

# STUDENT HANDBOOK AND PLANNER

2017-2018

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## **Mission Statement**

To provide a college preparatory curriculum within a Catholic faith community focusing on academic excellence, leadership and loving service to others.

## **Charisms of Saint Elizabeth Ann Seton**

Love  
Determination  
Faith  
Courage

***“AD JESUM PER MARIAM”***  
***“To Jesus through Mary”***

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This handbook contains the bulk of Seton Catholic Preparatory policies, practices, and regulations. It is important that all parents/guardians and students read and understand what is contained in this document. Following the letter and the spirit of what is presented in this handbook is an integral part of the school's smooth, successful, and safe operation.

From time to time new situations require amendments to the handbook. The school will notify parents/guardians of these amendments either by special letter, e-mail or by notice in the parent newsletter, SETON NOTES. Amendments carry the same weight and importance, as does the original handbook.

The Principal of Seton Catholic Preparatory reserves the right to amend the handbook or waive a disciplinary regulation at her/his discretion.

Teachers, coaches, moderators, and other school officials set policies regarding their courses and activities. See the handbook on athletic policies.

### **Communication Procedure**

The school expects parents/guardians and students to know and abide by the policies and regulations explained in this handbook, but the administration understands that there may be questions about specifics in the handbook. It is good policy to voice your concerns about any aspect of school life to the person immediately involved in a situation, be it teacher, coach, moderator, or administrator. For example, if you have a concern about a particular class, teacher, or coach, it is expected to first consult with the teacher or coach. If the matter is not resolved, it is then appropriate to call the department chair. If it is still unresolved, then you should contact the Assistant Principal for Academics, Dean of Students, or the Athletic Director. Only after following this process is it appropriate to call the Principal. The school may request a meeting with the appropriate parties to resolve the conflict. Student presence at such meeting is at the schools' discretion.

As education is a collaboration between parents and the school, you should always expect to receive a courteous hearing of your concerns. However, continued major complaints, continued failure to abide by school policies or rules by either parents/guardians or students, or continued lack of cooperation with the administration and staff may indicate serious philosophical disagreement between the school and the parents/guardians or student. In such a case, withdrawal of the student from the school may be necessary.

### **Mission Statement for Catholic Schools - Diocese of Phoenix**

Because our children are our hope and our joy, the future of the Church and society, the Diocese of Phoenix engages in the religious formation of the young. Through Catholic schools the Church joins with parents, the primary educators, in placing the child at the center of the educational process. This process promotes academic excellence and moral values, and fosters lifelong service. The integration of faith with all that is taught and experienced sets the Catholic school apart from all other forms of education.

### **Philosophy of Catholic Schools--Diocese of Phoenix**

Because each student needs the values and traditions of the community, the school will impart an understanding of the Catholic faith, doctrine and social perspectives, afford participation in a worshipping faith community, and foster the responsibility for service.

Because each student is a part of a Church and society beyond the school and home, the school will support and foster participation in the parish, the diocese and the larger world community.

Because each student needs an example in the school and in the home, teachers and parents must model their faith.

Because each student is expected to make informed decisions and to live according to Christian principles, the school must encourage self-discipline, self-respect, respect for others, and growth in learning to deal with issues in a real world.

Because each student needs a strong and caring environment for learning, the school, like the home, must be supportive not smothering, loving yet disciplined, encouraging but challenging.

Because each student needs to acquire knowledge and skills for today's and tomorrow's world, the school provides an opportunity and holds high expectations for learning.

Because each student is unique, our schools work attentively to develop the potential of each student academically, socially, physically and spiritually.

### **Seton Catholic Preparatory Mission Statement**

To provide a college preparatory curriculum within a Catholic faith community focusing on academic excellence, leadership and loving service to others.

### **Seton Catholic Preparatory Philosophy**

Seton Catholic Preparatory is a community of faith whose mission is to call its students to full participation in that community and to challenge them to achieve superior standards of educational excellence.

Seton Catholic Preparatory, while offering a college preparatory curriculum, is a Catholic school whose ultimate task is to prepare students with the resources necessary for lifelong learning within the framework of the Gospel of Jesus Christ and His Church. The faculty and staff of Seton Catholic Preparatory facilitate students' religious formation; academic progress; social, cultural, physical and moral development, while supporting parents as primary educators. The school also invites students to examine the possibility of God's call to religious life, priestly life or lay ministry. Seton Catholic Preparatory teaches the value of self-discipline, and cultivates respect for self and others.

Realizing the importance of the formation of the whole person, Seton Catholic Preparatory encourages self-confidence and the holistic development of its students so they will be fully prepared to spread the Gospel and be contributing members of the Church and society.

### **Integral Student Outcomes (ISO's):**

Graduates of Seton Catholic Preparatory are expected to embody the characteristics embraced by the school and community. These characteristics are:

#### **1. Spiritually developed Christians who:**

- a. Articulate the teachings of Jesus Christ in both word & deed
- b. Lead and participate in service to one another, the school and the community-at-large
- c. Lead and participate in the communal life of the Church, including liturgy, retreats and daily prayer

#### **2. Confident individuals who:**

- a. Exhibit solidarity according to Catholic teaching by striving for justice, promoting human dignity, and embracing diversity.
- b. Make a positive difference by being involved
- c. Share talent and expertise with others.

#### **3. Responsible decision makers who:**

- a. Set goals and objectives
- b. Identify priorities
- c. Assess options
- d. Change behavior after making a mistake

**4. Academically prepared individuals who:**

- a. Are critical thinkers
- b. Apply logical thinking and problem-solving skills to daily life
- c. Read for enlightenment and information
- d. Use technology effectively, efficiently and appropriately
- e. Apply organizational skills
- f. Value further education
- g. Meet the academic standards established by the diocese and fulfill the graduation requirements of Seton Catholic Preparatory

**5. Effective communicators who:**

- a. Participate in cooperative groups to accomplish identified goals
- b. Express thoughts clearly both orally and written in all disciplines
- c. Exhibit reading and listening skills
- d. Employ conflict-resolution skills

## **HERITAGE**

### **A Brief History of Seton Catholic Preparatory**

Seton Catholic Preparatory began as a junior high school in 1954, with an enrollment of 78 students, primarily children of the Mexican migrant farm workers from Chandler. The school was named for Saint Elizabeth Ann Seton, who began parochial schools in America and founded the Sisters of Charity, whose members have helped staff the school throughout its history. Father Joseph Patterson began the school to serve St. Mary's Parish in Chandler but financial considerations made it necessary for Seton to become a diocesan high school in 1973.

A devastating fire in 1980 destroyed much of the school and threatened to end its existence. Seeing the determination of the students, parents, staff, administration and alumni to rebuild, Bishop Rausch pledged to build a new school. For three years, some classes were held in temporary classrooms at the original site on Williams Field Road (now Chandler Blvd.) In 1983, Seton Catholic moved to its present location on Dobson Road in northwest Chandler.

Seton Catholic Preparatory serves 24 parishes. Present students come from Casa Grande, Chandler, Maricopa, Mesa, Phoenix, Scottsdale, Tempe, Queen Creek and other East Valley and Central Arizona communities.

### **Saint Elizabeth Ann Bayley Seton**

Wife and mother and religious foundress... Episcopalian, Roman Catholic... contemplative and actively involved in the world around her...Elizabeth Ann Bayley Seton was a woman of apparent paradox. The daughter of a distinguished New York physician, Elizabeth Bayley married William Seton, a businessman, in 1794. They had five children-Anna Maria, William, Richard, Catherine, and Rebecca.

When William's health and then his business failed, Elizabeth went with him to Italy, hoping the Mediterranean climate would cure "her Will." God's will was otherwise. William Seton died in Leghorn it was there that Elizabeth discovered the Catholic Faith.

When she returned to America, she became a Catholic. She became, too, a social outcast, for New York society was not ready in 1805 to accept Roman Catholics. At the invitation of Bishop John Carroll of Baltimore, Mrs. Seton went to Maryland to establish a school, the first parochial school in the United States. In 1809, she founded a religious community, the Sisters of Charity.

Although, Elizabeth died in 1821, paradoxically, she continues to be an active, vital force in the world. Today, more than 7,500 Sisters of Charity, with motherhouses in New York, Cincinnati, Halifax, Convent Station, and Greensburg serve the Church on almost every continent. On September 14, 1975, Pope Paul VI declared, "Elizabeth Ann Bayley Seton is a saint!" There in the land where she had gone in 1803, hoping for one blessing and receiving another, her name was proclaimed to the entire world.

### **The Sisters of Charity**

The Sisters of Charity of Seton Hill trace their origin to the first American congregation of women religious, founded in 1809 at Emmitsburg, Maryland, by Saint Elizabeth Ann Seton. They are "an international congregation of Catholic women living the consecrated life in the Vincentian/Setonian tradition."

Their identity statement says: “As Catholic women, we embrace a Christocentric life and maintain a stance of interdependence, dialogue, and collaboration with the Roman Catholic Church and with the People of God.

“As consecrated women, our commitment involves public and personal vows, life-long participation in the corporate mission of the Congregation, the living of a common life in support of that mission, the pursuit of an interior and spiritual life as the holistic basis of all our endeavors.

“As Vincentian/Setonian women, we live the charism of Charity according to the spirit and tradition of Saint Vincent DePaul and Saint Elizabeth Ann Seton, embracing the mission to reveal the reality and beauty of God's love as we challenge injustice and respond to its victims.

“Our spirituality is incarnational and apostolic. Our ministry is rooted in collaboration with the laity. Our mission is enacted through diverse ministries.”

## **SPIRITUAL LIFE**

At Seton Catholic Preparatory, the spiritual and religious formation of each student is of great importance. The work that the Campus Ministry team does is what makes our Catholic school campus unique. We attempt, along with the entire faculty and staff, to bring God's grace into the daily lives of our students.

### **Prayer**

Prayer is an integral part of school life. As a school community we pray our lunch prayer together. We also begin all classes, school functions and sporting events with prayer. The Chapel is available as a place for quiet reflection and personal prayer.

### **Mass**

Students are provided the opportunity to attend daily Mass in the Saint Elizabeth Ann Seton Chapel. Once each month, students gather, either as an entire school, or within their House, to celebrate liturgy together. Parents are welcome to attend all liturgical celebrations.

### **Reconciliation**

During Advent and Lent, an all-school service is held to provide the Sacrament of Reconciliation. Students also have the opportunity for Reconciliation by appointment with the school chaplain or during designated Adoration days.

### **Adoration**

Adoration of the Blessed Sacrament will be held on a regular basis. Students attend with their classes and parents are welcome to join them in prayer in the Chapel on these days.

### **Ministries**

Students may participate in the following ministries: retreat teams, altar servers, lectors, Extraordinary Ministers of Holy Communion, and music. Other opportunities for students to be actively involved in spiritual formation are provided through the campus ministry office.

### **Retreats**

Grade-level retreats are required each of the four years at Seton Catholic Preparatory. Although each retreat has a different focus, the intention is to offer opportunities for students to grow closer to God, focusing on the Charisms of St. Elizabeth Ann Seton. If a student misses a retreat, they will be given a make-up assignment. The Kairos retreat, for seniors and juniors, is an optional four-day retreat held two times per year off-campus. This dynamic, peer-led retreat leads students to examine their own lives, grow their relationship with God, and further their faith journey.

At Seton Catholic Preparatory, the spiritual and religious formation of each student is of great importance. Prayer is an integral part of school life. As a school community we pray our lunch prayer together. We also begin all classes, school functions and sporting events with prayer. The chapel is available as a place for quiet reflection and personal prayer.

## **Christian Service**

The goal of Seton Catholic Preparatory's service program is for students to recognize and demonstrate that serving others is central to our call as Catholic Christians. This Gospel-rooted service is essential to every student's experience at Seton Catholic. The service requirements are different for each grade level and are detailed in the Service Contract and Service Requirements form. Students receive these forms at the beginning of each school year. Parents and students sign the Service Contract agreeing to the parameters of the project and the due dates. Parents are encouraged to check updated information, available year-round on Canvas.

## **Service as a Graduation Requirement**

Students at all grade levels are held accountable for performing Gospel-rooted service by a pass/fail grade that determines their eligibility status. Missing a deadline will result in ineligibility for the full 2-week eligibility period, and all following eligibility periods until the requirements are completed. Deadlines are listed on the Service Requirements form and in Canvas. All hours must be submitted in x2vol.com. Any freshman, sophomore or junior that fails to fulfill the service requirement for that school year will be required to perform their service over the summer before they are allowed to attend classes for the new school year. Any senior that fails to fulfill the senior service requirements will not be eligible for graduation. All service requirements must be fulfilled in order for a student to participate in any graduation events and receive their diploma.

### **Freshman - 15 hours**

1. SCP liturgical service (1 hour)
2. House service (4 hours)
3. PASS Day of Service (5 hours) - Freshmen will join together with the other freshmen in their House for a Day of Service scheduled on a school day during the school year. This day includes prayer, teaching, personal reflection, and service and will be logged in x2vol.
4. Personal project\* (5 hours)

### **Sophomores- 30 hours**

1. SCP liturgical service (1 hour)
2. House service (4 hours)
3. Personal project\* (25 hours)

### **Juniors - 30 hours**

1. SCP liturgical service (1 hour)
2. House service (4 hours)
3. Personal project\* (25 hours)

### **Seniors - 25 hours**

1. SCP liturgical service (1 hour)
2. House service (4 hours)
3. Personal project\* (20 hours)

### **General Guidelines:**

#### SCP Liturgical service

Planned and organized by House leadership  
Logged in X2VOL

#### House Service

Must be completed with House  
Organized and planned in House meetings  
Managed by House leadership  
Logged in X2VOL

#### Personal Project (\*Must be approved by Campus Ministry)

Consistent approved service/location  
May be completed solely in the parish  
May serve the same organization the House serves in a fuller capacity  
Logged in X2VOL

## HOUSE SYSTEM

In support of the Seton Catholic mission and philosophy, each community member belongs to a house. The mission of the house system is “To provide a student led community fostering faith and solidarity”. Each house promotes community, academic excellence, loving service to others, athletics, arts, and spirited competition. The success of each house is measured by the success of those they serve.

The core of the house system is community and belonging. Houses, led by senior house leaders, are identified by patron saints and the virtues of those saints. Each house provides a welcoming atmosphere for students and staff to interact across grade levels throughout their time at Seton. All house members have an important role within their house, and are provided opportunities to develop their gifts while engaging in leadership, mentoring, and service. Once placed, students remain in the same house.

The 15 houses that comprise the house system are as follows:

St. Peter	St. Mary Magdalene	St. Juan Diego	St. Augustine
St. Thomas Aquinas	St. Anne	St. John the Baptist	St. Cecelia
St. Sebastian	St. Rose of Lima	St. Katherine of Drexel	St. Joan of Arc
St. Patrick	St. Teresa of Calcutta	St. Michael the Arch Angel	

## ACADEMICS

### Academic Honesty and Integrity

As members of the Seton Catholic Preparatory community, we honor academic honesty and integrity. Seton is a community of faith whose mission is to call its students to full participation in the community and to challenge them to achieve superior standards of educational excellence. Academic honesty and integrity are core values that support the mission and philosophy of Seton Catholic Preparatory.

Enrollment at Seton Catholic Preparatory requires adherence to a certain set of standards. Our academic honesty and integrity standards include the expectations that no student will engage in dishonest academic behaviors which include but are not limited to cheating, plagiarism, fabrication, obtaining an unfair advantage, aiding and abetting dishonesty, falsification of records and/or official documents and unauthorized access to academic or administrative records or systems. Students that do not adhere to these expectations will be subject to disciplinary action.

Students are expected to do their own work and certify that they have done so. By certifying that the students’ work is their own, students are stating that they are aware of and understand the rules of academic honesty and integrity. Students who violate the policy on academic honesty and integrity have deliberately misrepresented themselves to their teachers and to their peers. In addition, students who are academically dishonest devalue the accomplishments of those students who have done their work honestly.

### Cheating

Cheating may be defined as using unauthorized aid on a test, quiz, project or homework, and is a violation of the standards. Cheating may include, but is not limited to:

- Giving one’s work to another
- Copying another students work
- Submitting material that is not your work
- Communicating with another person during or after a test or quiz
- Copying from another person on a test, quiz or homework
- Using materials, such as a calculator, that are not permitted during a test or quiz
- Having possession of a current or previous test, quiz, or answer sheet without specific permission from the teacher

All suspected violations of cheating will be referred to the Office the Dean of Students. If a student is responsible for cheating they will be found in violation of the school’s Academic Honesty and Integrity Policy, will be given a zero for the assignment, homework, test, etc, and any additional sanctions determined necessary by the Dean of Students. Repeated violations of the Academic Honesty and Integrity Policy will be handled at the discretion of the Dean of Students and in all likelihood will result in a referral to the Discipline Board.

## Plagiarism

The use of another person's ideas, words, or work or providing one's own answers, ideas or work so that another can pass them off as his or her own, are in direct violation of the academic standards and is considered a form of cheating. Students at Seton Catholic Preparatory are expected to properly cite sources in their papers and reports. Plagiarism is defined by Merriam-Webster as "...stealing or passing off (the ideas or words of another) as one's own: Use (another's production) without crediting the source.

Presenting as new or original an idea or product derived from an existing source." Plagiarism includes:

1. Direct copying of another person's work.
2. Using any amount of another person's material or ideas without proper documentation
3. Paraphrasing another person's original material without proper documentation.

To avoid plagiarism, students should do the following:

- Enclose words, phrases or sentences written by someone else in quotation marks and cite the source(s) parenthetically.
- Cite information that is not specifically quoted, but is paraphrased and is the opinion or material belonging to someone else, parenthetically (or as specified by the teacher).
- Write all uncontested or common knowledge information in his/her own words and sentence structure.
- Do not use anyone else's structure of the report or organization of the facts unless required or common knowledge.
- Ensure that all reports and papers are his/her work.

Turnitin.com is an online tool used to discern plagiarism. All teachers will require students to submit written work (research papers, writing projects, etc.) to turnitin.com, which in turn scans the document for copying/plagiarism. (Please refer to the Purdue On-Line Writing Lab at [www.owl.english.purdue.edu](http://www.owl.english.purdue.edu) for assistance on how to appropriately cite sources and how to avoid plagiarism.)

If plagiarism is indicated in a student's work the following actions will occur:

- **Freshmen - Use Turnitin.com as a teaching tool.** Papers with plagiarism or incorrectly cited sources must be re-written correctly for a maximum grade of 90%. If the re-write is not completed by the date assigned, zero credit will be earned for the assignment.

Incidents of plagiarism will be documented by the teacher via Power School and parental notification of the re-write completion date will be communicated to the student's parents via e-mail. The incident will be forwarded to the Dean of Students for documentation purposes.

- **Sophomores** - Papers with plagiarism or incorrectly cited sources must be re-written correctly for a maximum grade of 75%. No additional points may be earned for the re-write assignment. If the re-write is not completed by the date assigned, zero credit will be earned for the assignment.

Incidents of plagiarism will be documented by the teacher via Power School and parental notification of the re-write completion date will be communicated to the student's parents. The incident will be forwarded to the Dean of Students for documentation purposes.

- **Juniors** - Papers with plagiarism or incorrectly cited sources must be re-written correctly for a maximum grade of 50%. No additional points may be earned for the re-write assignment. If the re-write is not completed by the date assigned, zero credit will be earned for the assignment.

Incidents of plagiarism will be documented by the teacher via Power School and referred to the Dean of Students for disciplinary action. Students will be found in violation of the school's Academic Honesty and Integrity Policy will be given a re-write completion date and a five page writing assignment on the consequences of academic dishonesty in college. Repeated violations of the Academic Honesty and Integrity Policy will be handled at the discretion of the Dean of Students and in all likelihood will result in a referral to the Discipline Board.



- **Seniors** – Papers with plagiarism or incorrectly cited sources will receive zero credit for the assignment.

Incidents of plagiarism will be documented by the teacher via Power School and referred to the Dean of Students for disciplinary action. Students will be found in violation of the school's Academic Honesty and Integrity Policy, receive zero credit for the assignment and assigned a five page writing assignment on the consequences of academic dishonesty in college. Repeated violations of the Academic Honesty and Integrity Policy will be handled at the discretion of the Dean of Students and in all likelihood will result in a referral to the Discipline Board.

### **Course Progression**

Individual course progressions vary according to the goals and academic aptitude of each student and the academic requirements of the colleges to which they plan to apply. Students should plan their course progression under the guidance of their counselor and parents.

### **Advanced Placement and Honors Courses**

Advanced Placement Courses are encouraged for all students, but may require approval of the department or instructor. AP courses require students to take the College Board's AP test in May with the goal of earning college credit. AP courses are offered in social studies, world language, science, math, fine arts and English.

Students interested in Honors classes must have the approval of the department or instructor in order to take the course. Approval is based on a student's ability, motivation, and grades. If a student is not successful in an Honors class, he/she may be removed at the discretion of the teacher and the Assistant Principal.

### **College Courses and Credit**

Students earn college credit either by passing an Advanced Placement exam or through the dual enrollment program with Seton Hill University. College credit earned through the Advanced Placement program is dependent upon the score accepted by the university or college.

Prior to registering, permission must be obtained from the Assistant Principal for students who want to take courses concurrently at local universities or community colleges and wish to apply them toward their requirements or electives at Seton Catholic Preparatory.

### **Course Selection, Changes and Drops**

Choosing an appropriate program of study is an important part of each student's high school responsibilities and our process is student-centered through the counseling department. Parents are strongly encouraged to meet early in their child's tenure and participate in the yearly process of selecting courses that fulfill the requirements for graduation and meet the needs of their son/daughter.

After the semester has begun, all requests to change or drop a course are made through the student's counselor and for one of the following reasons:

1. Teacher recommendation based on student ability/misplacement in a course.
2. Student request based on a desire for a heavier academic load.

These changes are subject to course availability, require the approval of the teacher and parent/guardian, and must be done within the 1<sup>st</sup> week of each semester. Year-long courses may not be dropped at the semester. Requests made for reasons of teacher preference will not be honored.

### **Status Reports and Report Cards**

Students will receive status (progress) reports three times in each semester on the Monday after the fourth, eighth and twelfth weeks. The school will send report cards, via mail or email, at the end of each semester. Student information is provided online to parents/guardians who wish more regular reports of progress and is updated per department policy. Please refer to the course syllabus for specific information.

## **Final Exam Policy**

Final examinations are administered only during final exam week and only at the time scheduled by the school except in emergency cases arranged with the Assistant Principal before the scheduled start time of the exam. Final exams must be taken according to the schedule unless there is a conflict with another exam. In the case of a conflict, the student must contact the teachers to determine the order of the exams. Conflict exams must be taken on the day scheduled by the school. Absences on exam days must be approved by the Assistant Principal **before** the scheduled start time of the exam. Semester exams are given in each subject and make up no more than 25% of the semester grade. Specific requirements are according to department and/or course policy and are included in the syllabus given to the students at the beginning of the semester or school year.

## **Exemptions from Final Exams**

Seniors with a grade of 94% or above at the end of the semester, and prior to the final exam, may be exempted from the final exam. Teachers are not required to give exemptions. Underclassmen are not allowed exemptions.

## **Extra Credit**

Extra credit policies are set at the course level and are subject to the following restrictions:

1. Extra credit points may not increase a student's semester grade one full level. Points may carry enough weight to supplement a test or other assignment, but not to artificially raise a student's overall grade significantly.
2. Students may not submit multiple extra credit assignments.
3. Students may not make-up extra credit assignments as they would regular assignments (tests; quizzes; etc.). Students with conflicts, such as athletics, clubs, etc., have a choice to take advantage of this extra credit assignment or attend their activity.

## **Grading**

The Seton Catholic Preparatory grading scale records student progress in numerical/percentage grades only. The scale measures passing grades as those 65 and above. Student grade point averages (GPA) are expressed as an average of percentage scores. Letter grades, 4.0 scale, etc. are used if necessary when applying for college. Please consult your counselor.

The cumulative percentage average for determining class rank, Honor Roll, and National Honor Society membership will be calculated by the following formula:

- Honors/AP classes: Percentage grade x 1.07
- Regular classes: Percentage grade x 1.00

## **Calculating GPA**

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

- a. Grades received for Christian Service, physical education, study hall, or serving as a teacher's assistant do not count toward the percentage average.
- b. Some courses taken in public schools may be counted for credit, but not weighted in the GPA or class rank. The decision shall rest with the Assistant Principal for Academics and Guidance Counselor. When course descriptions are not provided, such courses will not count toward the GPA.
- c. Transferred letter grades will be interpreted according to the transferring school's grading scale at the midpoint percentage equivalent; unless the parent requests that the transferring school gives us a percentage grade.
- d. When students make up a failed course, both the original failing grade and the grade earned in the make-up course, count toward the percentage average that is recorded on the transcript. When students re-take a course, both the original grade and the re-take grade count toward the percentage average. Students may not earn additional credit by re-taking a course.
- e. High school classes taken prior to grade nine can be accepted for credit only if the grade received is a "C" or better and the student passes a special placement test for the class. The grades for such classes do not count toward the percentage average.

## **Contesting Grades**

Students or parents who wish to contest a grade received on an assignment, test or report card must first attempt to resolve the disputed grade with the teacher. Should the matter be unresolved, the issue will be taken to the chairperson of the academic department. If the grade is still contested, the issue may be referred to the Assistant Principal for Academics. Any request to contest a grade must be made within two weeks of the grade in question being reported in Canvas. Requests to contest a grade after two weeks may not be honored.

### **Incomplete and Missing Work**

Students are responsible to complete and turn in all assignments by the assigned date due. Each department and/or teacher has a policy surrounding the grading and acceptance of late or incomplete work. Any incomplete work will merit no credit if such work is not made up by arrangement with the teacher within two weeks of the last day of the semester.

### **Honor Roll**

In order to acknowledge students who have excelled in their academic pursuits, the school establishes an Honor Roll. In determining the Honor Roll, the following criteria are used: First Honors are earned for a percentage average of 94 or better, with no grade lower than a 78%; Second Honors, for a percentage average of 86-93, with no grade lower than a 78%. To be eligible for honor roll status, students must be taking at least four core academic courses. Classes not used for calculating GPA do not count toward calculating for Honor Roll.

### **Academic Letters**

Those students who have achieved a consistent high academic standing may apply in April through the Registrar to be awarded an academic letter for their achievement. Students who earn 150 points in achievements such as honor roll, Honor Society membership, curricula awards, high PSAT and ACT scores, and participation in academic events are awarded an academic letter. The letter consists of the Seton letter "S" with a lamp of knowledge affixed to it. Academic letters are awarded in the spring of each year at the Awards Assembly.

### **Parent/Teacher Conferences**

Formal parent/teacher conferences are held in the fall semester when status (progress) reports are also issued. Parent involvement and communication between parents and teachers are essential elements to the continued success of the students at Seton Catholic Preparatory; therefore the school also encourages informal parent/teacher conferences. These may be scheduled any time during the school year by appointment. Parent/Teacher conferences may be initiated by teacher, student, or by parent/guardian whenever a need arises.

### **Academic Probation**

Students are placed on academic probation after receiving two or more grades below 65%. Students placed on academic probation are instructed to take the necessary steps to improve their academic standing and may include specific requirements such as tutoring, teacher conferences, counseling, and other measures. Students must attain an average percentage above 68% with no classes below 65% to be removed from academic probation. Failure to remedy academic probation after one semester may lead to required withdrawal. All students on Academic Probation are subject to review by the Assistant Principal and the Academic Review Board.

### **Eligibility**

Eligibility for extracurricular activities is determined by grade checks and report cards. Extra-curricular activities include, but are not limited to, athletics, clubs, drama, or anything deemed extra-curricular by administration. The policy is as follows:

- **ELIGIBILITY CHECK:** If a student has any grade below 65% or has missed a Christian Service deadline at the first (8 week) grade check (October 2, 2017; March 5, 2018), he/she will be ineligible to participate in extra-curricular activities until the next grade check. The student is allowed to practice or rehearse, but may not participate in games or events.
- **GRADE MAINTENANCE:** Grade checks will be done for all students every two weeks following the initial eligibility check. Any student with a grade below 65% or has missed a Christian Service deadline, will be declared ineligible. The student will be allowed to practice or rehearse, but may not participate in games or events.
- **FAILURE AT SEMESTER:** Students who fail a course in the first semester are ineligible to participate during the second semester, but may become eligible at the 4-week status check (*February 5, 2018*).
- **REGAINING ELIGIBILITY:** Students may regain eligibility at a two week grade check if they have no grades below 65%. If a student is ineligible due to missing a Christian Service deadline, they will be declared eligible upon completion of any missing hours at the next eligibility check.

Students who fail a class (other than theology), have not completed their Christian Service, or have an incomplete at the second semester must make up the course during the summer in order to become eligible at the beginning of the next school year.

### Failure and Summer School

Any student who receives a grade below 65% in a required subject must make up the credit at an approved institution\* before the beginning of the next school year. Failure to make up a class, or a grade below 65% in the make-up course, may prevent the student from continuing at Seton Catholic. Non-transfer students who recover more than 50% of required credits within a core content area from an outside institution may be ineligible for a diploma from Seton Catholic Preparatory.

Students must obtain written permission from their Counselor, to register for a course, assuring students that they are registering for the correct course(s). Any senior failing a fall semester course must make up the credit prior to graduation through an approved institution. Failure of a class required for graduation in the spring semester of the senior year will result in the student not graduating in May. **\*Institutions are approved by the Seton administration.**

### Graduation Requirements

Based on Arizona Regents requirements, North Central Association requirements and the mission and philosophy of the school, Seton Catholic Preparatory has established the following academic requirements for graduation for the classes of 2018 and 2019:

English	4 credits
Fine Arts	1.5 credits
General Electives	2.5 credits
Health	.5 credit
Lab Science	3 credits
Mathematics	4 credits
Freshman Computing	.5 credit
Physical Education	.5 credit
Social Studies	3.5 credits
Interdisciplinary Prep/Geography	1 credit
Technology	.5 credit
Theology	4 credits
World Language	2 credits
<b>Total</b>	<b>27.5 credits</b>

Students in the classes of 2020 and beyond will adhere to the following graduation requirements:

English	4 credits
Fine Arts	1.5 credits
General Electives	3 credits
Health	.5 credit*
Lab Science	3 credits
Mathematics	4 credits
Freshman Computing	.5 credit*
Physical Education	.5 credit*
Social Studies	3 credits
Interdisciplinary Prep and Speech	.5 credit*
Technology	.5 credit
Theology	4 credits
World Language	2 credits
<b>Total</b>	<b>27 credits</b>

*\*Taken during the 9<sup>th</sup> grade year*

- The *theology* requirement is four credits or one yearly credit for each year of attendance in a Catholic school.
- The *world language* requirement is two consecutive credits in the same foreign language taken at Seton Catholic Preparatory.
- *Christian Service*: Students must complete the service requirements for each year in order to graduate or advance a grade level.

## **Graduation Activities**

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

## **Valedictorian and Salutatorian**

Any senior who wishes to be valedictorian or salutatorian must:

- a) Have three years at Seton Catholic Preparatory;
- b) Have three years in NHS (in good standing);
- c) Have three years active participation in additional Seton-sponsored activities;
- d) Rank among the top ten students with rank determined after 7 semesters;
- e) Have consistently evidenced the Seton Catholic Preparatory charisms of faith, determination, courage and love;
- f) Complete application process through the NHS Moderator.

The selection committee shall be composed of the Principal, Assistant Principal for Academics, Senior English Teacher, Director of Guidance, Campus Minister, the National Honor Society moderator and Dean of Students. The rubric is available from the NHS Moderator.

## **Transcripts**

Transcripts report semester grades, credits, cumulative percentage, and attendance record. Disciplinary records are not recorded on the student's transcript. Requests for official transcripts can be made in writing and submitted to the registrar or submitted electronically through Naviance/Family Connection, our college software program. Students request transcripts in their Naviance/Family Connection account under the "colleges" tab. The first transcript request is free and a fee of \$2.00 is charged for each additional transcript.

## **Library**

The Library is available during school hours. Students are expected to behave in a respectful, appropriate and quiet manner that encourages studying, researching and reading. Students are allowed in the Library only when the Librarian or Assistant is present. The Librarian is available for information, research and technology assistance. All students should attain a valid city or county public library card to access valuable databases and electronic resources. More information can be found on the Seton Library website via the student's Gmail.

## **TECHNOLOGY**

The use of computer technology is part of the Seton Catholic Preparatory experience. Seton Catholic will take all reasonable steps to ensure a safe and secure environment in which students can work to achieve academic excellence. As part of a community we must adhere to all local, state and federal laws. To maintain a secure environment, students may be required to install security and monitoring software on their personal devices. **Computer use may be monitored remotely at any time.**

The use of technology and all electronic devices on campus is a privilege, not a right. Per The Roman Catholic Church of the Diocese of Phoenix Catholic Schools Office Policies and Procedures 3.1.4.2.4 THERE IS NO RIGHT OF PRIVACY OR CONFIDENTIALITY FOR ELECTRONIC SYSTEMS. The school administration reserves the right to check for inappropriate information (words, statements, pictures, etc.) that may be stored, received or sent on any student's confiscated communication or electronic device. Students must provide school administration with security codes when asked. Refusal to provide security codes will result in the student's immediate required withdrawal from Seton Catholic Preparatory.

The following is a brief list of prohibited uses and is not intended to cover all circumstances.

### **Prohibited Uses of Technology**

1. All unlawful communication and any activity that is obscene, pornographic, sexually explicit, abusive, vulgar, rude, inflammatory, disrespectful, discriminatory, knowingly false, prejudicial, harassing or related to threats of violence.

Note: if a user inadvertently accesses unacceptable materials or observes others doing so, the user or observer, shall immediately notify a staff member so that the material or site may be removed, filtered or otherwise addressed.

2. The tampering with, damaging or destroying school equipment including, but not limited to moving keyboard keys, writing on equipment and mouse pads or the removal of decals.
3. The use of another person's account (user name and password) with or without permission.
4. The unauthorized use of, modification of or deletion of another person's work.
5. The use of teacher or administration computers by students at any time, for any reason.
6. The breaking of copyright laws such as plagiarism, unlicensed use of software, and unauthorized use or downloading of audio or video files.
7. The propagation of computer malware or sending messages to large number of individuals or hosts.
8. The use of personal email for nonacademic purposes, instant messaging services, social media sites, or similar activities.
9. The playing of Internet games.
10. Activities that stray beyond the bounds of instruction and academic use. These include but not limited to the installation of hardware, the changing of BIOS settings, the changing of network configuration, etc.
11. Connecting personal computing devices to the Seton Catholic Preparatory network without prior approval by school administration.

Seton Catholic Preparatory retains the right to determine if any action or activity by a user on the computer and network information system violates the Responsible Use Policy by virtue of violating any provision in the Seton Catholic Student Handbook, the school's Mission or Philosophy statements, or the spirit of the guidelines for the respectful, responsible, and ethical use of the Seton Catholic computer and network information system.

### **Cellular Phones and other Electronic Devices**

Students may bring cell phones and other electronic devices not covered under the BYOD policy to school and may use them before and after school only. All electronic devices not covered under the BYOD policy must:

- be **turned off** during the entire scheduled school day
- be **stored in student backpacks, purses, lockers, or vehicles** (devices may not be on the student's person, in their pockets, sweatshirt, etc)
- be out of sight at all times during the school day

Violations of these regulations will result in confiscation of the equipment, a detention and the following consequence:

- First Offense: \$15.00 fine**
- Second Offense: \$20.00 fine**
- Third Offense: \$25.00 fine and parent must redeem equipment**

### **Use of Technology During Class**

Seton Catholic Preparatory supports its students in their development as responsible consumers of electronic media and contributors in the exchange of information. In order to foster community among the student body, if a student needs to use their device during break or lunch, they are invited to do so in a classroom or the library.

To ensure the appropriate and effective functioning of this program, Seton holds students to the following expectations.

1. Seton students contribute positively to the academic environment.
  - a. Students acknowledge that their role in the classroom is to learn, participate and collaborate.
  - b. Students follow all directions given by teachers in an immediate manner.
  - c. Students adhere to policies set forth by their teachers in the classroom.
  - d. Students work to limit the distractions in learning environments.
  - e. Students maintain academic integrity in all their work at all times.

2. Seton students effectively manage their personal computing device.
  - a. Seton Catholic Preparatory is not responsible for providing students with computing devices.
  - b. Students will keep their device physically and technologically safe at all times. Seton is not responsible for stolen, lost, damaged, or infected devices.
  - c. Students will keep their device charged. Limited power sources are available in classrooms.
  - d. Students are responsible for ensuring that all required e-books are available in class when needed.
3. Seton students successfully protect their device and the school's network.
  - a. Students ensure that their personal computing device is protected from viruses.
  - b. Students will keep all passwords (and other access information) private and secure.
  - c. Students will only use the Seton network when on campus.
  - d. Students will make no efforts to circumvent or undermine the school's technology security protocols.
  - e. Students will report to the school when they have knowledge of other students tampering with the school's network security protocols.
4. Seton students hold themselves to professional standards of technology use.
  - a. Students will not access or electronically transmit any material that is in violation of criminal statutes. This includes all threatening and obscene material. A.R.S. 13-2921 and A.R.S. 8-309
  - b. Students will not publicize personal information about themselves or about the school without expressed written permission.
  - c. Students will remain mindful that online activity is always public and permanent.
  - d. Students will refrain from interfering with another student's device(s) and/or computing activities. This includes using other student's passwords or access information.
  - e. Students will adhere to all copyright laws governing intellectual property.
5. Seton students communicate electronically with a sense of Christian values.
  - a. Students will socially network according to professional standards of electronic communication etiquette.
  - b. Students will contribute to the online community only what is true, defensible, and charitable to the thoughts, feelings, and opinions of others.
  - c. Students will engage in no cyber bullying, threatening or violent behavior, or harassment of any kind. This includes actions that may be intended in a "joking" manner.
  - d. Students are not to record the words or actions of faculty members or students without their expressed written permission.
  - e. Students are not to electronically post the words, likenesses, or actions of faculty members without their expressed written permission.
  - f. Students will use Seton provided email accounts for all communication between themselves and faculty members.
  - g. Students will, at all times, be polite, appropriate, and promote a positive image of themselves and Seton Catholic Preparatory.
6. Seton students accept consequences for the irresponsible use of technology.
  - a. Any student who violates any of the above provisions may be denied future access to technological resources at Seton. Depending upon the violation, other disciplinary action may be taken at the discretion of the school.
  - b. The electronic device is subject to search by the Seton administration.

### **Bring Your Own Device Approved Devices**

Students must adhere to the following minimum specifications for their required device:

- The screen size must be a minimum of 9 inches measured diagonally
- The device must be a tablet, laptop or netbook
- The device must have wireless connectivity. 3G and 4G cellular access is not permitted.

The following is recommended for ease of use:

- A mechanical (not virtual) QWERTY keyboard
- Vendor-supported or third-party support plan

### **Bring Your Own Device Non-Approved Devices**

The following devices are not allowed or included in the BYOD Policy:

- Cell phones
- Tablets, laptops or netbooks with a screen size of less than 9 inches measured diagonally
- Nooks, Kindles or other eReaders

### **Other Communications Technology**

Per The Roman Catholic Church of the Diocese of Phoenix Catholic Schools Office Policies and Procedures 3.1.4.2.4 **THERE IS NO RIGHT OF PRIVACY OR CONFIDENTIALITY FOR ELECTRONIC SYSTEMS**

Catholic Schools do not grant any student any right of privacy or confidentiality regarding the use of all electronic mail or messaging systems ("E-mail Systems"), all computer systems ("computer Systems"), to include but not limited to desktop computers, laptop or tablet computers, PDA's, computer network, software programs and connections to the World Wide Web ("Internet"), and all telecommunications systems ("Telecom Systems"), including but not limited to telephone, intercom, voice mail, fax, pager, cell phone, and two-way radio telecommunications, while on campus or at a school-sponsored event or activity. This policy includes the use of all Communications Technology (which is defined as but is not limited to any E-mail Systems, Computer Systems and Telecom Systems) whether owned or operated by the school or a student.

Catholic schools prohibit the use of all Communications Technology to create, generate, retrieve, receive or send any offensive information or any information contrary to the teachings or beliefs of the Catholic Church, including but not by way of limitation, any information which contains items of any offensive sexual nature, racial slurs, derogatory gender-specific comments, or any other communications that are disrespectful or discriminatory toward a person's age, sex, sexual orientation, marital status, religious or political beliefs, national origin, ancestry, disability or any characteristic protected by federal law.

The school has the right to have access to and disclose at its discretion all information generated or created on, retrieved from, stored on, sent or received on, or otherwise communication in any manner over student-owned, or school-owned Communications Technology operated at school or at any school-sponsored activity.

### **Internet Activities**

For the protection of our students, teachers and officials, and for reasons related to school safety and school reputation, we expect our students to demonstrate responsible social behavior and to conduct themselves as good citizens when using the Internet, whether on or off campus. As a result, if we become aware that a Seton student has posted or displayed information on the Internet or on any social networking site or other website (i.e. Facebook, Twitter, You Tube, etc) that involves inappropriate behavior including, but not limited to the use, possession, or distribution of drugs/alcohol, sexual behavior, harassment/hazing/bullying, illegal activities, inappropriate behavior or promoting violence, we will investigate that activity, and that student may be subject to appropriate school disciplinary procedures, up to and including dismissal.

Students are also prohibited from posting any materials on the Internet, on any social networking site, or any other website, and are prohibited from sending information via electronic transmission that is associated or linked to Seton Catholic Preparatory, its students, faculty or staff without prior written consent from school administration. This may include but is not limited to pictures and videos of Seton students, teachers or officials that are taken on campus or at Seton-sponsored events. Any violation of this policy will be subject to appropriate school disciplinary procedures, up to and including dismissal.



## **GUIDANCE COUNSELING**

The guidance counseling center, located in the northwest corner of the school library building, provides offices for the Director of Guidance Counseling and three additional counselors. The counselors see each student throughout the year, go over standardized test scores, and discuss college opportunities and application procedures and career planning. The counselors also help with student emotional needs and recommend special services when necessary. Guidance Counseling Contacts:

Leah Kochis	Freshman Counselor
Nan Hillebrand	Grades 10-12, Last Name A-F
Jerry Mullin	Grades 10 – 12, Last Name G-M
Pam Hollerbach	Grades 10-12, Last Name N-Z

### **Confidentiality**

With certain exceptions, any and all information regarding your child's and family's guidance at Seton Catholic Preparatory is kept strictly confidential. Any information regarding illegal or risky behavior, the use, possession or distribution of drugs/alcohol, or any behavior that places a student in harm's way becomes known, that information will be shared with parent/guardian of the student. Under certain circumstances, we may be required or allowed to reveal information obtained in guidance sessions, on a need to know basis, without parent's prior consent. Confidentiality cannot be guaranteed under the following circumstances: threats of suicide or serious physical harm to self or others; court order to release records or other information about your child's school guidance, including test results, evaluations, attendance and progress; referral to another professional, e.g., for the purpose of testing and evaluation, consultation with or supervision by another counseling professional; any behavior or situation where disclosure of information is required by applicable law (i.e. abuse, bullying, sexting, child pornography, use of illegal substance). If informing parents is likely to endanger a student, counselors/teachers may withhold that information from parents, but only with the approval of the Principal, law enforcement, or mandatory reporting agency.

### **Testing**

Seton Catholic Preparatory administers standardized college readiness assessment in order to measure each student's academic growth, evaluate the school's academic programs and offer valuable practice in college entrance standardized testing. Freshmen, sophomores, and juniors take the PSAT in October and juniors take the ACT during a regular school day in April. Standardized tests dates can be found in the school calendar. Juniors and seniors can find the 2017 – 2018 SAT and ACT dates at the below websites: <http://sat.collegeboard.com/home> and <http://actstudent.org/regist/dates.html>.

### **Student Assistance Program (SAP)**

Seton Catholic Preparatory's Student Assistance Program is designed to identify and address students' problems that manifest themselves in school; problems that interfere with learning and/or are harmful to self or others. This comprehensive Student Assistance Program (SAP) is designed to impact the entire school community: classroom and co-curricular activities, as well as students, staff, and parents.

Seton Catholic Preparatory's SAP is a structured, organized program designed to identify and address students who might be troubled by physical, chemical, emotional, spiritual, sexual, familial and/or educational problems. The goals of the SAP are:

- to identify students in need
- to intervene on their behalf at the earliest stages of dysfunctional behavior
- to work cooperatively with parents and outside agencies to help facilitate appropriate resolutions

The SAP is available to all students. Students are encouraged to seek assistance in determining if unsatisfactory performances within the school community are a result of personal, familial or social problems. Referrals to the program may be made by parents, faculty, counselors, students or anyone who has a concern about a student. Referral forms are available in the front office, the guidance counseling office and on the school website through the Dean's office.

## ATTENDANCE

Class attendance and punctuality are vital to a student's academic success. If a student arrives on campus prior to the first bell of the day, they are considered present for the school day and should not leave school property until they check out in the front office. Although absence is sometimes unavoidable, students who are absent or tardy miss what is taught. Making up assignments, while necessary, is not a substitute for attendance.

### Classroom Attendance Policy

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

### Reporting Absences

It is of paramount importance that we know where students are if absent. Therefore, on the day of absence, parents/guardians are to call the school at 480-963-1900 between 7:15 and 8:15 in the morning. Messages may be left on the school's voice-messaging system any time prior to 8:00 a.m. On the day the student returns from an absence and before reporting to class, he/she is to present a note in the front office from a parent or guardian explaining the absence. Failure to present such a note will result in a detention. A **phone call and a note** must verify all absences. Parents/Guardians who will be out of town while school is in session should give the school office the name and phone number of the adult who will be responsible for their sons or daughters in their absence.

### Planned Absences

Extended absences are strongly discouraged and students are reminded that any absence from school, except for school sponsored activities, will be counted in determining the loss of credit. Planned absences must have a signed note from a parent or guardian before the absence occurs. Students are required to work with their teachers ahead of time in an attempt to keep up with their work.

### Excessive Absences

The State of Arizona Revised Statutes regarding excessive absences is follows:

A.R.S. 15-803. School attendance; exemptions; definitions

B. A child who...has excessive absences...may be considered excessive when the number of absent days exceeds ten per cent of the number of required attendance days prescribed in section 15-802, subsection B, paragraph 1.

Students absent for **ten consecutive days** are automatically dropped from the school rolls. Parents of students wishing to return to the school after this ten-day period must make an appointment with the Principal, who will then decide on readmission. All elements of the school's readmission policy, as well as any other stipulations, will be enforced at the Principal's discretion.

Severe illness or injury, necessary major surgery, and other health-related conditions may constitute exceptions to this policy, but the school must be notified of these conditions as soon as they become known. In such cases, the policy regarding these extended absences will be in effect. Delay in notifying the school may result in the automatic dropping from school rolls.

### Excessive Academic Course (Class Period) Absences

Cumulative absences of more than **ten class periods** for a **single academic course** in a semester, excused or unexcused, may result in a grade reduction or the loss of credit for that course. Chronic illness or an emergency situation causing excessive absences will be dealt with on an individual basis through the office of the Dean of Students. Students must make up all tests, quizzes, assignments and time before credit is given.

*NOTE: Absences due to school-sponsored activities or meetings with a counselor or staff member are not counted in this loss or reduction of credit policy, but may be taken into account when considering the ability of the student to successfully complete the program of study. Students who have missed a considerable number of classes are discouraged from attending school activities that will cause additional absences.*

**Truancy** – Truancy can be defined as not being present at school or in class without permission. If a parent/guardian fails to report a student absent from school and the student does not bring a note to the attendance office the day they return to school, that student is considered truant. Students who leave the school campus without properly signing out in the front office or are not in their assigned classroom are also considered truant. Students who are truant from school will be responsible for serving a Friday detention.

### **Tardiness**

A student arriving late to a class disrupts the education of every member of the class. Tardiness is seldom excusable. Regular class tardies are at the discretion of the teacher and may result in a detention. A full class absence is recorded if a student misses more than half of the class. Excessive tardiness is considered a disciplinary matter and may result in probation, suspension and/or an interview with the Discipline Board.

### **Late To School**

A student arriving on campus after the start of the first class (no matter what the reason – excused or unexcused), is considered late to school (LTS). Students will not be allowed to make up missed work due to an unexcused LTS. Once a student accumulates seven (7) LTS's per semester (no matter what the reason – excused or unexcused), they will be placed on attendance probation. Additional incidents of being late to school after probation has started will result in additional detentions, suspension and/or an interview with the Discipline Board.

### **Early Dismissals**

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

### **Illness**

If a student is absent from school due to an illness, they should not return to school as long as they are capable of infecting others. No student whose illness resulted in a fever or other symptoms of a contagious infection should return to school until the fever or other symptoms have subsided for a minimum of 24 hours unless they have a note from a doctor stating they are no longer contagious.

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

### **Eligibility for Activities and Sports**

Students who are absent from school for more than four periods on Monday – Wednesday and for more than two periods on Thursday and Friday may not participate in games, practices, rehearsals, meetings or other activities and may not attend games, dances, or other school-sponsored events on the day of the absence, unless approved by an administrator. Eligibility on days with a “special schedule” will be handled on an individual basis.

### **Obtaining Class Work**

Students who are absent for an extended period of time are advised to consult Canvas for assignments and contact their classmates and teachers.

## DISCIPLINE

### SETON CATHOLIC PREPARATORY CODE OF CONDUCT

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

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

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

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

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

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

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

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

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

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

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

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

### **Arizona Statutes Requiring the Contact of Law Enforcement**

Arizona law requires school officials to contact law enforcement for the situations listed below. The statutes are paraphrased here, and the complete texts should be read. Complete texts can be found at [www.azleg.state.az.us/ArizonaRevisedStatutes.asp](http://www.azleg.state.az.us/ArizonaRevisedStatutes.asp).

#### 1. **Serious Crimes and Threats**

**A.R.S. 15-341(A)(31)** requires school districts to report to local law enforcement agencies the following:

(A) any suspected crime against a person or property that is a serious offense as defined by ARS 13-706(F)(1):

- First degree murder, second degree murder, and manslaughter
- Aggravated assault resulting in serious physical injury[1] or involving the discharge, use or threatening exhibition of a deadly weapon[2] or dangerous instrument[3]
- Any dangerous crime against children as defined by ARS 13-604.01 (M):
- Sexual assault/ Sexual abuse/ Sexual conduct with a minor
- Molestation of a child
- Commercial sexual exploitation of a minor
- Sexual exploitation of a minor
- Child abuse as prescribed in ARS 13-3623 (A)(1)
- Kidnapping
- Child prostitution
- Involving or using minors in drug offenses
- Continuous sexual abuse of a child
- Attempted first degree murder
- Arson of an occupied structure
- Armed robbery
- Burglary in the first degree
- Kidnapping
- Sexual conduct with a minor under fifteen years of age

(B) any suspected crime against a person or property that involves a deadly weapon or dangerous instrument or serious physical injury; and

(C) any conduct that poses a threat of death or serious physical injury to employees, students or anyone on the property of the school.

## 2. **Deadly Weapon Possession**

**ARS 15-515** requires school officials to report to local law enforcement officials any violation of **ARS 13-3102 (A) (12)** (Possessing a deadly weapon on school grounds) or A.R.S. 13-3111 (a minor in possession of a firearm [4]).

## 3. **Possession of Illegal Drugs**

**ARS 13-3411(F)** requires school officials to report the possession, use, sale or transfer of marijuana, peyote, prescription drugs, dangerous drugs or narcotic drugs or manufacture of dangerous drugs in a drug free school zone to local law enforcement.

## 4. **Child Abuse/Neglect**

**A.R.S. 13-3620** requires school personnel who reasonably believe that a minor is or has been a victim of physical injury, abuse, child abuse, a reportable offense[5] or neglect that appears to have been inflicted by other than accidental means or that is not explained by the available medical history... to immediately report such allegations or cause reports to be made to a peace officer or to Child Protective Services (CPS), except if the report concerns a person who does not have care custody or control of the minor, the report shall be made to a peace officer. A reportable offense means: any offense listed in Chapters 14 and 35.1 of this title or section **13-3506.01**; surreptitious photographing, videotaping, filming or digitally recording of a minor pursuant to section **13-3019**; child prostitution pursuant to section **13-3212**; and incest pursuant to section **13-3608**.

*Referenced from the Arizona Department of Education*

## **Campus Behavior Expectations**

Seton Catholic's mission is founded upon the principles of Gospel values and Catholic Church teachings. This presumes a respect for the authority of the school and a willingness to learn, grow and become young men and women of moral character and values. Participation in the following behaviors will result in disciplinary action.

### 1) **Healthy Environment---Productive Personal Environment**

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

- Not having appropriate equipment and materials
- Sleeping

- Being off task/Studying materials for other classes
- Failing to turn in homework/failing to complete assignments
- Failing to dress out for PE

## 2) Productive Classroom Environment

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

- Failing to follow a request of the teacher
- Talking out or engaging in horseplay
- Disturbing another student in any way
- Being out of seat without permission
- Showing disrespect/defiance
- Using equipment/supplies improperly
- Text messaging or using electronic devices during class
- Taking pictures or video of teachers or students during class

## 3) Orderly Environment

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

- Behaving in a disruptive manner on campus, at a school function or off campus.
- Being unexcused for absence/tardiness/skipping/truancy
- Being out of class without a pass
- Gambling
- Using a motor vehicle inappropriately
- Soliciting, selling, or attempting to sell unauthorized items
- Possessing inappropriate literature, photographs, etc.
- Destroying or defacing property
- Displaying inappropriate affection
- Violating the dress/grooming code
- Inappropriate or foul language
- Littering
- Talking during a fire drill
- Providing false or misleading information to any member of the Seton community (This includes withholding information or omitting the truth.)
- Using an electronic device during the school day
- Taking pictures or video of teachers, students or staff on school property
- Sending inappropriate electronic text messages, e-mails, pictures, videos or voice messages
- Posting inappropriate, harassing or concerning information on any form of social media

## 4) Productive Spiritual Environment

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

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

## 5) Safe Environment

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

- Possession or use of a weapon, or any object perceived to inflict harm (Including, but not limited to, toy guns, BB guns, air soft guns, paintball guns, pepper spray, knives of any kind, etc.)
- Assault, Battery, or Threatening Behavior - required withdrawal probable
- Possessing drugs/alcohol for sale or use - required withdrawal probable

- Committing arson- required withdrawal probable
- Possessing an explosive device- required withdrawal probable
- Stealing
- Fighting
- Hazing
- Showing blatant disrespect to an adult or student
- Harassing - verbal/visual/physical/sexual harassment
- Bullying / Cyber Bullying
- Defying legitimate authority
- Being under the influence of drugs/alcohol/tobacco
- Positive drug/alcohol test/tobacco test
- Possessing, using, or selling of tobacco, drugs, alcohol, or any illegal substance or devices
- Promoting/participating in gang activities
- Filing a false emergency report
- Violating a contract or probation
- Posting of electronic pictures, videos or information about student, faculty, staff or any member of the Seton community without prior permission from school administration, faculty, staff member, or student
- Sending inappropriate text messages, pictures, or voice messages

### **Crimes and Threatening Behavior**

Any suspected crime against a person or property that is a serious offense or that involves a deadly weapon or dangerous instrument or serious physical injury and any conduct that poses a threat of death or serious physical injury to students, faculty/staff, or anyone on campus must be reported to local law enforcement. (A.R.S. 15-341) (A) (33)

A death threat, a threat of violence, or any kind of threat, or any words which can be perceived as a threat, whether spoken or written or made in jest, anger, or frustration, to a student, faculty/staff member or anyone on campus will be dealt with as a serious offense. A student, faculty/staff member or anyone on campus is required to report immediately any threat, of any kind, to the Principal, Assistant Principal or Dean of Students. The use of the word "kill" as a threat, verbal or in writing will be reported to local law enforcement immediately.

Seton Catholic Preparatory's response to any kind of crime against a person or property and/or a written, verbal, or non-verbal threat of a Seton student, faculty/staff or anyone on campus is as follows:

- Local Law Enforcement contacted
- Parents of the student making the threat are contacted
- Parents of the alleged victim(s) are contacted
- School-wide parental communication is sent via e-mail if deemed necessary
- Student is immediately suspended pending a disciplinary hearing if warranted
- A Discipline Review Board hearing is conducted

Seton Catholic Preparatory will cooperate with local law enforcement in the investigation of any incident reported.

### **Drug/Alcohol Testing**

At any time while on campus or at a school-sponsored function, the administration, with reasonable suspicion, may request that parents have a student drug tested with a urinalysis and a hair-follicle test at the parents'/student's financial expense. The administration may require that parents have a student drug tested at any time. If a drug test is required by Seton Catholic Preparatory, the drug test *must be performed the same day that it is requested.*

- The student will be considered absent but excused on the day the test is required.
- The student may return to school at the directive of the Dean of Students.
- If the student does not take the test on the day that it was required, the student will be suspended pending test results and a hearing before the disciplinary board.

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

## **Harassment/Bullying/Hazing**

The Diocese of Phoenix affirms the dignity of every man, woman and child, and is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to work or learn in an atmosphere that is free from discriminatory practices.

### **Harassment**

- I. HARASSMENT POLICY: (Policies 3.1.3.26 and 3.1.4.30, DIOCESAN HANDBOOK OF POLICIES, PROCEDURES AND NORMS FOR CATHOLIC SCHOOLS THE DIOCESE STRONGLY OPPOSES AND PROHIBITS ALL FORMS OF HARASSMENT. ANY VIOLATIONS OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OR REQUIRED WITHDRAWAL.**
  - a. It is the policy of the educational programs of the Diocese to maintain a learning and working environment that is free from any type of harassment (as defined in Section 2 below). The educational programs of the Diocese shall take reasonable steps to ensure that no employee, volunteer or student associated with these programs is subjected to any type of harassment.
  - b. It shall be a violation of this policy for any person to harass an employee, staff member, volunteer, parent, or student. Harassment may also constitute unjust discrimination and, as such, may violate civil law.
  - c. Each administrator shall be responsible for promoting understanding and acceptance of, and assuring compliance with, local state and federal laws and diocesan policy and procedures governing harassment within his or her educational program or office.
  - d. Prevention is the best tool for the elimination of harassment. The Catholic Schools Office recommends an educational program at each school so that the school may take reasonable steps to maintain an environment free of harassment.
- 2. DEFINITION OF HARASSMENT**
  - a. "Harassment" is threatening, intimidating, or hostile conduct toward an individual because of his/her race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability, or that of his/her relatives, friends, or associates, which conduct:
    - i. has the purpose or effect of creating an intimidating, hostile, or offensive environment;
    - ii. has the purpose or effect of unreasonably interfering with an individual's performance; and/or
    - iii. otherwise adversely affects an individual's opportunities.
  - b. Conduct that constitutes harassment may include, but is not limited to, the following:
    - i. epithets, slurs, negative stereotyping, stalking, unwanted physical conduct, or other threatening, intimidating, or hostile acts based upon race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability;
    - ii. threatening, intimidating, or hostile commentary or graphic material based on race, color, age, religion, sex, marital or veteran status, sexual orientation, national origin, ancestry, or disability that is circulated within or placed on walls, bulletin boards, or elsewhere on premises where the educational program operates, or by the use of social media or means of electronic communications.
  - c. Sexual harassment is a form of harassment and is prohibited by this policy. Sexual harassment includes, but not limited to, unwelcome sexual advances, requests for sexual conduct and other verbal, visual, or physical conduct of a sexual nature which meets any one of the following criteria:
    - i. Submission to, or rejection of, the conduct is the basis for any decision affecting services, honors, programs or other available activities or benefits of the Diocese or school;
    - ii. The conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating an intimidating, hostile, or offensive environment.
  - d. Conduct that constitutes sexual harassment may include, but is not limited to, the following
    - i. Verbal: Sexually demeaning comments, sexual statements, questions, slurs, jokes, anecdotes, or epithets;
    - ii. Written: Suggestive or obscene letters, notes, e-mails, or invitations;
    - iii. Physical: Sexual assault, touching, impeding or blocking movement;
    - iv. Visual: Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters.
- 3. PROCEDURES**
  - a. Any person who alleges harassment by an employee, volunteer, or student shall file a complaint in writing by providing a completed "Bullying/Harassment/Hazing Prevention and Intervention Incident Form" (See Appendix A.6) directly to his or her teacher, immediate supervisor, or Principal/Preschool Director. The complaint shall describe the perceived violation, name the perpetrator, identify any potential witnesses to the incident, and provide such information as requested.



- b. Allegations of harassment against an employee or volunteer shall be addressed in accordance with the Human Resources Policies and Procedures of the Diocese of Phoenix.
- c. Allegations of harassment reported in accordance with this policy are taken seriously and will be appropriately investigated in a timely and professional manner.
- d. The educational programs of the Diocese prohibit and will not tolerate retaliation against an individual for making a good faith complaint of harassment, or for cooperating with the investigation of such a complaint.
- e. Anonymous reports or complaints generally will not be accepted or investigated due to concerns about reliability and the inability to effectively, thoroughly and impartially investigate.
- f. Information will be treated with discretion and with due regard for confidentiality, both of the complainant and of the accused, with the understanding that information will be disclosed as necessary or appropriate to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- g. The standard for determining whether conduct constitutes a violation of this policy shall be made by the school administration in its reasonable judgment, based upon whether a reasonable student or person in the same or similar circumstances would find the conduct intimidating, hostile, or abusive. The "reasonable person" standard includes consideration of the perspective of persons of the alleged victim's race, color, religion, sex, national origin, age, or disability. It is not necessary to make a showing that the victim was psychologically harmed.
- h. As religious organizations called to teach the Catholic faith and carry out the mission of the Church, the Diocese of Phoenix and the Catholic schools have the right and responsibility to teach Catholic beliefs and practices in accord with the teachings and laws of the Catholic Church. Under no circumstances shall such teaching of Catholic beliefs be deemed to constitute harassment, or otherwise be deemed to violate civil law or any policies of the Diocese of Phoenix.

#### **4. SANCTIONS**

- a. A substantiated charge against an employee or volunteer shall subject such employee or volunteer to disciplinary action, up to and including discharge.
- b. A substantiated charge against a student in one of the schools in the diocese shall subject that student to disciplinary action, which may include suspension or required withdrawal, consistent with the student discipline code.
- c. The determination regarding appropriate disciplinary action shall be made by the school administration in its reasonable judgment, based upon the severity or pervasiveness of the conduct, the harm to the victim, and such other factors as the school administration deems relevant or appropriate in its reasonable discretion.

#### **Bullying**

##### **1. BULLYING POLICY: (Policy 3.1.4.30, DIOCESAN HANDBOOK OF POLICIES, PROCEDURES AND NORMS FOR CATHOLIC SCHOOLS) THE DIOCESE STRONGLY OPPOSES AND PROHIBITS ALL FORMS OF BULLYING. ANY VIOLATIONS OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OR REQUIRED WITHDRAWAL.**

- a. It is the policy of the educational programs of the Diocese to maintain a learning environment that is free from any type of bullying (as defined in Section 2 below). The educational programs of the Diocese shall take reasonable steps to ensure that no student associated with these programs is subjected to any type of bullying.
- b. It shall be a violation of this policy for any student to commit an act of bullying against another student.

##### **2. DEFINITION OF BULLYING:**

- a. "Bullying" is any aggressive and unwanted behavior by a student or group of students that:
  - a. is intended to harm, intimidate, or humiliate the victim;
  - b. involves a real or perceived power imbalance between aggressor and victim; and
  - c. is repeated over time, or causes severe emotional trauma.
- b. "Bullying" includes cyberbullying.
- c. "Bullying" does not include ordinary teasing, horseplay, argument, or peer conflict.

##### **3. PROCEDURES**

- a. Any person who alleges bullying by a student shall file a written complaint by providing a completed "Bullying/Harassment/Hazing Prevention and Intervention Incident Form" (See Appendix A.6) directly to his or her teacher, immediate supervisor, or Principal/Preschool Director. The complaint shall describe the perceived violation, name the perpetrator, identify any potential witnesses to the incident, and provide such other information as requested.

- b. Allegations of bullying reported in accordance with this policy are taken seriously and will be appropriately investigated in a timely and professional manner.
- c. The educational programs of the Diocese prohibit and will not tolerate retaliation against an individual for making a good faith complaint of bullying, or for cooperating with the investigation of such a complaint.
- d. Anonymous reports or complaints generally will not be accepted or investigated due to concerns about reliability and the inability to effectively, thoroughly and impartially investigate.
- e. Information will be treated with discretion and with due regard for confidentiality, both of the complainant and of the accused, with the understanding that information will be disclosed as necessary or appropriate to investigate allegations of misconduct and to take corrective action when this conduct has occurred.
- f. The standard for determining whether conduct constitutes a violation of this policy shall be made by the school administration in its reasonable judgment. It is not necessary to make a showing that the victim was psychologically harmed.

#### **4. SANCTIONS**

- a. A substantiated charge against a student in one of the schools in the diocese shall subject that student to disciplinary action, which may include suspension or required withdrawal, consistent with the student discipline code.
- b. The determination regarding appropriate disciplinary action shall be made by the school administration in its reasonable judgment, based upon the severity or pervasiveness of the conduct, the harm to the victim, and such other factors as the school administration deems relevant or appropriate in its reasonable discretion.

#### **Hazing**

##### **1. HAZING POLICY: (Policy 3.1.4.30, DIOCESAN HANDBOOK OF POLICIES, PROCEDURES AND NORMS FOR CATHOLIC SCHOOLS) THE DIOCESE STRONGLY OPPOSES AND PROHIBITS ALL FORMS OF HAZING. ANY VIOLATIONS OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY ACTION, UP TO AND INCLUDING TERMINATION OR REQUIRED WITHDRAWAL.**

- a. It is the policy of the educational programs of the Diocese to maintain a learning environment that is free from hazing (as defined in Section 2 below). The educational programs of the Diocese shall take reasonable steps to ensure that no student associated with these programs is subjected to any type of hazing.
- b. It shall be a violation of this policy for any student to commit an act of hazing against another student.

##### **2. DEFINITION OF HAZING:**

Hazing is defined as any intentional, knowing or reckless act committed by a student, whether individually or in concert with other persons, against another student or students, and in which both of the following apply:

- a. The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with an educational institution; and
- b. The act creates or contributes to a substantial risk of potential physical injury, mental harm or degradation, or actually causes physical injury, mental harm or personal degradation.

##### **3. PROCEDURES**

- a. Any person who alleges hazing by student shall file a complaint in writing by providing a completed "Bullying/Harassment/Hazing Prevention and Intervention Incident Form" (See Appendix A.6) directly to his or her teacher, immediate supervisor, or Principal/Preschool Director. The complaint shall describe the perceived violation, name the perpetrator, identify any potential witnesses 7)W incident, and provide such information as set forth in such form.
- b. Allegations of hazing reported in accordance with this policy are taken seriously and will be appropriately investigated in a timely and professional manner.
- c. The educational programs of the Diocese prohibit and will not tolerate retaliation against an individual for making a good faith complaint of hazing, or for cooperating with the investigation of such a complaint.
- d. Anonymous reports or complaints generally will not be accepted or investigated due to concerns about reliability and the inability to effectively, thoroughly and impartially investigate.
- e. Information will be treated with discretion and with due regard for confidentiality, both of the complainant and of the accused, with the understanding that information will be disclosed as necessary or appropriate to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

- f. The standard for determining whether conduct constitutes a violation of this policy shall be made by the school administration in its reasonable judgment. It is not necessary to make a showing that the victim was psychologically harmed.

#### **4. SANCTIONS**

- a. A substantiated charge against a student in one of the schools in the diocese shall subject that student to disciplinary action, which may include suspension or required withdrawal, consistent with the student discipline code.
- b. The determination regarding appropriate disciplinary action shall be made by the school administration in its reasonable judgment, based upon the severity or pervasiveness of the conduct, the harm to the victim, and such other factors as the school administration deems relevant or appropriate in its reasonable discretion.

#### **On and Off Campus Activities**

At Seton Catholic Preparatory, we expect our students to demonstrate responsible social behavior on and off campus and we expect them to conduct themselves as good citizens in our local communities in accordance with the law, our Code of Conduct, and Catholic teaching. While we cannot police every violation that occurs off campus, and while Seton will not be held legally responsible or financially liable for the behavior of our students off campus, the school's Code of Conduct **will remain in effect at all times**, when school is in session and when school is not in session, and students and student groups are expected to conduct themselves as representatives of the Seton community at all times, whether on or off campus, and whether they are in uniform or not.

Generally, our Code of Conduct prohibits misconduct on school premises, at school-sponsored events and activities off-campus, and at any location where a student is engaged in an official school activity or in any activity that is sponsored by Seton, chaperoned by Seton officials, or in any way connected to Seton (such as a field trip, athletic contest, club activity, dance, etc.). In addition to that, however, we reserve the right to review any occurrence of student behavior off-campus, even if that behavior does not occur in or is not related to a school activity, and we reserve the right to discipline that student, if the behavior violates our Code of Conduct and if it directly impacts the school or has or may have a negative effect upon the school's reputation.

As such, any off-campus violation(s) by a Seton student of a criminal law or the Code of Conduct that brings the school into disrepute, that adversely affects the school's educational mission, objectives, and/or interests of the Seton community, or that seriously affects the ability of our school to continue its normal activities, will be subject to review and discipline. Seton students are subject to all city, state and federal laws and shall be accountable to our courts for any violations of such laws. If we become aware of a charge alleging that a Seton student has violated, while on or off campus, a city, state or federal law, we may institute a school investigation into that conduct, and that student may be subject to disciplinary proceedings, without regard to the penalty of any civil or criminal litigation, and regardless of whether any criminal arrest or prosecution has taken place. Upon receipt of a complaint alleging off-campus student misconduct, the Principal and/or Dean of Students will, in their sole discretion, review the allegations to determine the appropriate course of action.

#### **Reasonable Contact**

The school administration is committed to maintaining a safe environment for all students and staff. In order to maintain the good order, safety and the welfare of the school community, situations may arise in which school administration or staff may restrain, redirect, escort or otherwise use such physical contact as is reasonable and appropriate under the circumstances to prevent a student from doing, or continuing to do, any of the following:

- a. committing a criminal offense;
- b. causing personal injury to, or damage to the property of, any person (including the student him/herself);
- c. significantly disrupting the maintenance of good order and discipline at the school or any school function, despite receiving reasonable instruction to cease such behavior;
- d. not following the direction of a school staff member.

#### **Respect**

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

Students are to address the members of the faculty with their proper titles when speaking to or of them: Father..., Sister..., Coach ..., Mr. ..., Mrs. ...Ms.... Students listen attentively during classes. Talking or doing unrelated assignments in class is unacceptable.

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

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

Stealing is prohibited. This includes tampering with another student's personal property as well as school property. Students should check in valuables with the coach or teacher during Physical Education class. Any student who enters the locker rooms during PE class without permission may be suspected of stealing. "Found" articles should be immediately taken to the main office to be placed in lost and found.

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

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

## **EXPLANATION OF CONSEQUENCES FOR VIOLATIONS OF THE CODE OF CONDUCT**

### **Detention**

Detentions are held two days each week. The faculty or staff member assigning detention will ordinarily give the student a detention slip. Students who receive a detention are expected to serve that detention on the next scheduled day; a staff member may require a student to serve a detention with him/herself. Students, not parents, are to contact the Dean of Students prior to the scheduled detention if there is a valid need to reschedule. Participation in athletic practices is not an acceptable reason for missing detention. Athletic contest participation is at the discretion of the Dean of Students. Failure to attend a scheduled detention will result in a more serious consequence. Students must remain in uniform attire during detention.

### **Accumulation of Detentions**

Students are not expected to accumulate a large number of detentions within a semester. Students are expected to learn from detentions, as they are considered more serious than a verbal reprimand. Repeated detentions for the same offense, e.g. shirt un-tucked, chewing gum, etc. will result in disciplinary probation. More serious offenses, i.e., disrespect, class disruption, etc., may result in more serious disciplinary action. The detention history of a student remains with them as long as they are a student at Seton Catholic Preparatory.

### **Friday Afternoon Detention**

Friday afternoon detentions will involve manual labor in service to the school. Unless told otherwise, Friday detention takes place after school on Friday and lasts approximately **60 minutes**. Friday afternoon detentions should be taken seriously and are given for more serious offenses, repeated offenses, or missed detentions.

## **Reprimand**

The Dean of Students or Principal will place students on reprimand who have committed any infraction of such a serious nature that their conduct shows a need for closer surveillance. The terms of reprimand are specific to the individual. Reprimand will normally be a minimum of one full semester and a maximum of two full semesters. While on reprimand, students must prove, by their conduct, a willingness to follow school rules and the objectives of the discipline code. Once a student has completed the reprimand, he/she must demonstrate a change of behavior. If a student does not demonstrate a change in behavior after being on reprimand, he/she may be asked to interview with the Discipline Board.

## **Suspension**

Depending on the nature and seriousness of the offense, a student may be placed on suspension by the Dean of Students, Principal, or their designee. Students are responsible for assignments given by their teachers to stay abreast of class work.

## **Discipline Review Board**

The Discipline Review Board is comprised of three faculty members and a mentor teacher whom the student chooses to speak on his/her behalf. When convened, the Board meets with the student, the parents/guardians, and the Dean of Students. The Discipline Review Board meets when a student has been charged with a major offense or when the student's behavior warrants. The Discipline Review Board meeting shall proceed as follows:

- a. The Dean will present the situation from information gathered
- b. The members of the Board will comment
- c. The student will be given an opportunity to speak
- d. The parents/guardians will be given an opportunity to add testimony
- e. The mentor teacher will be given an opportunity to add testimony
- f. Opportunity for additional questions or comments by Board members will be given
- g. The Board will meet in private for deliberation
- h. The Board's recommendation will be made known to the Principal.  
The Principal will inform the parents/guardians, Discipline Review Board, Dean of Students, other appropriate faculty and the student of the decision.
- i. The Principal reserves the right to modify the procedures outlined above if he/she feels the situation warrants a change. Circumstances that may warrant a change may include, but not limited to, the safety and well-being of the student body, the school or local community, timing of the incident or hearing, or any other reason deemed necessary by the Principal.

## **Required Withdrawal**

Students who commit major infractions, fail to comply with probationary requirements or show a consistent disregard for Seton Catholic Preparatory rules can be asked to withdraw from the student body of Seton Catholic Preparatory. Such students will be called, along with their parents or guardians and teacher advocates, before the Discipline Review Board, who will review each case and suggest measures to be implemented by the Principal. Students do not normally appear before the Discipline Review Board if they are asked to withdraw due to the violation of probationary terms set as a result of an earlier Board hearing. The Principal has the right to require a student to withdraw as he/she deems necessary.

## **Appeal of Required Withdrawal of a Student**

If a student is required to withdraw from Seton Catholic Preparatory, the student (if 18 years or older), or the parent or legal guardian of the student may appeal the Principal's decision to the Superintendent of Schools after meeting with the Principal about the decision to withdraw.

### **Appeal Process**

1. When a parent or student wishes to appeal the decision of the school Principal, the person must submit the appeal in writing to the Superintendent of Schools. The written appeal must contain the following information:
  - a. The subject of the appeal.
  - b. Any factual data relevant to the appeal.
  - c. Site the specific policy(ies) alleged to have been violated.
  - d. The efforts that have been made to resolve the issue.
  - e. Date(s) of meeting with school Principal regarding the decision.
2. Principal's decision must be appealed within 10 working days of the communication of that decision to the aggrieved party.

3. It shall be within the sole discretion of the Superintendent of Schools to determine whether to review the decision.
4. The Superintendent of Schools may, in his or her sole discretion, designate another person to hear the appeal and to render a decision on the Superintendent of School's behalf. The Superintendent of Schools (or his or her designee) will review the situation to determine whether the school's actions were consistent with policies and procedures. The final decision will be based on these findings.
5. The decision of the Superintendent of Schools, or designee, shall be final and binding upon the parties, and shall conclude the appeal process. There shall be no further right of appeal.

#### **Discretion of Administration**

Notwithstanding anything in these policies to the contrary, the Principal has the authority to make decisions and impose consequences that are in the best interest of the school and community it serves.

#### **UNIFORM POLICY**

Unless advanced notice is given, the school uniform is to be worn on all school days. Special dress or non-uniform days will be announced in advance.

Seton Catholic Preparatory establishes a uniform policy for the following reasons:

- To maintain a proper academic environment within the community.
- To eliminate superficial competition in dress among students and support the dignity of the individual based on character rather than on appearance.
- To promote good grooming habits and neatness.

Each student's dress and personal appearance should not disrupt or distract the educational environment of the school community.

Seton Catholic Preparatory reserves the right to insist that the dress and grooming of students are within the limits of generally accepted good taste (i.e. modest and conservative) at all school functions and at all school-sponsored events.

Students are to arrive and leave school in proper uniform. Non-approved clothing items may be retrieved after school from the Dean's office. If there is doubt as to the appropriateness of some attire, it should not be worn until it has been approved by an administrator. Any hair style, mode of dress, or ornamentation that is outlandish, inappropriate, or gang-related is prohibited.

Uniform shirts, pants, shorts, skirts sweaters and sweatshirts may be purchased from Educational Outfitters ONLY. For questions please call 480-429-5136 or [www.educationaloutfitters.com](http://www.educationaloutfitters.com). Uniforms may not be torn, frayed, cut or clothing tags visible.

On Friday Spirit Days students have the option of wearing a t-shirt or sweatshirt from a Seton Catholic organization, sport or function purchased through a Seton organization or Spirit Shop. Shirts made at home, by a parent, or purchased at an athletic tournament are not approved spirit shirts. Regular uniform shorts, skirts and pants apply.

A PE uniform, purchased from Educational Outfitters, must be worn by students enrolled in PE classes.

#### **BOYS' UNIFORM POLICY**

**HAIR:** Hair is to be neat and well-groomed at all times. It must be cut no longer than mid-ear, to the top of the eyebrows, and must be above the top of the shirt collar. Bleached, dyed or highlighted hair, mohawks, dramatic hair styles (excessively spiked, shaved patterns, long on the top, man buns, etc.), headbands and other hair accessories are NOT permitted. Sideburns should be trimmed even to the middle of the ear.

**FACIAL HAIR:** Students must be clean-shaven at all times.

**HATS:** Hats and stocking caps may be worn to and from school but not during school hours. Hats worn at school functions must be in good taste and should be removed when indoors with the exception of sporting events.

**TATTOOS:** Must be completely covered and out of sight at all times during the school day and during school-sponsored activities. Students are not allowed to write or draw on themselves or others.

**JEWELRY:** No earrings, gauges, brandings, or other body piercing (brow, tongue, nose, etc.) are allowed and must be removed during the school day, on campus, and at any school sponsored activity. Covering piercings is not acceptable.

**SHORTS:** Uniform shorts must be purchased from Educational Outfitters in the colors of navy blue twill and khaki. The “Educational Outfitters” tag must be visible. Shorts must be worn at the natural waist, must come to the knee, not oversized, baggy, or too tight.

**SHIRTS:** Collared uniform shirts (polo or oxford) in red or white must be worn at all times and must be purchased from Educational Outfitters. All uniform shirts must be completely tucked in at all times during the school day. Solid white shirt may be worn under the school uniform shirt; however, the t-shirt may not contain any writing or pictures. Solid red shirts may be worn under red polo shirts.

**TIES:** A red and gold Seton uniform tie may be worn with any solid white button down dress shirt as a uniform shirt option.

**OUTERWEAR:** Only Seton Catholic Preparatory approved outerwear (jackets, sweatshirts and sweaters) may be worn once a student arrives for the school day. Approved outerwear are in the colors of **Red, Gold, White or Heather Gray** purchased through Educational Outfitters, the Seton Spirit Shop, or any club, organization, or athletic team with the Seton name and/or approved logo or seal. Outerwear created by a parent, student, or outside organization (including AIA or outside athletic tournaments) is not approved outerwear to be worn during the school day. Previously purchased Seton sweatshirts and jackets in other colors are not a part of the current Seton Catholic Preparatory Uniform Policy.

**PANTS:** Uniform pants must be purchased from Educational Outfitters in the colors of navy blue twill or khaki. The “Educational Outfitters” tag must be visible. Pants must be worn at the natural waist, not oversized, baggy, or too tight.

**BELT:** If belt loops exist, pants and shorts must be worn with a solid brown, khaki, black, red, white or navy blue belt. No extravagant belt buckles may be worn.

**SHOES:** Any sensible shoe with socks is permitted. No sport sandals, shower shoes, flat thongs, flip-flops, moccasins, or slippers are permitted. Shoes must be worn in accordance with how they were intended to wear (tied, backs not walked on, etc.)

**DANCES:** Semi-Formal attire is a dress pant (no blue jeans), dress shirt with a tie and dress shoes. Formal attire will consist of a suit or a tuxedo. No earrings or gauges, brandings, or other body piercing (brow, tongue, nose, etc.) are allowed and **MUST BE REMOVED**. Tattoos or any form of body art must be completely covered.

**NON-UNIFORM/BUCK-A-JEANS DAYS:** Jeans, long pants, basketball shorts may be worn on non-uniform/buck-a-jeans days. Shorts and pants must not be frayed, sagging, or have holes. Short length must be to the knee. Non-uniform shirts may be t-shirts or collared shirts. No clothing may promote alcohol, other drugs, and sex or be offensive in any way. Tank tops, spaghetti straps, ripped, or frayed shirts are not allowed. **Flip-flops, strapless sandals, sweatpants, pajama bottoms are NOT allowed.** All other regular uniform rules apply. Anything students possess or wear must not be contrary to the philosophy of the school or the teachings of the Catholic Church. Decisions on what constitutes inappropriate dress will rest with the administration of the school.

### **GIRLS' UNIFORM POLICY**

**HAIR:** Hair is to be neat and well-groomed at all times. Ultra-short, shaved, two-toned (ombre), unnatural-colored hair or extremely contrasting streaked hair is not allowed. The excessive use of bleach, black or colored hair dye is also not permitted. Highlighted hair must be natural looking and not excessive. Modest headbands are permitted.

**HATS:** Hats and stocking caps may be worn to and from school but not during school hours. Hats worn at school functions must be in good taste and should be removed when indoors with the exception of sporting events. Modest headbands are permitted.

**TATTOOS:** Any type of tattoo, including henna, must be completely covered and out of sight at all times during the school day and during school-sponsored activities. Students are not allowed to write or draw on themselves or others.

**MAKEUP/ JEWELRY:** Make-up, jewelry, and accessories may be worn only in moderation. Jewelry is limited to two modest pairs of earrings, one modest necklace or a religious medal and modest rings. No other body piercing (brow, tongue, nose, gauge earrings etc.) is allowed and **MUST BE REMOVED**. Covering piercings is **NOT** acceptable.

**SKIRTS/SHORTS:** Skirts and shorts **MUST COME TO THE KNEE**. Skirts that do not come to the knee will have the hem removed through the Dean's Office. Uniform plaid skirts and shorts in the colors of navy blue twill and/or khaki must be purchased from Educational Outfitters.

**SHIRTS:** Collared uniform shirts (polo or oxford) in red or white must be worn at all times and must be purchased from Educational Outfitters. All uniform shirts must be completely tucked in at all times during the school day. Solid white shirt may be worn under the school uniform shirt; however, the shirt may not contain any writing or pictures. Solid red shirts may be worn under red polo shirts. White female undergarments should be worn under white polo and oxford shirts.

**OUTERWEAR:** Only Seton Catholic Preparatory approved outerwear (jackets, sweatshirts and sweaters) may be worn once a student arrives for the school day. Approved outerwear are in the colors of **Red, Gold, White or Heather Gray** purchased through Educational Outfitters, the Seton Spirit Shop, or any club, organization, or athletic team with the Seton name and/or approved logo or seal. Outerwear created by a parent, student, or outside organization (including AIA or outside athletic tournaments) is not approved outerwear to be worn during the school day. All other outerwear must be kept in the student's locker during the school day. Previously purchased Seton sweatshirts and jackets in other colors are **NOT** a part of the Seton Catholic Preparatory Uniform Policy.

**PANTS:** Uniform pants must be purchased from Educational Outfitters in the colors of navy blue twill and khaki. No look-alike pants are allowed. The "Educational Outfitters" tag must be visible. Pants must be worn at the natural waist and may not be baggy or too tight.

**BELT:** If belt loops exist, pants and shorts must be worn with a standard brown, khaki, black, white or navy blue belt. No extravagant belt buckles may be worn.

**SHOES:** Any sensible shoe is permitted. No sport sandals, shower shoes, flat thongs, flip-flops, slippers, stilettos/spiked/high heels are permitted. Shoes must be worn in accordance with how they were intended to be worn (tied, backs not walked on, etc.). Shoes must have a heel strap.

**TIGHTS/LEGGINGS:** Girls may wear solid-colored (no designs, textures or fish netting) navy blue, black, white or flesh tone tights, or fitted leggings under their uniform skirt. Tights and leggings must be full foot length, not Capri or ankle length.

**DANCES:** Semi-formal attire is a modest dress or skirt just above the top of knee (1"to 2"). Strapless and spaghetti strap dresses must be in modest taste. Dresses that expose the midriff or lower than the natural waist line, excessively tight (i.e. bandage, bodycon or tube dresses, etc.) or revealing dresses with exposed cleavage or any style dress provocative in nature are **NOT** permitted.

Formal attire is a modest full length gown (no high-low dresses). Strapless and spaghetti strap dresses must be in modest taste. Dresses with a slit(s) may not be higher than 3 inches above the middle of the knee. Dresses that expose the midriff or lower than the natural waist line, excessively tight (i.e. bandage, bodycon or tube dresses, etc.) or revealing dresses with exposed cleavage or any style dress provocative in nature are **NOT** permitted.

Shoes may be any dress shoe or dress sandal with a heel no higher than 4 inches. Tattoos or any form of body art must be completely covered. *School Administration reserves the right to decide what may or may not be considered "modest in taste".*



**NON-UNIFORM/BUCK-A-JEANS DAYS:** Denim jeans, capri pants and/or basketball shorts to the knee may be worn on non-uniform/buck-a-jeans days. They must not be frayed or have holes. **Excessively tight jeans or jeggings, skirts, dresses, yoga pants, leggings or shorts other than basketball shorts are NOT allowed.** Non-uniform shirts may be t-shirts or collared shirts. Tank tops, spaghetti straps, ripped, or frayed shirts are not allowed. No clothing may promote alcohol, other drugs, and sex or be offensive in any way. **Flip-flops, strapless sandals, sweatpants, pajama bottoms are NOT allowed.** All other regular uniform rules apply. Anything students possess or wear must not be contrary to the philosophy of the school or the teachings of the Catholic Church. Decisions on what constitutes inappropriate dress rest with the administration of the school.

## **OTHER CAMPUS REGULATIONS**

### **Access to Campus**

Supervisory and safety regulations require the following restriction of students on campus:

- a. Students are not expected on campus before 7:00 a.m. unless here for academic or extra-curricular activities. Students are encouraged to participate in 8<sup>th</sup> hour until approximately 3:30 p.m. giving them the opportunity to meet with teachers for extra help, meet with NHS tutor, complete make up work, etc. Students are expected to leave campus immediately following 8<sup>th</sup> hour unless under the supervision of a teacher or coach, or if participating in a school sponsored activity. Carpools should be arranged to accommodate these hours. All Friday dismissals will be at approximately 1:10 p.m. Teachers will be attending in-services and will not be available to supervise; therefore all students are expected to be picked up by 1:30 p.m. on Fridays. Again, carpooling is strongly advised.
- b. Students may not enter administrative offices, classrooms, the gym, the faculty lounge or locker room without the permission and supervision of a school official.
- c. Students are expected to use the locker rooms (not the restrooms or the parking lot) for changing clothes.
- d. No food or drink is allowed on the gym playing floor, weight room, wrestling room, locker rooms, library or chapel.
- e. Use of the gym equipment without a teacher or coach present is a serious violation of school policy. Safety is the primary concern in the use of the gym equipment.
- f. Students are expected to do everything possible to maintain the cleanliness and appearance of the campus complex.
- g. Students are expected to use striped walkways when going to and from the gym, the chapel and fine arts building.
- h. Students may not be in the parking lot or go to parked cars without permission.
- i. Once students have arrived at school they are expected to remain on campus until the school day is over. Properly documented field trips and advertised early dismissals are exceptions to this policy. Students may not leave campus if they must serve a detention.
- j. Students may not loiter on or near the campus of Andersen Junior High School, Andersen Elementary School, restaurants or other public or private property around the school campus.

### **Breaks and Lunch**

Our campus is considered a closed campus during lunch and breaks. Students are not allowed to leave campus during the school day. Seton provides a cafeteria, picnic tables and grass areas which are available to all students during scheduled lunches and breaks. Students are responsible for disposing of any and all trash into the trash cans prior to departing the area. Any individual or groups found violating this privilege may be restricted from returning to the area for a designated time frame.

### **Drugs and Alcohol**

We prohibit the illegal use, possession, distribution, manufacture or sale of any controlled substance, drugs, paraphernalia, or alcoholic beverages by individual students or by student organizations at any school event, whether on or off campus, while on travel status when representing the school (e.g., as a member of athletic team, club, student organizations, etc.), and at any other function or activity that is sponsored by Seton, chaperoned by Seton officials, or in any way connected to Seton. Any violation of our drug and alcohol policy will be subject to appropriate school disciplinary procedures, up to and including dismissal.

### **Medical Emergencies**

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

### **Motor Vehicle Searches**

Students, by virtue of having the privilege of parking a motor vehicle on school property, are deemed to have given prior consent for a search of any motor vehicle that has been brought by the student or his/her companions onto school premises. Vehicles may be searched if, in the opinion of the administration, suspicion of a school violation exists. Upon request by the Principal or administrative personnel, the student or driver will immediately relinquish the keys to the motor vehicle subject to the search, and the student will remain with the Principal, or the administrative personnel until released by the appropriate school official.

### **Parking Lots**

Parents, visitors, and students utilize the campus parking lots throughout the day. Because of the increased number of vehicles in and out of the parking lots, safety concerns are of the utmost of importance. With the potential for accidents to occur, both in the early mornings and late afternoons, students are not allowed to loiter in the parking lots when arriving for school or immediately after being released from school.

When in the parking lots, it is important to remember that parents and outside visitors are watching student behavior. Disruptive or excessive noise, yelling at or from a vehicle, running after vehicles, hanging from vehicles or anything that may be considered dangerous will not be tolerated. Loitering by or sitting on vehicles, playing catch, throwing balls, freebies, or any behavior that may cause harm to a student or damage to a vehicle is not allowed in the parking lots at any time.

### **Tobacco**

Per A.R.S. 36-798.03 Tobacco products prohibition at schools and school-related areas; exception; violation; classification and A.R.S.13-3622. Furnishing of tobacco product, vapor product or tobacco or shisha instruments or paraphernalia to minor; minor accepting or receiving tobacco product, vapor product or tobacco or shisha instruments or paraphernalia; illegally obtaining tobacco product, vapor product or tobacco or shisha instruments or paraphernalia by underage person; classification; definitions (for complete classifications and definitions refer to the specific code at [www.azleg.gov](http://www.azleg.gov))

Tobacco products are prohibited on school grounds, inside school buildings, in school parking lots or playing fields, in school buses or vehicles or at off-campus school sponsored events. For purposes of this subsection, "school" means any public, charter or private school where children attend classes in kindergarten programs or grades one through twelve.

### **Transportation**

- a. Students riding on buses used by Seton Catholic Preparatory must abide by all policies and regulations.
- b. Students riding bicycles are to park in assigned areas. Students are responsible for their own cycles. No one is to move, tamper with, or ride another person's bicycle.
- c. Cycles, rollerblades, scooters or skateboards are not to be used on campus at anytime.
- d. All student-driven vehicles parked on campus must display a valid parking permit. Parking permits may be purchased for \$50.00 in the front office by students who possess a valid Arizona driver's license and have a registered vehicle at the time of application. Parking spaces cannot be reserved prior to this requirement. All students parking on Seton's campus are required to have a parking permit, a signed parking agreement, and must be parked in their designated student spaces. **PARKING PERMITS ARE LIMITED!** Once all student parking permits have been assigned, a "Standby List for Vacated Parking Spaces" will be established in the order of "first come, first served". Any vacated parking spaces will be assigned to students in order of the Standby List.
- e. Students may not park in staff, visitor, or reserved spaces or in any designated fire lane.
- f. The campus speed limit is 10 mph. Students must abide by safe driving rules on campus at all times.
- g. Student drop off will occur in the designated areas. (See Student Drop Off and Pick Up Map)
- h. ALL STUDENT Pick Up will occur in the south parking lot utilizing the parking spaces. There will be no vehicle lines that will form for pick up. The front office parking lot is reserved for visitors to the front office and scrip office. Due to limited parking, and for safety reasons, students are not allowed to be dropped off or picked up in the front office parking lot before or after school. This includes parking in visitor parking spaces and waiting for student release. Violations of this policy will result in a detention to be served by the student.

- i. The driveway just south of the cafeteria will be closed during school hours (typically 7:00AM - 4:00PM) for student traffic to and from the new and existing campus. During these hours all campus traffic will exit through the south parking lot.
- j. Do NOT drop off or pick up students in undesignated areas. Make sure students are prepared to be dropped off to avoid traffic delays.
- k. Students leaving campus on foot or bicycle are expected use the crosswalk near the front entrance of the school at Ironwood Road. This will avoid the temptation for jaywalking and will also keep students from walking through the pathway of exiting vehicles.
- l. People other than students or staff members are not allowed to drive, park, or visit in their vehicles on the Seton Catholic campus. Seton students are not to invite any students to do so.
- m. Students are not to go to their cars or other vehicles or to the parking lot during the school day without permission from the front office or security officer. Cars should be locked. The school assumes no responsibility for lost or stolen items.
- n. If a student does not have their parking permit, they must inform the security officer upon arrival to school.
- o. All vehicles must be in compliance with State of Arizona vehicle registration regulations. Vehicles displaying expired registration will be issued a warning and may not be allowed to park on campus if violation continues.

Fines for violating parking/driving procedures and policies are **\$10 per violation and/or LOSS OF PARKING PRIVILEGES.**

### **Guidelines for School Social Events**

Students who are absent from school for more than four periods on Monday – Wednesday and for more than two periods on Thursday and Friday are not allowed to attend any social or athletic event until after the next time they attend a full day of school. This policy does not include absences for approved field trips and other situations specifically approved in advance by an administrator. School days with a “special schedule” will be handled on an individual basis.

Seton Catholic dances are closed to all except current students, their guests, staff, and parents/guardians. A Seton student inviting a guest to a school dance must obtain a guest pass in the Dean of Student’s office and return that pass completed by the advertised due date. All guest passes are not necessarily approved. Approval is not guaranteed until returned by the Dean of Students or designee. Seton Catholic Preparatory Administration has the right to deny any guest pass for any reason. Appropriate attire for each dance will be announced before the dance. Host student is responsible for guest’s following Seton Catholic Preparatory rules.

The following guidelines are in effect for all school-sponsored events:

- a. All arrangements and publicity for events must be made through the class moderator, the student council, and the Activities Director at least two weeks in advance.
- b. An administrator, the activity moderator, and assigned faculty members will be in attendance at all dances and events.
- c. Students and their approved guest must arrive to a dance no later than one hour after the scheduled start time of the dance. Students and their approved guest may not leave the dance before ½ hour before the scheduled end time of dance. Once a student or their approved guest leaves the dance, they will not be able to return and the parent of the Seton student will be notified.
- d. Parking will be permitted only in designated areas during an event.
- e. Students are not to bring drinks or food to an event unless prearranged.
- f. All school policies and regulations are in effect during all social events.
- g. Smoking by a Seton Catholic Preparatory student and/or their guests, the use or possession of alcohol or drugs is strictly forbidden and will call for immediate dismissal from the dance/event, in addition to disciplinary measures for Seton Catholic Preparatory students. Police involvement when warranted, will also apply.
- h. Violations of any of the dance/event policies will result in the offenders’ being asked to leave the dance/event and parental notification.
- i. **Random alcohol Breathalyzer testing and a passive alcohol sensor are present at all dances (and Seton functions). Students may receive at-random breathalyzer tests at any Seton Catholic Preparatory event.**
- j. Loitering before, during or after an event is not permitted.

- k. To promote a safe and healthy environment that honors the values of Seton Catholic Preparatory, the following behaviors while dancing are expected: students are to dance appropriately; dancing and body contact shall be appropriate and should not contain any sexual gestures or movements. Sexually-oriented dancing is inappropriate and not allowed at Seton Catholic Preparatory dances. Students who are sandwiching each other (i.e. two boys dancing with a girl in the middle or vice versa), not facing one another, inappropriately touching each other or sexually gesturing while dancing will be asked to stop. **Grinding and inappropriate dancing will not be tolerated**

When students are dancing inappropriately the following will occur:

- A verbal warning will be given informing the student that the form of dancing is inappropriate and they need to stop.
- If a student continues the style of dancing, the student will sit out for a song.
- If a student repeatedly continues to dance inappropriately, the student may be asked to sit out the entire dance and their parents will be notified and/or asked to leave. He/she will be allowed to attend the next dance only if one of the student's parents chaperone the dance.

Violation of any of the school regulations may result in the offenders' being asked to leave the event, and possible additional consequences for a Seton student.

## **MISCELLANEOUS INFORMATION**

### **Wellness Policy**

Seton Catholic Preparatory is committed to providing a school environment that promotes and protects students' health, well-being and the ability to learn by supporting healthy eating and physical activities. The link between nutrition and learning is well documented. Healthy eating patterns are essential for students to achieve their full academic potential, physical and mental growth and lifelong health and well-being. The purpose of this policy is to offer students the tools and the knowledge necessary to make healthy choices for their body.

The Diocese of Phoenix Catholic Schools Office encourages school fundraisers to offer non-food items or healthy food choices. They have established a School Health Advisory Committee to address nutrition and physical activity issues. The Committee will develop and evaluate guidelines that support a healthy school and shall offer revisions to these guidelines as needed.

### **Chewing Gum, Food and Beverage**

To avoid considerable maintenance and cleaning expense, gum chewing on campus is **strictly prohibited**. Students who violate this policy will be subject to a detention.

In support of the Diocese of Phoenix Catholic School Health and Advisory Committee, students are discouraged from consuming the following beverages: coffee drinks, energy drinks (red bull, monster, etc.) or any beverage containing a high amount of caffeine.

Students are only allowed to bring outside food onto campus for pre-approved classroom / club parties or special events. Students may not receive delivered lunches, snacks, food or beverages on campus during the school day. If a student forgets his/her lunch and/or snack, they may ask the front office for a lunch pass which will allow them a free sandwich and water.

### **Adult Students**

Many students reach the age of 18 before they graduate. However, this ordinarily does not change the relationship between the school and these adult students or between the school and their parents/guardians. Policies regarding required signatures, absence notification, communication, etc. remain the same. The Principal, in consultation with adult students' parents/guardians and with the Superintendent, may make exceptions, given individual circumstances. The Principal must be informed if a student moves out of the home of his or her parents/guardians. The Principal will investigate the situation and may make adjustments to school rules or policies.

### **Announcements**

Announcements are made daily. Students should pay close attention to the announcements as they are read. All announcements should be submitted in writing to the main office.

## **Athletics and Extracurricular Activities**

Expectations and Standards for Participation: It is the philosophy of the administration, faculty, and coaches that students represent the school in extra-curricular activities and have a responsibility to themselves and to the school above and beyond that of the average student. In short, when students volunteer for an extra-curricular activity in school:

- They are asking for the privilege to be chosen
- They agree to conform to the requirements and rules adhered to by that activity
- Foremost in importance, they agree to represent the school.

Directly and indirectly, student conduct reflects standards, attitudes and the philosophy of the school. Thus, schools obtain reputations (good and bad) by the conduct of their students and coaches.

## **Athletic Fees**

Payment of the Athletic Participation Fee is exclusively to your FACTS account. The Athletic Offices no longer accept cash or check payments for Participation Fees.

Active Families with FACTS account, your fee will be scheduled for payment when the required paperwork is turned in; if *ALL* the required paperwork is not submitted by the date due, a \$25 late fee will be added. Please do not attempt to take care of the fee before it is entered. Families without a FACTS account will need to set up one up ASAP in order to avoid late fees. If your FACTS account is only for registration, that will need to be changed. Please visit the website at <http://setoncatholic.org/athletics/> to set up your account.

## **Athletic Requirements**

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

- a. Athletes observe all regulations that exist within the A.I.A. constitution.
- b. Athletes who are absent from school for more than four periods on Monday – Wednesday and for more than two periods on Thursday and Friday may not participate in games, practices, matches or meets. This policy does not include absences for approved field trips and other situations specifically approved in advance by an administrator. Eligibility on days with a “special schedule” will be handled on an individual basis.
- c. Athletes are always expected to be present for classes on the school day following athletic events.
- d. Students must be eligible to play according to the Eligibility Policy outlined in this handbook. The Student Athlete Handbook provides additional guidelines.
- e. Students are required to return all school issued equipment & uniforms promptly at the end of their Season.

## **Textbook Policies**

Textbooks and workbooks for all Seton Catholic Preparatory courses are available for purchase through MBSDirect at [www.mbsdirect.net](http://www.mbsdirect.net) or toll-free 800-325-3252. Students may purchase books from another vendor or from other students at their own risk. Only books listed on MBS are allowed in the classroom (no teacher editions, spark notes, etc.).

## **Lockers**

Seton Catholic Preparatory issued locks are required on all school lockers. Replacement locks may be purchased in the front office for \$5.00. **Lockers must be locked at all times.** Students must not leave their belongings on campus unsecured. Lockers are the property of Seton Catholic Preparatory and can be opened at the discretion of an administrator at any time.

Students are not to change lockers without permission and students should not give their lock combinations to anyone. Unsecured lockers found to be missing the assigned school lock or the lock is not properly secured, the student may be subject to fines, detentions, or other disciplinary action. Responsibility for locker security rests with the students and the school is not responsible for the loss of personal property. Lockers in the girls' and boys' gym locker rooms are reserved for use by the athletes and students in physical education. All lockers must be cleared before the end of the last day of school. Articles left in all campus lockers after the last day of school will be sold, given away, or disposed of.

### **Lost and Found Items**

Textbooks and personal articles lost or found on campus should be turned in at the main office. All books, clothing, and personal property should be labeled with the owner's name. Other items may be claimed in the front office. Periodically, items left in the lost and found will be donated to charity.

### **Fire Extinguishers and Emergency Response Drills**

Any student involved in tampering with a fire extinguisher or alarm will receive a minimum \$50 fine and possible suspension from school. Periodic evacuation and lockdown drills will be held during the year. The alarm is given by a continuous ringing of the fire alarm siren and/or announcement on the public address system. Procedures for evacuation and lockdown drills will be reviewed with students during their first period classes. Appropriate behavior is to be maintained throughout all emergency response drills.

### **Deliveries**

Flowers, balloons, and any other gifts delivered to students during the school day, will be kept in the front office until the end of the day. Class or club sponsored parties are to be arranged through the teacher. Students may not receive delivered lunches, snacks, food or beverages on campus during the school day. If a student forgets his/her lunch and/or snack, they may ask the front office for a lunch pass.

### **Insurance**

There is Student Accident Insurance available to Seton students for injuries arising from their participation in school sponsored activities. This insurance coverage is secondary to the family's health insurance coverage. Seton will complete an incident report and give the forms to the student or their parent/guardian. It is up to the parent/guardian to complete the claims forms and forward it to the insurance carrier

### **Media Contact**

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

All press releases, photo releases, interviews, etc., must be approved by the Director of Advancement. Care will be taken that students' safety will not be jeopardized.

### **Medication**

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

- a. notify the school in writing of the need for medication;
- b. give the school specific directions to follow;
- c. furnish the medication in the original, properly labeled container that indicates the student's name and the medication's proper dosage.

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

### **Posting on Campus**

All posters or signs must be approved through the Director of Student Activities. Students may only hang signs/posters on bulletin boards inside buildings and classrooms. Student may hang signs/posters on exterior concrete walls and exterior classroom doors with the approval from the teacher. **No posting is allowed on any windows or glass doors.** Posters and signs **MUST** be removed immediately after the activity is over.

## **Visitors on Campus**

**All visitors must check in to the school front office during school hours and have a pass prior to entering Seton's campus.**

Parents/guardians are welcome to visit the school and observe classes at anytime. To arrange this, parents/guardians contact the Assistant Principal for Academics two days prior to the day they wish to visit. Students' visitors during class time require prior written permission from classroom teachers and the Dean of Students. Students' visitors during lunch time require prior written permission from the Dean of Students. Forms to facilitate this are available from the office. Forms must be completed and returned to the Dean one day before the requested class or lunch visit. Ordinarily only prospective Seton students and/or alumni may visit the campus during the school day.

## **Other Policies**

The policies outlined in this handbook are not meant to be exhaustive, and only over the most pertinent policies of the day-to-day operations of the school. There are other policies which are not included in this document. A copy of all policies is kept in the Office of the Principal.

## **STUDENT LIFE**

### **National Honor Society**

Membership in the Elizabeth Ann Seton Chapter of the National Honor Society is an honor bestowed upon a student. Selection for membership is by a Faculty Council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities. (NHS Constitution ARTICLE III, Revised 1997).

**A weighted cumulative grade point average of 94% is one criterion but does not guarantee acceptance into the National Honor Society.** A student's leadership, service and character are also considered.

Members should understand fully that after acceptance into the National Honor Society **they are liable for dismissal from the NHS if they do not maintain the "standards of scholarship, leadership, service, and character that were used as a basis for their selection."** Members are allowed limited warnings during their membership but in case of a flagrant violation of school rules or civil laws, a warning is not necessarily required for dismissal, according to the National Honor Society Handbook published by the National Association of Secondary School Principals. Any member of the Elizabeth Ann Seton Chapter who commits a serious offense as listed in this handbook will be subject to strict NHS probation, or place himself or herself in jeopardy of dismissal from the NHS.

### **Extra-Curricular Activities**

Seton Catholic Preparatory offers a variety of activities, organizations, and sports for its students. Club membership is a requirement for all students. These are designed to provide:

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

Students are encouraged to participate in the following activities and/or athletics:

### Activities

Anime/Manga Club	Junior State of America	Robotics
Academic Decathlon	Latin Club	SCOPE
Art Club	Literature and Art Magazine	Seton Buddies
Chess Club	Math Club	Sentinel Ambassadors
Chinese Mandarin Club	Mentors Club	Sister Schools Connection
Dance Club	Minecraft Club	Solidarity Club/Students for Life
Dr. Who	National Honor Society	Spanish Honor Society
Drama Club	Peer Ministry	Sports Club
Feed My Starving Children	Pep Band	Sports Medicine
Fiesta Club	Photography Club	Star Wars Club
French Club	Pinterest Club	Student Council
French Honors Club	Political Round Table	Toastmasters
Harry Potter Club	Prom Committee	Ukulele Club
Hip Hop Club	Publications Club	Seton Buddies

### Athletics

Baseball	Spirit Line
Basketball	Swimming/Diving
Cross Country	Tennis
Football	Track and Field
Golf	Volleyball
Soccer	Wrestling
Softball	

### DAILY SCHEDULE

The school day officially begins at 8:00 a.m. and ends at 3:00 p.m. Monday – Thursday and at approximately 1:06 p.m. on Friday. The purpose of 8<sup>th</sup> period is primarily academic to give the students the opportunity to meet with teachers. Teachers are available until 3:30 p.m. for extra help, tutoring, making up work, etc. Students are encouraged to use this time period to see teachers as the need arises. Teachers or parents may require student participation in make-up work or tutoring sessions until 3:30 p.m. Outside tutors may not substitute for 8<sup>th</sup> period attendance. Students on campus during 8<sup>th</sup> period are required to maintain a studious atmosphere. Athletes attending 8<sup>th</sup> period are to report to practice at 3:30 p.m.

Because students should take the opportunity to participate in activities or see their teachers, and because students can be detained for discipline or academic reasons, students should not take jobs or make appointments that require them to leave school earlier than 3:30 p.m. Carpools can be scheduled for 3:30 p.m.