

SETON-LA SALLE CATHOLIC HIGH SCHOOL

STUDENT HANDBOOK



2011-2012

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I. WELCOME AND OVERVIEW

On behalf of the Faculty, Staff, and Administration, WELCOME to Seton-La Salle Catholic High School. We look forward to working with you to make this a successful, enjoyable, and productive year.

Seton-LaSalle is a school with a strong tradition of faith in God and concern for others. It has a rich history of accomplishments and offers opportunities to develop your God-given talents in academic, spiritual, social, and extra-curricular programs. You can become part of this spirit and tradition by participating fully in the life of Seton-LaSalle. Your desire and willingness to learn and cooperate will help you in your personal growth and in setting challenging and realistic goals for the future.

The first step toward a successful year lies in knowing and understanding what is expected. This Student-Parent Handbook contains important information about school rules, policies, and procedures. Please read the entire document carefully. The handbook is divided into four sections: 1) Welcome and Overview, 2) Academic Policies, 3) Student Affairs, and 4) Student Activities. Pertinent items are arranged alphabetically within each section. Parent and student signatures are required to indicate that you have read the Handbook and are willing to abide by its contents.

Let us ask God's blessing and guidance for us all.

MISSION STATEMENT

As a Catholic school following the traditions of our patron saints, Elizabeth Ann Seton and John Baptist de La Salle, Seton-La Salle Catholic High School fosters the spiritual, intellectual, physical, emotional, and social growth of each student, and prepares the individual to be a faith-filled, responsible citizen and a productive contributor to the global community.

Through faithful teaching of the Gospel, dedicated instruction in the academic disciplines, active participation in worship, and the generous sharing of time and talent, Seton-La Salle Catholic High School seeks to nurture and incorporate into its very life the message revealed in Jesus Christ.

PHILOSOPHY

Seton-La Salle Catholic High School, as a Catholic institution, recognizes its dual mission to promote spiritual development and academic excellence. These goals are complementary; both are evident in all facets of the school's activities. We believe that we have a responsibility to demonstrate our dedication to this dual mission within the classroom and to share our beliefs and talents with the larger community.

The source of our mission of faith and charity is Jesus Christ and His Gospel message of faith, hope, and love. As a school community, we profess our faith by living our faith, by praying, and by celebrating the Eucharist. As a faculty, we recognize our need to deepen and grow in the Christian call to holiness so that we "live Jesus," and not just instruct about Him. We believe that the goal of education must be "lifelong personal

conversion, formation of a faith community, and the enabling of people to become agents of transformation in the world.” (Diocese of Pittsburgh Creedal Statement)

The intellectual development of the students cannot be separated from their spiritual development. We recognize the ability to learn is God given and forms the parameters within which each of us performs. As a school community we accept the great diversity of intellectual ability within our student body. We encourage our students to strive to their highest level of achievement.

Learning is dynamic, reflecting an ever-evolving knowledge base. The total development of the Seton-La Salle student includes logical interpretation of events based on the laws of science and nature, critical analysis of the written word, creativity, deductive and inductive reasoning, appreciation of the fine arts, manual dexterity, and understanding of foreign languages and other cultures. Other dimensions of our intellectual approach are recognition of the importance of the past, its implication for the present and future, and respect for the opinions of others.

The personal growth of each student as an individual and as a member of society is one of the primary concerns of the Catholic school. Personal development involves the religious, intellectual, social, and physical maturation of the student. The Seton-La Salle community recognizes its role in the lives of its students and its responsibility to encourage the uniqueness of each. This means the school accepts its challenge to assist the student in the process of self-discovery and movement toward independence and inter-dependence. Students are encouraged to make decisions and to accept the consequences of their actions.

Socially, Seton-La Salle is a vibrant Christian community of respected individuals, who share a common vision. As unique persons, created in the image of God, we achieve our fullest potential through viable caring and amicable relationships among all members of the school community. Thus, we understand and accept our responsibility to develop healthy and just interpersonal relationships. Likewise, we accept the responsibility to educate each student about good physical health. We encourage students to participate in exercise, sports, dance, and play through classes and extracurricular activities that promote the fullness of life for the individual.

Seton-La Salle is a school, and that fact has its limits, too. We cannot be, nor do we claim to be, the total experience of a lifetime. Yet, Seton-La Salle is a community of believers who seek to live an ever-deepening faith and an ever-increasing life of charity toward all we encounter. The Gospel of Jesus Christ is the core of what we are as a school and the standard by which we constantly strive to live as individuals who are one in Christ.

HISTORY

Seton-La Salle Catholic High School is a Catholic co-educational high school established in 1979 to serve the parishes of the South Hills section of Pittsburgh and nearby suburbs.

Seton-La Salle is a merger of Elizabeth Seton High School and South Hills Catholic High School and continues the excellent educational tradition of the Sisters of Charity, the Brothers of the Christian Schools, the corps of lay men and women who have served on

the faculties of these two schools, and the students, past and present, who have modeled the traditions and values the school seeks to impart.

Over the years, Seton-La Salle has established a widely recognized reputation for a strong spirit of Christian community, for the quality and variety of its academic programs, for the significant contributions of service to the community by its students and faculty, for quality programs in art, music, theater, and for the achievements of its athletic teams.

POLICY ON RACIAL DISCRIMINATION

Seton-La Salle Catholic High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at our school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational and admissions policies, scholarship programs, athletic and other school-administered programs.

II. ACADEMIC POLICIES

The academic program at Seton-La Salle is designed to help the students develop as Christian men and women intellectually and spiritually and to provide motivation and preparation for a lifetime of study and work.

GRADUATION REQUIREMENTS

Religion	4.0 credits
English	4.0 credits
Social Studies	4.0 credits
Mathematics	3.0 credits
Science	3.0 credits
Computer	0.5 credits
Language	2.0 credits
Fine Arts	1.0 credit
Phys. Ed./Health	1.0 credit
Electives	3.0 credits

Required Credits for Graduation	25.5
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The **required** courses exceed the state requirements to earn a high school diploma. Religious instruction is in accordance with diocesan guidelines. **An elective is any course taken in any area of study beyond the required courses.**

Elective courses are provided for personal enrichment, preparation for continued education, and to enable students to acquire skills for immediate job placement. Electives include advanced placement courses leading to college credit and vocational technical training courses. In addition, Art, Music, Business, English, Foreign Language, Math, Science, Computer courses and Social Studies electives are available.

Seton Hill University, La Roche College, Carlow College, and Duquesne University provide an opportunity for our honor students to receive college credits for fulfilling college level work while in high school. Students who elect to take AP courses are required to either take the associated AP exam or to sign up for the available college credits for the course from an approved institution. Failure to comply with this requirement will result in the student receiving Academic credit for the course rather than Honors credit.

Parents indicate their approval of the student's choice of classes by signing a course selection form, which is then submitted to the Principal's Office. The selections of students and parents are **final** when they are submitted. Subsequent changes are always dependent upon available classroom space as determined by the principal.

ACADEMIC NEEDS

Since Seton-LaSalle does not have a Special Education Program, it is important that information about the academic needs of students with identified disabilities be given to the principal and the counselor at the time of admission to determine if the student's needs can be accommodated properly here.

ACCREDITATION

Seton-La Salle Catholic High School is accredited by the Middle States Association of Colleges and Schools, the Pennsylvania Department of Education, and the Diocese of Pittsburgh.

COURSE FAILURES

Underclass students who have a final failure in one or two courses must attend summer school to remove all failures if they want to return to Seton-La Salle the following year. **Seniors** must remove failures in summer school or during the summer with a certified tutor approved by the school administration before the student will be awarded a diploma.

Underclass students who fail courses equivalent to three (3) credits must withdraw from Seton-La Salle Catholic High School. **Seniors with the equivalent of three or more course failures may not participate in the commencement exercises.**

The requirement to make up courses in summer school applies equally to full credit and half-credit courses.

Course failures may not be made up the following year. **Students may not begin a school year with failing grades.** First semester failures may **not** be made up during the second semester.

GRADING SYSTEM

<i>GRADE</i>	<i>%</i>	<i>GENERAL</i>	<i>ACADEMIC</i>	<i>HONORS</i>	<i>AP</i>
A+	97-100 %	3.75	4.25	5.25	5.75
A	93-96 %	3.50	4.00	5.00	5.50
B+	89-92 %	2.75	3.25	4.25	4.75
B	85-88 %	2.50	3.00	4.00	4.50
C+	80-84 %	1.75	2.25	3.25	3.75
C	75-79 %	1.50	2.00	3.00	3.50
D+	72-74 %	0.75	1.25	2.25	2.75
D	69-71 %	0.50	1.00	2.00	2.50
F	0-68 %	0.00	0.00	0.00	0.00

The QPA (Quality Point Average) is a weighted average computed by taking the sum of the quality points earned and dividing that sum by the total number of credits with advanced and remedial weighted in value as shown on the table above.

The grades indicate the teacher's rating based on the student's progress in the class. Only **final** grades are listed on the transcripts and permanent record cards.

GUIDANCE AND COUNSELING

The purpose of the Guidance and Counseling Department of Seton-La Salle Catholic High School is to assist students in dealing with individual concerns and to help them acquire the self-knowledge and understanding of others that will be an asset in their lives. These skills will make their high school years more profitable and enjoyable, while creating a solid foundation for their future spiritual, academic, social, and personal development.

The Guidance and Counseling Department and Programs are designed to meet the needs of our students at various levels. Freshmen are assisted in the transition to high school in general and to Seton-La Salle Catholic High School specifically through presentations on the academic program, extracurricular offerings, and the rules and regulations of the school. Study skills lessons are presented that emphasize the need of a structured time and place for students to properly prepare for homework and study.

As a service to all students, the Guidance and Counseling Department coordinates and supervises all testing programs, including the Iowa Test of Educational Development (ITED), the Preliminary Scholastic Assessment Test (PSAT), the Scholastic Assessment Test (SAT), the Advanced Placement Program (AP), the American College Testing (ACT) Program and the College-Level Examination Program (CLEP), as well as all career testing and psychological examinations. In addition, the department works closely with the Allegheny Intermediate Unit, the Office of Vocational Rehabilitation, and other agencies to provide our students with all services for which they are eligible.

Programs are offered to inform seniors and their parents of the procedures to follow when applying to colleges, universities, trade and technical schools, and to provide scholarship and financial aid information and procedures for post-secondary education.

In order to provide these services, the heart of the department is the personal interview. Each counselor strives to set up interviews with all students at least twice per year in

addition to an extensive follow-up on all disciplinary and academic deficiency reports that a student may receive. Because the counselor cannot always perceive the need for special counseling and assistance, we encourage teachers, parents and administrators to make referrals whenever and for whatever reason.

GYM EXCUSES

All gym excuses must be presented to the gym teacher before class. Students with medical gym excuses may not participate in interscholastic athletic activities for that day. They are required to attend gym class as a non-participant and will be responsible for completing an assignment.

HOMEWORK

Students have homework daily. In addition to written assignments and use of study periods during the school day, it is recommended that students study for at least two hours at home in a place conducive to learning.

HONOR ROLL

An honor roll is published quarterly, based on the student's performance for that quarter. Students with D, F, or I (Incomplete) on their report cards are not eligible for the honor roll. Students with a 3.5 and above will earn high honors, and students with a 3.0 and above will earn honors. In computing the honor roll, the GPA, or unweighted grade point average is used.

Students making honor roll will receive an honor roll card and an honor roll list will be sent to each student's parish.

INTERNET ACCESS POLICY

Use of the Internet provides great educational benefits. Unfortunately, some material accessible via the Internet may contain items that are illegal, defamatory, or offensive to some people and contrary to the beliefs and values of the Catholic Church. Access to the Internet is a privilege given to students who agree to act in a considerate and responsible manner. Students and parents/guardians are required to read and accept by their signature the school rules for appropriate on-line behavior.

1. All students are responsible for appropriate and lawful use of the school's technology resources.
2. Personal electronic devices such as laptops, iPads, netbooks, e-readers(Nooks, Kindles, etc.), Mp3 players, cell and smart phones are not permitted to be used between 7:50am and 2:25pm.
3. Network storage areas are treated as school lockers; i.e., they are property of the school and may be opened for inspection at any time. Network administrators may review files and communications to maintain system integrity and ensure that the system is being used responsibly. Users should expect that files are subject to review by the appropriate school officials without advance notice.
4. The following are prohibited:

- Sending, receiving, viewing, downloading, accessing or transmitting inappropriate material likely to be offensive or objectionable, including but not limited to that which may be defamatory, obscene, sexually explicit/pornographic, harassing, discriminatory in any manner, violent, inflammatory, profane or threatening;
- Using chat rooms or social networking sites, such as Facebook or MySpace;
- Facilitating any illegal activity or encouraging others to do so;
- Damaging a computer, the computer system or computer network
- Downloading or installing software;
- Installing any hardware devices, peripheral devices, network or system hardware;
- Using a portable software application, proxy server or any other method or means to circumvent the computer security filter;
- Violating copyright laws, plagiarizing in any form, or infringing upon others' intellectual property rights;
- Employing the computer network for commercial purposes;
- Using another student's user name and/or password or trespassing in another's folder, work, files or e-mail;
- Gaming of any type;
- Distributing or forwarding spam or chain e-mails.

This list is not exhaustive. The principal, assistant principal and information technology director may determine other uses that violate the acceptable use policy. Violations may result in loss of access and other disciplinary or legal action.

LIBRARY AND RESOURCE CENTER

With its collection of books, newspapers, magazines and audio-visual materials, the library provides a quiet atmosphere for study and research.

Rules and Regulations

1. A library pass must be obtained prior to the start of homeroom. You must obtain your own library pass. Once a student enters the library during their lunch period or study hall, they must remain in the library until the end of the period.
2. Library materials may be checked out for a period of 3 weeks. One renewal is permitted unless another person has a hold on the item. Reference materials such as encyclopedias must be used in the library.
3. Report cards will be held until all overdue library materials are returned. Lost or heavily damaged materials must be replaced. The price of lost or damaged materials will be secured from our library vendor.
4. No food or drinks are permitted in the library.
5. Students are to respect the other people in the library and conduct their work in a quiet manner.
6. Failure to follow the above rules or any part of the student code of conduct will result in the suspension of library privileges.

NATIONAL HONOR SOCIETY

Seton-La Salle sponsors a chapter of the National Honor Society. Selection to NHS is a privilege, not a right. Students are elected to the organization by the faculty in recognition of outstanding achievement in four areas: Scholarship, Leadership, Moral Character, and Service. Students who meet the academic eligibility requirements must submit an information form, providing evidence of service and leadership. The faculty then selects students who demonstrate outstanding performance in all four criteria of NHS in their life in the school. The N.H.S. is one of many ways in which the school gives recognition and appreciation to the students and their achievements.

PARENT/TEACHER CONFERENCES

Conferences are scheduled twice each year, primarily for parents/guardians whose sons or daughters are working below their potential or scoring grades of D or F. Parents/Guardians should consider attendance at these conferences a serious obligation. Conferences are scheduled by appointment from 6-9 P.M. Please check the ***Rebelations*** newsletter or the SLS website, www.slshs.org, for the conference dates. Parents/Guardians are invited and encouraged to make appointments with the administrators, counselors, and teachers at this time or any time a need arises.

REPORT CARDS, DEFICIENCY NOTICES, PROGRESS REPORTS

Report Cards, Deficiency Notices, and Progress Reports are formal written documents of academic progress.

Report cards will be distributed to students quarterly, at the end of each academic marking period. Final course grades are recorded on a student's Permanent Record Card. Grades of "I" for Incomplete will change to F if the missing work is not made up within four weeks of a student's return to school. Incomplete grades cannot be carried past the end of the academic school year.

Parents who provide an e-mail address will have on-line access to their child's class records in each subject area. Parents should encourage their children to take immediate, positive action to remedy problems.

SEMESTER EXAMS, CHEATING, & PLAGIARISM

Comprehensive semester exams will be administered in all major academic subjects at the end of the semesters in January and in June. The weight of the exam is 15% of the semester grade.

All students must take semester exams at the scheduled times. In case of illness or an emergency, students must take exams on designated make-up days.

When it has been determined that a student has been **cheating** on any exam or has **plagiarized** the work of others, both academic and discipline consequences will ensue. Teachers will notify the parents in all cases of cheating or plagiarism.

STATE BOOKS

Most textbooks used by Seton-La Salle students during the school year are purchased by the Pennsylvania Department of Education and are **loaned** to the students. These books remain the property of the State of Pennsylvania. It is the **responsibility** of the student to **return books at the end of the school year in the same condition they were received. Books are to be covered.** Students who lose books or return them in poor condition will be fined the full cost of the book. The school will withhold report cards until books are returned and fines are paid.

STUDENT RECORDS

Access to student records by parents and/or students is governed by Diocesan school policy which is in compliance with the State Board of Education Regulations on Pupil Records and consistent with the Family Educational Rights and Privacy Act of 1974 (**Buckley Act**). Please contact the school for further information.

STUDY HALLS

Study halls are to be used for **quiet** study. Attendance will be taken at every study hall and requirements for attending study halls are the same as for regular classes. Students may be excused only with a written request from a faculty member for make-up work, a specific duty, or a pass to the library.

TRANSCRIPTS

The first transcript is free; each additional transcript is \$2.00. To obtain a transcript, student and/or parent must sign a transcript release form and present a receipt from the business office certifying that all financial obligations have been met.

TRANSFERRING TO ANOTHER SCHOOL

To transfer a student to another school, a parent/guardian must complete a transfer form in order for transcript and records to be sent. If the transfer occurs during the school year, the transferring student must request a book return form from the office, which is to be signed by each teacher after books/materials are returned. Records will not be released until all financial obligations are met.

III. STUDENT AFFAIRS

ASSEMBLIES

In all assemblies, students will be **courteous, respectful, and attentive.** As a safety/security issue, students are to sit **in assigned seats** during assemblies. Failure to comply will result in the issuance of a detention.

ATTENDANCE

The school laws of Pennsylvania state that, "Every child of school age, from age eight to seventeen, having a legal residence in this Commonwealth, is required to attend a day school...every parent/or guardian is required to send each child, or children to day school." On the day a student is absent, the parent/guardian must call the school **(412-561-3583)** to report the absence. **If the call has not been received by 9:50 AM, the student will be considered truant.**

On the first day of returning to school, the student must present a signed note from a parent or guardian, including the following: **date(s) of absence, daytime home or business phone number, and reason for the absence.**

If a student fails to present an absent note for three (3) consecutive days, the absence will be regarded as an illegal absence and appropriate action will be taken. Students will not be permitted to make up missed schoolwork until an absent note is on file. **According to state law, parent excuses may only be accepted for ten absences. Excuses for subsequent absences must be from the doctor.**

EXCUSED ABSENCES AND TARDIES

The following are accepted excuses: Illness, family emergencies, pre-arranged and approved doctor/dentist appointments, authorized school activities, and counselor appointments and visits of college representatives with approval of teacher(s) whose class is missed.

The Assistant Principal determines whether tardies are excused or unexcused.

Class retreats, field trips, etc., are considered to be regular school days, subject to all of the same rules and regulations that apply to any other school day.

Absence due to vacation or non-school-related activity is discouraged and may be considered unexcused if prior notification is not given to the school. Students must accept the responsibility for such an absence and are responsible for obtaining make-up work. The absence will be considered unexcused if work is not made up.

The administration will review the attendance records of all students at the midpoint and end of each quarter. Attendance information is available at the end of each quarter on the student's report card and will be updated periodically on Edline. Parents will be notified via letter for all students with ten (10) or more absences. If the absences continue, the parents or guardians will be required to meet with the administration when the number of absences reaches fifteen (15).

Students whose absences are unexcused will be referred to the Allegheny County Truancy Program. Parents/guardians of students involved in more than three (3) illegal absences may be subject to fines from their local school districts.

TARDINESS

Students must be in their assigned homeroom by 7:50 A.M. Any student arriving late is to go directly to the **main office** to sign in and receive an admit pass to homeroom or class. Students arriving after 11:10 A.M. will be marked a half day absent. **Excuses for**

lateness must be presented by note or parent phone call by the end of the day or lateness will be considered unexcused.

Excessive tardiness, even with a parental excuse, will result in disciplinary action. Students tardy for class, assemblies, or lunch without a legitimate excuse will be subject to detention. Students who are late for school and miss one or more classes without a legitimate reason will be considered to have cut class. Students who miss twenty (20) or more minutes of their first scheduled class may be considered as having cut the class. Additionally, excessive absences/tardies can lead to ineligibility for participation/attendance for any and all extracurricular activities of the school. This can include activities and athletics, as well as Homecoming Dance, Prom, Commencement, and so on.

EARLY DISMISSAL

Students wishing to be dismissed before the regular school dismissal time (2:25 P.M.) must present such requests in writing or by parental phone call to the Main Office before 7:50 A.M. Students leaving the building prior to 11:10 A.M. will be marked a half day absent. Doctor/Dentist appointments should be made at times which do not conflict with the regular school day. **Students who leave early without having followed these procedures will be considered to have cut class(es).**

MAKE-UP WORK

Students missing school because of an excused absence will be given the opportunity to make up all work that they missed. Arrangements for making up missed work should be made with the student's individual class teachers. **Students will not be permitted to make up school work missed while absent until an absent note is received by the school.**

Students returning to classes from suspension will be permitted to make up all work missed but must assume full responsibility of approaching teachers for the make-up work and completing it within five (5) school days.

Students who cut class or are truant from school are not permitted to make up work and will receive a zero for all work/tests missed.

Parents are reminded to contact the Guidance Office for make-up work in case of an extended illness. Twenty-four hour notice is needed to organize the assignments.

BUSING

Students who live between two (2) and ten (10) miles from Seton-La Salle are eligible for bussing to school if their local school district provides transportation to students in their district. The following school districts presently provide transportation under the current state law:

Baldwin-Whitehall - Bethel Park - Canon-MacMillan - Carlynton - Chartiers Valley -
Keystone Oaks (Castle Shannon and Green Tree residents only) - Peters Township -
Pittsburgh - Ringgold - South Fayette - South Park - South Allegheny - Upper St. Clair -
West Jefferson Hills - West Mifflin.

Students are strongly encouraged to ride the school bus to and from school. It is a service that parents are financing through local school taxes. Normally, it is the safest and most reliable means of transportation to and from school.

Students should be notified by their school district concerning their bus stops and their pick up times before the beginning of the school year. In some cases, bus information will be given to students on the first day of school. Students are subject to all the regulations concerning bus transportation as determined by their local school district. **Since student behavior reflects the reputation of Seton-La Salle Catholic High School, violations could result in detention, suspension and/or revocation of riding privileges.**

Students who are eligible for busing, but opt to use other means of transportation, may not use transportation as an excuse for being tardy or for missing school.

CAFETERIA

The cafeteria will be open to all students from 7:30 – 7:45 A.M. for breakfast. All students are required to report to the cafeteria for their assigned lunch period and remain until dismissed. Students will be served food or drinks only during breakfast or their assigned lunch period. The cafeteria is serviced by Metz and Associates. Hot, nutritious lunches are served every day at a minimal cost. Students may bring their own lunches. It is the responsibility of the students to maintain the cleanliness of the cafeteria by cooperating with the cafeteria prefects in keeping this area clean and orderly. Students are not permitted to wear or carry backpacks or gym bags in the serving line. Eating or drinking beverages outside of the cafeteria will result in a detention. If a student needs to carry a water bottle to class, a note must be presented from a physician. Delivery of food to school at lunchtime is prohibited. In order to be in compliance with fire safety laws, leaning against/sitting on windowsills and radiators is prohibited. When not in transit, students must remain seated unless otherwise instructed by the cafeteria prefects.

CELLULAR PHONES / ELECTRONIC DEVICES

Cellular phones and other electronic devices (pagers, CD players, iPods, etc.) should not be seen or heard in the school building from the time of the students arrival in the building until dismissal. Phones must be turned to the "off" position before the student arrives in the building and immediately placed in the student's locker before homeroom. Phones must remain in the locked locker until the last bell. The first violation of this policy will result in confiscation of the device until the student meets with the Dean of Students. Repeat violators are subject to disciplinary action, including detention, and may result in complete loss of the privilege of bringing a phone to school.

In case of an emergency, please call the school office rather than your child's cellular phone. Students that need to make an emergency phone call should report to the office.

DAILY ANNOUNCEMENTS

Students wishing to have an announcement published or announced must present it in writing to the Principal or Assistant Principal for clearance.

DIOCESAN ANTI-HAZING POLICY

Hazing has no place in the Catholic school experience. It is the antithesis of the purpose and mission Catholic education where students are called to grow in their commitment to God, one another, the Church and the wider community.

Hazing is defined as any intentional, knowing, or reckless act meant to induce pain, embarrassment, humiliation, deprivation of rights, or that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliated with, holding office in, or maintaining membership in any organization, club, athletic team sponsored or supported by any parish, elementary, or secondary school in the Diocese of Pittsburgh. It does not matter whether such hazing practices were mandatory or voluntarily entered into by any student or organization in question.

The following are examples of hazing and may not only be limited to these offenses:

- Recklessly or intentionally endangering the physical health, mental health, safety, or dignity of a person;
- Willful destruction or removal of public or private property for the purpose of initiation or admission into affiliation with, or as a condition of continued membership in any organization;
- Forcing or requiring the drinking of alcohol or any other substance;
- Forcing or requiring the eating of food or anything an individual refuses to eat;
- Requiring calisthenics such as push-ups, sit-ups, jogging, and runs;
- Paddling or striking in any manner;
- Forced treasure or scavenger hunts, road trips;
- Marking, branding, or shaving the head or body hair;
- Preventing/restricting normal personal hygiene;
- Sexual harassment such as "teabagging," causing indecent exposure or nudity at any time;
- Physical harassment such as pushing, cursing, shouting, etc.;
- Requiring uncomfortable, ridiculous, or embarrassing dress;
- Requiring the carrying of items;
- Requiring personal service or acts of servitude;
- Treating a person in a degrading or demeaning manner;
- Requiring new members to practice periods of silence;
- Conducting "interrogations" or any other types of questioning.

It is the responsibility of students and supervising adults not to remain silent if they observe hazing. Silence condones these activities and may make the observer just as guilty as the hazers themselves. If a hazing incident is witnessed by a student or supervising adult, it is his/her responsibility to report the incident to the principal.

Individuals or groups found in violation of this policy will be subject to disciplinary action that could include suspension or expulsion from the school.

CYBER BULLYING/ ELECTRONIC HARRASSMENT

The use of technology in order to bully or harass another student or faculty member shall not be tolerated. Cyber bullying includes but is not limited to harassing, teasing,

intimidating, threatening or embarrassing another person. It may misuse technology including but not limited to cell phones, text messages, picture messages, chat rooms, websites, Facebook, MySpace, blogs, instant messages or any other computer use. This policy includes the use of any technology on or off of school property.

Complaints of cyber bullying will be investigated promptly and corrective and punitive action will be taken when a complaint is verified. If in violation of this policy, a student shall receive sanctions ranging from a minimum of 5 units of detention to a maximum of expulsion.

As a private, Catholic institution, Seton-La Salle has the right to expect appropriate use of technology at all times, in school or out of school, by members of the student body. The posting of messages or images that promote racism, sexism, violence, immoral or illegal activities or conduct counter to the mission of the school and the Catholic Church are not acceptable from a Seton-La Salle student and will not be tolerated.

Use of technology that violates the law will be reported to the appropriate legal authority.

DISCIPLINE & DETENTION POLICIES

The policies stated here are not meant to cover every foreseeable circumstance that may occur. They are meant to be guidelines. The administration reserves the right to deal with any disciplinary issue in a reasonable manner even if it should fall outside the parameters that are specified here. Periods of ineligibility for participation in extracurricular activities will be decided on a case-by-case basis. The decision of the Principal and/or Assistant Principal in these matters is final.

- All violations of school regulations, on school property or at school-sponsored events are subject to detention.
- The amount of detention assigned depends upon the severity of the violation.
- If a student accumulates four (4) disciplinary detentions, the student will be given a verbal warning (**First Warning**) by the Assistant Principal. The parent/guardian will be informed by letter and/or phone call of this action.
- If a student accumulates an additional two (2) disciplinary detentions after the first warning, another notification will be sent to the parent/guardian (**Second Warning**) along with a copy of the discipline record. In addition, the student will receive an in-school suspension and will be ineligible to participate in or attend any extra-curricular activities. The length of these periods of suspension from extracurricular eligibility will be determined on a case-by-case basis.
- If a student accumulates an additional one (1) disciplinary detention after the second warning, the student will receive an in-school suspension and will be re-admitted to class only after the parents or guardians discuss with the administration the discipline record of their child (**Third Warning**). The schoolwork a student misses while on suspension must be completed within five days from the day the student returns to school. The student must assume full responsibility for approaching teachers for the make-up work. Students

suspended will be ineligible to participate in or attend any extra-curricular activities. The length of these periods of suspension from extracurricular eligibility will be determined on a case-by-case basis.

- In cases of serious violations, or continued disciplinary problems following in-school suspension, the administration will invoke **out-of-school** suspension immediately.
- A student who has been suspended will be subject to dismissal from school if the student continues to accumulate detention hours or commits another serious offense.
- All suspensions, in-school or out, include suspension from attendance at or participation in all school activities.
- Any physical assault which results in bodily harm to another person may result in immediate expulsion.
- Students are responsible for the good name of the school. Students who bring discredit to themselves and to the school through any unlawful activity on or off school property are subject to serious disciplinary action including suspension and expulsion.
- Any unlawful act, either a civil or criminal violation, which occurs either on or off school property, not only makes the student subject to penalties which the courts may impose, but also may result in suspension or expulsion from school. The school administration need not wait for the results of court proceedings to take independent action.
- Students who are known to be engaging in activities that are contrary to the teachings of the Catholic Church or that reflect poorly upon the good name and reputation of Seton-LaSalle Catholic High School are subject to disciplinary actions, up to and including expulsion.

<u>VIOLATION</u>	<u>UNITS OF DETENTION</u>
Tardy (School or Class) All subsequent violations after three warnings	1-2 Units
Uniform Policy Violation Wearing improper clothes or wearing clothes improperly. Continued violations are considered insubordination.	1-5 Units
Off Limits/Misuse of Hall Pass —in Building	1 Unit
Cut Study Hall / Homeroom	1-3 Units
Cut Private Detention	2 Units
Off Limits (Parking Lot or Off Campus)	

<i>First Offense</i>	2 Units
<i>All subsequent violations</i>	4 Units
Cut Regular Detention	1-2 Units
Class/Hall/Bus Disruption/Horseplay	1-5 Units
Insubordination or Lying	1-5 Units
Cheating and Plagiarism	2-5 Units
Swearing/Profanity/Rude & Vulgar Language	1-5 Units
Unwanted Physical Contact	2-5 Units
Class Cutting	
<i>1st Offense</i> – Zero (0) for work/test missed	2 Units
<i>2nd Offense</i> – Zero (0) for work/test missed	3 Units
<i>3rd Offense</i> – Zero (0) for work/test missed	Suspension
Truancy – Absence from school without permission	
<i>1st Offense</i> – Zero (0) for work/test missed	Suspension
<i>2nd Offense</i> – Zero (0) for work/test missed	Suspension/Parent Conference
<i>3rd Offense</i> –	Subject to Expulsion
Use and/or Possession of Tobacco Products	
<i>1st Offense</i>	3 Units & \$100 Fine
<i>2nd Offense</i>	4 Units, \$150 Fine, Suspension, & “Smokeless Saturday”
<i>3rd Offense</i>	5 Units, \$200 Fine, & permanent ineligibility
Fighting, Theft, Vandalism, or Terroristic Threats	Suspension/ Subject to Expulsion
Possession; Selling; Use of Alcohol and Drugs (in school or school sponsored events)	Refer to Drug Abuse Policy
Weapons (possession on school property or at school sponsored events)	Expulsion, Refer to Weapon Policy

DETENTION PROCEDURES

Detention will be held Tuesday through Thursday from 2:35 to 3:35 P.M. This is the only scheduled time for detention.

Students who cut detention on the assigned day will receive one(1) or two (2) additional units. Students who request permission to miss detention will receive one (1) additional unit except for verified excuses by note and a phone call to the Assistant Principal from a

parent or guardian. Employment or participation in school activities are not considered valid excuses.

Teachers will inform students when they are writing detentions. Students will be notified in homeroom of their detention assignment and will be expected to begin their detention the following day. It is the responsibility of students who are late to check with their homeroom teacher to see if detention was assigned if they are expecting one. Students who have detention scheduled for after school must dress in uniform for the school day, despite any dress-down privileges that may otherwise be in effect.

FIGHTING

Students involved in fighting or any physical confrontation, or proven to have instigated a fight on school property or at a school-sponsored event, will be suspended from school, will be readmitted to school only after a meeting with the parents or guardian is held, will be assigned extended after school detentions, and will not be permitted to participate in or attend any school activities. The student and parents or guardian will be informed in writing that a repeat incident of fighting while a student at Seton-La Salle Catholic High School may result in dismissal from school. **Students are cautioned that if, at any time, they are threatened by another student, they are to bring the matter to the immediate attention of a school official.**

GAMES AND GAMBLING

All card playing and gambling are forbidden on school property. Any game or activity that interferes with the orderly activities of the school or cafeteria is also forbidden.

GUM

Students may not chew gum in the building. Violators are subject to disciplinary action.

LOCKERS, PERSONAL PROPERTY, BACKPACKS, AND LEGAL SEARCHES

Lockers are the property of the school. For the safety and protection of our students and faculty, lockers are subject to search at any time and for any reason. Searches for drugs, weapons, or any other contraband may be held at any time, with no prior notice. Cars parked on school property are also subject to search. The use of drug-sniffing dogs may be a part of such searches. The administration may request a search of a student's backpack or purse. Students are expected to comply with such requests or face disciplinary action for insubordination or defiance.

School authorities, while searching a student's locker, may seize illegal materials. Such materials may be used as evidence against the student in disciplinary, juvenile, or criminal proceedings.

The care of lockers and personal property is the responsibility of the individual student. Students may go to lockers only at authorized times, i.e., in the time between classes. **Students are not permitted to share a locker and may use only the locker assigned to them.** It is the responsibility of the students to keep the lockers clean.

Students are required to have a lock on school lockers. All locks will be furnished by the school. Unauthorized locks will be removed. Unlocked lockers will be locked until the

school lock can be replaced. Materials from unlocked lockers can be removed. Locks will be collected at the end of the school year. The cost to replace a lost lock is \$10.00. Students are not to give lock combinations to other students. The school will not be responsible for articles missing from student lockers.

PUBLIC DISPLAY OF AFFECTION

Inappropriate display of affection is forbidden. Kissing, inappropriate touching, embracing, etc., are displays of affection not permitted at Seton-La Salle. Repeat violators will be subject to disciplinary action.

SCHOOL-SPONSORED EVENTS

When students are attending a school-sponsored event, either on or off-campus, they are subject to the same rules and regulations that govern the student body during the school day. Students of Seton-La Salle are expected to represent the school in a positive way.

All guests of Seton-La Salle students are subject to the same dress code, rules, and regulations that govern the student body during the school day or at school-sponsored events both on and off the campus. Seton-La Salle students are responsible for the behavior and actions of the guests they invite to school or to school-sponsored events.

SEXUAL HARASSMENT/BULLYING

Sexual harassment is any form of unwarranted and uninvited sexual behavior imposed on one person by another. **The school will not tolerate harassing or bullying behavior in any form.** All allegations will be treated seriously and investigated thoroughly, and swift action will be taken.

SMOKING

Smoking is a health hazard. The use and possession of ALL TOBACCO products, both smoking and chewing, is prohibited on campus and at all school-sponsored events. Possession is understood to include possession of empty cigarette packs or other paraphernalia like lighters. Smoke emanating from an occupied rest room stall will be considered sufficient evidence of use. **Violators will be assigned after-school detention, assessed fines, and suspended or dismissed from school. Failure to pay fines before the period of detention ends will extend the units of detention.**

WEAPONS POLICY

No weapon may be brought onto school property, including, but not limited to, the school building, outdoor areas, outdoor facilities, or school buses, or to any school-related activity. A weapon shall include, but not be limited to, any knife, cutting instrument, cutting tool, nunchuck stick, firearm, rifle, fireworks, incendiary or chemical devices, or any other tool, instrument or implement capable of inflicting bodily injury, which is possessed under circumstances not manifestly appropriate for lawful uses which it may have. This includes firearms that are not loaded or are lacking a clip or other component to render them immediately operable. A person in possession of a weapon

on school property violates state criminal statutes and school regulations, and shall be subject to the following discipline and penalty:

- The parents will be notified.
- The local police may be called.
- The student may be expelled.

DRIVING/PARKING

Students must obey all campus traffic signs. The speed limit on school property is 15 M.P.H. One-way traffic is in effect at all times. **The right lane is reserved at the end of the school day (2:00 to 2:35 P.M.) for school busses. Those in cars must wait to leave until the busses leave.** Parents who are picking up students are directed to wait in the student parking lot, rather than in front of the school, the faculty parking lot, on the grass, or on the sidewalks.

All students must register any vehicles they will be parking on campus. Students are to park in the STUDENT PARKING AREA ONLY. Parking on sidewalks, grassy areas, or roadways will result in a parking fine from the Mt. Lebanon Police Department. Parking areas in the front of the school are reserved for faculty and visitors. Students who repeatedly park illegally, drive off campus illegally, or drive recklessly on campus will not be permitted to drive on the school campus again. **Loitering in the parking lot at any time is absolutely forbidden.**

DRUG AND ALCOHOL POLICY

The Secondary Education System within the Intermediate Unit Consortium and the Diocese of Pittsburgh recognizes that chemical abuse and dependency seriously impair the ability of individuals to develop their full potential. We also recognize that problems created by chemical abuse and dependency have adverse effects on the ability of all members of each school community to achieve personal educational goals.

It is, therefore, the intent of this policy to prevent and to prohibit the possession, use, sale, distribution and/or intent of distribution of any illegal or controlled mood-altering medication or chemical. These are prohibited on school property and at any school-sponsored event.

Our policy is based on the belief that chemical dependency is a life threatening illness that affects individuals in all areas of their lives, emotionally, intellectually, and socially. Because it is our conviction that chemical dependency is a treatable illness, the following substance abuse policy has been adopted:

1. A student found to be under the influence of alcohol, or any other illegal drug, or who has in his/her possession, alcohol, drugs, or drug-using paraphernalia during the school day, or while attending a school-sponsored activity on or off school property will be **suspended** from school. Possession includes the storing of illegal drugs/alcohol in a student's locker. Parent/Guardian will be notified immediately. Before re-admission, a hearing will be held with the parent/guardian, administration, the student, and others who may be involved in the incident. Appropriate guidelines and disciplinary measures will be discussed at this meeting.
2. A student **selling** drugs or alcohol during the school day or while attending a school-sponsored activity, both on and off campus, will be suspended immediately.

Both parent/guardian and law enforcement officers will be notified. A formal hearing will be held within five (5) days to decide the continued enrollment of the student.

3. A second offense for **use or possession** of alcohol and/or drugs will result in immediate suspension. Both parent/guardian and law enforcement officers will be notified. A formal hearing will be held within five (5) days to decide the continued enrollment of the student.
4. Disciplinary measures for drug and alcohol violations may include the withdrawal of privileges; i.e., participation in the school's activity program, graduation exercises, prom, or any other school-sponsored event; extended detentions, suspension, or expulsion.
5. In certain situations, law enforcement agencies will be notified of the violation.
6. In all cases of drug and/or alcohol abuse a **mandatory evaluation** will be required with a professional drug rehabilitation agency within five (5) days. Students and parents must demonstrate a willingness to comply with the recommendations of the agency prior to students' readmission. Refusal to comply with school's recommendations may result in immediate dismissal.

POLICY STATEMENT

Substance Abuse Policy
 The Department for Catholic Schools recognizes that chemical abuse is a serious problem. Our policy is based on the belief that chemical dependency is a life threatening illness that affects individuals in all areas of their lives, emotionally, spiritually, intellectually, socially, and physically.

Situations	Action	Investigation	Notify Parents	Notify Police	Student Disposition	Discipline	Substance Disposition
1. A staff member is concerned about possible D/A abuse.	Refer to administrator	Refer to CORE Team for appropriate investigation.	Contact will be made.		Refer to CORE team for appropriate referral and recommendation	If D/A abuse is substantiated, the student will be expected to attend D/A education classes provided by a licensed D/A agency. The CORE Team will follow-up with the student/parents and recommend alternatives to the administration if the student/parents do not cooperate.	
2. A student is caught in the possession of, influence of drugs or alcohol	Report to administrator who will refer to the school nurse. Student is searched.	The administrator will request that the student empty all pockets and/or purse. The student's backpack, and all personal property will be searched. The student will not be left alone for any reason.	Parents are contacted and asked to come to school immediately.	In accordance with the law, proper authorities will be contacted when: * substance is located * a deal is witnessed * notes relating to sale of drugs is found.	Same.	1. Suspension in accordance with school policy with possible request for immediate removal from school. 2. A formal assessment with a licensed drug and alcohol agency will be made within five days. 3. Students and parents must comply with the recommendations of a agency prior to student's readmission. 4. There will be follow-up consultations between agency and school to determine compliance with recommendations. 5. Refusal to comply with school's recommendations may result in immediate withdrawal.	1. Immediately take the substance to the administrator. 2. Place the substance in a sealed bag and label with the date and time of day. 3. Place the bag in a locked cabinet. 4. Police should immediately be called by the administrator.
3. A student is caught with drugs or alcohol	School personnel will confiscate the substance. Summon an administrator or escort the student to the administrator's office.	Same.	Parents are contacted.	Same.	Same.	Same.	Same.
4. A student is found in the possession of, or suspected to be under the influence at any school event.	The group sponsor or administrator will be notified. An anecdotal written report is filed.	Same.	Parents are contacted and will be requested to transport the student home. If unwilling, police or emergency police will transport the student.	Same.	Same.	Same.	Same.
5. A student is found in the possession of any prepared or prepared drugs with the use of drugs (e.g., papers, pipes)	Refer to situation 3.	Same.	Parents are contacted.	Same.	Same.	Same.	Same.
6. A student is caught in the process of distributing drugs to anyone.	Refer to situation 3.	Same.	Parents are contacted.	Same.	Same.	Expulsion.	Same.

STUDENT ASSISTANCE PROGRAM

The Student Assistance Program (SAP Team) is available to any student. The purpose of the team is to assist students who are facing obstacles to their learning. Such obstacles may be rooted in school or outside of school. Examples of these may range from bulimia and drug/alcohol abuse to low self-esteem or procrastination.

Families, students, and parents are encouraged to refer students to the SAP Team. Students are encouraged to self-refer as well. Under state mandates, the information garnered by or shared with the Team is confidential. To make a SAP referral, call the school at (412) 561-3583 and ask to speak with the SAP Coordinator.

SUBSTANCE ABUSE PREVENTION

Because substance abuse is such a grave problem, concerted efforts are made to prevent any form of substance abuse at Seton-LaSalle.

Drug and alcohol surveys may be administered to students. Possible surveys include 1) the American Drug and Alcohol Survey; 2) Diagnostic Plus, a Commonwealth of Pennsylvania Survey; 3) Sports and Drugs Survey, developed at the University of Pittsburgh.

Searches for drugs, weapons, or any other contraband may be held at any time, with no prior notice. In addition, cars parked on school property are also subject to search. The use of drug-sniffing dogs may be a part of such searches.

EMERGENCY SCHOOL CLOSINGS

Seton-La Salle will use the school website, www.slshs.org, and stations KDKA, WTAE, and WPXI, to announce all emergency school closings. Alerts of school closings and delays are also made available through the Edline Mass Notification System. Parents and students can opt to receive these alerts as soon as they become available via voice and/or text messaging. To receive the notification, parents and students must have an activated Edline account and also provide the system with a current telephone number(or cell phone number). This service is optional but is STRONGLY recommended as it provides quick and immediate notification of any closings or delays as soon as they become available. Emergency school closings are not always weather-related, so please make it a point to check one of the above each morning of the school year. When the school is closed because of an emergency, the day(s) missed will be considered 0 day(s) in the cycle. When school reopens after the emergency, the cycle day will continue uninterrupted (e.g., if Day 1 was the last day before the closing, the day school reopens will be Day 2). When school is closed for an emergency, all activities scheduled in the building are cancelled.

EMERGENCY SCHOOL DELAYS

On days of inclement weather when the City of Pittsburgh School District announces a two-hour delay, we will announce a corresponding delay with homeroom beginning at 9:50 A.M. On those days, we will follow Schedule F. Students should follow the transportation schedule of their school district.

FIRE ALARM

The fire alarm is denoted by a loud repeating sound and flashing lights. When the alarm sounds at any time, students are to move quickly and silently to the nearest exit. Directional signs are posted in every classroom. While outside, students are to remain with their class in an orderly manner and are to follow the direction of the teacher. Students are to return to the room or area they vacated, even if the bell has rung for change of classes.

IDENTIFICATION CARDS

At the beginning of each school year, students are issued photo identification cards. The card will be required for admission to all dances (including the prom), to reserve books from the Library, and to be available to any faculty member upon request.

LOST AND FOUND

When articles are found, they should be taken to the Main Office, where the owner may claim them. Most articles are lost through student carelessness. Students will render the school a service if they are careful with their possessions and put their names on them. **Do not leave valuables on your desk, in the lavatories, or in the locker rooms.** The school tries to protect property in every way possible, but it is the student's obligation to assume responsibility for his/her own property.

MEDICAL ASSISTANCE DURING SCHOOL HOURS

When a student becomes ill during school hours, he/she must seek permission from the teacher of that period's class to go to the Main Office. If a student's illness extends beyond that period, parents/guardians will be notified. Leaving school or class without permission, even due to illness, will be considered a class cut.

In the event 911 is called for a student medical problem, the costs for such medical care/transportation/intervention are the responsibility of the parent or guardian. If it becomes necessary for a student to take any form of medication at school, a signed note from both a parent/guardian and doctor must be presented to the administration. All medications are to be stored and dispensed through the Main Office.

OUTSIDE AREA

The area by the side doors of the cafeteria is the only authorized outside area that students may use during the school day. Students may use this area only when dismissed by the cafeteria prefect. All other outside areas are off-limits to students. **No food or drink is permitted outside.** It is the responsibility of the students to maintain cleanliness outside the cafeteria. Failure to do so will necessitate imposing certain restrictions until the problem is resolved. Students are not to block the flow of traffic to the area behind the school.

PROBATION POLICIES

As students finish an academic year at Seton-La Salle Catholic High School, they may be assigned to a probationary period when returning in a subsequent school year. The details of these probations are outlined below.

DISCIPLINARY PROBATION:

FIRST LEVEL: With the accumulation of four (4) disciplinary violations the student will be suspended from school. Disciplinary detentions beyond suspension will result in additional suspension and may result in dismissal from school.

SECOND LEVEL: With the accumulation of three (3) disciplinary violations the student will be suspended from school. Disciplinary detentions beyond suspension will result in additional suspension and may result in dismissal from school.

STRICT: With the accumulation of two (2) disciplinary violations the student will be suspended from school. Disciplinary detentions beyond suspension will result in additional suspension and may *result* in dismissal from school.

TARDY PROBATION:

If a student accumulates three (3) unexcused tardies in a particular marking period, the student will be ineligible to participate in or attend any extracurricular activity for the remainder of the marking period, or for fifteen (15) school days, whichever is longer.

If a student accumulates ten (10) unexcused tardies for the year, the student will be ineligible to participate in or attend any extracurricular activities for the remainder of the school year, and will also have to perform an assigned number of hours of community service which must be approved by the Assistant Principal.

SELLING OF GOODS AND POSTING SIGNS

All items sold at Seton-La Salle Catholic High School must have the express permission of the Principal. Permission to post signs must be obtained from the Principal.

TUITION AND FINANCIAL AID

Seton-LaSalle Catholic High School is operated as a faith community, and not as a commercial or secular enterprise. The school provides an opportunity for the development of faith-based values and for receiving instruction in the Gospel of Christ as part of its religious mission and ministry. Consequently, the payment of tuition may not be considered as creating a commercial or contractual relationship between the school and the parents that may be construed to create a legally enforceable obligation on the part of the school, or its sponsoring ecclesiastical entities, to allow for continued enrollment, or to provide any type or level of educational services, or to provide such services involuntarily.

Tuition for the next school year is announced as soon as the Diocese of Pittsburgh authorizes the tuition rates. **Seniors are assessed an additional \$75.00 to cover the cost of graduation.** The Diocese of Pittsburgh and the SLS Board of Directors have determined that payment must be made by one of the following options:

OPTION ONE – Payment is made to the SMART Tuition Program before the end of July.

OPTION TWO – Payment is made through the SMART Tuition Program in ten payments from July until April.

The SMART Tuition Program charges a fee. Once a family is enrolled, the program rolls over from year to year.

Seton-La Salle Catholic High School and the Diocese of Pittsburgh have established the following tuition policies:

1. Students with unpaid tuition will not be permitted to return to classes for the start of the new school year until all financial obligations are met.
2. The school will withhold report cards, transcripts, and other academic records if tuition accounts are delinquent. Students with delinquent accounts will not be permitted to attend proms and other school activities. Seniors with delinquent accounts may not participate in graduation or receive a diploma.
3. In instances of serious delinquency, a student may be asked to withdraw during the school year.
4. Money that students and parents may earn or win through the Green and Gold Chance Drive will be applied to outstanding tuition balances before being paid to the winning parties.

A limited amount of Financial Aid is available through the Diocese of Pittsburgh's Bishop's Educational Fund and the SOS Scholarship Fund, funded from the state EITC Program through which business may use tax money to assist students with tuition costs. Donors giving money through the EITC Program may designate that the aid be given to students from Seton-LaSalle. Additional Financial Aid which the school offers is dependent upon the Annual Appeal, the Annual Golf outing, and gifts from Friends and Benefactors.

In order to qualify for any tuition assistance grant, parents must complete the Financial Aid forms and submit all required supporting documentation (i.e. copies of 1040 forms, etc.), which the Diocese will require. Financial Aid applications may ordinarily be obtained from the Main Office at school in February or on the school website, www.slshs.org,. The forms are to be submitted for evaluation by the printed deadline.

UNIFORM POLICY

Proper school attire and correct grooming are conducive to a student's educational and social development. Seton-La Salle is a diocesan Catholic high school and, as such, maintains the right to establish a policy of dress for its students. The uniform policy is intended to maintain a standard of dress that is neat, economical, modest, and attractive.

The designated uniform company is Educational Outfitters. Orders may be made on line at www.EducationalOutfitters.com or in person at the store at 1910 Cochran Road in the Manor Oak Plaza. Seton-LaSalle's code is PA01092.

ALL STUDENTS

- All articles of clothing are to be worn properly, in the manner and location for which they were designed. For example, ties are to be worn knotted at the collar so as the undershirt and top button of the uniform shirt are not visible. Skorts may not be rolled.

- Only the official green fleece jacket may be worn **in** school. Hoodies, sweatshirts, sweaters, etc. are not permitted.

Girl's Attire	Boy's Attire
Khaki, black, or navy skort.* Skorts are to be worn no more than 3 inches above the knee . Length is to be checked by Educational Outfitters and marked. After three detentions for wearing an unapproved skort, students will be required to wear uniform slacks for the remainder of the year. Navy or khaki, pleated or flat front uniform pants. Colored Jeans are not permitted.	Navy or khaki, pleated or flat front <u>dress</u> pants. Colored jeans are not permitted.
Short or long sleeved blouse in white, yellow, blue, or dark green, monogrammed with the school logo.*	Short or long sleeved oxford shirt in white, pale yellow, blue, or green, with the school logo,* worn with a necktie <u>knotted at the collar</u> . At all times, shirts are to be tucked inside trousers.
Ankle- or knee-length socks or hosiery. No thigh-high stockings.	Solid or patterned necktie. (Designs or logos for tobacco or alcoholic beverage products/companies are excluded.
Official school jacket, embroidered with the school logo.*	Official school jacket, embroidered with the school crest.*

*An * indicates items that must be purchased from Educational Outfitters.*

- **Dress shoes** are required. **As a rule of thumb, dress shoes do not have colored stripes, visible logos, or athletic soles.** Shoes that resemble athletic shoes, boots, canvas or leather athletic shoes, moccasins, sandals, slippers, or open-toed shoes are not permitted. Shoes must be tied. The determination as to the acceptability of any particular shoes lies solely with the administration. All students must wear socks.
- Please note that cargo pants, carpenter pants, and/or jeans, even if they are the proper color, are not permitted. Jeans are easily recognized by one or more of the following: sewn-on pockets, zippered or deep-side pockets, loops, rivets, metal studs, or embroidery. Determination as to the acceptability of a particular pair of pants is left to the administration.
- Head coverings of any kind are never permitted, even on dress-down days.
- Body piercing is to be in the **ears only**. **No visible tattoos will be tolerated.**

- As a safety issue, sunglasses may not be worn in the building.
- Students are to be properly groomed at all times. Hair, including facial hair, should be neat, clean, and moderate in length. Extreme hairstyles such as outlandish colors, spiked hair, Mohawks, or unkempt beards, are not permitted.
- Only t-shirts free of printing and graphics, may be worn under the uniform shirt.
- Students with long-term medical problems may wear athletic shoes only with a ***doctor's*** excuse, which must be submitted to school administrators. A school pass will be issued to the student giving permission to wear athletic shoes. **Students with medical excuses for tennis shoes may not participate in interscholastic athletic activities.**
- Students with a medical injury that prevents the student from following the dress code must have dress down privileges approved by the administration. Students are expected to wear as much of the uniform as is physically possible. A school pass will be issued to the student outlining how the student should dress.
- At certain times of the year, "Dress Down Days" are scheduled as fund raisers or student rewards. On these days, the articles of clothing worn are to be **appropriate**, neat, clean, and of proper fit and length. The administration will make final decisions regarding dress. As examples, sleeveless shirts, short shorts, and exposed midriffs or bra straps are considered **inappropriate**.
- Students are expected to comply with the dress code at all times during the school day, including arrival and departure. Students improperly dressed may be sent home, or required to call a parent to correct the situation. They will be assigned detention for class time missed.
- At all times, the administration reserves the right to evaluate and correct an individual student's interpretation of the uniform policy as evidenced by his/her appearance.

USE OF SCHOOL FACILITIES

Students may use school facilities and equipment only with the permission and under the direct supervision of a faculty member. Students may not loiter in the upstairs classroom areas after 2:45 P.M.

VISITORS

All visitors to the school must report to the Main Office. Students who wish to bring a guest to the school must obtain permission from the Assistant Principal at least **three (3) days in advance**. All guests are subject to the same dress code, rules, and regulations that govern the student body during the school day or at a school-sponsored event, both on and off the campus. Seton-La Salle students are responsible for the behavior and actions of guests that they invite to the school or to a school-sponsored activity. Guests are expected to wear dress clothes on the day that they visit.

Students are directed to immediately report the presence of strangers in the building or on the campus to a faculty or staff member.

WORK PERMITS APPLICATIONS

Application forms for work permits may be obtained in the Main Office. These forms must be filled out completely and taken by the student to the school district office in which the student resides. Students living in the City of Pittsburgh must return their completed forms with proof of birth date to the Board of Education Building in Oakland.

IV. STUDENT ACTIVITIES

ACTIVITIES PROGRAM

The activities program at Seton-La Salle is designed to afford students a broad range of opportunities and interests in developing the total person. Each student is encouraged to participate in any of the following school sponsored activities:

Audio-Visual Staff - Big Sisters - Campus Ministry - Drama - Environmental Club - Forensics – International Club - Intramurals - Junior Academy of Science – Math Team - Mock Trial - Music Program - (Marching Band, Orchestra and Chorus) – National English Honor Society - National Junior Classical League - National Honor Society - Newspaper - Main Office Staff - Rebels for Life - Rebels Reach Out – Robotics - SADD - Ski Club - Student Government – Yearbook

All qualified students may try out for membership on sports teams and in extracurricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the athletic director, or the decision of the moderator, in consultation with the Activities Director, is final. Ordinarily, the principal will not intervene in such decisions. Parents are encouraged to help their children understand that not everyone will be selected.

ATHLETIC PROGRAM

Seton-La Salle Catholic High School is a member of the Pennsylvania Interscholastic Athletic Association (PIAA), and District Seven in the Western Pennsylvania Interscholastic Athletic League (WPIAL). The purpose of the Interscholastic Program at Seton-La Salle is to contribute toward the total development of each student in keeping with the student's interest and abilities. It is our belief that competitive sports present an athlete with numerous opportunities for growth and maturity. Without minimizing the importance of victory in any competitive endeavor, we affirm that the prime purpose of our athletic program is to instill in those participating the qualities of a complete Christian person.

PIAA ATHLETIC PROGRAMS

Baseball (Men)	Varsity; Junior Varsity
Basketball (Both Men & Women)	Varsity; Junior Varsity; Freshmen
Cross Country (Co-ed)	Varsity
Football (Men)	Varsity; Junior Varsity; 9 th /10 th

Golf (Men)	Varsity; Junior Varsity
Golf (Women)	Varsity
Lacrosse (Men)	Varsity
Lacrosse (Women)	Varsity; Junior Varsity
Soccer (Both Men & Women)	Varsity; Junior Varsity
Softball (Women)	Varsity; Junior Varsity
Volleyball (Both Men & Women)	Varsity; Junior Varsity
Swimming (Both Men & Women)	Varsity
Tennis (Co-ed)	Varsity

CLUB SPORT PROGRAMS

Bowling (Both Men & Women)	Varsity; Junior Varsity
Crew (Co-ed)	Varsity
Curling(Co-ed)	Varsity
Fencing (Co-ed)	Varsity
Ping-Pong(Co-ed)	Varsity

Seton La Salle is governed by the eligibility rules of the WPIAL AND PIAA for extracurricular activities. At Seton-LaSalle extracurricular activities includes all interscholastic athletics, intramural athletics, and school sponsored activities.

EXTRACURRICULAR ELIGIBILITY

ACADEMIC ELIGIBILITY

Eligibility to participate in activities is determined at the mid-point and end of each quarter. A student failing in two or more subjects will be ineligible to participate for a minimum of one week and until he or she is again passing all subjects.

ATTENDANCE ELIGIBILITY

A student absent from school for a total of five (5) or more school days during a quarter shall not be eligible to participate in any athletic or non-athletic activities until he/she has attended for a total of nine (9) days for the following and each subsequent two-week period, a 90% attendance rate. After the initial ineligibility due to attendance, attendance will be evaluated every two weeks. **The exception would be if the student presents medical documentation for a confining illness.**

DAILY ELIGIBILITY

Students may not participate in any activity on a day in which they are absent due to illness or arrive after the second period, ordinarily 9:30 A.M. Unusual circumstances, such as funerals, school-related trips, medical appointments, etc., must be cleared with the administration beforehand.

DISCIPLINARY ELIGIBILITY

Students who have been given a **second warning** for accumulated disciplinary detentions will be declared ineligible to participate in or attend any extracurricular activities. **Students suspended from school will be declared ineligible to participate in or attend any extracurricular activities.** The length of these periods of suspension from extracurricular eligibility will be determined on a case-by-case basis.

MEDICAL ELIGIBILITY

Students who obtain medical excuses for physical education class or for wearing tennis shoes may **not** participate in their respective athletic program for that day.

PERIOD OF PARTICIPATION

A student shall not represent the school in interscholastic athletics if he/she has played six seasons beyond the sixth grade or four seasons beyond the eighth grade in any sport.

TARDY ELIGIBILITY

A student who has been tardy five (5) times for school or for individual classes in any marking period will be ineligible to participate in or attend any extracurricular activities until the student has been on time 90% of the days.

SCHOOL DANCES

Dancing must be appropriate and in keeping with the nature of a Catholic school. Any couple participating in sexually suggestive or otherwise inappropriate dancing will be asked to stop. If the behavior continues, parents will be called and the couple sent home.

ON- CAMPUS DANCES

Dances held on school property are for current Seton-La Salle students only. I.D. cards must accompany all paid admissions. Students will not be admitted to dances one-half hour after the posted starting time unless special arrangements are made with the administration or Student Council Advisor. Once students leave the dance, they may not return. Guidelines for all on-campus dances will be posted in homerooms.

Off-Campus Dances

Dances held off the property are usually date dances. The administration may refuse admission to any guest, including, but not limited to, former students dismissed from Seton-La Salle. All persons attending school-sponsored dances are subject to all rules and regulations determined by the administration, regardless of age. Written guidelines will be issued for all date dances. Guest contracts are required for the attendance of non-Seton-LaSalle students. Guests must be under the age of 21.