athlete may visit a non-public or public school in contemplation of transfer, as long as that contemplated transfer is consistent with the policies of the Archdiocese of Cincinnati. The request is made through the Principal.

## **MULTI-SPORT ATHLETE REST PERIOD**

Multiple-sport athletes may take a rest period between seasons. An athlete may take at least three full school days (ideally one full week) rest after completion of an athletic season before beginning the next. Tryouts may change the days of rest between seasons. The Athletic Director will make exceptions depending on the length of the season of the prior sport.

## **SPORTSMANSHIP**

The Seton athlete is expected to perform to the best of her ability at all times while also extending courtesy to coaches, officials, opponents, fans and school employees at all times. Athletes may not use offensive language or gestures before, during or after athletic events. All athletes are reminded that they are representing Seton High School at all times. Any violation of sportsmanship is subject to disciplinary action, including possible suspension from athletics. Any athlete, parent or fan ejected for unsporting conduct will be suspended for all contests at all levels in that sport until two regular season/tournament contests are played at the same level as the ejection. Students who do not remain in good standing as defined in this Handbook may be subject to disciplinary action, including possible suspension from athletics.

## **FACILITIES/HOME SITES**

Seton H.S. – volleyball, basketball, cheer, dance, cross country and track practices; volleyball and basketball games  
Embshoff, Delhi Park, Fernbank, MSJU and other off campus locations as needed – cross country practice  
Panther Athletic Complex – Varsity, JVA and JVB soccer games, tennis practices and matches, lacrosse practices and games, track practices and meets  
Gamble Nippert YMCA – swimming  
Robin’s Nest Golf Course – golf practice  
Delhi Park – softball practices and games and freshman soccer games  
Western Bowl – bowling practices and matches

Practices for all sports, with the exception of dance team practices, are usually held Monday through Saturday, and last for approximately two hours per day. There may be Sunday practices.

During the sports season, the league has mandated that no practices or travel can be held after 4:00 p.m. on Holy Thursday, and on Holy Saturday, or anytime on Good Friday or Easter Sunday.

Facility Use: All athletic activities and meetings must be scheduled through the Athletic Director. Athletes may not use any athletic facility unless a coach or athletic trainer is present.

## **PRE-SEASON MEETINGS**

Teams will have a parent team meeting at the beginning of the season that includes parents, coaches and the Athletic Director. At this meeting, coaches present their philosophy, season goals, time requirements, academic expectations, etc. to the parents. The Athletic Director will have a meeting with all student-athletes to discuss requirements of student-athletes for the OHSAA and Seton High School.

Prior to the season, the head coach for each sport will call an informational meeting for students interested in the sport. At that meeting, information about conditioning, camps, open gyms, eligibility, tryout dates, athletic forms, etc. will be given to those students.

## **AWARDS AND RECOGNITION**

Numerals—Freshmen earn sports numerals designating their year of graduation with an emblem for their particular sport.

4” Letter — Members of JV teams are awarded a four-inch letter.

6” Letter — Members of varsity teams are awarded a six-inch letter.

Pins — Second-year members of JV teams are awarded a pin for their particular sport.

Revised June 2023

Certificates – Third-year members of JV teams are awarded a certificate for their particular sport.  
Medals — Second-year members of varsity teams are awarded a medal for their particular sport.  
Plaques — Third-year members of a varsity team are awarded a wooden plaque.  
Clocks — Fourth-year members of varsity teams are given an inscribed clock commemorating their participation.  
Senior Awards — Seniors who have participated during their senior year are awarded a pin at the senior awards ceremony. Senior three-sport athletes for all four years, will receive a plaque at the senior awards ceremony.

All-League Awards — all athletes that have won player of the year honors are given a plaque. One senior from each school receives a plaque for scholar-athlete of the year. One of those seniors from each school will then receive the GGCL scholar-athlete award. All GGCL State Champions are also honored.

All-City and All-State — many of these honors are chosen by the local and state coaches associations and the media.

\*\*With the exception of illness and injury, athletes must participate in 2/3 of the sports season to be eligible for awards as determined by the Athletic Director. Injured athletes must continue to attend practices and games to be eligible for awards.

### **ATHLETIC TRAINER**

An athletic trainer will be available to athletes, coaches, faculty, staff and family members of our Seton community. The athletic trainer's hours will be posted at the athletic trainer's office. During home games the athletic trainer will be at the site of the sport that has the highest rate of injury. Athletes must immediately report any injury or illness to the coach. The parent, athlete or coach should then report any injuries to the athletic trainer. All athletes should be covered under their parents' medical insurance plan. Before an athlete may return to athletic activity after any injury that requires a physician's attention, she must present the signed approval of her physician to the athletic trainer or coach.

### **OHSAA PRE-PARTICIPATION PHYSICAL EXAMINATION, HIPAA FORMS, AND CONCUSSION FORM**

Athletes must complete the OHSAA pre-participation physical, and create and update an account on Final Forms prior to participating in tryouts. The physical form is valid for one calendar year from the date of examination. All directions and forms can be found on Seton's website.

### **COMMUNICABLE DISEASE POLICY**

The Athletic Department has a commitment to the health and safety of our student-athletes. In accordance with the infectious skin diseases guidelines recommended by the National Federation of State High School Associations' (NFHS) Sports Medicine Advisory Committee [www.nfhs.org](http://www.nfhs.org) and The National Athletic Trainers Association (NATA), Seton High School will adopt the recommendation that suspicious lesions should be evaluated by a physician.

According to the CDC, Staphylococcus aureus, often referred to simply as "staph," is one of the most common causes of bacterial skin infection in the United States. In addition, methicillin-resistant Staphylococcus aureus, a type of "staph" infection, is becoming more common in the community setting. Staph bacteria, including MRSA, can cause skin infections that may look like a pimple or boil and can be red, swollen, painful, have pus or other drainage and occur in otherwise healthy people. Effective control of infectious skin lesions includes early recognition of symptoms, prompt diagnosis and adequate isolation or treatment. Without proper referral and care, more serious infections may develop.

### **In compliance with the Infectious Skin Guidelines, the athlete is expected to:**

Notify the athletic trainer and coach of any lesion before competition or practice. If diagnosed with an infectious skin disease, provide documentation from a health care provider, before returning to competition or practice,

indicating the student is free of any communicable disease. Allowance of participation with a covered lesion can occur if approved by a health care provider.

Adopting these recommended guidelines protects your child from unnecessary exposure to infectious disease. In addition, reporting this pertinent information allows school personnel to monitor the occurrence of infectious skin diseases and decrease potential spread.

### **EMERGENCY MEDICAL FORM**

An athlete's parents or guardian must complete the emergency medical form prior to tryouts found on Final Forms. The form includes telephone numbers of the parents or guardian as well as other important information should emergency medical attention be needed. The emergency medical form will be kept on file for the academic year. Parents must submit a new Emergency Medical Form on Final Forms each school year.

### **MEDICAL INSURANCE**

Seton High School does not provide insurance coverage for athletes. Parents of athletes must have current medical insurance coverage for their daughter. Proof of medical insurance will be required.

### **TEAM TRAVEL**

Seton High School does not provide transportation for athletes. Parents must provide transportation for their daughter to and from games and practices. Athletes are required to wear their seatbelt when traveling in private vehicles to and from all school-related activities.

### **UNIFORMS**

Athletes are responsible for the care and maintenance of uniforms. The uniforms must be returned at the end of the season. If the uniform is damaged or lost, the student must pay the replacement cost.

### **TEAM SHIRTS/SWEATSHIRTS/PANTS, ETC.**

The Athletic Director must approve all t-shirts, sweatshirts, pants, etc. designs and colors. No team-purchased attire should be worn to replace school-issued uniforms or warm-ups.

### **ADMISSION PRICES**

Admission prices for freshman, JV and varsity volleyball, JV and varsity soccer, freshman, JV and varsity basketball, and JV and varsity lacrosse games are: \$7 for adults; \$3 for H.S. students and senior citizens. These prices are set by the GGCL.

### **SEASON PASS INFORMATION**

All-Season Pass--\$100 per person (Good for fall, winter and spring home athletic contests)  
Season Pass--\$50 per person (Fall – soccer and volleyball) (Winter – basketball) (Spring – lacrosse)  
Jr./High School All Season Pass--\$25 per person (7<sup>th</sup>-12<sup>th</sup> non-Seton student per season)  
GrandparentAll Season Pass--\$25 per person/per season

### **PARTICIPATION FEE**

A fee of \$225 for the first daughter in her first sport must be paid. Each additional daughter will be \$100 for her first sport in that school year. If an athlete participates in a second sport, the fee is \$100. If an athlete participates in a third sport in that school year, the fee is \$100. Maximum for one family is \$500/school year.

## **FUNDRAISING**

Teams are not permitted to do any fundraising unless approved by the Athletic Director. Fundraising will be done in conjunction with the athletic department and each sport's committee. All parents and athletes are required to help participate in fundraising activities. The following are the activities: Elder football parking; grade school VB and BB tournaments; working at the concession stand and gate for home games; and Golf Outing.

## **OHSAA & GGCL TOBACCO, ALCOHOL AND OTHER ILLEGAL DRUG POLICY**

School participants (coaches, players, trainers, managers, statisticians, scorekeepers, cheerleaders, parents, etc.) and contest officials in athletic contests are prohibited from using any form of tobacco at the playing site of an interscholastic contest. The GGCL prohibits parents from the use of tobacco at the playing site of an interscholastic contest. If parents or fans wish to smoke, it must be done away from the playing site.

The sale, distribution or consumption of alcoholic beverages and/or illegal drugs is not permitted at the site of any contest involving OHSAA member schools.

## **DISCIPLINE POLICY**

Misconduct off the court, field, etc. will result in disciplinary action. Each case will be evaluated by the coach and the administration to determine what penalties are warranted. Expulsion from the team is possible. If the offense occurs too close to the end of a season that the suspension cannot be served, the penalty may carry over to the next sport in which the student participates.

An athlete who has been suspended from school during the season will be suspended for the same number of contests as days suspended.

Athletes will not be excused from Saturday detention in order to participate in practices or games. Coaches may impose additional policies and procedures for their sport. Each team may have policies and procedures specific to that team. Student-athletes must abide by team policies as well as the general school policies.

## **ACADEMIC POLICY**

Student-athletes participating in sports at Seton High School must comply with the Ohio High School Athletic Association (OHSAA) regulations regarding academic eligibility. OHSAA requires that athletes must have passing grades in a minimum of five one-credit courses or the equivalent in the immediately-preceding grading period (quarter). If a student-athlete is not passing a minimum of five one-credit courses at the end of the quarter, that student-athlete will be ineligible and will not be allowed to practice or dress for any meets, matches or games. Academic eligibility for fall tryouts is determined by the preceding 4<sup>th</sup> quarter. Summer school grades will not be used for eligibility purposes.

If a student-athlete is failing a course during the quarter, her eligibility will be determined on a case-by-case basis by the Associate Principal, the Athletic Director and the head coach.

## **COLLEGE RECRUITING**

All athletes who are interested in playing interscholastic sports at the college level should be aware of college recruitment procedures. As early as ninth or tenth grade, these students should discuss their athletic potential with their Counselor and coach. At the same time, they should meet with their Counselor to determine their academic eligibility.

The National Collegiate Athletic Association (NCAA) Clearinghouse is an organization that is designed to determine this eligibility by assessing students' grade point averages in core academic courses as well as students' ACT or SAT scores. Students interested in playing at the Division I or II level should register with the Clearinghouse at the beginning of the junior year. On-line registration is available at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). To be eligible to play for these colleges, students must earn a certain GPA and test score according to a sliding scale. For example, the higher the GPA, the lower the test score can be. This chart can be obtained from the student's Counselor.

It is also important that the student realize that, in calculating the GPA, the NCAA uses only approved core academic courses (English, math, science, social studies and foreign languages). Students need 16 of these college prep classes for Division I, and 14 college prep classes for Division II.

Note that students interested in Division III or National Association of Intercollegiate Athletics (NAIA) schools follow a different procedure, and do not need to register with the Clearinghouse. These requirements can also be obtained from the student's Counselor.

For current courses that meet NCAA Clearinghouse requirements, athletes and parents should contact a Seton Counselor.

## **CONTACT INFORMATION**

Wendy Smith

(513) 471-2600 ext. 2416

Athletics website - [www.setoncincinnati.org](http://www.setoncincinnati.org) "click" on Athletics

## **PART XII - REQUIRED SIGNED FORMS**

**The following forms are provided in the FinalForms system and are considered complete once both parents and students have signed off on the electronic forms online. These are provided as a reference to those forms. Parents and students do not need to sign off on the paper forms.**

### **RESPONSIBLE USE OF TECHNOLOGY POLICY CATHOLIC SCHOOLS OFFICE CINCINNATI ARCHDIOCESE**

#### **INTRODUCTION**

Vital to the evangelizing and educational mission of the Catholic Church, we are Christ-centered communities dedicated to the faith formation, academic excellence, and individual growth of our students, all rooted in the Gospel message of Jesus.

#### *Catholic School's Mission Statement*

The Church views emerging technologies as gifts of the Spirit to this age and challenges "God's faithful people to make creative use of new discoveries and technologies for the benefit of humanity and the fulfillment of God's plan for the world.."

*Aetatis Novae, #2, #3; Rose, 1992*

#### **GENERAL INFORMATION FOR USERS OF TECHNOLOGY**

In the 21<sup>st</sup> Century Catholic schools are using new technologies, electronic resources and Internet access to enhance student learning and to provide a quality educational experience for all students. The schools of the Archdiocese of Cincinnati as well as the other diocesan schools in Ohio have been provided with Internet connectivity through Instructional Technology Centers located throughout the state. This project is partially funded by the Legislature of the State of Ohio. Therefore, Internet access and activities utilizing all other technologies in the schools are strictly limited to educational purposes.

In keeping with the mission of the Catholic schools, schools will monitor, instruct and guard against inappropriate, unethical and illegal use of technology by the student or adult user.

#### **AGREEMENT FORM**

In order to ensure the proper use of technological resources, it is necessary that each user and parent/guardian annually sign the attached Responsible Use of Technology Policy – User Agreement Form.

Revised June 2023



The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any student\* and/or adult (administrators, faculty and staff members, parents, volunteers and other school-affiliated adults) using a school’s technology resources, school’s Internet account, school-sponsored account or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children’s Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has the right to access to any electronic devices on school property. All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

\*The term “student” applies to any individual enrolled in the school regardless of age.

#### SCHOOL RESPONSIBILITY

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of online behavior, interaction online on social networking sites, cyber-bullying awareness and reporting of misuse of technology. The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children’s Internet Protection Act and the Archdiocesan Decree on Child Protection. Unauthorized disclosure, use and dissemination of personal information regarding minors are forbidden.

#### USER RESPONSIBILITY

The user shall access the school’s technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account. Passwords are to be guarded and not displayed nor shared with others. The user must strictly adhere to copyright laws. In addition, unethical and/or illegal uses of electronic devices will not be allowed. Unauthorized access, including hacking or use of another person’s account, is strictly forbidden. The user agrees not to bypass the school firewall, nor to harm or alter school property. The user agrees not to pirate, nor to submit, publish and/or display any defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, harassing, racially offensive or otherwise illegal material, on or off school property; nor shall the user encourage the use, sale or distribution of controlled substances. Any use in violation of any local, state or federal law is prohibited and is a breach of the terms and conditions of responsible use. Also, any commercial use is strictly forbidden.

#### DISCIPLINARY ACTION

The school may take disciplinary action against school personnel, including students, who violate the Responsible Use of Technology Policy or other school or archdiocesan policies by means of inappropriate use of technology. Disciplinary action may also be taken against those who use telecommunication devices to cause mental or physical distress to other members of the school community, whether these incidents take place on or off school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion and/or possible legal action.

### **USER AGREEMENT/PARENT PERMISSION FORM** **Both Signatures Required**

- I have read the terms and conditions of the Responsible Use of Technology Policy.
- I understand that technological resources are provided for educational purposes only.
- I agree to abide by the terms and conditions stated in the Responsible Use of Technology Policy.

Additionally, I will be responsible for the consequences of inappropriate use of technology, including the Internet, both on and off school property. I understand that consequences may include suspension or revocation of privileges to access the Internet and/or other technological resources, suspension, expulsion and possible legal action.

User Name (print) \_\_\_\_\_ School \_\_\_\_\_

User Signature \_\_\_\_\_ Date \_\_\_\_\_

Grade \_\_\_\_\_ Mentor Group \_\_\_\_\_

### **Parent/Guardian Permission Form**

I have read the terms and conditions of the Responsible Use of Technology Policy. I am requesting that the above-named student be allowed to use the school's technological resources, including the Internet, and agree to support the school in the Responsible Use of Technology Policy.

Parent/Guardian Name (print) \_\_\_\_\_

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

My student's name, grade, mentor group and signature appear above.

**2023-2024**

### **GENDER IDENTITY**

Seton High School abides by the teachings and rules of the Catholic Church, and Faith is integrated into all aspects of the school's activities. According to the Catholic Faith, a person's sexual identity is rooted in one's biological identity as male or female. Seton High School considers the gender of all students as being consistent with their biological sex, including participation in school athletics and teams, school-sponsored dances, dress and uniform policies, the use of changing facilities, showers, locker rooms, sleeping accommodations on trips, titles, names and pronouns, and school records. As a student and a parent/guardian, I understand this policy and agree that my child is enrolled at Seton high school as a biological FEMALE for the duration of her time at Seton.

Parent/Guardian Signature: \_\_\_\_\_ Student signature: \_\_\_\_\_

**2023-2024**

### **SETON HIGH SCHOOL MULTIMEDIA RELEASE FORM**

(Permission to Use Student's Photograph, Likeness, Information and Student's Original Work)

I, \_\_\_\_\_ (student) do hereby give Seton High School the right to use my name and photograph in all forms and media and in all manners, including but not limited to the Seton High School website ([www.setoncincinnati.org](http://www.setoncincinnati.org)), composite representations (such as collages or classroom pictures), for use in conjunction with informational publications or for advertising of Seton High School or programs, education professional journals, public displays or presentations about Seton High School and its programs, or any other lawful purposes.

I waive my right to inspect or approve the finished version(s), including written copy that may be created and appear in connection therewith.

I give Seton High School the permission to use her name and photograph, original writings or artwork in all forms and media for use in conjunction with Seton High School's web page.

I have read this release and am fully familiar with its contents. By signing this form, we are giving Seton High School our permission to use our daughter's name and photograph, etc. for her entire tenure at Seton High School.

Student Signature: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

**2023-2024  
SETON HIGH SCHOOL ACTIVITY/CLUB PERMISSION AND RELEASE**

Student Name \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Contact Numbers \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Contact Number \_\_\_\_\_

I, the lawful guardian of \_\_\_\_\_, give her permission to participate in activities/clubs and other events and release from all liability and agree to indemnify the Archdiocese of Cincinnati and Seton High School, both individually and as trustee and their officers, agents, representatives, volunteers and employees from all liability, claims, judgments, costs and expenses, including attorneys' fees, arising out of any injury or illness incurred by my child while participating in or traveling to or from the activity and further agree not to bring or prosecute or allow to be brought or prosecuted in my name or on behalf of my child any claims, lawsuits or actions against the Archbishop, the Archdiocese, Seton High School and their officers, agents, representatives, volunteers and employees. I further understand that my child's participation is purely voluntary and is a privilege and not a right, and that my child and I, on behalf of my child, elect to participate in spite of the risks.

I agree to instruct my child to cooperate with the agents in charge of this activity.

I appoint the agents in charge to act for me in my name and on my behalf with respect to the following matters if any illness, injury or medical emergency occurs during the activity or related travel. I understand that the agents in charge will make a reasonable attempt to contact me as soon as possible in the event of a medical emergency involving my child.

I have carefully read and understand and accept the terms and conditions stated herein and acknowledge that I have signed this on my own free will. By signing this form, we are giving our permission for our daughter for her entire tenure at Seton High School.

Signature of Student \_\_\_\_\_ Grade \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

**2023-2024 Student Handbook**

We have read, understand and agree to abide by all policies and regulations as set forth in the Seton High School Student Handbook which is located under the Student Life tab on Seton's website at [www.setoncincinnati.org](http://www.setoncincinnati.org). By

signing this form, we agree to read and review the student handbook regularly and will cooperate with the school for our daughter's entire tenure at Seton High School.

Signature of Student \_\_\_\_\_ Grade: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_