

---

SETON HIGH SCHOOL

---

Student Handbook

---

2016-2017

---

## Table of Contents

Disclaimer	4
Seton High School Mission Statement	4
Part I - Profile of a Seton Graduate	5
Seton High School Prayer	5
Seton High School Crest	6
Part II – General Information	6
Times to Remember	6
School Address	6
Phone Numbers to Know	6
Leadership Team	6
Academics	7
Arrival	7
Assemblies/Liturgies	7
Attendance	7
Emergency Evacuation	9
Respect for School Property	9
Security	9
Visitors	10
Part III – Student Services	10
Nursing	10
The Susan M. Gibbons Media Learning Center	11
Cafeteria/Food	11
Cars, Parking, and Transportation	12
Cell Phones	12
Dance Regulations	13
Lockers	13
Pregnancy Policy	13
Transcripts/Work Permits	14
Part IV – Code of Conduct	14
Conduct Points, Disciplinary Code, and Expulsion	14
Alcohol, Tobacco, and Illegal Drugs	17
Bullying/Cyberbullying	17
Sexting	18
Student Social Media	18
Technology/Electronic Devices	18
Truancy	18
Part V – Guidelines for Personal Appearance for Students	19
Uniform	19
Snow Delays	20
Seton Spiritwear Days	20
Part VI – Financial Policies	21
Tuition	21
Payment Procedures	21
Allowances	21
Financial Aid	21
Past Due Accounts	21

Withdrawals	21
Part VII – Clubs and Student Activities	21
Part VIII – Community Service Requirements	25
Part IX – Athletics	25
OHSAA State Champions	25
Philosophy of Seton Athletics	25
Respect the Game	25
Overview of the Seton Athletic Program	25
Seton Athletics Administrators and Head Coaches	26
Girls Greater Cincinnati League (GGCL)	26
Ohio High School Athletic Association (OHSAA)	27
OHSAA Recruiting Bylaw	27
Mandatory Inter-season Rest	27
Sportsmanship	27
Facilities/Home Sites	27
Pre-season Meetings	28
Awards and Recognition	28
Athletic Trainer	28
Emergency Medical Form	29
Medical Insurance	29
Team Travel	30
Uniforms	30
Team Shirts/Sweatshirts/Pants etc.	30
Admission Prices	30
Season Pass Information	30
Participation Fee	30
Fundraising	30
OHSAA/GGCL Tobacco, Alcohol, and Illegal Drugs	30
Discipline	30
Academic	31
College Recruiting	31
Contact Information	31
Part X – Internet Acceptable Use Policy	32
Responsible Use of Technology	32
General Information for Users of Technology	32
Agreement Form	32
Responsible Use of Technology Policy	32
School Responsibility	33
User Responsibility	33
Disciplinary Action	33
Seton High School Multimedia Release Form	34
Student Guidebook Release Form	34
Seton High School Activity/Club Permission and Release Form	35

## **DISCLAIMER**

Seton High School recognizes that in the course of normal business, amendments and modifications will be necessary to the policies, procedures, and other statements contained in this Student Handbook. Seton reserves the right to make such modifications and amendments within the existing governance structures of Seton and will provide timely notice to students when changes are adopted.

## **SETON HIGH SCHOOL MISSION STATEMENT**

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

### **Vision Statement**

Seton High School will be a learning environment in which students will grow and develop into young women who are influenced and guided by Catholic teaching and the mission of the Sisters of Charity. Seton students will be faith filled women, critical thinkers, and servant leaders prepared to transform the world in which they are destined to live. Seton High School will create and maintain systems and processes to ensure sustainability, while engaging with local and global communities.

### **Belief Statements**

- Through our diversity Seton students, faculty and staff are called to act justly, inclusively and compassionately
- Students integrate Catholic doctrine and practices into what is learned in the classroom thereby developing into adults whose lives are of faith, leadership, service and love of God and others.
- Sharing of one's Catholic faith with others strengthens the Seton community.
- The mission of the Sisters of Charity inspires our students and staff to live in the Gospel values, act justly, build loving relationships, share our resources with all those in need, and care for all creation.
- Seton High School students are highly motivated young women who strive for academic excellence.
- All types of learners are supported and challenged.
- Successful learners are life-long learners; therefore, it is important for students to be challenged, encouraged and mentored into really participating in the total educational experience.
- A school is at its best and its students flourish when there are processes for continued excellence and for really living the school's mission and vision.
- When a Seton student graduates, she understands she has the skills, confidence and moral grounding to lead the way in college and beyond.
- Seton students reflect on their faith as the basis for service and how to best demonstrate their commitment to sharing their gifts and blessings with those in need.
- Teachers, staff, administration and students to see themselves as a real team, respecting each other in words, actions, interactions with each other, and working together for the common good of the students at Seton.

Seton High School does not discriminate students based on Race, Color, Religion, Disability, or National origin.

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

### **PROFILE OF A SETON GRADUATE**

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

#### **FAITH**

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

#### **ACADEMIC**

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

#### **LEADERSHIP**

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

#### **SERVICE**

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

### **SCHOOL PRAYER**

Written by: Mrs. Jan Linz

Gracious God, we know the heart of your being has a compassionate concern for all of your creation and all of your creatures. Through the intercession of your faithful disciple, and our patroness, Elizabeth Ann Seton, let your loving hand be upon all who are sick and suffering in the Seton Community.

### **THE SETON CREST**

The crosses are from the crest of the Archdiocese of Cincinnati, and the plowshare represents

Revised July 2016

the City of Cincinnati named after the Society of Cincinnati which is named after Cincinnatus, the Roman farmer who became the famous general of Rome.

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

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

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



## **PART II - GENERAL INFORMATION**

### **TIMES TO REMEMBER**

Regular Day – 7:50 a.m. to 2:36 p.m.

Wednesday's Schedule – 7:50 a.m. to 2:15 p.m.

### **SCHOOL ADDRESS**

3901 Glenway Avenue

Cincinnati, OH 45205-9986

### **PHONE NUMBERS TO KNOW**

School Office: 513-471-2600

Fax: 513-471-0529

Website: <http://www.setoncincinnati.org>

### **LEADERSHIP TEAM**

Mrs. Kathy Allen Ciarla '87, President

Mrs. Karen Klug White '92, Principal

Mrs. Susan Burke Hollenbach '85, Associate Principal of Academics

Ms. Mary Agricola, Director of Student Life

Mrs. Sarah Lykins, Director of Institution Advancement

Ms. Jessica Young, Director of Finance

Mrs. Jan Linz, Director of Campus Ministry

Ms. Marianne Ridiman, Coordinator of Retention and House Government

Mrs. Wendy Smith, Director of Athletics

### **ACADEMIC ADVISING TEAM**

Mrs. Robyn Schwarz – Segale House

Mrs. Cindy Bihl – O'Connell House

Revised July 2016

Mrs. Emily Schoenhofer – Cedar House

Ms. Elizabeth Paff - Emmits House

### **ADDITIONAL STUDENT AND STAFF SUPPORT STAFF**

Mr. Jim Robb, Safety and Security

Mrs. Jenny Jenkins, Social Worker

Ms. Nikki Roell, Intervention Specialist

Mrs. Satoshia Meyer, School Nurse

Sandy Howe, S.C., Community Service Coordinator

### **TUITION ASSISTANCE**

Mrs. Kathy Hurley, Business Office

Mrs. Terri Sorrell, Business Office

### **ADMINISTRATIVE ASSISTANTS**

Mrs. Debby Doll, Administrative Assistant, Main Office

Mrs. Pat Roos, Administrative Assistant, Main Office

Mrs. Lisa Luebbe, Administrative Assistant to the Principal

Ms. Kellie Kammer, Administrative Assistant to the President

### **SETON SPIRIT SHOP**

Mrs. Mary Sunderhaus, Student Work Program and Seton Spirit Wear

### **MOMS AND DADS CLUB**

Mr. and Mrs. Sabers Presidents of Seton's Moms and Dads Club

## **ACADEMICS**

Students and parents should refer to the Curriculum guide for Academic guidance and questions which is located on Seton's website. Students and parents can also contact their academic advisor for to assist with any academic concerns.

## **ARRIVAL**

Students should be seated in their mentor group by 7:50 AM.

## **ASSEMBLIES/LITURGIES**

Students must sit in assigned places during an assembly and remain until it is over - unless otherwise directed. Speakers, performers, etc., who appear on stage are the guests of the staff and student body and deserve a respectful audience. Student conduct is expected to reflect respect.

Backpacks, books, and computers may not be taken to assemblies and are to be left in mentor group or prior class, unless otherwise directed.

## **ATTENDANCE**

Regular attendance is essential for success in school. If the student absence is due to an illness, a parent/guardian must contact the school office (513-471-2600) prior to 8:30 a.m. stating the reason for the absence. Please provide specific information including temperature, headache, cough, sore throat, vomiting, diarrhea, and if the student has been seen by a physician.

If a student becomes ill during the day, she must obtain permission from her teacher and report to the Nurse's Office which is located in the Main Office. If the nurse is unavailable, the Main Office will assist her.

Students will find that missed class work may affect their final grade. All work required, or tests taken, during the day(s) a student is absent must be made up. It is the responsibility of the student to secure the assignments and/or to make an appointment with the teacher for any

Revised July 2016

makeup tests if absent unless she is being assisted by the Associate Principal.

### **EARLY DISMISSAL**

Permission to leave school is granted to those students whose parents call school before 8:30 a.m. on that day. Names and times of dismissal are published on the Absentee List. The student is to sign out in the Main Office before leaving school or being picked up.

2.5 hours or three or more class periods = one half day absent.

### **EXCUSED ABSENCE**

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

College visits and other valid reasons must have prior approval of the Counselor or Associate Principal. These excused absences will not be reflected on the student's attendance record. (Maximum of 3 days per year)

Mission trips, Kairos, and other field trips must have prior approval of the Sponsored teacher, Associate Principal, and/or Director of Student Life. These excused absences will not be reflected on the student's attendance record.

### **UNEXCUSED ABSENCE**

These include absence without telephoned excuse, truancy and other absences that do not meet administrative approval. The Seton High School Administration strongly discourages vacations during the school year.

If reasonable attempts are made by Seton High School to contact parents/guardians without any success, then the student will be considered truant.

### **EXCESSIVE ABSENCES (3 OR MORE DAYS IN A ROW)**

This includes extended absences that are physician approved, accidents, and other health related problems. The Associate Principal must be notified in order to create a plan for making up the work and a doctor's note may be requested. Students will have two days for every day absent. For example, if a student is absent three days then she has six days upon return to complete makeup work or they could be withdrawn from the course and/or school.

### **TARDINESS**

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

EXCUSED: The tardy will be considered EXCUSED if the student has a note from a parent or doctor given to the Main Office no later than one day after the tardy (medical or orthodontist appointments require a doctor's note). Students are permitted seven (7) excused tardies per year; the eighth (8<sup>th</sup>) tardy and every tardy thereafter will be counted as an unexcused tardy.

UNEXCUSED: The tardy will be considered UNEXCUSED if a note (parent/doctor) is NOT given to the main office within one day of the tardy. Four unexcused tardies per year will not be counted against the student's record. However, the fifth unexcused tardy and every unexcused tardy thereafter will merit six (6) conduct points.

### **ATHLETIC ATTENDANCE POLICY**

If an athlete is absent from school, the athlete may not participate in a contest or practice that day, unless the Athletic Director excuses the absence. The athlete must be in by 9:30



a.m. or she may not participate in a contest or practice that day unless approved.

### **LEAVING SCHOOL GROUNDS**

Once a student has arrived at school, she may not leave the premises for any reason without permission from the administration, she must go to the Main Office to obtain approval.

### **EMERGENCY EVACUATION**

**FIRE DRILLS** or any Emergency Evacuation, students are expected to be aware of the directives for evacuation of the building posted in each classroom. Students should exit **IN SILENCE** and remain **IN SILENCE** throughout the evacuation. All classes should remain with their respective teachers so teachers may account for every student at all times during the emergency.

**LOCKDOWN/ALICE DRILLS** will be indicated by an announcement over the P.A. Students follow instructions given over the P.A. or by their teachers **IN SILENCE**. Students may be asked to move to an inside wall within their classroom and wait until further directives are given over the P. A. or by their teachers.

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

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

### **RESPECT FOR SCHOOL**

A student shall not intentionally cause, or attempt to cause, damage to the school or to school property, and/or property of school personnel or students. Students will be expected to pay any damages caused.

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

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

### **SECURITY**

Everyone must be responsible to ensure the safety of our school. School identification cards (IDs) should be worn at all times in a visible location. In addition, be observant for unusual activity both inside and outside of the building, do not open doors for unauthorized persons, and do not prop doors at any time to ensure the safety of everyone.

### **VISITORS**

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

### **PART III - STUDENT SERVICES**

#### **NURSING (or Health Services)**

The role of the school nurse is to be the bridge between education and health, school and

Revised July 2016

community, classroom and home. Feel free to contact Seton's nurse at 471-2600 ext. 115 if you have any questions or concerns regarding health issues.

**ELEVATOR PERMITS** Any student who is unable to use the stairs may obtain an elevator pass from the Main Office. The student must be wearing the elevator pass. If a student needs to use the elevator for more than one week, a doctor's note must be on file in the office.

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

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

**MEDICATION** All medications must come to school in the original container.

**PRESCRIPTION** In accordance with Ohio Revised Code 3313.713, no drug prescribed for a student shall be administered until the school receives written consent of the parent and licensed prescriber. Additionally, in compliance with Ohio Revised Code 3313.716 and Ohio Revised Code 3313.718, before the student may carry and self-administer an Asthma Inhaler or Epinephrine Autoinjector, written consent of parent and licensed prescriber must be provided to the school. If a student requires prescribed medication during school hours, it is the responsibility of the parent/guardian to make the necessary arrangements.

**OVER-THE-COUNTER** At the parents' discretion, students may carry and self-administer cough drops, pain relief medication such as, but not limited to, acetaminophen, ibuprofen or topical first aid antibiotic ointments such as Neosporin®. However, using aspirin or aspirin containing medications to treat the flu, chicken pox, or any viral illnesses increases the chance of developing Reye's syndrome. Reye's syndrome usually affects people from infancy through young adulthood but no age group is immune.

**Sharing/giving medication to another student is strictly forbidden.**

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

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

**MISSION:** The Susan M. Gibbons Media Learning Center, Seton's library, strives to provide consistent and continuous access to quality research and reading materials for all learners in the Seton community, while modeling critical and ethical use of information in all formats. The library, as the intellectual hub of the school, exists to further the mission of Seton High School in educating young women for the future.

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

**RESOURCES:** The library collection includes traditional print resources and a wealth of electronic resources as well. The library web page at <http://www.setoncincinnati.org/page.cfm?p=682> includes links to all electronic resources, and online catalog for locating print materials. Passwords, tip sheets, and pathfinders can be found on SharePoint.

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

**USING THE LIBRARY DURING THE SCHOOL DAY:** Students are welcome in the library during the school day as space permits. If coming from a class or lunch, rather than from study hall, they must sign in. Classes being conducted in the library must take precedence over individual drop-in students, but generally no one will be turned away if she has a legitimate need for library resources.

## **CAFETERIA/FOOD**

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

Each student is expected to leave the table and surrounding floor clean and tidy. Lunch bags, paper cups, soft drink cans, and other debris must be placed in the proper receptacles when students finish eating, tables should be wiped, and chairs pushed in under the tables. Students will be assigned Cafeteria Duty which entails sanitizing the tables for the next lunch class.

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

Seton High School has a contract with a food service, giving exclusive rights to sell food and beverages in the cafeteria. Allowing other merchants to sell is a violation of this contract. Deliveries of food and beverage will not be allowed and delivery people will be asked to return any orders unless given permission.

Students may not have parents, alums, or friends eat lunch with them.

Seton uses a cashless lunch system. In order to purchase lunch in our cafeteria, every student must have an online lunch account.

Please follow the directions below to set-up your account:

1. Go to [www.ezparentcenter.com](http://www.ezparentcenter.com)
2. In the right hand corner of the screen, click on Sign-Up or Create and Account
3. When prompted, enter the school zip code 45205
4. When prompted, enter the parent name
5. In bottom box, enter the name (s) of the students to be included on the account

It will take several days for your account to be activated by the school. Please check back periodically to see if the account has been verified by Seton. Follow the directions below to add

Revised July 2016

money to your account:

1. Login to your account.
2. Add a credit card to the account.
3. Once your credit card is added, click on "Add money."

#### Other Payment Options

If you do not wish to use a credit card to add money to your daughter's account, you may send cash or a check (made out to Seton High School) into the business office. Please allow 2-3 business days for the money to be loaded onto your daughter's account. You will need to login to your account to make sure the money has been added before your daughter can use the account.

Your daughter has been given an ID number that she will use when checking out of the lunch line. There is a pin pad where she will input the number as she proceeds through the line. It is important that your daughter keep this number somewhere safe and memorize it. She should never share it with another student.

### **CARS, PARKING, AND TRANSPORTATION**

Seton students, who have an assigned parking space, may park in Seton's garage or parking lots. During regular school hours, students must park in their assigned spots unless otherwise directed by school personnel. If someone is parked in your assigned spot, the security officer or main office personnel must be contacted before you may park in another spot. Parking placards must be displayed so that it is visible from outside the front of the car.

Utilization of the parking garage or parking lots is strongly encouraged during and after school hours to promote a safe school community. Loitering in the parking garage and excessive noise is prohibited.

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

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

### **CELL PHONE USE**

Cell phones are permitted to be used during an individual's lunch period in the cafeteria. If a student needs to use her phone at any other time, a teacher's permission is required.

If a message comes to the Main Office; this message in turn will be forwarded to the student in the classroom. Personal messages will not be forwarded to students. Students may check with the Main Office before leaving school if a call is expected.

### **DANCE REGULATIONS**

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

- Seton sponsors alcohol-free events for the students; a student in attendance may be asked to submit to the use of a Breathalyzer.

- Students must be present at dances/mixers no later than one half-hour after the dance/mixer has started, unless written parental permission is presented when purchasing ticket.
- Students may not leave the dance more than one half-hour before the conclusion of the dance, unless written parental permission is presented when purchasing ticket.
- No student may leave a dance without permission from school authorities.
- Students and guests who are behaving poorly, dress inappropriately, or are under the influence of drugs/alcohol, her parents will be called and asked to pick up their daughter and date. Conduct points will be issued to a Seton student.
- If a date is behaving poorly, his high school will be notified. Seton has a relationship with many other high schools and the date will be disciplined as necessary.

## **LOCKERS**

All students have access to a locker. If a student may be assigned a locker, which is the property of Seton High School. The locker is to be locked at all times with a school combination lock. Locks must be purchased from Seton and must be used for the remainder of a student's enrollment.

## **PREGNANCY POLICY**

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

Seton High School believes and supports the teachings of the Catholic Church on premarital sexual relations and all that relates to this issue.

Because of the uniqueness of each individual involved in a pregnancy situation, the following policy is normally used:

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

## **TRANSCRIPTS/WORK PERMITS**

The first transcript is issued free of charge; a fee of \$2.00 is charged for each additional transcript. Official transcripts are sent directly to the employer/school requesting them. Transcripts are not issued for any account that is in arrears.

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

## **PART IV – CODE OF CONDUCT**

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

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

**SATURDAY SCHOOL** - A student will receive conduct points based upon school/classroom policy. For every 9 points accumulated, students must serve a Saturday School from 8:00 a.m. to 11:00 a.m. A fee of \$10 is charged to each student for every Saturday School a student serves AFTER serving two. This fee is payable on the morning of the assigned Saturday School. Saturday School students should enter the school through the connector doors on the top level of the parking garage. Students should bring computer, books and materials so they can do homework or study. Students attending Saturday School must be in full school uniform with their nametag. If a student chooses to skip, is late, abuses study time, or arrives out of uniform for Saturday School, additional conduct points will be issued.

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

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

**Good Standing:** A student in good standing refers to a student that is passing all of her classes, has 17 conduct points or less, has 4 unexcused/7 excused tardies or less for the year and 4 absences or less in a quarter. This standard will be used for students permitted to have honor time.

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

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

The student may not continue to hold or run for an office in a club, Seton/Elder Performance Series, organization or team and may not serve as a leader of a religious retreat.

The student may not sign out of study hall unless requested by a teacher.

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

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

A meeting between the student, the Director of Student Life and the Associate Principal will take place.

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

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

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

A conference with the student, her parents, and the Director of Student Life and the Principal will take place.

The student may be suspended from all athletic participation (including conditioning) for the remainder of the year.

The student may be suspended from club/co-curricular participation for the remainder of the year.

The student may be suspended from all choral activities (including Seton/Elder Performance Series).

The student may be prohibited from participating in any field trip.

The student will continue to meet with her mentor on a weekly basis.

The student will need to sign a behavior contract that she will be expected to adhere to until the end of the school year.

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

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

A conference with the student, parent/guardian, Director of Student Life and the Associate Principal will take place.

Weekly meeting with the mentor will continue.

An appointment with the Seton High School Psychologist or appropriate persons identified by the school will take place.

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

Expulsion from Seton High School may occur.

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

**(Sample list, not inclusive – Teachers may use their discretion)**

- 2 Dress Code/nametag violation
- 2 Eating/Drinking in class
- 2 Failure to sign out of study hall
- 2 Gum chewing
- 2 Late for class
- 2 Late forms, fees, etc.
- 2 Overdue Library Information Center materials
- 3 Cafeteria violation
- 3 Failure to comply with a reasonable request
- 3 Unprepared for class
- 3-9 Cell Phone Use/Text Messaging
- 3 Violation of Computer Acceptable Use Policy
- 6 Classroom disruption
- 6 Defacing school property
- 6 Excessive tardiness to school
- 6-27 Profanity
- 3-9 Computer Violation
- 9 Discourteous/Disrespectful behavior

9	Dishonesty
9	Parking violation/Speeding/etc.
9	Skipping Saturday School
9	Visible Piercings/Tattoos
27	Skipping class or assembly
27-90	Bullying
9-27	Cheating (a zero may be given on test/quiz/assignment as well)
27	Leaving school premises without permission
27	Misuse of emergency equipment
27	Smoking and/or possession of a cigarette or in view of the school building or at any school sponsored event
27-90	Threatening in any manner
27	Truancy
27	Vandalism
45	Theft
45-90	Using/possessing, selling or attempting to sell alcohol/drugs

## **EXPULSION**

Expulsion is dismissal from school for grave reasons. This is the last resort used by the Principal. The Principal will give the intent to expel and reasons for expulsion to the student and her parents or guardian.

The student, together with parent/guardian, will have an opportunity to appear before a Board made up of the Principal, Associate Principal, Director of Student Life, and her choice of two teachers for the purpose of appealing her expulsion. Appeal from expulsion shall be made to the Principal not later than five days after notice of expulsion has been given.

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

#### **(Sample list, not meant to be inclusive)**

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

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

Seton High School provides a holistic and healthy environment for its students.

To protect the health of students and employees, Seton High School prohibits the use or possession of all tobacco products (i.e. smoking, chewing), alcohol and drugs or being under the



influence of alcohol or drugs by students, staff and school visitors.

**GOALS, PREVENTION AND INTERVENTION** - The staff of Seton High School is committed to provide information and assistance to students that will encourage informed choices regarding the use of alcohol, tobacco and other drugs. The State of Ohio prohibits the sale or use of alcohol by anyone under the age of 21 and the sale or use of tobacco by anyone under the age of 18.

**EXPECTATIONS** - A Seton student is expected to remain alcohol/tobacco/drug free during her tenure at Seton High School. The goal is that a Seton student will develop a healthy lifestyle ensuring a successful future. All students are expected to represent Seton High School in the community and through any school-sponsored co-curricular activity. This includes but is not limited to athletics, clubs, dances, mixers, field trips, etc. Furthermore, a Seton student is also responsible for the behavior of her guest (when applicable).

**GENERAL POLICY** - A Seton High School student who is under the influence of alcohol/drugs or is in the possession of alcohol/drugs/paraphilia may be given up to 45-90 conduct points. This also includes, but not limited to, having or using any of these substances on campus, in a car, or within view of the school building.

Proper authorities will be notified if a student sells or aids in the sale of alcohol/drugs/tobacco. The student may be liable for expulsion.

A student may be asked to undergo an assessment by a licensed professional chemical dependency counselor within a reasonable amount of time. Failure to comply could result in expulsion.

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

## **BULLYING/CYBERBULLYING POLICY**

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

For purposes of this policy, the term harassment, intimidation and bullying means any unprovoked and intentionally written, verbal, or physical act that a student has exhibited toward another particular student more than once and the behavior both: (1) causes mental or physical harm to the other student; and (2) is sufficiently severe, persistent or pervasive that it creates intimidating, threatening, or abusive educational environment for the other student.

No teacher or staff member shall encourage, permit, condone or tolerate any of this type of behavior and will immediately intervene in the behavior and report the activity to the Principal or her designee.

## **SEXTING**

Sexting consists of taking, storing, sending, sharing, possessing, or viewing of sexually explicit images or messages by means of cell phones, text messages, emails or any other type of electronic device. Not only is this a violation of school policy, it is first and foremost a violation of the law and will be reported immediately to police. In addition, parents will be immediately

notified. Any and all students involved in any of these types of inappropriate behavior will be dealt with on an individual basis and it could lead to expulsion from school.

### **STUDENT SOCIAL MEDIA POLICY**

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

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

### **TECHNOLOGY/ELECTRONIC DEVICES**

Seton provides students the use of various types of technology devices to assist them in their education. With this privilege comes responsibility. Students are expected to make use of the technology for instructional purposes only. Any misuse of the technology provided will result in conduct points and/or the loss of use of the equipment. Any non-instructional use of technology devices, including those owned by the student are not permitted during the school day unless instructed by an adult. This includes but is not limited to headphones, radios, MP3 players, iPods and all other similar devices.

### **TRUANCY**

A student is truant if she is absent from school without the consent of a parent or guardian. Truancy is considered an unexcused absence and will merit 27 conduct points (3 Saturday Schools). Teachers will be notified if a student is truant, and are not expected to issue any make-up work, tests, quizzes, etc. for the day(s) of truancy.

## **PART V - GUIDELINES FOR PERSONAL APPEARANCE OF STUDENTS**

### **UNIFORM POLICY FOR 2016-2017**

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

Revised July 2016

The cleanliness, length, neatness of the skirt and uniform top reflects this pride.

Seton's dress code is and to be in compliance during school hours.

Seton students will avoid any extreme in fashion, i.e. feather extensions, body piercing (with the exception of ear piercing), visible tattoos, unnatural hair coloring (blue, purple, green, pink, etc.). The school uniform must be worn in homeroom until the end of the school day (including the cafeteria, at assemblies, etc.). School authorities will be the final judge on what is considered acceptable dress. Failure to comply with dress standards will result in conduct points.

Out of uniform permits must be obtained from the Director of Student Life/Associate Principal before school begins for the day. A note from a parent or guardian stating the reason for being out of uniform must accompany the student.

The Director of Student Life has extra uniforms in case someone forgets their uniform on a given day that can be signed out and returned at the end of the day.

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

Schoolbelles Uniform Company  
9695 Kenwood Road  
Cincinnati, Ohio  
(513) 921-3417  
[www.schoolbelles.com](http://www.schoolbelles.com)

Campus Outfitters  
35 TriCounty Pkwy  
Cincinnati, Ohio  
(513) 772-4250  
[www.campusoutfitters.com](http://www.campusoutfitters.com)

**Uniform Skirt:** The green and grey skirt has four (4) pleats. The skirt must be worn zipped, buttoned, without being rolled up on the waist and at a length that is appropriate for sitting in class. (Shorts worn underneath should not extend below the length of the uniform skirt) Skirts must be in good condition and free of holes, tears or markings of any kind.

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

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

**Socks/Shoes:** Predominately green, black and white socks of any length will be worn with a closed toed shoe with laces and must be worn at all times. Students may wear "Uggs" boots or the "off brand" in neutral colors from November to March, any other type of boot is not permitted.

**Tights:** Black tights may be worn with the uniform skirt.

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

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

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

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

## **SNOW DELAYS**

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

## **SETON SPIRITWEAR DAYS**

MOST FRIDAYS ARE A **SETON** SPIRITWEAR DAY EXCEPT DURING SEMESTER EXAMS, SENIOR EXAMS AND END-OF-THE YEAR EXAMS OR AT OTHER TIMES WHEN ADMINISTRATION MAY DEEM NECESSARY.

1. Seton Spiritwear is required for the upper apparel. This includes any garment that is an approved club, athletic team or extracurricular activity which is open to Seton students.
2. Jeans without stressful signs of wear or holes may be worn.
3. Shorts (green, white, grey, black or khaki) may be worn but must be mid-thigh in length. These items should be appropriate size and without stressful signs of wear or holes.
4. Black "Yoga" pants may be worn. These items should be appropriate size and without stressful signs of wear or holes.
5. Seton Spiritwear flannels and sweatpants which are available in the Spiritwear Shop are also permissible. These items should be appropriate size and without stressful signs of wear or holes
6. Socks and Closed toe shoes with laces and/or "Ugg Boots" (November – March) are required.
7. Nametags should also be worn.

Occasionally, for special occasions other exceptions may be announced prior to the out of uniform day but at no time is a garment advertising tobacco, alcohol or another school permitted to be worn by Seton students during school hours.

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

## **PART VI - FINANCIAL POLICIES**

### **TUITION**

Tuition for the 2016-2017 school year is \$9,900 plus fees of \$800 for a total of \$10,700.

### **PAYMENT PROCEDURES**

Seton uses FACTS, a third party tuition collection company for all tuition payments. All families must have a FACTS account, even if you are paying your tuition in full. Information was sent home to each family in February, 2016 regarding payment options and filing instructions. Any questions may be directed to the Business Office. Various payment options are available.

## **ALLOWANCE**

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

## **FINANCIAL AID**

Eligibility for financial aid requires that families complete the required forms online by the deadline. The application deadline will be included with the forms. Late applications are accepted but will not be reviewed until May. **In order to be eligible for financial assistance at any time during the year, a form must be on file with FACTS Grant and Financial Aid. All students receiving financial aid must maintain acceptable records in academics, attendance and discipline in order to receive the full amount of the grant. Grants are posted to FACTS accounts as they are set up, but adjustments will be made if grant requirements are not met.**

## **PAST-DUE ACCOUNTS**

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

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

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

## **WITHDRAWALS**

If for any reason a student withdraws during the school year, tuition will be charged based on the number of quarters started. For example, if a student withdraws three weeks into the third academic quarter, tuition will be charged for three full quarters. All tuition accounts must be paid in full before records will be released to a new school.

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

### **PHILOSOPHY OF SETON HIGH SCHOOL STUDENT ACTIVITIES PROGRAM**

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

#### **A. ACADEMIC TEAM**

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

matches. – Moderator –Mrs. Rider

**B. ANIME**

Anime Club promotes a pop-culture inspired alternative to the traditional Art Club requirements. We seek to inspire developing artists and writers to explore graphic design through the comic industry. We promote positive, life-affirming expressions to our artwork and stories.

We also seek to promote Japanese culture to the whole Seton community, in the hopes of fostering tolerance and Asian awareness among our entire Seton community. – Moderator – Mrs. Metz

**C. ANTI-HUMAN TRAFFICKING CLUB**

This club offers students the opportunity to learn more about human trafficking, and ways to be involved in educating others and working towards ending this evil. – Moderator - Sr. Sandy Howe, SC

**D. ART CLUB/NATIONAL ART HONOR SOCIETY**

Art Club members participate in various opportunities throughout the year. Each year provides different events. Seniors and juniors work on a mural and other art works throughout the school. There are also visits to art museums and galleries, art fundraisers, and artistic volunteer work. All students in the school are welcome.

Art students enrolled in Art 3 or Art 4 that earn an average of 93% or above for two or more quarters are inducted into Seton's chapter of the National Art Honor Society. Students serve the community and school through art-related projects. – Moderator – Mrs. Metz

**E. CAMPUS MINISTRY**

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

**F. CATHOLIC SOCIAL TEACHING ACTION TEAM (CSTAT)**

CSTAT provides Seton students the opportunity to get involved with issues of peace and social justice. This club is an endeavor with Catholic high schools and parishes in the Archdiocese. – Moderator – S. Sandy Howe, SC

**G. COMMUNITY SERVICE**

Seton High School students recognize the call of Christ to serve those in need. The Community Service Club provides the Seton student body with opportunities to respond to that call through various service projects and awareness raising programs. The CSC also provides an extended service opportunity in the form of mission trips over the summer. – Moderator – S. Sandy Howe, SC

**H. ECO CLUB**

The Seton High School Environmental Club works to raise awareness about environmental issues within our campus and surrounding community. We wish to educate our community on recycling and how to live an eco-friendly lifestyle. Activities include planning contests, planning beautification projects for Seton High School

grounds, making posters, announcements and videos about green practices, educating the community, plan fun events or trips, and many more. -

Moderator – Mrs. Jett

**I. HOUSE GOVERNMENT**

House Government is a student-led organization dedicated to the planning of all-school events, and at the same time, encouraging student involvement. Through brainstorming sessions and collaboration, House Government develops programs to improve Seton High School. House Government promotes school spirit, serves the community, and demonstrates the values that Seton High School instills in each of her students.

Captains (School, House, and Mentor Group) are elected to positions. Students running for or holding an elected position must be in good academic, discipline (no more than 17 points in one year) and attendance (tardies and attendance) standing or will not be permitted to hold or run for an elected office. – Moderators – Ms. Ridiman, Mrs. Gilday, Mrs. Corey, Mrs. Ritter, Mr. Brauch, and Ms. Agricola

**J. LATIN CLUB AND NATIONAL LATIN HONOR SOCIETY (NLHS)**

The Latin Club is an organization comprised of students who are enrolled in Latin Classics Fair. This club is self-funded and also raises money for worthy causes. NLHS requires a 90% average for 3 quarters each year. – Moderator – Ms. Brauch

**K. NATIONAL HONOR SOCIETY (NHS)**

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

**L. SAINTS FOR LIFE**

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

**M. SETON HELPING SAINTS**

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

**N. SETON/ELDER PERFORMING ARTS SERIES**

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

**O. SPANISH CLUB**

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

**P. STEAM CLUB**

Science, Technology, Engineering, Art and Math, to allow students the opportunity to do science activities that will encourage them to add a design factors to the project. Adding all five disciplines to projects promotes the ability to work cooperatively to solve challenging

problems by thinking outside of the box from many different angles. – Moderators – Mrs. Childers, Mr. Laiveling, Mrs. Metz, and Mrs. Hinker

**Q. STRONGHER**

Promoting and empowering women to be who they wish to be. – Moderator - Mrs. Roell

**R. STUDENT AMBASSADOR PROGRAM**

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

**S. TUTORING CLUB**

Students who have a 90% average or above in any specific subject are invited to join the Tutoring Club. Students can volunteer to tutor in a specific subject area, or across the board. In the beginning of the school year, there is a one-time training session. After that, students will be assigned to tutor another student (generally before or after school) as the need arises. - Moderator – Mrs. Jenkins

**T. VIDEO CLUB**

The Video Club allows students from any grade level to learn how to create and edit basic videos. IMAC computers will be used to create professional videos for both personal and school-related projects (i.e. open house, extra-curricular events, etc.). No experience is necessary. Bring your creativity and willingness to work. – Moderator – Mr. Wurzelbacher

**U. WOMEN IN SCIENCE**

Do you like to explore, experiment and engage in exciting endeavors? Come join our exceptional club and be the newest member to delve into how science is connected to everyday life. We will raise awareness of milestones in Science by recognizing the contributions of women scientists (Avogadro's Mole Day on 10/23) and their work. Or perhaps you like to observe what occurs during a chemical reaction! We are also collaborating with the Cincinnati Chapter of Women in Science to develop professional contacts with women that represent a wide variety of science/health fields.

Everyone is encouraged to join us! All we ask is that you bring your enthusiasm.

Moderator - Mrs. Huschart

**PART VIII - COMMUNITY SERVICE REQUIREMENTS**

Part of the mission of Seton High School is to have every student involved in community service. Students during their freshman, sophomore and junior years will be required to complete 25 hours of community service per year. Students during their senior year will be required to complete 15 hours of community service. These hours may be completed during the preceding summer or during the actual school year. After a student completes 25 hours of community service the student must fill out the proper paperwork and submit it to the Community Service Coordinator (CSC). Students will write a reflection paper as service hours are completed which will be turned in to the CSC. Detailed guidelines for community service hours can be obtained from the CSC.



## **PART IX- ATHLETICS**

### **OHSAA STATE CHAMPIONS**

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

Track and Field '13 Loretta Blaut High Jump

### **PHILOSOPHY OF SETON ATHLETICS**

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

### **RESPECT THE GAME**

Fans, Coaches and Athletes:

Speak with courtesy

Act with dignity

Play/Observe with pride

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

The Seton Athletic Program consists of the following teams:

#### **Fall Sports**

Varsity Cross Country

Junior Varsity Cross Country

Varsity Golf

Junior Varsity Golf

Varsity Soccer

Junior Varsity Soccer

Varsity Tennis

Junior Varsity Tennis

Varsity Volleyball

Junior Varsity Volleyball

Freshman Volleyball

#### **Winter Sports**

Varsity Basketball

Junior Varsity Basketball

Freshman Basketball

Varsity Swimming & Diving

Varsity Bowling

Junior Varsity Bowling

#### **Spring Sports**

Varsity Softball

Junior Varsity Softball

Varsity Track and Field

Varsity Lacrosse

Junior Varsity Lacrosse

#### **Year Round**

Highlighters (Dance Team)

Junior Varsity Highlighters – 9<sup>th</sup> graders

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

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

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

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

Athletic Director	Wendy Smith	<a href="mailto:smithw@setoncincinnati.org">smithw@setoncincinnati.org</a>
Assistant AD		
Athletic Trainer	Cindy Busse	<a href="mailto:bussec@setoncincinnati.org">bussec@setoncincinnati.org</a>
Basketball	Amanda Harnist	<a href="mailto:amanda.harnist@gmail.com">amanda.harnist@gmail.com</a>
Bowling	Jim Robb	<a href="mailto:j32664r@hotmail.com">j32664r@hotmail.com</a>
Cross Country	Karen Berndt	<a href="mailto:berndtk@setoncincinnati.org">berndtk@setoncincinnati.org</a>
Dance	Theresa Chiodi	<a href="mailto:tchiodi@3tcdesign.com">tchiodi@3tcdesign.com</a>
Diving	Carrie Bushman	<a href="mailto:cabushman@hotmail.com">cabushman@hotmail.com</a>
Golf	Peggy Korte	<a href="mailto:peggy.korte@gmail.com">peggy.korte@gmail.com</a>
Lacrosse	Drew Burchett	<a href="mailto:andrewburchett@gmail.com">andrewburchett@gmail.com</a>
Soccer	Ron Quinn	<a href="mailto:quinnr@xavier.edu">quinnr@xavier.edu</a>
Softball		
Swimming	Brad Ohmer	<a href="mailto:bradohmer@yahoo.com">bradohmer@yahoo.com</a>
Tennis	John Specht	<a href="mailto:spechtjohnj@aol.com">spechtjohnj@aol.com</a>
Track (indoor & outdoor)	Brian Laiveling	<a href="mailto:laivelingb@setoncincinnati.org">laivelingb@setoncincinnati.org</a>
Volleyball	Yoon Ha	<a href="mailto:yoovnb@gmail.com">yoovnb@gmail.com</a>

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

Seton High School is a member of the Girls’ Greater Cincinnati League. The league has six (6) member schools.

Seton  
Mercy  
McAuley  
Mount Notre Dame  
St. Ursula Academy  
Ursuline Academy

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

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

### **OHSAA RECRUITING BYLAW**

Any attempt to recruit a prospective student-athlete for athletic purposes shall be strictly prohibited. The use or influence by any person connected or not connected with the school to secure the

transfer of a prospective student-athlete is not permitted and will cause the student to be ineligible upon transfer and shall jeopardize the standing of the school in the OHSAA.

Prior to enrollment a prospective athlete may visit a non-public or public school in contemplation of transfer, as long as that contemplated transfer is consistent with the policies of the Archdiocese of Cincinnati. The request is made through the Principal.

### **MANDATORY INTER-SEASON REST**

Multiple sport athletes should contact coaches regarding rest in between seasons. It is mandatory that an athlete take at least three full school days (ideally one full week) rest after completion of an athletic season before beginning the next. The Athletic Director will make exceptions depending on the length of the season of the prior sport.

### **SPORTSMANSHIP**

The Seton athlete is expected to perform to the best of her ability at all times while also extending courtesy to coaches, officials, opponents, fans and school employees at all times. Athletes may not use offensive language or gestures before, during, or after athletic events. All athletes are reminded that they are representing Seton High School at all times. Any violation of sportsmanship is subject to disciplinary action including possible suspension from athletics.

Any athlete, parent or fan ejected for unsporting conduct will be suspended for all contests at all levels in that sport until two regular season/tournament contests are played at the same level as the ejection.

### **FACILITIES/HOME SITES**

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

Embshoff/Delhi Park- cross country practice

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

University of Cincinnati - swim practice

University of Cincinnati - diving practice

Robin's Nest Golf Course - golf practice

Delhi Park – softball practices and games and freshmen soccer games

Miami Whitewater Fields – JV soccer games

Western Bowl - bowling practices and matches

Western Hills High School – Lacrosse games and practices

Practices for all sports, except for the Highlighter practices, are usually held Monday through Saturday, and last for approximately two hours per day. There may be Sunday practices.

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

Facility Use: All athletic activities and meetings must be scheduled through the Athletic Director.

Athletes may not use any athletic facility unless a coach or athletic trainer is present.

### **PRE-SEASON MEETINGS**

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

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

### **AWARDS AND RECOGNITION**

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

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

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

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

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

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

**Plaques**—Third year members of a varsity team are given a wooden plaque.

**Clocks**— Fourth year members of varsity teams are given an inscribed clock commemorating their participation.

**Senior Awards**—seniors who have participated during their senior year are awarded a pin at the senior awards ceremony. Senior three sport athletes will receive a plaque at the senior awards ceremony.

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

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

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

### **ATHLETIC TRAINER**

An athletic trainer will be available to athletes, coaches, faculty, staff and family members of our Seton Community. The athletic trainer's hours will be posted at the athletic trainer's office. During home games the athletic trainer will be at the site of the sport that has the highest rate of injury. Athletes must immediately report any injury or illness to the coach. The parent, athlete or coach should then report any injuries to the athletic trainer. All athletes should be covered under their parents' medical insurance plan.

Before an athlete may return to athletic activity after any injury that requires a physician's attention, she must present the signed approval of her physician to the Athletic Trainer or Coach.

### **OHSAA PREPARTICIPATION PHYSICAL EXAMINATION, HIPAA FORMS, AND CONCUSSION FORM**

Athletes must complete the OHSAA pre-participation physical, HIPAA forms, Emergency Medical Form, Eligibility Form and the Ohio Department of Health Concussion and Head Injury Information sheet prior to participating in try-outs. The forms are given to the athletes prior to tryouts. Forms may also be picked up in the athletic office or athletic trainer's office or found on the website. The physical form is valid for one calendar year from the date of examination.

### **COMMUNICABLE DISEASE POLICY**

Revised July 2016

The Athletic Department has a commitment to the health and safety of our student-athletes. In accordance with the infectious skin diseases guidelines recommended by the National Federation of State High School Associations' (NFHS) Sports Medicine Advisory Committee [www.nfhs.org](http://www.nfhs.org) and The National Athletic Trainers Association (NATA), Seton High School will adopt the recommendation that suspicious lesions should be evaluated by a physician. According to the CDC, *Staphylococcus aureus*, often referred to simply as "staph," is one of the most common causes of bacterial skin infection in the United States. In addition, methicillin-resistant *Staphylococcus aureus* a type of "staph" infection is becoming more common in the community setting. Staph bacteria, including MRSA, can cause skin infections that may look like a pimple or boil and can be red, swollen, painful, or have pus or other drainage and occur in otherwise healthy people. Effective control of infectious skin lesions includes early recognition of symptoms, prompt diagnosis, and adequate isolation or treatment. Without proper referral and care, more serious infections may develop.

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

Notify athletic trainer and coach of any lesion before competition or practice.

If diagnosed with an infectious skin disease, provide documentation from a health-care provider, before returning to competition or practice, indicating the student is free of any communicable disease.

Allowance of participation with a covered lesion can occur if approved by health care provider.

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

### **EMERGENCY MEDICAL FORM**

An athlete's parents or guardian must complete the emergency medical form prior to tryouts. The form includes telephone numbers of the parents as well as other important information should emergency medical attention be needed. The emergency medical form will be kept on file for the academic year. Parents must submit a new Emergency Medical Form if changes to the athlete's medical status, address or phone numbers change during the school year.

### **MEDICAL INSURANCE**

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

### **TEAM TRAVEL**

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

### **UNIFORMS**

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

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

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

## **ADMISSION PRICES**

Admission prices for freshman, JV and varsity volleyball, JV and varsity soccer, freshman, JV and varsity basketball, and JV and varsity lacrosse games are: \$6.00 for adults; \$3.00 for H.S. students and senior citizens. These prices are set by the GGCL.

## **SEASON PASS INFORMATION**

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

Season Pass \$40 (Fall – soccer and volleyball) (Winter – Basketball) (Spring – Lacrosse)

Grandparent Pass \$10

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

## **PARTICIPATION FEE**

A fee of \$200 for the first daughter in her first sport must be paid. Each additional daughter will be \$100 for her first sport in that school year. If an athlete participates in a second sport the fee is \$100. If an athlete participates in a third sport in that school year the fee is \$100. Maximum for one family is \$500/school year.

## **FUNDRAISING**

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

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

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

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

## **DISCIPLINE POLICY**

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

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

Athletes will not be excused from Saturday detention in order to participate in practices or games. Coaches may impose additional policies and procedures for their sport.

Each team may have policies and procedures specific to that team. Student athletes must abide by team policies as well as the general school policies.

## **ACADEMIC POLICY**

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

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

### **COLLEGE RECRUITING**

All athletes who are interested in playing interscholastic sports at the college level should be aware of college recruitment procedures.

As early as ninth or tenth grade, these students should discuss their athletic potential with their Guidance Counselor and coach. At the same time, they should meet with their counselor to determine their academic eligibility.

The National Collegiate Athletic Association (NCAA) Clearinghouse is an organization that is designed to determine this eligibility by assessing students' grade point averages in core academic courses as well as students' ACT or SAT scores.

Students interested in playing at the Division I or II level should register with the Clearinghouse at the beginning of the junior year. On-line registration is available at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). To be eligible to play for these colleges, students must earn a certain GPA and test score according to a sliding scale. For example, the higher the GPA, the lower the test score can be. This chart can be obtained from the student's counselor.

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

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

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

### **CONTACT INFORMATION**

Wendy Smith

(513)471-2600 ext. 206

School fax: (513)471-0529

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

### **GENERAL ADMINISTRATIVE POLICY**

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

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

### **RESPONSIBLE USE OF TECHNOLOGY**

Catholic School Office

Archdiocese of Cincinnati

#### **INTRODUCTION**

- Dedicated to the teaching mission of the Catholic Church, the schools of the Archdiocese of Cincinnati are Christ-centered communities focused on faith formation, academic achievement, and personal growth.

([www.valuesforalifetime.com](http://www.valuesforalifetime.com))

- The use of new technologies presents new possibilities and challenges for the mission of the Church and Catholic education.

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

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

- Technology resources are provided in archdiocesan schools, as directed by individual schools’ technology plans, for the purpose of achieving the schools’ educational objectives.

2004-2007 Technology Plan of the Catholic School Office, Archdiocese of Cincinnati

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

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

In keeping with the mission of the Catholic schools to promote values for a lifetime, the schools will monitor, instruct about, and guard against inappropriate, unethical, and illegal use of technology by the student or adult user.

#### **AGREEMENT FORM**

In order to ensure the proper use of technological resources, it is necessary that each user (and his/her parents, if the user is under 18 years of age) annually sign the attached Responsible Use of Technology Policy - User Agreement Form. The signed form must be on file at the school before Internet access is permitted. Signing the form indicates that the user will abide by the rules governing Internet and other technology access as stated in this policy.

#### **RESPONSIBLE USE OF TECHNOLOGY POLICY**

Catholic School Office

Archdiocese of Cincinnati

All schools must have on file a signed Responsible Use of Technology Policy – User Agreement Form for any student\* and/or adult (administrators, faculty and staff members, parents, volunteers, and other school-affiliated adults) using a school’s technology resources, school’s Internet account, school-sponsored account, or personal account to access the Internet. All Internet access and use of other electronic communication technology is strictly limited to educational purposes. Students (including those 18 and over) are not allowed to access personal

Revised July 2016



accounts from school. School personnel (administrators, faculty and staff members) are allowed to access personal accounts at school but are subject to responsible use provisions herein. Catholic Schools of the Archdiocese of Cincinnati adhere to the Children's Internet Protection Act. Individual schools may be further governed by the policies of the Instructional Technology Centers or other Internet Service Providers. The school has right of access to any electronic devices on school property.

All information received or sent from school property remains the property of the school and is not considered confidential. The school reserves the right to investigate the download history of all school computers. There shall be no reasonable expectation of privacy.

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

### **SCHOOL RESPONSIBILITY**

The school shall provide access to technological resources, including Internet, for educational purposes only. The school shall also provide training for students and teachers in the appropriate use of technology. The school does not guarantee the accuracy of information gathered from school computers.

The school shall take measures to provide for the safety and security of minors, supervise and monitor student access to all technological resources provided by the school, and guard against the access of objectionable material, in compliance with the Children's Internet Protection Act. Unauthorized disclosure, use, and dissemination of personal information regarding minors are forbidden.

### **USER RESPONSIBILITY**

The user shall access the school's technological resources for educational purposes only. Each user is responsible for information that is sent and received under his/her personal and/or school Internet account.

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

### **DISCIPLINARY ACTION**

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

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

school community.

**The following will be signed by student and her guardian and submitted to the main office.**

**SETON HIGH SCHOOL MULTIMEDIA RELEASE FORM STARTING 2016-17 SCHOOL YEAR**

Permission to Use Student's Photograph, Likeness, Information and Student's Original Work  
I, \_\_\_\_\_ (student) do hereby give Seton High School the right to use my name and photograph in all forms and media and in all manners, including the Seton High School website ([www.setoncincinnati.org](http://www.setoncincinnati.org)), composite representations (such as collages or classroom pictures), for use in conjunction with informational publications or for advertising of Seton High School or programs, education professional journals, public displays or presentations about Seton High School and its programs, or any other lawful purposes.

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

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

I have read this release and am fully familiar with its contents. By signing this form, we are giving our permission for our daughter to use her name and photograph, etc. for her entire tenure at Seton High School. If at any point I decide to withdraw permission, I will call Seton High School at 513-471-2600.

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

Parent or Guardian Signature \_\_\_\_\_

**STUDENT GUIDEBOOK  
STARTING 2016-2017 SCHOOL YEAR**

We have read the student guidebook of Seton High School which is located on Seton's website at [www.setoncincinnati.org](http://www.setoncincinnati.org) and will cooperate with the school in carrying out these guidelines. By signing this form, we will read the student guidebook regularly and will cooperate with the school for our daughter's entire tenure at Seton High School. If at any point I decide to withdraw permission; I will call Seton High School at 513-471-2600.

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

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

**2017 SCHOOL YEAR**

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

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

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

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

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

I further understand that my child's participation is purely voluntary and is a privilege and not a right, and that my child and I, on behalf of my child, elect to participate in spite of the risks.

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

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

I have carefully read and understand and accept the terms and conditions stated herein and acknowledge that I have signed this on my own free will. By signing this form, we are giving our permission for our daughter for her entire tenure at Seton High School. If at any point I decide to withdraw permission; I will call Seton High School at 513-471-2600.

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

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