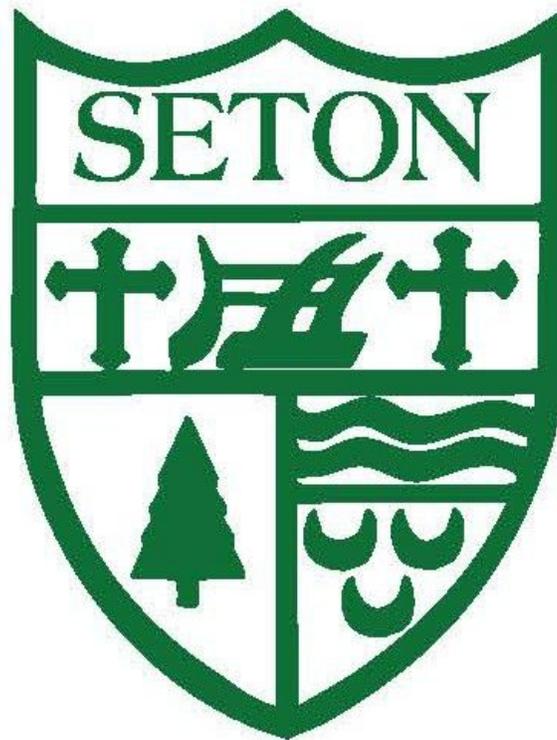


# Seton High School

STUDENT HANDBOOK

2017-2018



## TABLE OF CONTENTS

Disclaimer	5	
Seton High School Mission Statement	5	
Seton High School Vision Statement	5	
Part I - Profile of a Seton Graduate	5	
Seton High School Prayer	6	
Seton High School Crest	6	
Part II – General Information	6	
Times to Remember	6	
School Information	7	
Leadership Team	7	7
Mission Probation	8	
Arrival	8	
Assemblies/Liturgies	8	
Attendance	8	
Early Dismissal	9	
Excused/Unexcused/Excessive Absences	9	
Tardiness (Excused/Unexcused)	9	
Athletic Attendance Policy	10	
Part III – Safety and Security Policies	10	
Security	10	
Visitors	10	
Leaving School Grounds	10	
Safety Drills and Evacuation Procedures	10	
Lockdown/ALICE Drills	10	
Shelter in Place Drills	10	
Tornado Drills	10	
Respect for School	11	
Signs	11	
Part IV – Student Services	11	
Health Services	11	
Elevator Permits	11	
Illness	11	
Prescription Medication	11	
Over-the-Counter Medication	11	
Health Screenings	12	
Student Support Services	12	
The Susan M. Gibbons Media Learning Center	13	
Cafeteria/Food	13	
Cars, Parking and Transportation	14	
Cell Phone Use	14	
Dance Regulations	14	
Email	14	
Lockers	15	
Pregnancy Policy	15	
Policy Regarding Gender Identity	15	

Transcripts/Work Permits	16
Part V – Code of Conduct	16
Good Standing	16
Conduct Points/Disciplinary Code	16
Saturday School	16
Expulsion	18
Alcohol, Tobacco, and Illegal Drugs	19
Bullying/Cyberbullying Policy	19
Plagiarism Policy	20
Sexting	20
Student Social Media Policy	20
Technology/Electronic Devices	20
Truancy	21
Part VI – Uniform and Personal Appearance Guidelines	21
Uniform Policy	21
Piercings/Tattoos	22
Snow Delays	22
Seton Spiritwear Days	22
Part VII – Financial Policies	22
Tuition	22
Payment Procedures	23
Allowance	23
Financial Aid	23
Past-Due Accounts	23
Withdrawals	23
Part VIII – Clubs and Student Activities	23
Part IX – Community Service Requirements	26
Part X – Athletics	26
OHSAA State Champions	26
Philosophy of Seton Athletics	26
Respect the Game	26
Overview of the Seton Athletic Program	26
Seton Athletics Administrators and Head Coaches	27
Girls Greater Cincinnati League (GGCL)	27
Ohio High School Athletic Association (OHSAA)	28
OHSAA Recruiting Bylaw	28
Mandatory Inter-Season Rest	28
Sportsmanship	28
Facilities/Home Sites	28
Pre-season Meetings	29
Awards and Recognition	29
Athletic Trainer	29
Required Forms	29
Communicable Disease Policy	30
Emergency Medical Form	30
Medical Insurance	31
Team Travel	31
Uniforms	31

Team Shirts/Sweatshirts/Pants etc.	31
Admission Prices	31
Season Pass Information	31
Participation Fee	31
Fundraising	31
OHSAA/GGCL Tobacco, Alcohol, and Illegal Drugs	31
Discipline Policy	32
Academic Policy	32
College Recruiting	32
Contact Information	33
General Administrative Policy	33
Part XI – Internet Acceptable Use Policy	33
Responsible Use of Technology	33
General Information for Users of Technology	33
Agreement Form	33
School Responsibility	34
User Responsibility	34
Disciplinary Action	34
Part XII - Required Signed Forms	35
Responsible Use of Technology Permission Form	35
Multimedia Release Form	36
Activity/Club Permission and Release Form	36
Student Handbook Release Form	37

## **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 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.

## **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 – 7:50 a.m. to 2:36 p.m.

Wednesday's Schedule – 7:50 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. Susan Burke Hollenbach '85, Associate Principal

Ms. Mary Agricola, Director of Student Life

Mrs. Sarah Cranley Lykins '02, Director of Institutional Advancement

Ms. Jessica Young '06, Business Manager

Mrs. Jan Linz, Director of Campus Ministry

Ms. Marianne Ridiman '72, Director of Retention and House Government

Mrs. Wendy Zureick Smith '90, Director of Athletics

## **ACADEMIC ADVISING TEAM**

Mrs. Robyn Schwarz – Segale House

Mrs. Cindy Bihl – O'Connell House

Mrs. Emily Schoenhofer – Cedar House

Ms. Elizabeth Paff – Emmits House

## **ADDITIONAL STUDENT AND SUPPORT STAFF**

Mr. Jim Robb, Safety and Security

Mrs. Jenny Jenkins, Social Worker

Mrs. Heather Calhoun, School Psychologist

Mrs. Nikki Roell, Intervention Specialist

Mrs. Kimberly Arnold, Intervention Specialist

Mrs. Jenifer Johnson, Speech and Language Specialist

Mrs. Lynn Emmett, School Nurse

Mr. Al Kovacic, Community Service and Senior Project Coordinator

## **TUITION ASSISTANCE**

Mrs. Beth Autenrieb, Business Office

Mrs. Sarah Lowry, Business Office

## **ADMINISTRATIVE ASSISTANTS**

Mrs. Debby Doll, Administrative Assistant, Main Office

Mrs. Carolyn Haley, Administrative Assistant, Main Office

Mrs. Lisa Luebbe, Administrative Assistant to the President and the Principal

## **SETON SPIRIT SHOP**

Mrs. Mary Sunderhaus

## **MOMS AND DADS CLUB**

Mr. and Mrs. Scott Timon, 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. 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 by 7:50 a.m. or else they will be marked tardy.

## **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**

Regular attendance is essential for success in school. If the student absence is due to an illness, a parent/guardian must contact the school office (513-471-2600) prior to 8:30 a.m. Please provide the student's name, grade and reason for the absence.

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 will assist her.

Students will find that missed class work may affect their final grade. All work required, or tests taken, during the day(s) a student is absent must be made up according to the academic policies stated in the Course Descriptions and Academic Policy Handbook. It is the responsibility of the student to secure the assignments and/or to make an appointment with the teacher for any make-up tests unless she is being assisted by the Associate Principal.

### **EARLY DISMISSAL**

Permission to leave school is granted to those students whose parents call school before 8:30 a.m. on that day. Names and times of dismissal are published on the Absentee List. The student must sign out in the Main Office before leaving school or being picked up. Two and one-half hours or three or more class periods equals one half day absent.

### **EXCUSED ABSENCE**

This includes illness, funerals and necessary medical appointments. These absences, although excused, will be reflected on the student's attendance record.

College visits and other valid academic absences must have prior approval from the Academic Advisor and/or Associate Principal. These excused absences will not be reflected on the student's attendance record. (Maximum of three days per academic year.)

Mission trips, Kairos and other field trips must have prior approval of the sponsored teacher, Associate Principal and/or Director of Student Life. These excused absences will not be reflected on the student's attendance record. Any student who is on academic probation, or in danger of failing or has poor attendance may be prohibited from missing school for these types of events.

### **UNEXCUSED ABSENCE**

These include absence without telephoned excuse, truancy and other absences that do not meet administrative approval. The Seton High School Administration strongly discourages vacations during the school year. If reasonable attempts are made by Seton High School to contact parents/guardians without any success, then the student will be considered truant.

### **EXCESSIVE ABSENCES (three or more days IN A ROW or five or more absences in a quarter)**

This includes extended absences that are physician approved, accidents and other health-related problems. The Associate Principal must be notified in order to create a plan for making up the work and a doctor's note may be requested. Students must make up all work when they are absent for extended periods of time according to the academic policies stated in the Course Descriptions and Academic Policy Handbook.

### **TARDINESS**

Any student who is not in her mentor group when the 7:50 a.m. bell rings must report to the Main Office for an ADMIT SLIP before reporting to her class.

### **EXCUSED TARDY**

The tardy will be considered EXCUSED if the student has a note from a parent or doctor given to the Main Office no later than one day after the tardy (medical or orthodontist appointments require a doctor's note). Students are permitted seven excused tardies per year; the eighth tardy and every tardy thereafter will be counted as an unexcused tardy.

### **UNEXCUSED TARDY**

The tardy will be considered UNEXCUSED if a note (parent/doctor) is NOT given to the Main Office within one day of the tardy. Four unexcused tardies per year will not be counted against the student's record. However, the fifth unexcused tardy and every unexcused tardy thereafter will merit six conduct points.

Students who have excessive absences or tardies, even with a doctor's note, may be asked to withdraw from Seton High School.

**See the Course Descriptions and Academic Policy Handbook for specific information regarding absences, academic probation and make-up work.**

#### **ATHLETIC ATTENDANCE POLICY**

If an athlete is absent from school, the athlete may not participate in a contest or practice that day, unless the Athletic Director excuses the absence. The athlete must be in school by 9:30 a.m. or she may not participate in a contest or practice that day unless approved. Students on attendance contracts or academic probation may be suspended from a contest or practice until she is in good standing. Students will be notified by their Advisor and/or the Athletic Director in the case of academic suspension.

### **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 for 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. 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.

#### **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 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. Students that participate in Twitter/Blogs or other social media shall not intentionally cause, or attempt to cause, damage to the school or school personnel or students.

## **PART IV - STUDENT SERVICES**

### **HEALTH SERVICES**

A school nurse is available part-time 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 471-2600 ext. 2402 if you have any questions or concerns regarding health issues.

### **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.

### **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 screening 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**

### **ACADEMIC ADVISING**

The primary goal of Academic Advising 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 Academic Advisor is to enable students to become independent learners and develop skills such as problem-solving, time management, collaboration and effective communication. Academic Advisors strive to help each student discover her abilities, and make good decisions in educational, vocational and personal areas.

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

Mrs. Robyn Schwarz – Segale House Advisor  
Mrs. Cindy Bihl – O'Connell House Advisor  
Ms. Elizabeth Paff – Emmits House Advisor  
Ms. Emily Schoenhofer – Cedar House Advisor

### **PERSONAL COUNSELING**

Personal counseling is available to students for additional support in crisis management, grief, as well as counseling for social or personal issues. Students may be referred by their Academic Advisor to the School Social Worker or the School Psychologist. Students and families may also seek a referral through their Academic Advisor if they are struggling with personal, social, emotional, family issues or trauma. When class time is requested for counseling, students are required to inform their teachers and provide a note evidencing their appointments.

### **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, Associate Principal, Speech/Language Specialist, School Psychologist, Academic Advisors, and Instructional Aids), 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. 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.

### **THE SUSAN M. GIBBONS MEDIA LEARNING CENTER**

**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.

**OVERDUES & RENEWALS:** Resources circulate for various time periods. Most books have a two-week checkout. Headphones, cameras, microphones, etc., must be returned before mentor group on the day after they are checked out. Kindles circulate as books. Occasionally, materials will be placed on reserve, and these will also circulate for one night only to assure access to the greatest number of people. Students are responsible for returning all materials on time, regardless of whether they receive a reminder or notice. Overdue notices are delivered each Monday morning via email.

**USING THE LIBRARY DURING THE SCHOOL DAY:** Students are welcome in the library during the school day as space permits. If coming from a class or lunch, rather than from study hall, they must sign in. Classes being conducted in the library must 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.

### **CAFETERIA/FOOD**

Food and drink are to be consumed in the cafeteria only, not in other areas of the building unless given permission. During lunch periods, students should remain in the cafeteria or they may sign out to the library. Brief visits to the restrooms are permitted and the student should use the cafeteria sign in/out sheet.

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 wiped, and chairs pushed in under the tables. Students will be assigned Cafeteria Duty which entails sanitizing the tables for the next lunch class.

Students are permitted to drink water throughout the day. The water should be in a container that is sealed to prevent spillage.

Seton High School has a contract with a food service, giving exclusive rights to sell food and beverages in the cafeteria. Allowing other merchants to sell is a violation of this contract. Deliveries of food and beverages will not be allowed and delivery people will be asked to return any orders unless given permission. Students may not have parents, alums or friends who are not in attendance at Seton High School eat lunch with them.

Seton uses a cashless lunch system. In order to purchase lunch in our cafeteria, families may choose to set up a lunch account. 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 space, may park in Seton's garage or their designated parking space. During regular school hours, students must park in their assigned spots unless otherwise directed by school personnel. 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 space 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 seatbelt 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.

Any student attending Seton High School and living in the Cincinnati Public School District at least 1.5 miles from Seton is eligible for a bus pass. Cincinnati Public Schools subsidize Cincinnati Metro. Only students living in Cincinnati Public School District will receive bus passes which are issued by Cincinnati Public Schools. Students will receive bus passes on the first day of school.

### **CELL PHONE USE**

Cell phones are permitted to be used during an individual's lunch period in the cafeteria or during Honor Time. If a student needs to use her phone at any other time, a teacher's permission is required. Students may check with the Main Office before leaving school if a call is expected.

### **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 date who must also follow Seton High School policies when attending a Seton dance.

- Seton sponsors alcohol-free events for the students; a student 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 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 ticket.
- No student may leave a dance without permission from school authorities.
- For students and 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. Conduct points will be issued to a Seton student.
- If a 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.

### **E-MAIL**

E-mail 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, advisors, club moderators, or others. When using school email, students are expected to communicate professionally and courteously. Students are to be aware that like issued textbooks, email 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 to the Responsible Use of Technology Policy (page 33-34). In addition, students should be aware that upon graduation, they will no longer have access to their email accounts.

### **LOCKERS**

All students have access to a locker. 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 a 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 Academic Advisor when she is pregnant so that help can be given early in the pregnancy.
- When the Principal and Academic Advisor have been informed that a student is pregnant, she and her parents will meet with a member of the administration or her Academic Advisor 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.

### **POLICY REGARDING GENDER IDENTITY**

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 teaching of the Catholic Church?
  - Is the school reasonably able to accommodate the request?

### **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 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 a 77%
- Has fewer than 18 conduct points
- Has fewer than five unexcused and/or eight excused tardies for the year
- Has fewer than five absences in a quarter

This standard will also be used to determine eligibility for Honor Time.

### **CONDUCT POINTS, DISCIPLINARY CODE AND EXPULSION**

#### **SATURDAY SCHOOL**

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 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 computer, books and materials so they can do homework or study. Students attending Saturday School must be in full school uniform with their nametag. 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.

When a student receives a Saturday School, a letter will be sent home with the student requiring a parent/guardian signature. The letter must be turned in to the Main Office prior to the Saturday School. If the student chooses not to return the letter, additional conduct points will be issued.

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 letter is sent to the parent/guardian followed by:

- The student may not 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 letter is sent to the parent/guardian followed by:

- A meeting between the student, the Director of Student Life and the Associate Principal will take place. The student will then be assigned a mentor from the Staff. The student is responsible to meet with her Staff member on a weekly basis. If the student's behavior improves, meetings with the mentor may be reduced or ceased depending upon the recommendation of the Director of Student Life and the mentor.

#### LEVEL 3 - 45 CONDUCT POINTS

A letter is sent to the parent/guardian followed by:

- A conference with the student, her parents, the Director of Student Life and the Principal will 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 will continue to meet with her mentor on a weekly basis.
- The student will 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 letter is sent to the parent/guardian followed by:

- A conference with the student, parent/guardian, Director of Student Life and the Associate Principal will take place.
- Weekly meeting with the mentor will continue.
- An appointment with the Seton High School Psychologist or appropriate persons identified by the school will 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 - Cafeteria violation

- 3 - Failure to comply with a reasonable request
- 3 - Unprepared for class
- 3-9 - Cell phone use/text messaging
- 3 - Violation of Computer Acceptable Use Policy
- 6 - Classroom disruption
- 6 - Defacing school property
- 6 - Excessive tardiness to school
- 6-27 - Profanity
- 3-9 - Computer violation
- 9 - Discourteous/disrespectful behavior
- 9 - Dishonesty
- 9 - Parking violation/speeding/etc.
- 9 - Skipping Saturday School
- 9 - Visible piercings/tattoos
- 27 - Skipping class or assembly
- 27-90 - Bullying
- 9-27 - Cheating (a zero may be given on test/quiz/assignment as well)
- 9-27 - Plagiarism (see the Plagiarism policy on page 18)
- 27 - Leaving school premises without permission
- 27 - Misuse of emergency equipment
- 27 - Smoking and/or possession of a cigarette in view of the school building or at any school-sponsored event
- 27-90 - Threatening in any manner
- 27 - Truancy
- 27 - Vandalism
- 45 - 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 Life, 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.
- Inappropriate use of social media (for example, sexting or misrepresenting themselves 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.

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

Seton High School provides a holistic and healthy environment for its students. To protect the health of students and employees, Seton High School prohibits the use or possession of all tobacco products (i.e. smoking, chewing), alcohol and drugs or being under the influence of alcohol or drugs by students, staff and school visitors on school property.

### **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. 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.

### **EXPECTATIONS**

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. 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).

### **GENERAL POLICY**

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. 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. The student may be liable for expulsion. 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.

### **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.

### **BULLYING/CYBERBULLYING POLICY**

Seton High School will not tolerate harassment, intimidation or bullying of any student whether on school grounds at any school-related activity or at any time by means of written, verbal, physical or any electronic communication device (computer, cell phone, etc.).

For purposes of this policy, the term harassment, intimidation and bullying means any unprovoked and intentionally written, verbal or physical act that a student has exhibited toward another particular student and the behavior both: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates intimidating, threatening or abusive educational environment for the other student. No teacher or staff member shall encourage, permit, condone or tolerate any of this type of behavior and will immediately intervene in the behavior and report the activity to the Principal or her designee.

### **PLAGIARISM POLICY**

Plagiarism is the use of another person's words or ideas without giving that person appropriate credit. Plagiarism can be copying text or ideas from a book or the internet, or paraphrasing (putting text into your own words) without citing the information. It can also be using a friend's ideas or sharing information without giving that person credit. It is cheating and not tolerated. Plagiarism may result in a zero for the work in addition to up to 27 conduct points. Any student who aids another student in cheating or plagiarism may also receive a zero for the particular assignment as well as conduct points.

### **SEXTING**

Sexting consists of taking, storing, sending, sharing, possessing or viewing of 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.

### **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 instructed by an adult. This includes but is not limited to headphones, radios, MP3 players, iPods, cell phones, and all other similar devices.

## **TRUANCY**

A student is truant if she is absent from school without the consent of a parent or guardian. Truancy is considered an unexcused absence and will merit 27 conduct points (three Saturday Schools). Teachers will be notified if a student is truant, and are not expected to issue any make-up work, tests, quizzes, etc. for the day(s) of truancy.

## **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 to 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 (blue, purple, green, pink, etc.). The school uniform must be worn beginning in mentor group until the end of the school day (including the cafeteria, at assemblies, etc.). School authorities 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 will result in conduct points.

Out of uniform permits must be obtained from the Director of Student Life/Associate Principal 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 Director of Student Life has extra uniforms in case someone forgets their uniform on a given day that can 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 grey 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. 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:** Predominately green, black and white socks of any length will be worn with a closed-toe shoe with laces and must be worn at all times. Students may wear “Ugg” boots or the “off brand” in neutral colors from November to March; any other type of boot is not permitted. During the winter months, black tights may be worn with the uniform skirt.

**SWEATSHIRTS:** All uniform sweatshirts are purchased in the Seton Spiritwear shop. A sport or club sweatshirt or t-shirt may be worn on Seton Spiritwear Fridays only.

**NAMETAG:** A clean Seton nametag must be visible on the outward-most garment at all times during the school day. The nametag should be worn up and face-out near either shoulder.

**PIERCINGS/TATTOOS:** No visible piercings (other than ears) or visible tattoos are permitted.

## **SNOW DELAYS**

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

## **SETON SPIRITWEAR DAYS**

Most Fridays are a Seton spiritwear day EXCEPT DURING SEMESTER EXAMS, SENIOR EXAMS AND END-OF-THE-YEAR EXAMS OR AT OTHER TIMES WHEN ADMINISTRATION MAY DEEM NECESSARY.

- 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 (green, white, grey, black or khaki) may be worn but must be mid-thigh in length.
- Black “Yoga” pants or leggings may be worn.
- Seton Spiritwear flannels and sweatpants which are available in the Spiritwear Shop are also permissible.
- Socks and closed-toe shoes with laces and/or “Ugg boots” (November – March) are required.
- Nametags 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 spiritwear days should be in good condition without holes or tears and must fit appropriately.**

## **PART VII - FINANCIAL POLICIES**

### **TUITION**

Tuition for the 2017-2018 school year is \$10,400 plus fees of \$800 for a total of \$11,200.

### **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 February, 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. 2413.

### **ALLOWANCE**

Families with three or more children enrolled in an Archdiocesan (not private) high school qualify for a \$1,250 discount. Please notify the Business Office if you are eligible for this discount. The Multiple Child Discount will be credited to your FACTS account when eligibility has been determined.

### **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. All students receiving financial aid must maintain acceptable records in academics, attendance and discipline in order to receive the full amount of the grant. Grants are posted to FACTS accounts as they are set up, but 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. The following is a list of clubs and activities available at Seton High School:

### **ACADEMIC TEAM - MRS. GINA RIDER**

The Seton High School Academic Team competes in the Greater Cincinnati Academic League, which consists of teams from 16 area Catholic high schools. The team meets weekly during the school year, with league competition from November to March. Competitions include questions covering a wide variety of disciplines, including math, science, literature, history, geography and fine arts. There are varsity and reserve level matches.

### **ANIME CLUB - MRS. MARGIE METZ**

Anime Club promotes a pop culture-inspired alternative to the traditional Art Club requirements. We seek to inspire developing artists and writers to explore graphic design through the comic industry. We promote positive, life-affirming expressions to our artwork and stories. We also seek to promote Japanese culture to the whole Seton community, in the hopes of fostering tolerance and Asian awareness among our entire Seton community.

### **ART CLUB/NATIONAL ART SOCIETY - MRS. MARGIE METZ**

Art Club members participate in various opportunities throughout the year. Each year provides different events. Seniors and juniors work on a mural and other art works throughout the school. There are also visits to art museums and galleries, art fundraisers, and artistic volunteer work. All students in the school are welcome. Art students enrolled in Art 3 or Art 4 that earn an average of 93% or above for two or more quarters are inducted into Seton's chapter of the National Art Honor Society. Students serve the community and school through art-related projects.

### **CAMPUS MINISTRY - MRS. JAN LINZ**

The Campus Ministry Program of Seton High School supports the school mission by attending to the spiritual needs of the Seton community. Students and staff members who are involved in Campus Ministry plan and participate in school prayer services, liturgies, retreats and days of reflection. Students and staff members can also lead prayer each morning over the P.A. system and before meetings. Campus Ministry is also concerned with outreach to the community and has several planned service projects throughout the school year. Membership to Campus Ministry is open to every grade level and training for liturgical roles is available and encouraged.

### **COMMUNITY SERVICE - MR. AL KOVACIC**

Seton High School students recognize the call of Christ to serve those in need. The Community Service Club provides the Seton student body with opportunities to respond to that call through various service projects and awareness-raising programs such as human trafficking and Catholic Social Teaching Action Team (CSTAT). The CSC also provides an extended service opportunity in the form of mission trips.

### **HOUSE GOVERNMENT - MS. MARIANNE RIDIMAN AND HOUSE DEANS**

House Government is a student-led organization dedicated to the planning of all-school events, and at the same time, encouraging student involvement. Through brainstorming sessions and collaboration, House Government develops

programs to improve Seton High School. House Government promotes school spirit, serves the community, and demonstrates the values that Seton High School instills in each of her students. Captains (School, House and Mentor Group) are elected to positions. Students running for or holding an elected position must be in good academic and behavioral standing (no more than 17 conduct points in one year) and have consistent attendance.

#### **INTERALLIANCE - MRS. ALLISON HINKER AND MS. ELLE SCHWARZ**

The Seton Chapter of INTERalliance of Greater Cincinnati offers members a chance to engineer and execute experiences designed to inspire students to pursue a career in the Greater Cincinnati IT industry. Some business partners include General Electric, 5/3 Bank and Procter & Gamble. The group includes monthly meetings, participation in TechOlympics with other school chapters and outside school opportunities including summer camps and internships.

#### **LATIN CLUB AND LATIN HONOR SOCIETY - MS. MOLLY BRAUCH**

The Latin Club is an organization comprised of students who are enrolled in Latin Classics Fair. This club is self-funded and also raises money for worthy causes. NLHS requires a 90% average for three quarters each year.

#### **NATIONAL HONOR SOCIETY (NHS) - MR. GARY COLLINS**

The NHS is a club devoted to scholarship, service, leadership and character. NHS members perform community service each month, organize Seton's bi-annual Blood Drive, tutor classmates when needed and sponsor fundraisers that benefit Seton students.

#### **SAINTS FOR LIFE - MR. ANDY ZERHUSEN**

The Saints for Life Club mission is to enable our community to understand the fullness of being pro-life and thus achieve greater freedom and love for ourselves, our school and our greater community.

#### **SCIENCE CLUB - MRS. ANN JETT**

The Seton High School Science Club works to raise awareness about environmental issues within our community, and explores careers in science and medicine. The club helps to take care of the community garden and takes part in various community programs as well as plans various science events and field trips.

#### **SETON HELPING SAINTS - MR. TOM KELLERMAN**

Seton Helping Saints' mission is for Seton High School to advocate for the Seton Community and its constituents by way of time, treasure and talent in the spirit of their patroness, Saint Elizabeth Ann Seton.

#### **SETON/ELDER PERFORMING ARTS SERIES - MS. MARIBETH SAMOYA**

The Seton/Elder Performing Arts Series consists of members who participate in many different groups including Concert Choir, Orchestra, Vocal Ensemble and the Spring Musical. Classes such as Concert Choir and Orchestra are graded and some performances outside of class are part of the student's grade while others are considered extra-curricular. Performances include the Christmas Concert, Talent Show, Celebrate Seton, the Choral Concert and many others.

#### **SPANISH CLUB - TBD**

The Spanish Club is an organization comprised of those students who study Spanish. Students may attend meetings whenever they are able. The club meets approximately once a month, and plans activities/parties to celebrate holidays. Spanish Club elects officers who direct the meetings and facilitate events.

#### **STEAM CLUB - MRS. CHILDERS**

STEAM (Science, Technology, Engineering, Art and Math) Club allows students the opportunity to do science activities that will encourage them to add a design factor to the project. Adding all five disciplines to projects promotes the ability to work cooperatively to solve challenging problems by thinking outside of the box from many different angles.

#### **STRONGHER - MRS. NIKKI ROELL**

The StrongHer Club promotes empowerment and self-confidence in women.

#### **STUDENT AMBASSADOR PROGRAM - MS. MARIANNE RIDIMAN**

The student ambassador program is known as Seton Has Spirit. Members of the Ambassador program represent Seton at various activities including school fairs, Open House and the Evening of Distinction. In addition, they are asked to serve as hostesses and/or attend events both during the school day and outside of school hours. Admission to the program is by application only. Applications are available in the fourth quarter for the upcoming school year. Interested students are asked to complete an application and submit it to the Director of Enrollment. Participants are selected by a representative group of faculty and staff.

### **PART IX - COMMUNITY SERVICE REQUIREMENTS**

Part of the mission of Seton High School is to have every student involved in community service. Students during their four years will be required to complete a minimum 15 hours of community service per year. These hours may be completed during the preceding summer or during the actual school year. After a student completes 15 hours of community service the student must submit proof of completion for verification through the x2Vol online program. Students will write a reflection as service hours are completed which will be turned in through x2Vol. In addition to the minimum of 15 hours, students are also required to complete a minimum of 1 hour of "House Service" with the Price Hill charity chosen by their house. Detailed guidelines for community service hours can be obtained from the CSC or on the Seton High School website.

### **PART X - ATHLETICS**

#### **OHSAA STATE CHAMPIONS**

Volleyball '84, '85, '86, '88, '95, '05

Track and Field '13 (Loretta Blaut High Jump)

#### **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.

#### **RESPECT THE GAME**

Fans, Coaches and Athletes:  
Speak with courtesy

Revised July 2017

Act with dignity  
Play/Observe with pride

## OVERVIEW OF THE SETON ATHLETIC PROGRAM

The Seton Athletic Program consists of the following teams:

### Fall Sports

Varsity Cross Country

Junior Varsity Cross Country

Varsity Golf

Junior Varsity Golf

Varsity Soccer

Junior Varsity Soccer

Varsity Tennis

Junior Varsity Tennis

Varsity Volleyball

Junior Varsity Volleyball

Freshman Volleyball

### Year Round

Varsity Dance Team

Junior Varsity Dance Team

### Winter Sports

Varsity Basketball

Junior Varsity Basketball

Freshman Basketball

Varsity Swimming & Diving

Varsity Bowling

Junior Varsity Bowling

### Spring Sports

Varsity Softball

Junior Varsity Softball

Varsity Track and Field

Varsity Lacrosse

Junior Varsity Lacrosse

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	Kellie Kammer	<a href="mailto:kammerk@setoncincinnati.org">kammerk@setoncincinnati.org</a>
Basketball	Amanda Harnist	<a href="mailto:amanda.harnist@gmail.com">amanda.harnist@gmail.com</a>
Bowling	Jim Robb	<a href="mailto:robbj@setoncincinnati.org">robbj@setoncincinnati.org</a>
Cross Country	Jason Berling	<a href="mailto:berlingj@setoncincinnati.org">berlingj@setoncincinnati.org</a>
Dance	Theresa Chiodi	<a href="mailto:tchiodi@3tcdesign.com">tchiodi@3tcdesign.com</a>
Diving	Carrie Bushman	<a href="mailto:cabushman@hotmail.com">cabushman@hotmail.com</a>
Golf	Peggy Korte	<a href="mailto:peggy.korte@gmail.com">peggy.korte@gmail.com</a>

Lacrosse	Drew Burchett	andrewrburchett@gmail.com
Soccer	Ron Quinn	quinnr@xavier.edu
Softball	Jay Villing	<a href="mailto:jvilling@stxavier.org">jvilling@stxavier.org</a>
Swimming	Brad Ohmer	bradohmer@yahoo.com
Tennis	John Specht	spechtjohnj@aol.com
Track (indoor & outdoor)	Brian Laiveling	laivelingb@setoncincinnati.org
Volleyball	Yoon Ha	yoonvb@gmail.com

**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 six (6) 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.

**MANDATORY INTER-SEASON REST**

Multiple-sport athletes should contact coaches regarding rest in between seasons. It is mandatory that an athlete take at least three full school days (ideally one full week) rest after completion of an athletic season before beginning the next. 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.

### **FACILITIES/HOME SITES**

Seton H.S. – volleyball, basketball, dance, cross country and track practices; volleyball and basketball games

Embshoff/Delhi Park- cross country practice

Panther Athletic Complex – Varsity and JVA soccer games, Varsity, JVA and Freshman soccer practices, tennis practices and matches, track practices and meets

University of Cincinnati - swim practice

University of Cincinnati - diving practice

Robin's Nest Golf Course - golf practice

Delhi Park – softball practices and games and freshman soccer games

Miami Whitewater Fields – JVB soccer games

Western Bowl - bowling practices and matches

Western Hills High School – lacrosse games and practices

Practices for all sports, except for the Highlighter 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—Members of the freshman basketball and volleyball teams earn sports numerals designating their year of graduation with an emblem for their particular sport. Freshmen of all other sports will either receive the 4" or 6" letters described below.

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

6" Letter — Members of varsity teams earn a six-inch letter.

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

Certificates – Third-year members of JV teams are given a certificate for their particular sport.

Medals — Second-year members of varsity teams are given a medal for their particular sport.

Plaques — Third-year members of a varsity team are given 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 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, HIPAA forms, Emergency Medical Form, Eligibility Form and the Ohio Department of Health Concussion and Head Injury Information sheet prior to participating in tryouts. The forms are given to the athletes prior to tryouts. Forms may also be picked up in the athletic office or athletic trainer's office or found on the website. The physical form is valid for one calendar year from the date of examination.

## **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, or 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 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 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. The form includes telephone numbers of the parents 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 if changes to the athlete's medical status, address or phone numbers change during the 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: \$6.00 for adults; \$3.00 for H.S. students and senior citizens. These prices are set by the GGCL.

### **SEASON PASS INFORMATION**

All-Season Pass \$75 (Good for fall, winter and spring home athletic contests)

Season Pass \$40 (Fall – soccer and volleyball) (Winter – basketball) (Spring – lacrosse)

Grandparent Pass \$10

Grade School / Student Pass \$5 (Good for 7<sup>th</sup>/8<sup>th</sup> grade students and any non-Seton HS student)

## **PARTICIPATION FEE**

A fee of \$200 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 of, distribution of, 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 Academic Advisor and coach. At the same time, they should meet with their Academic Advisor 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 Academic Advisor.

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 Academic Advisor.

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

## **CONTACT INFORMATION**

Wendy Smith

(513) 4071-2600 ext. 2416

School fax: (513) 557-7437

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

## **GENERAL ADMINISTRATIVE POLICY**

Seton's administration reserves the right to amend, adapt or suspend the policies in the Seton High School Handbook if it is deemed necessary to do so for the good of a student or of the entire school community.

## **PART XI – INTERNET ACCEPTABLE USE POLICY**

### **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.

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 the school property. Disciplinary action taken by school authorities may include revocation of access to technological resources, suspension, expulsion, and/or possible legal action.

**PART XII - REQUIRED SIGNED FORMS**

**The following forms will be provided to students electronically and must be signed by the student and her parent/guardian and submitted to Mentor Group teachers electronically.**

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

**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 \_\_\_\_\_ Homeroom \_\_\_\_\_

**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, homeroom and signature appear above.

2017-2018

**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), 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 \_\_\_\_\_

2017-2018

**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 attorney's 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 \_\_\_\_\_

**2017-2018 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 \_\_\_\_\_