

# Seton LaSalle Catholic High School

Student–Parent Handbook

2020-2021



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# ***SCHOOL OVERVIEW***

## ***WELCOME AND OVERVIEW***

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

Seton-LaSalle maintains 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.

As a high school within the Diocese of Pittsburgh, Seton LaSalle recognizes the policies set forth herein are subject to those promulgated by the Diocese of Pittsburgh. With the extent that a conflict exists between the two, the policy of the Diocese of Pittsburgh supersedes.

**Please read this entire Handbook carefully.**

## ***MISSION STATEMENT***

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As a Catholic school following the traditions of our patron saints, Elizabeth Ann Seton and John Baptist de La Salle, Seton LaSalle 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, fidelity to the teachings of our Catholic faith as set forth in the Magisterial teaching of the Catholic Church, dedicated instruction in the academic disciplines, active participation in the Sacramental life of the Catholic Church, 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.

## ***Mission Integrity***

Seton LaSalle welcomes students of all faith backgrounds. In light of its evangelistic mission, Seton LaSalle joyfully exercises its responsibility to teach Catholic faith and morals in all fullness and especially as expressed in the Catechism of the Catholic Church. At times, parents, guardians, and students whose religious beliefs and practices run counter to Church teaching may experience possible conflicts, as Seton LaSalle maintains mission integrity. Sincere questions that seek a deeper understanding of the practices of the Catholic faith are welcome, but openly hostile, public defiance and rejection of Catholic truths and Catholic moral teachings are signs that a student or parent, may not be a fit for our school's primary evangelical mission and thus may be denied admission or asked to leave the school.

As a Catholic school, Seton LaSalle Catholic High School promotes and fosters the teaching and values of the Catholic Church as professed by the Magisterium of the Catholic Church and articulated in the Catechism of the Catholic Church. Seton LaSalle High School provides an essential ecclesiastical ministry, the primary purpose of which is evangelization through the integral formation of the human person and the critical transmission of culture in the light of faith, to fulfill God's calling for all to a fullness of Christian living in the world and the next.

## ***PHILOSOPHY***

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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 programs. 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, praying, and celebrating the Eucharist. As a community, 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 LaSalle student includes awareness of the dignity of each and every person, confidence in the harmony between faith and reason, and moral maturity that enables the student to understand and apply the Church's moral teachings, 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 and 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 a life of Christian charity, founding viable caring and amicable relationships among all members of the school community on a vibrant and personal relationship with God. 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.

As a Catholic school, Seton LaSalle is defined by its mission and identity. 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***

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Seton-La Salle Catholic High School is a Catholic, co-educational high school established in 1979 as merger of Elizabeth Seton High School and South Hills Catholic High School and continues the excellent educational tradition of the Sisters of Charity, Brothers of the Christian Schools, corps of lay men and women who served on each school's faculties, and students 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 strong spirit of Christian community, the quality and variety of its academic programs, the significant community service contributions, quality programs in art, music, theater, and the achievements of its athletic teams.

## ***ADMINISTRATIVE STRUCTURE***

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As a Catholic school following the traditions of our patron saints, Seton-La Salle Catholic High School has a dual administrative structure: the President is responsible for admissions, facilities, finances, and fundraising for the school; the Principal is responsible for academic and student affairs, activities, and athletic programs within the school. The President and Principal work

collaboratively to provide leadership in academics, Catholic identity, daily operation of the school, development and institutional advancement, financial management, strategic planning, and faithfulness to the school’s mission and its vision for the future.

Parents, guardians, or students who have questions, comments, ideas, or issues needing resolution with respect to the school are asked to refer to the following Communication Protocol for initial assistance:

<b><i>Communication Protocol</i></b>		
<b>When contacting the school regarding:</b>	<b>Your primary contact is:</b>	<b>If not resolved, then contact, in order:</b>
<b>Academics</b>	Course instructor	Assistant Principal, Principal
<b>Academic support</b>	Academic Support Coordinator	Assistant Principal, Principal
<b>Activities</b>	Moderator	Activities Director
<b>Admissions</b>	Director of Admissions	President
<b>Athletics</b>	Head Coach	Athletic Director, Principal
<b>Attendance</b>	Assistant Principal	Principal
<b>Chromebooks</b>	Librarian	Director of Innovation&Tech
<b>College, university, or trade school selection and application</b>	Guidance Counselor	
<b>Discipline</b>	Assistant Principal	Principal
<b>Donations</b>	Director of Advancement	President
<b>Entrance exams, standardized tests</b>	Guidance Counselor	
<b>Facilities</b>	Facilities Manager	President
<b>Financing education</b>	Business Manager	President
<b>Food services</b>	Director of Food Services	President
<b>Gala, fundraisers</b>	Director of Advancement	President
<b>Grades</b>	Course instructor	Assistant Principal, Principal
<b>Online communications</b>	Director of Innovation & Tech	Principal/President
<b>PowerSchool</b>	Director of Innovation & Tech	Principal
<b>Public relations, alumni, advertising</b>	Alumni Relations/Media Coord	President
<b>Scheduling</b>	Guidance Counselor	Assistant Principal, Principal

## ***NON-DISCRIMINATION POLICY***

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Seton-La Salle Catholic High School admits and does not discriminate on the basis of race, color, national and ethnic origin in the administration of our educational and admissions policies, scholarship programs, athletic and other school-administered programs, or access to all rights, privileges, programs, and activities generally accorded or made available to students at our school. Our school reserves the rights and protections granted to it in the areas of admissions and employment practices by applicable laws and constitutional provisions to act in furtherance of its religious objectives.

## ***PARENT COOPERATION***

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While parents/guardians are the primary educators of their children, Seton-La Salle Catholic High School is privileged to be a partner with them in the formation of their children. Mutual cooperation, trust, and support are essential for the fulfillment of this responsibility. Students and parents/guardians are required to sign our Student-Parent Handbook Acknowledgement form, indicating they have read the Handbook, accept and support our philosophy, policies and procedures, and will comply with them.

Under usual circumstances, a child is not to be deprived of a Catholic education because of the attitude of a parent/guardian. However, a situation could arise whereby an uncooperative or destructive attitude of a student's family may diminish the school's effectiveness in acting *in loco parentis*, and the child's retention would be incompatible with the school's philosophy. If, in the school's judgment, such a situation is evident, the family will be asked to withdraw the student from Seton-La Salle. Parents/guardians must sign the Diocesan Memorandum of Understanding prior to their child's attendance.



# ***POLICIES AND GUIDELINES***

## ***ACADEMIC ACCREDITATION***

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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. 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.

## ***ACADEMIC HONOR CODE***

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Individuals who are honest know what is right and possess the courage to act on that knowledge. Such persons do not intentionally mislead or deceive in search of gain or unfair advantage over others. Moreover, integrity is rooted in honesty, in that a person of integrity maintains an uncompromising adherence to a code of honor. Individuals with integrity are truthful, sincere, and straightforward in their interpersonal relationships, personal lives, and educational endeavors. Inherent in the goals of Seton-La Salle Catholic High School is the commitment to mold moral individuals who adhere to the highest ethical standards. Conforming to these goals, Seton-La Salle Catholic High School insists that all students produce their own work.

Since parents play an essential role in their children's academic lives, they are strongly urged to teach and model the benefits and values of academic integrity. By the same token, no compromise to integrity should ever be tolerated.

Seton-La Salle Catholic High School will not tolerate violations of academic integrity, which include lying, stealing, and cheating. If students have any doubt as to the validity of the work, they are responsible for seeking out teachers or knowledgeable individuals who can advise them concerning the proper form to be used to cite reference works. Students should be sure they are firmly grounded in honor code policies. Ignorance is never a defense for cheating or plagiarizing.

Any violation of the Academic Honor Code will result in a report of the incident to the parents and the Administration. An Honor Code Violation form must be provided to the Honor Code Committee. Disciplinary measures will be taken based on the severity of the honor code infraction (see details below).

We expect that our students will understand, support, and follow the Academic Honor Code; that they will not knowingly cheat, plagiarize, or participate with others in cheating; that they will not facilitate cheating in any way, and if they become aware of violations of academic honesty, they will at least speak with the student involved in the violation or discuss the situation with a teacher or an Administrator. Students at Seton-La Salle High School should always make the right decisions regarding academic honesty: never cheat or plagiarize and always maintain the highest level of integrity.

### ***The Honor Code Committee:***

The Honor Code Committee will consist of four faculty members and be headed by the Assistant Principal or the Principal. Violations will be brought to the attention of the Committee, who will then recommend actions appropriate against the offending student. The Committee will be appointed by the Assistant Principal or the Principal, and each member will serve no more than two consecutive school terms.

### ***Terms And Definitions Regarding Academic Honor Code<sup>1</sup>***

- **Academic matter:** any work, required or volunteered, that is a) submitted to a faculty member, b) submitted for publication in a school-sponsored or school-affiliated academic publication, or c) submitted for use in conjunction with a school-sponsored event or activity.
- **Attempt:** any act beyond mere preparation carried out with the intent to engage in conduct that violates Honor Code. Attempted violations may be sanctioned in the same manner as completed violations. A student need not complete the intended act in order to be held accountable.
- **Beyond a Reasonable Doubt:** the amount of proof required to find a student in violation of the Honor Code. Reasonable doubt is doubt based upon reason and common sense that is based on the information presented at the hearing. Reasonable doubt is not doubt created in order to avoid the unpleasant duty of finding a student responsible.
- **Dishonorable conduct:** an act of cheating, lying, or stealing that adversely affects the school community.
- **Inconsequential conduct:** conduct that is of too minimal a scope to affect the school community.
- **Intent:** an act that is not the result of accident. A student acts with intent if he or she carries out an act knowingly and voluntarily; one need not prove that the student intended a particular result or particular harm in order to establish intent under the Honor Code.
- **Principal parties:** the Respondent and Reporting Party.
- **Respondent:** the student suspected of engaging in behavior in violation of the Honor Code.
  - **Reporting Party:** the party reporting the matter for review by the Honor Code Committee. The Reporting Party need not be the individual who directly witnessed, or was affected by, the alleged conduct (e.g., an instructor in whose course a student

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<sup>1</sup> The College of William & Mary. (2014). Student Handbook 2013-14: Honor Code Appendix I. Retrieved June 9, 2014, from The College of William and Mary Dean of Students Student Conduct Honor System website. All Terms and Definitions in this section are courtesy of The College of William and Mary Honor Code, the oldest student honor code in the United States.

observes academic cheating or a student who discovers that a classmate has submitted an inflated grade may serve as the Reporting Party).

**THE FOLLOWING ARE EXAMPLES OF CHEATING AND PLAGIARISM, BUT VIOLATIONS ARE NOT LIMITED TO THESE EXAMPLES:**

- Copying any assignment from another student and submitting the work as one's own regardless of whether that student allows such assignments to be copied. Both students are considered guilty of an honor code violation.
- Unauthorized collaborative work when individual work is required.
- Passing along examination material from one class period to students of another period or to a student who was absent for the examination.
- During a test, using cheat sheets, asking fellow students for answers or looking at another student's answer sheets, writing information on any part of the body or on the desk, storing information on a cell phone, watches, calculators, or any other electronic devices.
- Intentionally falsifying data, a citation, or results of laboratory experiments or research.
- Stealing copies of examinations or selling, copying, or letting others copy an examination.
- Presenting written or oral results for which research was never done.
- Submitting reports or work generated from the Internet without proper references.
- Cutting and pasting work from the Internet and submitting the work as one's own without proper citation.
- Copying work or assignments from students who previously took the course.
- Having other people, such as parents or friends, do the assignments and submitting the work as one's own.
- Failing to use proper documentation or citations when summarizing or paraphrasing another's ideas.
- Utilizing, citing, or substituting reference sources such as Spark Notes or Cliff Notes as part of an assignment when not authorized by the instructor.

## *Honor Code Violations*

A student violates the Honor Code if the student engages in dishonorable conduct as defined below. The Honor Code will be applied reasonably in accordance with the examples below. Examples of proscribed conduct are meant to be instructive and not all-inclusive.

<b>Type of Dishonorable Conduct</b>	<b>Examples of Proscribed Conduct</b>
<b>Lying</b>	<p><b>Lying:</b> the presentation of false information with the intent to deceive</p> <ul style="list-style-type: none"><li>● Misrepresenting oneself or one’s accomplishments for the purpose of gaining an academic advantage</li><li>● Falsifying documents including alteration or forgery</li><li>● Providing false or misleading information to school Administration or Honor Code Committee during the course of an investigation or hearing of an alleged violation of the Honor Code. Lying within this context may be charged as a separate offense.</li></ul>
<b>Stealing</b>	<p><b>Stealing:</b> Knowingly taking or appropriating the property of another, including property of the school, without the rightful owner’s permission and with the intent to permanently or substantially deprive the owner of the property. One does not receive rightful permission if it is induced by fraud or deception</p>
<b>Cheating</b>	<p><b>Plagiarism:</b> the presentation, with intent to deceive, or with disregard for proper scholarly procedures of a significant scope, of any information, ideas or phrasing of another as if they were one’s own without giving appropriate credit to the original source.</p> <ul style="list-style-type: none"><li>● One commits plagiarism when one includes the words of another without quotation or when one includes the substantive work of another without properly crediting the source with footnotes, quotation marks, or other appropriate citation</li><li>● A student’s intent may be inferred based on the extent and context of the improperly cited material and whether the student has provided false citation or has manipulated the original text such that a reasonable person may conclude the student did so in order to avoid detection</li><li>● Disregard for proper scholarly procedure that is minimal in scope may be addressed solely as an academic matter, and the instructor may determine</li></ul>

Type of Dishonorable Conduct	Examples of Proscribed Conduct
	<p>whether an academic penalty should be applied without pursuing resolution under the Honor Code. But any intentional acts of plagiarism or disregard for scholarly procedure of a significant scope should be treated as a violation of the Honor Code</p> <p><b>Unauthorized Assistance/Collaboration:</b> giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments or examinations. Unauthorized assistance includes providing information to another about an assignment or examination prior to the conclusion of the administration of such exams/assignments to all related sections of the course unless permitted by the instructor</p> <p><b>Use of Unauthorized Materials:</b> using or consulting unauthorized materials (including electronic materials) or using unauthorized equipment or devices on tests, quizzes, assignments, or examinations</p> <p><b>Unauthorized Dual Submission of Previous Academic Work:</b> using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior permission to do so from the appropriate instructor(s).</p> <p><b>Time Constraint Violation:</b> intentionally commencing work or failing to end work on any examination, test, quiz, or assignment according to the time constraints imposed</p> <p><b>Directions Violation:</b> failing to follow instructions for an assignment or examination despite knowing or having reason to know that such conduct would result in an unfair academic advantage.</p>

*(The College of William and Mary, 2014, Section VI: Honor Code Violations)*

### ***Consequences Of Academic Honor Code Violations***

Consequences of Honor Code Violations regardless of the class or course in which the violation occurred include but may not be limited to the following guidelines:

**FIRST VIOLATION:**

1. Parent must be notified verbally and in writing by the teacher.
2. Honor Code Violation Form must be submitted to the Administration regardless of any action taken against the student.

3. The Honor Code Committee may be notified based on the severity of the incident.
4. Grade reduction on the assignment, according to the teacher's grading policy.
5. Disciplinary points will be allotted based on the severity of the violation. (see chart below)

**SECOND VIOLATION:**

1. Parent must be notified verbally and in writing by the teacher.
2. Honor Code Violation Form must be submitted to the Administration regardless of the action against the student.
3. The Honor Code Committee may be notified based on the severity of the incident.
4. Mandatory grade reduction on the assignment with no opportunity to redo the work. This may be determined by the teacher or the Administration.
5. Disciplinary points will be allotted based on the severity of the violation. (see chart below)

**THIRD VIOLATION:**

1. Parent must be notified verbally and in writing by the teacher.
2. Honor Code Violation Form must be submitted to the Administration regardless of the action against the student.
3. The Honor Code Committee is convened to determine if a failing grade for the marking period is justified.
4. Disciplinary points will be allotted based on the severity of the violation. (see chart below)

The severity of Academic Honor Code violations is delineated into three levels: Level 1 being minor violations, Level 2 being moderate violations, and Level 3 being major violations.

<b>Level 1 Violations</b>
<ul style="list-style-type: none"> <li>● Plagiarism in the form of inadequate paraphrasing or direct use of another's words, without quotation marks, with intent to deceive or intent to disregard proper scholarly procedure, affecting an insignificant portion of the work; source is cited.</li> <li>● Unauthorized collaboration on a homework assignment.</li> </ul>
<b>Level 2 Violations</b>
<ul style="list-style-type: none"> <li>● Plagiarism: Inadequate paraphrasing or direct use of another's words, without quotation marks, with intent to deceive or intent to disregard proper scholarly procedure, affecting a significant portion of the work; source is cited.</li> <li>● Plagiarism: Direct use of others' words, without quotation affecting a minor portion of the work; source is not cited.</li> </ul>

- Unauthorized collaboration on a lab report or paper
- Submitting one work for two courses without advanced permission from the current instructor
- Providing work to another student and/or enabling another student's dishonesty
- Any second Level I violation

### **Level 3 Violations**

- Plagiarism: Direct use of others' words, without quotation, affecting a significant portion of the work; source is not cited
- Inventing or falsely attributing the sources used in a paper or other work
- Cheating on an examination
- Falsifying data or research
- Submitting a fraudulent excuse to receive an extension on an assignment or examination
- Bringing materials or equipment into a room where an exam is being given in contradiction of school/department or the instructor's course policies
- Using or viewing any materials or equipment, including a cell phone or other electronic device, during an examination without explicit instructor authorization
- Unauthorized collaboration on a take-home exam or paper
- Submitting a paper, lab report, project, thesis or other assignment as one's own that has been significantly created by someone else, whether the work has been purchased, borrowed, found, etc.
- Soliciting another to participate in unethical behavior
- An additional violation after the student has had a prior Level II violation

(The College of William and Mary, 2014, Honor Code Appendix I)

## ***ACADEMIC NEEDS***

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Seton-La Salle does not have a Special Education program. Students seeking admission to the school with Rehabilitation Act Section 504 documentation, IEP documentation, long-term medical/health/behavioral documentation, or requests for special student accommodations that significantly alter the regular classroom process may undergo an application review with the assistance of the Superintendent's Office of the Diocese of Pittsburgh. Relevant educational reports or records of diagnosis, where applicable, must be provided upon request.

## ***ACADEMIC PROGRAM***

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To successfully complete a student career at Seton-La Salle, the following minimum graduation requirements must be met:

## Graduation Requirements:

Religion	4.0 credits	Computer Tech	0.50 credits
English	4.0 credits	Language	2.0 credits
Social Studies	4.0 credits	Fine Arts	1.0 credit
Mathematics	3.0 credits	Phys. Ed./Health	1.0 credit
Science	3.0 credits	Electives	4.0 credits
<b>Required Credits for Graduation = 26.50</b>			

Our **required** courses exceed the state requirements to earn a high school diploma, and religious instruction is in strict accordance with Diocesan guidelines. All required courses needed to graduate must be taken at Seton-La Salle High School during the regular school year, unless specifically approved under special circumstances by the Principal.

An **elective** course is any course taken in any content area beyond required courses and are provided for personal enrichment, preparation for continued education, or the acquisition of skills for immediate job placement. Electives include Advanced Placement (AP) courses, which may lead to college credit, and vocational technical training courses. Art, Music, Business, English, Foreign Language, Math, Science, Computer, and Social Studies electives are also available. Elective courses may be taken outside Seton-La Salle High School. However, all requests must receive administrative approval prior to enrollment. Seton LaSalle will only recognize curricular advancement due to successful completion of the course. Final grades, GPA, QPA, and total credits of electives taken outside the school will not be included on a report card.

**Summer** courses may be taken for remediation or enrichment. Credits toward graduation may be earned via summer course work for remediation only. Summer enrichment courses will be recorded on final transcripts. Grades earned in summer courses are not calculated into students' cumulative GPAs.

### *Academic Grading System*

A cumulative grade for student work is tabulated at the end of each quarter. The grades indicate the teacher's rating of student's progress in the class. Only **final** grades are listed on the transcripts and permanent record cards. Final quarter, semester, or year grades over 100% through coursework and/or bonus points will be truncated to exactly 100%.

The grading system at Seton-La Salle uses quality points based the designated course level (*i.e.*, General, Academic, Honors, Advanced Placement). The Quality Point Average (QPA) 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 in the table that follows. GPA and QPA are calculated to four decimal places, and then rounded. Percents used in grades may be truncated after one decimal place, and then rounded to the nearest percent.

GRADE %	GENERAL	ACADEMIC	HONORS	AP
A+ 97-100 %	4.25	4.75	5.25	5.75



A	93-96 %	4.00	4.50	5.00	5.50
B+	89-92 %	3.25	3.75	4.25	4.75
B	85-88 %	3.00	3.50	4.00	4.50
C+	80-84 %	2.25	2.75	3.25	3.75
C	75-79 %	2.00	2.50	3.00	3.50
D+	72-74 %	1.25	1.75	2.25	2.75
D	69-71 %	1.00	1.50	2.00	2.50
F	0-68 %	0.00	0.00	0.00	0.00

When a question arises regarding course grades, families and students must first contact the course instructor to address the issue. When disputes cannot be resolved, the Office of Academic Affairs will schedule a meeting with appropriate parents, guardians, school personnel, and the course instructor to reach a consensus. **The Administration will not overrule or change a student's grade without prior consent and approval of the course instructor.**

### *Course Failures*

Underclass students who have a final failure in two or fewer courses must attend summer school and pass their remediated courses to remove the 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 with the equivalent of three (3) or more course failures may be asked to 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- and half-credit courses. Course failures may not be made up the following year. **Students may not begin a school year with failing grades.** See: 'Academic Probation' under **Probation Policy**, p. 40.

### *Course Registration*

In order to facilitate the educational process and avoid confusion and delays, students will meet with their guidance counselor to select courses every year. Initial meetings will take place as students register for classes online during school hours in February. Parents/guardians may authorize modifications to course selections by the school and/or children under their care by completing, signing, and submitting appropriate course change forms to the Guidance office. Final course registration approval notices will be mailed to families during the fourth quarter.

The selections of students and parents are used to determine the master schedule, and therefore should be considered **final** when submitted. However, revisions to student schedules may be necessary under the following circumstances: (a) the student received a final failing grade in a prerequisite course and the selected course cannot be taken, (b) the student has been misplaced in a course, (c) the selected course will not be offered in a subsequent school year, and/or (d) a revision is in the best educational interest of the student.

## ***Dropping, Adding, And Switching Courses***

For a year-long or first semester course, the deadline to **drop/add** a course to an existing schedule is five (5) business days after the date of issuance of the quarter one deficiency report. For a second semester course, the deadline to drop/add a course to an existing schedule is five (5) business days after the date of issuance of the quarter three deficiency report.

- Any drop/add courses requested and permitted **AFTER** the deadline will remain on the student's transcript. If a student's transcript has already been sent to a college/university, the college/university **WILL** be notified of the action.
- **ALL WORK MUST BE MADE UP FOR ADDED CLASSES**

For a year-long or first semester course, the deadline to **switch levels** within a course is five (5) business days after the date of the close of quarter one. For a second semester course, the deadline to switch levels within a course is five (5) business days after the date of the close of quarter three.

- Any course changes requested and permitted **AFTER** the deadline will remain on the student's transcript. Grades from dropped courses will follow the student to the new course. If a student's transcript has already been sent to a college/university, the college/university **WILL** be notified of the action.

## ***ACTIVITIES PROGRAM***

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The activities program at Seton-La Salle is designed to afford students a broad range of opportunities and interests in developing the total person. Currently, we provide the following activities for our students:

Academic Games	Intramurals	Model UN	Rebels Reach Out
Audio-Visual Staff	Junior Academy of Science	National English Honor Society	Robotics
Big Sisters	Math Team	National Honor Society	Trebels
Campus Ministry	Mock Trial Team	National Junior Classical League	SADD
Drama Club	Music Program:	Newspaper	Ski Club
Environmental Club	Band	Main Office Staff	Student Government
Forensics Team	Chorus	Rebels for Life	Yearbook
International Club	Orchestra		

## ***ASSEMBLIES***

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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 disciplinary action.

## ***ATHLETIC PROGRAM***

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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. 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.

<b>PIAA ATHLETIC PROGRAMS</b>	
Baseball Basketball (Both Men & Women) Cross Country(Both Men & Women) Football (co-ed) Golf (Both Men & Women)	Lacrosse (Both Men & Women) Soccer (Both Men & Women) Softball (Women) Swimming (Both Men & Women) Tennis (Co-ed) Track and Field Volleyball (Both Men & Women)
<b>CLUB SPORT PROGRAMS</b>	
Bowling (Both Men & Women) Crew (Co-ed) Curling (Co-ed)	Fencing (Co-ed) Ping-Pong (Co-ed) Water Polo (Co-ed)

Seton LaSalle is governed by the eligibility rules of the WPIAL and PIAA for interscholastic activities. Students are only eligible to participate on our school's athletic teams in a manner consistent with their biological sex.

## ***ATTENDANCE POLICY***

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Repeated absence and tardiness from school and/or classes is one of the primary reasons for academic failure. Students must maintain regular school attendance in order to keep pace with learning and course requirements. The Administration reviews student attendance records during each quarter. Official attendance information is available at the end of each semester on the student's report card. Parents and guardians may review their child's attendance records at any time *via* a PowerSchool parent portal account.

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 10:00 A.M., or by the start of the fifth period of the day, whichever is sooner, the student will be considered truant.**

For every class a student misses as a result of an unexcused tardy, unexcused absence, class cut, or truancy, the student will not be given an opportunity to make up any missed work and will receive a zero (0) for all missed work for that class. When a student accumulates seven (7) unexcused class absences, including accumulated tardies from a given quarter, or ten (10) overall unexcused class absences, whether due to absences or accumulated tardies, then he/she may receive a failing grade for the quarter or semester, respectively. If the course is a semester course, the student may fail that semester course. Twenty (20) unexcused absences, whether due to unexcused absences or accumulated tardies, from a year-long course may result in failure of the course; Students must have been seen by a medical professional and provide corresponding medical excuses for any additional absences. Students who accumulate more than 20 absences may be considered ineligible to participate in extracurricular activities until written documentation is submitted to excuse the absences. Written notification will be provided to parents and guardians of students at-risk.

### ***Attendance Review Board***

Consisting of faculty and administration, the Attendance Review Board works in conjunction with the Dean of Students to address student attendance issues and concerns. The Administration believes that attendance, including absences and tardies, is a strong predictor of academic success.

The Attendance Review Board may be convened if the Dean of Students has already met with a student and his/her parent or guardian regarding attendance issues and improvement has not been made, or if there is a drastic decline in a student's attendance that may influence his/her extracurricular eligibility status. In cooperation with parents/guardians, the Attendance Review Board may determine an improvement plan, recommend academic and disciplinary consequences, or, in extreme cases, request the withdrawal of a student from Seton-La Salle High School.

The Attendance Review Board may be convened at any time throughout the school year, and reasons for the convention may include but not be limited to the following:

- Multiple unexcused absences
- Specific patterns of absenteeism
- Multiple unexcused tardies
- Specific patterns of tardies
- Impending attendance ineligibility
- Impending tardy ineligibility
- Truancy
- Continued excessive absences and tardies following Attendance Probation designation

### ***Attendance Probation***

Students who accumulate excessive unexcused absences and tardies that place the student on track to violate the comprehensive attendance codes established by the state of Pennsylvania can be placed on attendance probation. Students are placed on attendance probation when daily absences exceed (20) and unexcused tardies exceed (10).

Failure of a course for a quarter, semester, or year due to class absences as determined by the SLS Handbook in correlation with State of Pennsylvania guidelines may be a consequence of significant absenteeism.

### ***Excused/Unexcused Absences And Tardies***

Upon returning to school, the student must present a signed note from a parent/guardian, including the following: **date(s) of absence, phone number, and reason for the absence.** Absences are recorded as either excused or unexcused, as defined below. Parents are reminded to contact the Guidance Office for make-up work only in cases of an extended absence of three (3) days or more. A twenty-four hour minimum notice is needed to organize the assignments.

### **Excused Absences:**

After the student initiates a verbal or written request and a completion schedule is agreed upon, faculty will provide make-up assignments, tests, projects, performances, etc. Absences not cleared with officially recognized documentation (*e.g.*, doctor's note, court, funeral, etc.) upon the student's return to school will be permanently converted to an unexcused absence. Examples of excused absences include, but are not limited to:

- Doctor excused illness, hospitalization, or quarantine
- The first ten (10) parental excuses in any school year for an absence or tardy
- Bereavement, including correspondence from the funeral provider
- Impassable roads due to easily verifiable weather conditions, construction, traffic accidents, etc.
- Catholic religious observances or other religious event, provided it is sanctioned by the Diocese, where school is otherwise in session

- Exceptionally urgent reasons that affect the student, provided accountability and explanation to a school Administrator is made within five (5) days of occurrence
- Claim of a malfunction of a private vehicle (no more than twice per school year)
- Pre-approved college visitation day(s) (seniors only all year, juniors only second semester)
- Authorized school activities
- Suspension; 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.
- Administratively pre-approved family trips that have an educational value (however, faculty are not required to provide assigned materials over the vacation period). Required form must be submitted for administrative approval one week prior to the anticipated absence.
- Any tardy to school or class due to the above reasons, or tardy to class by written documentation from a faculty or staff member of the school

### **Unexcused Absences:**

Faculty will not furnish nor allow make-up assignments, tests, projects, performances, etc. Some unexcused absences have immediate disciplinary repercussions. Examples of unexcused absences, including their disciplinary consequences if applicable, are listed below:

- Truancy – 1<sup>st</sup> offense will result in Tardy Probation; 2<sup>nd</sup> may result in driving privileges being revoked
- Falsifying any form of communication to the school in an attempt to excuse an absence, tardy, or early dismissal. This is also a two point disciplinary violation.
- A class cut – This is also a three point disciplinary violation.
- An involuntary absence, tardy, or early dismissal due to the indifferent actions of a parent, guardian, other family member, or sibling
- Carpooling or refueling of a vehicle
- Missing the bus
- Oversleeping
- Missing or leaving school for the sake of employment
- Not attending a scheduled retreat
- Unapproved family trip or college visit
- Tardiness to school or class due to any of the above
- Excessive (beyond the first ten) parental excuses for absences or tardiness -**Excuses for subsequent missed days/classes must be from a doctor, court, funeral, Principal, or school-sponsored event. Students with excessive unexcused absences may not be permitted to attend optional school functions, including field trips or participation in extracurricular activities.**

**Note:** Class retreats, field trips, athletic events, activities, etc., are considered to be regular school days, subject to all of the same rules and regulations that apply to any other school day. Students must submit work due for any school day missed if the trip originates at the school (overnight or

multiple-day school trips would not be subject to this policy). Failure to submit assignments or assessments on-time will subject the student to individual late policies of the faculty.

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 obtain make-up work. The faculty at Seton-La Salle is neither compelled nor responsible to provide make-up work in advance of a family vacation or non-school related activity occurring over several days.

**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.

### ***Tardy Policy***

Students must be in their assigned homeroom by 7:45 A.M. Any student arriving late is to go directly to the Front Office to sign in and receive an admittance pass to homeroom or class. Regular school arrival is an expectation of all students. Late arrival due to an activity on the previous evening is not excusable, unless approved by the administration. Excessive tardiness, even with a parental excuse, will result in disciplinary action:

When a student accumulates seven (7) unexcused tardies, the student will also receive an administrative consequence. When a Student accumulates ten (10) unexcused tardies the student will be placed on Attendance Probation.

Students tardy for class, mass or assemblies without written documentation will be subject to progressive discipline:

< 10 minutes late	One Discipline Point
10-19 minutes late	Two Discipline Points
More than 20 minutes late constitutes a class cut	Three Discipline Points

Students who are late for school and miss one or more classes without a legitimate reason (See: **Attendance Policy**, p. 15) will be considered to have cut class. Students who miss twenty (20) or more minutes of any scheduled class may be considered as having cut the class. Additionally, excessive absences/tardies may lead to ineligibility for participation in/attendance at any and all school extracurricular activities. This may include activities and athletics, as well as the Homecoming Dance, Prom, Commencement, etc.

## *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 Front Entrance before 7:45 A.M. Students leaving the building prior to the completion of four periods will be marked a half day absent, while students missing more than six periods will be marked a full 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).

## *BUSING*

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

- Baldwin-Whitehall
- Bethel Park
- Canon-MacMillan
- Carlynton
- Chartiers Valley
- Keystone Oaks: Castle Shannon, Green Tree residents only
- Peters Township
- Pittsburgh
- Ringgold
- South Allegheny
- South Fayette
- South Park
- 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 or suspension, and local school districts may revoke student's 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*

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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 AVI Fresh. Nutritious breakfasts and lunches are served daily at a minimal cost. Students may bring their own lunches. The students are responsible for maintaining



the cleanliness of the cafeteria by cooperating with the cafeteria prefects in keeping this area clean and orderly. Private delivery of food to school during school hours is prohibited.

Eating or drinking beverages (other than water) outside of the cafeteria may result in disciplinary action. **If a student needs to carry food items to class, a note must be presented from a physician to the Assistant Principal.** 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***

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The use of cellular phones and other electronic devices (excluding school-issued Chromebooks) will be restricted from the time of the homeroom late bell until dismissal. With the exception of the cafeteria during a student's lunch period, cell phone use is not allowed in hallways, bathrooms, auditorium, or any other area of the building without explicit permission from an administrator. **Students may only use their phone in a classroom if they are given explicit permission from a teacher to do so.** The first violation of this policy may result in confiscation of the device, and the student meeting with the Assistant Principal and a parent/guardian is notified of the violation. Repeat violators are subject to disciplinary action which may include submitting devices to the Assistant Principal when arriving at school. Students have no privilege to use school outlets to either charge or operate a cell phone or any other personal electronic device.

In case of a family emergency, parents and guardians are asked to please call the school's Main Office rather than calling or texting your child's cellular phone. Students who need to make an emergency phone call should report to the Main Office. Placing a call or texting from a cell phone on school grounds during the school day without expressed permission from an Administrator is strictly forbidden.

### ***CONCUSSIONS AND BRAIN INJURIES***

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Seton-La Salle students who have received either a written diagnosis or present any concussion syndrome symptoms will be immediately suspended from all athletic events, after school activities, driving privileges, musical rehearsals, school dances, physical education classes, pep rallies, or assemblies where bright/flashing light, rapid movement, loud noise, or the need for quick cognitive processing are present. Any accommodations must be recommended by a recognized physician or neuropsychologist and will be reviewed by administrators, who are not compelled to comply with accommodation requests. Neither parents, guardians, faculty, nor Administrators have authority to declare a student free of concussion symptoms, or to determine or define accommodations. Only valid neurocognitive data and the recommendation of a treating licensed medical physician in collaboration with the athletic trainer can release a student from concussion suspension and/or accommodations. Students who violate the above policy will have any and all academic accommodations immediately withdrawn.

## ***CUSTODY***

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Students must reside with at least one custodial parent or legal guardian while they are enrolled at Seton-La Salle. For students whose second parent or guardian lives at another location, copies of all pertinent mailings can be provided unless prohibited by a court order, which must be on file with the Administration. Requests for copies to the non-custodial parent should be submitted to the school.

## ***DAILY ANNOUNCEMENTS***

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Announcements are made daily during homeroom and at the beginning of 8<sup>th</sup> period. Students wishing to have an announcement published or announced must present it in writing or by e-mail to the AVTV Moderator, Principal or Assistant Principal for clearance.

## ***DIOCESAN ANTI-HAZING POLICY***

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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.

## ***DISCIPLINE AND DETENTION POLICY***

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At Seton-La Salle Catholic High School, we expect our students to be responsible, honest, and respectful, and to uphold high standards of personal conduct. The following regulations address many student guidelines and responsibilities but are not meant to cover every foreseeable circumstance that may occur. Please read the following regulations carefully and observe them faithfully.

Students are responsible for the good name of the school. Students who bring discredit to themselves and to the school through any unlawful activity, 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 may also result in serious disciplinary action, including suspension or expulsion from school. The school administration need not wait for the results of court proceedings to take independent action.

Students who engage 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.

The Administration reserves the right to handle any disciplinary and eligibility matters in a reasonable manner which is in the mutual best interest of the student and the school, even if it should fall outside the parameters specified here. The decision of the Administration in these matters is final.

### ***Progressive Discipline System***

Seton-La Salle operates on a ten point, cumulative scale of progressive discipline as defined below. A student’s year-end point total in the progressive discipline system will become the baseline point

level for the following school year. Progressive disciplinary measures taken as students accumulate disciplinary points are summarized as follows:

Step level	Action(s) taken by the school
1	Warning to student
2	Warning to student and contact made with parent or guardian
3	Saturday detention issued and contact made with parent or guardian
4	Warning to student and contact made with parent or guardian that the next disciplinary occurrence will result in a level one probation; Saturday detention assigned if not previously issued
5	<b>Level one probation:</b> One day out-of-school suspension; referral to SAP team; conference with parent or guardian
6	Warning to student and contact made with parent or guardian that the next disciplinary occurrence will result in a level two probation; SAP team referral if not previously completed; one day out-of-school suspension assigned if not previously issued
7	<b>Level two probation:</b> Three days out-of-school suspension; substance abuse test may be ordered by school; on-site meeting with parent or guardian upon return to school; SAP team referral if not previously completed or student continues to serve Saturday detention until disciplinary standing approves via community service
8	Warning to student and contact made with parent or guardian that the next disciplinary occurrence will result in strict probation; substance abuse test ordered by school; on-site meeting with parent or guardian upon return to school; SAP team referral if not previously completed; three day out-of-school suspension assigned if not previously issued
9	<b>Strict Probation:</b> Five to ten days out-of-school suspension; any actions taken in steps 5-8 not already completed; on-site meeting with parent or guardian upon return to school; written final warning notice issued; removal from NHS, Student Council, or other position of authority within an organization; removal from all activities, athletics, trips, and dances. Or student continues to serve Saturday detention until disciplinary standing approves via community service
10	<b>Severance:</b> Withdrawal or expulsion from Seton-La Salle Catholic High School will be requested when at or above step 10, or after two year-end totals - successive or not – of at least nine (9) points, regardless of starting point total for the year

## ***Terms And Definitions Regarding Disciplinary Policy***

- **Detentions** will be held Saturdays from 8:00 to 10:00 A.M. Excuses to delay or be absent from a detention must be requested by a parent/guardian to the Dean of Students for verification, and is subject to the **Attendance Policy** outlined on pp. 8-11 of this Handbook. Additionally, weekend employment or participation in school activities or athletics are not valid excuses. Teachers will inform students when point violations are being written up for assessment by the Dean of Students. Students will be notified in homeroom of their point status, and will be expected to serve detentions or suspensions on the assigned date(s). Students who are late to school should check with the Dean of Students to see if detentions or suspensions are assigned if they are expecting one. **Students who serve Saturday detention must dress in Uniform Code for the entire detention period.**
- **Disciplinary point credits:** Students who have accumulated disciplinary points may receive disciplinary point credits to lessen the number of accumulated points. Point credits can be earned two ways. 1) Students will have one point expunged from their record by the Dean of Students every quarter starting with the second quarter every year after they have successfully completed a quarter with zero (0) disciplinary violations. 2) Students who accumulate disciplinary points may participate in community service as approved by the Dean of Students and receive credits toward accumulated points. Community service participation should occur after the disciplinary infraction, and students must complete the Community Service form provided by the Dean of Students in order to receive the point credits. Additionally, credits may not be earned in advance, banked, transferred in any way, or carried over to a succeeding year. Credits are at the full discretion of the Dean of Students, whose decision is final.
- **Disciplinary point limits:** Regardless of point credits earned, students may not receive more than seven (7) disciplinary points per quarter, ten (10) points per semester, or fifteen (15) points per year. Students who reach these point levels will be subject to a hearing with the Discipline Review Board, who will recommend appropriate consequences, ranging from multiple Saturday detentions to withdrawal from Seton-La Salle High School.
- **Learning adaptations or accommodations:** Seton-La Salle is under no obligation to modify school discipline code if a student receives learning accommodations of any type.
- **Material disruption to the educational process:** Any student act that either: (a) measurably or psychologically obstructs the implementation of a school mission, process, policy, or function for at least one other student, or (b) hinders at least one student from educational opportunity or benefit.
- **Reserved disciplinary rights of the school:** Seton-La Salle retains the right to define offenses not otherwise specifically listed in this handbook and the severity of such offenses for the purposes of disciplinary action(s). The Administration reserves the right to amend the Handbook at any time, provided notification is made to students and families.
- **“School grounds”:** School grounds shall constitute any building, remote location, vehicle or bus, or facility in/at which Seton-La Salle students are present for a school related purpose or for transportation to and from a school related purpose. Student actions taken on a bus are under the jurisdiction of the public district of record and will be the final arbiter of student

discipline in public school bus related cases. Busing intended for the general public, for hire, or in Seton-La Salle vehicles will be under the jurisdiction of school policy.

- **Senior graduation disciplinary policy:** Students in grade 12 who accumulate five (5) or more disciplinary points within thirty (30) school days, inclusive, of graduation or who accumulate seven (7) or more points in their final semester of attendance may not participate in the Seton-La Salle formal graduation ceremony. Seniors who have outstanding un-served detentions owed to the school may not receive a diploma until additional detentions are served during the summer months.
- **Sexual harassment** is any form of unwarranted and uninvited sexual behavior imposed on one person by another. The school will not tolerate sexually harassing or bullying behavior in any form. All allegations will be treated seriously and investigated thoroughly, and swift, progressive disciplinary action will be taken.
- **Substance abuse testing:** Substance abuse testing must be: (a) completed within 48 hours of request by the school, and (b) must use the method requested by the school, for example, hair sample. Regardless of the results of the test, Seton LaSalle will not reimburse the cost of the test. Refusal to comply with the substance abuse testing standard as described here will result in an immediate suspension from school of up to ten (10) days. If after ten days the substance abuse test is not completed, the student may be dismissed from Seton-La Salle High School.
- **Suspensions:** All suspensions will be served out of school unless specified by the Dean of Students or Principal.

### ***Discipline Review Board***

The Discipline Review Board consists of school administration and faculty, and is responsible for reviewing extreme cases of disciplinary violations or point accumulations of SLS students. The Discipline Review Board may be convened for a hearing if students receive a single major disciplinary infraction, students reach ten (10) points on the discipline scale, or students reach one of the three discipline point limits during the school year. If a hearing is to be convened, the Dean of Students will notify the student and his/her parent or guardian of the hearing, and the student and at least one parent or guardian must be present to discuss the student's continued enrollment at Seton-La Salle High School.

### ***Point Assignments For The Progressive Discipline System***

The following lists identify disciplinary violations and their corresponding point values, with one point violations being minor infractions and ten point violations being major material disruptions to the educational process. Violations include, but are not limited to:

#### **One Point**

- Class tardy (less than 10 minutes late, unexcused)
- Refusal to participate in class or to comply with student response requests

- Failure to prepare materials for class properly or to bring needed materials to class as specified by the faculty, including bringing Chromebooks to class when requested and knowing the usernames/password for your student account
- Gum chewing (where not otherwise allowed)
- Food or drink outside cafeteria (where not explicitly allowed by pass from the Dean of Students, written permission from the school nurse, or by approved function from prior request of the school)
- Dress code violation of any kind
- Violation of student parking policy (*See: **Driving/Parking**, p. 33*)
- Attending a lunch period other than that assigned or passing through the lunchroom to purchase food or beverages at a time other than a student's scheduled lunch period cafeteria (where not explicitly allowed by pass from the Dean of Students, permission from the school nurse, or by approved function from prior request of the school)
- Littering, or refusal to clean any area occupied by a student or group of students
- Disrupting Mass or assemblies in any way, as defined by the faculty or staff
- Failure to be or remain seated in an assigned area or location
- Detention tardy (unexcused). When a student is either dismissed from detention or is tardy to detention unexcused, an additional point will be charged to the student and further make-up detention(s) will be scheduled
- Failure to report for Saturday detention in Uniform Code (*See: **Uniform Policy**, p. 51*)
- Any use, possession, or charging of a personal electronic device in plain view, for any reason, in a classroom, bathroom, study hall, guidance office, library, lunchroom, or other area of the building
- Exchange of money, for the purposes of participating in gambling or game of chance playing in the building whether in person or on the internet
- Throwing objects of any kind where other students are present or where damage to the grounds may occur
- Request to miss assigned detention; if a student's request to miss detention is granted, an additional point will be charged to the student and further make-up detention(s) will be scheduled
- Body art that is not covered during school hours or presence of body piercings that are not allowed and not covered, according to school policy (*See: **Uniform Policy**, p. 51*)
- Loading and use of electronic games on Chromebooks while in a classroom
- Wearing and/or refusal to remove any article of clothing conveying an inference that may have a secondary meaning beyond the literal statement of the garment
- Level 1 Violation of SLS Chromebook Policy (pg 56)
- Tampering with any student lock or locker, including the contents; unapproved lock on locker; lock missing from locker; trading an assigned locker with others or allowing others to use a locker to which they are not assigned
- Failure to report to the Main Office when either entering school late or leaving school early or when asked by a faculty member to leave the classroom; failure to report to school tardy without escort of the parent or guardian to the main office
- Student parking off-site during the school day for purposes of avoiding the use of the student parking lot; other violation of student parking policy; parking in the student lot without registration or proper interior identification

- Not providing a donation for a school approved dress down day by the end of homeroom
- Sudden, loud, vocal outbursts or noisemaking; failure to settle oneself when requested to do so by a member of the faculty or staff; Verbally annoying classmates
- Aiding, abetting, securing, provoking, or retaliating over any infraction committed by others (1-2 point offense)
- Not returning a lost or misplaced item of value to the main office by the end of the school day, or by the end of homeroom the following school day
- Public display of affection, hand to hand contact only
- Altering, stealing, amending, or otherwise changing the originally intended information on a hall pass
- Any other infraction where: (a) property, safety, or security of the school, students, faculty, staff, or the educational process were not materially at risk, but a conduct infraction occurred, or (b) a failure to report the infraction of another can be reasonably proven

## **Two Points**

- Class tardy (less than 10-19 minutes late, unexcused)
- Making false statements to deter an investigation or avoid personal accountability
- Responding inappropriately by verbal or non-verbal response means (*e.g.*, sassing, arguing, berating, retaliation, or belligerence) to a fair and reasonable request made by a member of the faculty or staff
- Rough-housing or horseplay in any room where chemical substances, food, or sharp objects are present
- Aiding, abetting, securing, provoking, or retaliating over any infraction committed by others (1-2 point offense)
- Rude, discourteous, or disruptive behavior in a classroom, lunchroom, library, locker room, rest room, hallway, or office area, including inappropriate language.
- Loitering (> 15 minutes) in a classroom, bathroom, office area, or other area of the building not of immediate educational or emergency value to which the student is not assigned or has not been issued a pass
- Loitering while unsupervised in any area of the building after 2:45 P.M. on any school day
- Abuse of trips to the school rest room, any office, open area, or the nurse's office, in the judgment of the school; may include mandatory referral to a physician
- Lack of courtesy toward staff, including acts of non-compliance, defiance, insubordination, or not addressing a member of the Faculty by title (Ms., Mrs., Mr., Dr., etc.)
- Ejection from classroom by a teacher for just cause
- Forgery, falsification of a school document, misrepresenting the identity of a parent or guardian, or soliciting the misrepresentation of the identity of a parent or guardian for any purposes of attendance or school documents
- Minor incident of cheating or plagiarism as defined by school policy, whether as a donor or acceptor of materials used to cheat or plagiarize; violations will suspend or



prohibit any involved student from a position in the NHS, Student Council, honor roll, captainship, or other student leadership position; a zero for the assignment will be awarded. Multiple minor (Level 1) cheating or plagiarism violations may result in higher point allotments and will be referred to the Honor Code Committee.

- Level 2 Violation of SLS Chromebook Policy (pg 56)
- Public display of affection, beyond hand to hand contact but not suggestive contact
- Attempting to make entry to a paid, school-sponsored activity or event without making payment
- Occupying any non-classroom area of the building without a valid pass at the time of occurrence
- Any other materially disruptive infraction where: (a) property, safety, or security of the school, students, faculty, staff, or the educational process were not at risk, or (b) a failure to report the infraction of another can be reasonably proven

### **Three points**

- Class cut (greater than or equal to 20 minutes late, unexcused), or cutting Mass or assembly
- Violation of any listing in the Acceptable Use Policy for Technology, unless otherwise specified in a different point level
- Operating a gambling system or administrating games of chance playing in the building whether in person or on the internet
- Aiding, abetting, securing, provoking, or retaliating over any infraction committed by others (three point violation, two points assessed to the accomplice)
- Taking another student's cell phone without their permission
- Public display of affection, suggestive contact or more pronounced
- Unauthorized presence in school buildings or on school grounds at any time for which there is no reasonable academic, activity, or athletic purpose; suspended, withdrawn, and expelled students are unauthorized; also, students who bring or harbor unauthorized persons, animals, or the like to the school for any reason; police may be called in select cases
- Level 3 Violation of SLS Chromebook Policy (pg 56)
- Hiding in any area of the building not intended for learning purposes or for the intent of not being easily discovered, whether during the day or after school
- Moderate (Level 2) incident of cheating or plagiarism as defined by school policy, whether as a donor or acceptor of materials used to cheat or plagiarize; violations will suspend or prohibit any involved student from a position in the NHS, Student Council, honor roll, captainship, or other student leadership position; a zero for the assignment will be awarded. Multiple moderate cheating or plagiarism violations may result in higher point allotments and will be referred to the Honor Code Committee.
- A disruptive infraction resulting in lost time of use of property, compromise of safety, or security of the school, students, faculty, or staff, or where failure to report the infraction of another can be reasonably proven
- *See also:* Level One – Harassment listings in the table that follows this section

## Five points

- Possession, sale, transfer, dispensation, or use of tobacco or nicotine on the school grounds, while representing the school, or wearing school related clothing off the school grounds in plain view. Please see Drug, Alcohol, and Tobacco Policy for additional consequences for students who have more than one violation of this policy. Possession is understood to include possession of empty cigarette packs, snuff cans or bags, plug tobacco, or other paraphernalia like lighters, as well as e-cigarettes, Juul or Juul pods, e-hookas, vape pens, hooka pens, and any other paraphernalia that can be used with tobacco or nicotine-containing products. Smoke, vapor, or odor emanating from an occupied restroom stall will be considered sufficient evidence of use.
- Truancy or leaving school grounds without permission
- Theft of any kind, whether attempted or accomplished, where the action may be proven beyond a reasonable doubt
- Possession, viewing, or transfer of obscene or pornographic material, music, or media as defined by the school
- Vandalism of any part of the school property or the personal property of others
- Aiding, abetting, securing, provoking, or retaliating over any infraction committed by others (five point violation, four points assessed to the accomplice)
- Taking video or photos with an electronic device in an area outside the designated cell phone area (cafeteria)
- Posting or uploading, or participating in a picture(s) or video(s) of a minor, including oneself or others, where the unlawful or offensive behavior that does not comport with the school mission are accessible by electronic means. (Those with use or display of weapons, illicit substances, sexual conduct, are subject to additional disciplinary points based on the severity of the post.) Any post or communication (ie. Snapchat, text, private message, etc.) containing illegal content of any type will be reported to the appropriate authorities.
- Intentionally sounding an unauthorized false alarm of any kind, such as a severe weather, fire, or evacuation drill
- Multiple Level 3 violations of SLS Chromebook Policy (pg 56)
- Major (Level 3) incident of cheating or plagiarism as defined by school policy, whether as a donor or acceptor of materials used to cheat or plagiarize; violations will suspend or prohibit any involved student from a position in the NHS, Student Council, honor roll, captainship, or other student leadership position; a zero for the assignment will be awarded. Major cheating or plagiarism violations will be referred to the Honor Code Committee.
- Off-campus behaviors leading to an arrest, whether or not a conviction occurred
- Any infraction where property, safety, or security of the school, students, faculty, or staff are plausibly deemed at risk of loss, damage, injury, or compromise of the educational process, or where failure to report the infraction of another can be reasonably proven
- *See also:* Level Two – Bullying listings in the table that follows this section

## Ten Points

- Any conviction from a recognized court of law
- Possession, sale, transfer, dispensation, use, or arrival under the influence of alcohol or illicit substances on the school grounds, while representing the school, or while wearing school related clothing off the school grounds in plain view; Possession is understood to include possession of empty containers with residue, or other paraphernalia like lighters. Odors emanating from a student, or items in a student's possession are considered sufficient evidence of use.
- Possession, sale, transfer, dispensation, or use of fireworks, on-demand energetic substances, firearms, or other dangerous instrument designed to compel the submission of another person as defined by the ATF, State, Diocese, local police, or the school (*See: Weapons Policy*, p. 56)
- Any physical assault that results in bodily injury or harm to another student
- Terroristic threats of any kind, which place any person or groups in fear of imminent serious bodily injury, prevent or interrupt the occupation or use of the school building, deny access, egress or free movement within the school, or cause impairment or interruption of the educational process. **If at any time, a student(s) is threatened by another student, he/she is to immediately bring the matter to the attention of a school official.**
- Aiding, abetting, securing, provoking, or retaliating over any infraction committed by others (ten point violation, nine points assessed to the accomplice)
- Any infraction, with the rights of the school reserved, where property, safety, or security of the school, students, faculty, or staff are deemed at a high probable at risk of loss, damage, injury, or compromise of the educational process, or where failure to report the infraction of another can be reasonably proven
- *See also:* Level Three – Abuse listings in the table that follows this section

## *Cyber Bullying statement*

The use of technology in order to bully or harass another student or faculty member shall not be tolerated. This type of bullying and harassment is known as Cyber bullying and harassment. This type of bullying and harassment includes but is not limited to 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, social media sites or apps, 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 and harassment will be investigated promptly and corrective and punitive action will be taken when a complaint is verified. Use of technology that violates the law will be reported to the appropriate legal authority. 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 High School student and will not be tolerated.

***Behavioral Indicators Of Harassment, Bullying, And Abuse***

Physical and/or cyber Harm to someone’s body or property		Emotional Harm to someone’s self-esteem or feeling of safety		Social Harm to someone’s group acceptance	
<i>Verbal</i>	<i>Nonverbal</i>	<i>Verbal</i>	<i>Nonverbal</i>	<i>Verbal</i>	<i>Nonverbal</i>
<b>Level 1 – Single occurrence harassment (3 points)</b>					
<ul style="list-style-type: none"> <li>• Expressing physical superiority</li> <li>• Blaming the victim for starting the conflict</li> <li>• Bumping, colliding, or pushing to intimidate, or to touch in a sexual way</li> </ul>	<ul style="list-style-type: none"> <li>• Making threatening or sexually symbolic gestures, or statements</li> <li>• Defacing property</li> <li>• Pushing, shoving, grabbing, poking, or touching others</li> <li>• Taking items from others without consent</li> <li>• Knocking over someone’s books</li> <li>• Blocking one’s path</li> </ul>	<ul style="list-style-type: none"> <li>• Insulting remarks</li> <li>• Calling names</li> <li>• Teasing about possessions, clothes, physical appearance</li> <li>• Verbal noises of disapproval or dismissive actions</li> <li>• Mimicry of verbal style of others</li> <li>• Pulling on another’s clothing</li> </ul>	<ul style="list-style-type: none"> <li>• Giving dirty looks</li> <li>• Rolling eyes, making faces, or mocking when others speak</li> <li>• Holding nose or other insulting gestures</li> <li>• Staring at another person in a suggestive way</li> </ul>	<ul style="list-style-type: none"> <li>• Gossiping</li> <li>• Starting or spreading rumors about others</li> <li>• Teasing publicly about clothes, looks, relationships with boys/girls, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Ignoring someone and excluding them from a group</li> </ul>

Level 2 – Multiple occurrence bullying (5 points)					
<ul style="list-style-type: none"> <li>● Threatening physical harm</li> <li>● Forcing a kiss or other in-appropriate touching</li> </ul>	<ul style="list-style-type: none"> <li>● Damaging property</li> <li>● Starting fights</li> <li>● Scratching or biting</li> <li>● Pushing, tripping, or causing a fall</li> <li>● Assaulting</li> </ul>	<ul style="list-style-type: none"> <li>● Harassing phone calls, texts, etc.</li> <li>● Insults of a personal nature, including, but not limited to, race, color, religion, disability or any other personal characteristic.</li> </ul>	<ul style="list-style-type: none"> <li>● Defacing school work or other personal property, such as clothing, locker, or books</li> <li>● Displaying graphic sexual images in the presence of others</li> </ul>	<ul style="list-style-type: none"> <li>● Cyberbullying using online chats, blogs, posts, texts, e-mail, etc.</li> <li>● Posting negative remarks in plain view, common places, or rest rooms</li> </ul>	<ul style="list-style-type: none"> <li>● Intentionally designed acts to hurt or embarrass someone</li> </ul>
Level 3 – Abusive behaviors (10 points)					
<ul style="list-style-type: none"> <li>● Making repeated and/or graphic, explicit threats</li> <li>● Practicing extortion (such as taking lunch money)</li> <li>● Threatening to keep someone silent: “Snitches get stiches.”</li> <li>● Hazing, in any form</li> </ul>	<ul style="list-style-type: none"> <li>● Gross, physical cruelty</li> <li>● Repeatedly acting in a violent, threatening manner</li> <li>● Assaulting with a weapon</li> </ul>	<ul style="list-style-type: none"> <li>● Persistent, harassing behavior toward someone because of bias against race, color, religion, ethnicity, disability, or any other personal characteristic.</li> <li>● Sexual harassment in any form, such as <i>quid pro quo</i> (something for something)</li> </ul>	<ul style="list-style-type: none"> <li>● Destroying the personal property of others</li> <li>● Writing bigoted, offensive or prejudicial graffiti</li> <li>● Exposing oneself to others</li> </ul>	<ul style="list-style-type: none"> <li>● Enforcing total group exclusion against someone by threatening others if they don’t comply</li> </ul>	<ul style="list-style-type: none"> <li>● Arranging public humiliation</li> <li>● Revealing private information about others that violates HIPAA</li> </ul>

## ***DISCRIMINATION***

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Seton La Salle 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 the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Our school reserves the rights and protections granted to it in the areas of educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs by applicable laws and constitutional provisions to act in furtherance of its religious objectives.

Students are expected to treat each member of our school community with respect, including, but not limited to, showing respect for their cultural, ethnic, and religious heritage. Any student who degrades, harasses or insults another with ethnic, sexual or religious slurs, intimidation, gestures, language, or comments will face appropriate consequences.

## ***DRIVING/PARKING***

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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 buses. Those in cars must wait to leave until the buses leave.** Parents who are picking up students are directed to stand and wait in the student parking or faculty parking lots, on the grass, or on the sidewalks, rather than in front of the school. Parking or stopping vehicles on the sidewalk in front of the school is to be avoided at all times.

Students must register any vehicle(s) they will be parking on campus and are to park in the STUDENT PARKING AREA only. Registration forms may be obtained online at <http://slshs.org/>, or in the Dean of Students Office. Registration forms, along with a \$10.00 parking fee must be submitted to the Dean of Students prior to parking on campus. Parking on sidewalks, grassy areas, or roadways may 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 may lose campus parking privileges. **Loitering in the parking lot is absolutely forbidden.**

Seton LaSalle is not responsible for any vehicle damage or articles left in vehicles while parked on school grounds, nor for loss, damage, theft, or any other cause to, or by the vehicle, while parked on school grounds. Additionally, the school will not be responsible for any vehicle incident, item loss, or personal injury reported during private transportation to and from the premises.

Any car parked on Seton LaSalle High School property is subject to being searched. Violations of the Driving/Parking policy may result in disciplinary points and/or the revocation of Parking privileges. Parking privileges may also be contingent upon student attendance and tardiness records. *See: Probation Policy*, pp. 40, for further details.

## ***DRUG, ALCOHOL, AND TOBACCO POLICY***

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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. Therefore, the intent of this policy is 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:

- 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 immediately **suspended** from school and is subject to a hearing in front of the Discipline Review Board, who will determine appropriate disciplinary consequences, including probation, extended suspension, or expulsion. Possession includes, but is not limited to, the storing of illegal drugs/alcohol in a student's locker, backpack, pocket, or vehicle. Both parent/guardian and law enforcement officers will be notified.
- A student **selling** drugs or alcohol, or attempting to sell drugs or alcohol, during the school day or while attending a school-sponsored activity on or off campus may be expelled immediately. Both parent/guardian and law enforcement officers will be notified.
- Disciplinary measures for drug and alcohol violations may include the withdrawal of privileges (*i.e.*, participation in the school activities, graduation exercises, prom, or any other school-sponsored event), suspension, and/or expulsion.

**Note: Students with drug or alcohol abuse problems or their family members who solicit a teacher, guidance counselor, coach, or Administrator in the school for help before their drug and/or alcohol problem is known by the school, is under investigation or imminent investigation, or becomes public knowledge will not be subject to progressive discipline and will be guided toward appropriate help. Drug testing may remain a part of a prescribed rehabilitation program.**

### ***Smoking, Vaping, And Use Of Nicotine & Tobacco Products***

Tobacco use is a known health hazard, and the nicotine in the tobacco play a significant role in chemical dependency. Distribution, possession, and/or use of ANY and ALL TOBACCO or NICOTINE products are prohibited on campus and at all school-sponsored events. This includes but is not limited to cigarettes, pipes, e-cigarettes, e-hookas, vape pens, Juuls, and any other paraphernalia that can be used with tobacco or nicotine-containing products. Possession is

understood to also include empty cigarette packs or e-cigarette, etc. pens or other paraphernalia e.g. lighters.

Violators will be subject to disciplinary points, as well as fines or additional community service.

- 1<sup>st</sup> offense – 5 discipline points, one-day suspension, one week extracurricular ineligibility, Smokeless Saturday class and six service hours
- 2<sup>nd</sup> offense – 5 discipline points, three-day suspension, indefinite extracurricular ineligibility, required hearing with the Discipline Review Board, and nine service hours
- Any additional offenses may result in withdrawal from Seton La Salle.

### ***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; and/or (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.



***DIOCESAN SUBSTANCE ABUSE POLICY***

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**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 and socially.

<b>Situations</b>	<b>Action</b>	<b>Investigation</b>	<b>Notify Parents</b>	<b>Notify Policy</b>	<b>Student Disposition</b>	<b>Discipline</b>	<b>Substance Disposition</b>
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 other alternatives to administration if the student/parents do not cooperate.	
2. Student is currently under the	Report to administrator who will call	The administrator will request	Parents are contacted and asked to	In accordance with the	Same.	1. Suspension in accordance with school policy	1. Immediately take the

Situations	Action	Investigation	Notify Parents	Notify Policy	Student Disposition	Discipline	Substance Disposition
influence of drugs and/or alcohol.	parents and the nurse. Student is searched.	that the student empty all pockets and/or purse. The student's locker, desk and all personal property will be searched. The student will not be left alone for any reason.	come to school immediately	law, proper authorities will be contacted when: a substance is located a deal is witnessed notes relating to sale of drugs is found.		with possible request for immediate withdrawal from school. 2 Arrangements for an assessment with a licensed drug and alcohol agency will be made within five days. 3. Students and parents must comply with the recommendations of 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	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. Policy should immediately be called by the administrator.

Situations	Action	Investigation	Notify Parents	Notify Policy	Student Disposition	Discipline	Substance Disposition
						may result in immediate withdrawal.	
3. A student is caught with drugs or alcohol.	School personnel will confiscate the substance, summon the administrator or escort the student to the administrator's office.	Same.	Parents are contacted.	Same.	Same.	Same.	Same.
4. A student is found using, in possession of, or	The group sponsor or administrator will be notified. An anecdotal	Same.	Parents are contacted and will be requested to transport student home. If	Same.	Same.	Same.	Same.

## ***EMERGENCY SCHOOL CLOSINGS***

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Seton LaSalle will use the school website, [slshs.org](http://slshs.org), the SchoolMessenger mass notification service, social media (e.g., Twitter), and local stations KDKA, WTAE, and WPXI to announce all emergency school closings. Parents and students can opt to receive these alerts *via* voice and/or text messaging or e-mail. To receive the notification, parents and students must have an activated account and also provide the system with a current telephone 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 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 and activities scheduled in the building may be cancelled. When school reopens, the cycle day will continue uninterrupted.

## ***EMERGENCY SCHOOL DELAYS***

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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 9:45 A.M. Students should follow the transportation schedule of their school district.

## ***EXTRACURRICULAR ELIGIBILITY***

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All students are encouraged to participate in school-sponsored activities. Qualified students may try out for membership in extracurricular activities, including interscholastic athletics, intramural athletics, and school sponsored activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The coach's decision in conjunction with the Athletic Director or the advisor's decision in consultation with the Activities Director is final.

### ***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 or whose current unweighted GPA is below a 2.0 will be ineligible to participate for a minimum of seven (7) calendar days and continuing until the student receives passing grades in all classes. Students must obtain, complete, and return a reinstatement form to the Office of Academic Affairs to be removed from the ineligibility list.

### ***Attendance Eligibility***

A student absent from school for a total of five (5) or more school days for any unexcused reason during a quarter shall not be eligible to participate in any athletic or non-athletic activities for a

period of at least seven (7) calendar days as defined by the Dean of Students. Students on Attendance Probation who continue miss excessive days or tardiness may be deemed ineligible for extracurricular activities. Ineligibility will be extended until a 90%+ attendance rate has been regained and maintained in subsequent weeks of the school year.

### ***Daily Eligibility***

Students may not participate in any activity on a day in which they are absent (*See: Attendance Policy*, p. 8-11), arrive after 9:30 on a regular A Schedule day or the end of 2<sup>nd</sup> period on a B, C, D, E, or F Schedule day; or leave before 12:48 on a regular A Schedule day or the end of 6<sup>th</sup> period on a B, C, D, E, or F Schedule day. Students who provide immediate documentation for later arrival, such as from a doctor, court, funeral, etc., will remain eligible for daily participation. Students who leave school early due to illness or for any other unexcused reason may not participate in their respective extracurricular program for that day. Students who obtain medical excuses to either not participate in physical education class or to wear street, athletic, or other non-dress shoes may **not** participate in their respective athletic program for that day. Students receiving any accommodation in the classroom due to medical reasons may be suspended from physical activity in all sports or activities.

### ***Disciplinary Eligibility***

Students who have accumulated five (5) disciplinary points for any reason or in any order will be ineligible for a period of one week, starting the Monday after notification and extending seven (7) calendar days. Students with greater than (5) disciplinary points are ineligible to participate in extracurricular activities until their disciplinary standing improves below that number. Students who have accumulated seven (7) disciplinary points for any reason or in any order will be dismissed from their team or activity for the remainder of the season. **Students suspended from school will be declared ineligible to participate in or attend any extracurricular activities or athletics during the term of their suspension. After suspension, students will continue to be ineligible according to the terms described in this section.**

### ***Financial Ineligibility***

If a family tuition account balance is in severe arrears as determine by school administration and is not in regular communication with the Business Manager, all students of that family will be ineligible for activities, sports, and dances. (See **Tuition and Financial Aid policy**, p. 50)

### ***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 accumulated seven (7) unexcused tardies to either school or to individual class(es) for unexcused reasons will be ineligible to participate in or attend any extracurricular activities until the student has re-established and maintained a 90%+ on-time arrival rate to school or class(es) for the rest of the school year (See: **Attendance Policy**, p. 15).

**Note:** Students who are ruled ineligible, no matter the reason, may not observe, travel, participate in practices, rehearse, train, or plan, or otherwise be with their team or group during athletics or activities. Ineligibility, once declared, will extend at least seven (7) days regardless of cause.

## ***FIELD TRIPS***

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Students participating in a field trip or off-campus, class-related educational program are required to have parental permission and conform to the Seton LaSalle Uniform Code, unless otherwise instructed by the field trip moderator(s). Students representing Seton LaSalle should always represent the school in an appropriate manner. Students who have accumulated over 20 absences (excused or unexcused) in any class may not be permitted to attend field trips where they will miss that particular class.

Throughout the school year, the school SAP Team may identify students who exhibit concerning behaviors, and the SAP Team may recommend that a student be restricted from participating in field trips. To determine if the student should be restricted or not, the following procedures will be implemented for the safety of all travelers:

- Students who exhibit concerning behaviors may be required to undergo a psychological evaluation with a licensed child psychologist to determine whether the student presents a threat to the safety of themselves or others and undergo any recommended follow-up treatment. The evaluation report must be provided to the school for review before the student is permitted to participate in a school-sponsored trip.
- Students who exhibit concerning behaviors may be required to produce proof of attendance/participation in sessions with a licensed professional counselor, psychologist, psychiatrist, or other related professions and commitment to ongoing professional treatment and support. The student must provide the school with a copy of the support plan, as well as any contact information for the professional(s) he/she works with for treatment, so the school can verify his/her participation in sessions before the student is permitted to participate in a school-sponsored trip..

Based on the review of the documents above, the school may restrict travel privileges for students who exhibit concerning behaviors. In order for these students to attend school-sponsored trips, including field trips and overnight trips locally or abroad, they must:

- have on file at SLS a note from a licensed child psychologist that indicates the student has undergone an evaluation and deemed not a threat to him/herself or others, and lists any recommended follow-up treatment.

- produce evidence that he/she has initiated and continues to receive such recommended care.
- meet with school administration, guidance counselor, and parents/guardians prior to any trips to determine if the student’s behaviors should limit their participation in the trip or require accompaniment by a parent or guardian, including on overnight trips where they may be required to share accommodations with said chaperone, and identify the information relevant and necessary to share with the chaperone(s) of the trip.

## ***FIRE ALARM***

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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 supervising faculty or staff member. Students are to return to the room or area they vacated, even if the bell has rung for change of classes or unless otherwise directed by the Administration.

## ***GENDER IDENTITY POLICY***

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According to foundational principles of the Catholic Church’s teaching about human sexuality, Seton LaSalle accepts the following definitions. “Sex” means the biological condition of being male or female as based upon physical differences present at birth. “Gender” is a person’s identity as male or female, harmonious with one’s biological sex upon birth. (See *Catechism of the Catholic Church* #2333) Accordingly, Seton LaSalle will interact with students, faculty and staff according to their biological sex as based upon physical differences at birth. A member of the school community who wishes to express a gender other than his or her biological sex at birth is understood as operating outside of the “reality deeply inscribed” within. (See *Letter to the Bishops of the Catholic Church on the Collaboration of Men and Women in the Church and in the World* #8) Assisting the person in his or her disconnect with this deeply inscribed reality, however sincerely experienced, by agreeing to participate in any efforts to change natural gender expression is contrary to the pursuit of the truth. Authentic love, a gift of the self for the good of the other, requires that we compassionately dwell in the truth and assist those we love to do the same.

Seton LaSalle recognizes that occasionally there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society. Some young people might feel drawn to dress, act, even alter their physical bodies in ways contrary to God’s plan. As a Catholic school, Seton LaSalle is unable to accommodate any “gender transition,” or any assertion of a gender identity that is at odds with the student’s biological sex. The school’s pastoral services are available to all members of the school community to clarify any confusion around the Church’s understand the integration of biological sex with sexual identity in accord with Catholic teaching.

In accord with this gender identity policy, school personnel should address students by the name with which the student is registered (or its common derivative) and pronouns correlating to the student’s biological sex based on physical differences present at birth. Reasonable

accommodations may be made upon request and approval by the administration under extenuating circumstances. Students should dress in the uniform that is appropriate for their biological sex and should use restroom and changing facilities that correspond to their biological sex. Reasonable accommodations may be made for any student under extenuating circumstances.

Seton LaSalle recognizes the policy set forth herein is subject to Diocese of Pittsburgh policy 550.21. With the extent that a conflict in the interpretation of the policies exists, the policy of the Diocese of Pittsburgh supersedes.

## ***GUIDANCE AND COUNSELING***

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The purpose of the Guidance 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 Department and programs are designed to meet the needs of our students at various levels. Freshmen are assisted in the transition to high school generally 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 Department coordinates and supervises all testing programs, including 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, Teen Screen, and Outreach Teen and Family Services, 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. We host a college forum, Financial Aid Night, and College Planning Night.

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.



## ***HOMEWORK***

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Students may have homework daily. In addition to written assignments and use of study periods during the school day, we recommend that students set aside proportionate study time at home in a place conducive to learning.

## ***HONOR ROLL***

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Students with an unweighted GPA of 3.50 and above will earn high honors; students with an unweighted GPA of 3.00 to 3.49 will earn honors. Students with D, F, or I (Incomplete) in their student records are not eligible for the honor roll. Honor roll is calculated at the end of each semester.

## ***IDENTIFICATION CARDS***

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At the beginning of each school year, students are issued photo identification cards. Students must wear the ID cards on the outside of their clothing in plain view on their school assigned lanyard during the school day. Students who misplace their ID card must immediately report the missing card to the Main Office, and the student will be required to wear a temporary ID card until a new card is provided. Misplaced cards will be ordered immediately by the school for a fee of \$25 upon notice that ID is misplaced. The ID Card is a part of the uniform policy and should not be defaced in any way by the student. Students missing or displaying defaced identification cards are subject to a dress code violation and disciplinary point. The ID card may also be required for admission to dances (including the prom), to reserve books from the Library, and to be available to any faculty member upon request.

## ***LIBRARY AND MEDIA CENTER***

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

- You must obtain your own library pass in order to visit the media center after 7:45. Once students enter the library during their lunch period or study hall, they must remain in the library until the end of the period.
- Library materials may be checked out for a period of three 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.
- 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.
- No food or drinks are permitted in the library.
- Students are to respect the other people in the library and conduct their work in a quiet manner.

- Failure to follow the above rules or any part of the student code of conduct will result in the suspension of library privileges.

## ***LOCKDOWN AND EVACUATION PROCEDURES***

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If necessary, Seton-La Salle will implement emergency procedures and take every possible precaution to ensure our students' safety. We ask parental cooperation so that we can deal with an emergency and maintain supervision of our students. **Please do not attempt to contact your child on his/her cell phone during a lock down or emergency evacuation. The school will provide parents/guardians with updated information in a timely manner.**

**Lockdown.** In an emergency requiring lockdown, the Principal or designee will announce that a lockdown is in effect. The school will follow the instructions of our local, state, and federal officials.

**Evacuation.** If the school must be evacuated, the appropriate evacuation plan will be put into effect, and students will be escorted to an approved and specified location.

## ***LOCKERS, PERSONAL PROPERTY, BACKPACKS, BAGS AND SEARCHES***

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School lockers are the property of Seton-La Salle High School, Inc. The use of lockers is a privilege, not a right. For the safety and protection of our students and faculty, Students shall have no expectation of privacy therein, as the school retains the right to conduct both announced and unannounced locker searches. Discovery of illegal materials in a school locker may result in discipline up to and including expulsion and/or referral to appropriate authorities. 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.

Care of lockers and personal property is the student's responsibility. Students may go to lockers only at authorized times, *i.e.*, in between classes. **Students should not share a locker or their locker combination with other students and may use only their assigned locker.** Students must keep lockers clean and have a lock furnished by the school on school lockers. Unauthorized locks will be removed. Unlocked lockers will be locked until the school lock can be replaced, and their contents may be removed. Locks will be collected at the end of the school year. The cost to replace a lost lock is \$10.00. The school is not responsible for articles missing from student lockers.

Students may carry their belongings into the school building in bookbags, backpacks, draw string bags, large purses, athletic bags, etc. In an effort to promote the safest educational environment possible, the carrying of bookbags, backpacks, draw string bags, large purses, and athletic bags in the classrooms, hallways, and stairwells during the course of the school day is not permitted. Students who need to store athletic bags, gear, and equipment in the school building during the school day must place their athletic bags, gear, and equipment in assigned lockers or the designated area within the school. Students who drive may prefer to leave athletic bags, gear,

and equipment in their vehicles until the school day has ended. All bags are subject to random searches. Students who are in violation of this policy are subject to receive disciplinary points.

### ***LOST AND FOUND***

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When articles are found, they **MUST** be taken to the Main Office, where the owner may claim them. Students are advised to watch over their possessions and to put their names on them. **Students should not leave valuables on their desks, in the lavatories, or in the locker rooms.** The school tries to protect property in every way possible, but **the student assumes responsibility for his/her own property.**

### ***MEDICAL ASSISTANCE DURING SCHOOL HOURS***

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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 prior notification and/or permission from a teacher, even due to illness, may 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 a student must 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.** Students, parents, or guardians should not expect the school to provide them with any type of medication, including over-the-counter pain relievers.

### ***NATIONAL HONOR SOCIETY***

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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 NHS is one of many ways in which the school gives recognition and appreciation to the students and their achievements.

### ***PARENT/TEACHER CONFERENCES***

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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 online. Please refer to the SLS website, <http://slshs.org/>, for conference dates and times. Parents/Guardians are invited and encouraged to make appointments with relevant Administrators, counselors, and teachers.

## ***PROBATION POLICY***

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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.

### ***Academic Probation***

Any student who **fails one or more** courses at the end of a semester will be placed on Academic Probation. Failure of one course will result in Academic Probation for the succeeding semester. Failure of two or more courses will result in Academic Probation for the succeeding two semesters. Students who are placed on Academic Probation and fail one or more courses during the probation period may be asked to withdraw from Seton-La Salle High School.

### ***Disciplinary Probation***

**Level one:** With the accumulation of five (5) total disciplinary points during a school year, no matter the order or means, the student will be suspended from school for a period of one day. Disciplinary detentions beyond suspension will result in additional suspension and may result in dismissal from school. Disciplinary probation may be assigned at any time during the school year.

**Level two:** With the accumulation of seven (7) total disciplinary points during a school year, no matter the order or means, the student may be suspended from school for a period of three days or assigned additional Saturday detentions. Disciplinary detentions beyond suspension will result in additional suspension and may result in dismissal from school. Disciplinary probation may be assigned at any time during the school year.

**Strict:** With the accumulation of nine (9) total disciplinary points during a school year, no matter the order or means, the student may be suspended from school for a period of five (5) to ten (10) days or subject to additional disciplinary consequences. A final warning to the student will be issued, with any subsequent disciplinary detentions resulting in a hearing with the Disciplinary Review Board and/or dismissal from school. Disciplinary probation may be assigned at any time during the school year.

### ***Tardy Probation***

**Level one:** When a student accumulates seven (7) unexcused tardies, the student will be ineligible to plan, observe, participate in, or attend any extracurricular activity for one week or seven (7) school days, whichever is longer. Student parking privileges may be suspended for the duration of probation. Tardy probation may be assigned at any time during the school year.

**Level two:** When a student accumulates ten (10) unexcused tardies, the student will be placed on Attendance Probation. and ineligible to participate in or attend any extracurricular activities for

two (2) weeks or 14 school days, whichever is longer. Student parking privileges will be suspended for the duration of probation. Tardy probation may be assigned at any time during the school year.

### ***REPORT CARDS, DEFICIENCY NOTICES, PROGRESS REPORTS***

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Report Cards, Deficiency Notices regarding eligibility (*See: Extracurricular Eligibility*, pp. 26-28), and Progress Reports (any student grades of D, F, or I) are notifications of academic progress. Hard copies of Report Cards are mailed to families at the end of each semester. Quarter grades can be seen online through the PowerSchool Student and Parent Portal accounts. Parents who create a PowerSchool account will have on-line access to their child's class records in each subject area. For account information, please contact the main office.

Final course grades are recorded on a student's transcript. 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 without prior approval of the Principal.

Parents are strongly encouraged to create a PowerSchool account and should contact the school with any questions or issues regarding access. Parents should encourage their children to take immediate, positive action to remedy problems by arranging a meeting with their subject area teacher first (*See: Communication Protocol Chart*, pp. 4-5).

### ***RETREAT PROGRAM***

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The retreat program is set up as a four-level/four-year program of spiritual growth, meant to be a supplement to the overall moral and communal focus of our students' time here. Each year, we offer multiple opportunities for students at each grade level to attend their appropriate retreat, so if conflicts for one date or another arise, (tests, illness, doctor's appointments, sports, etc.), students are still able to attend their appropriate retreat at some time during the school year. Students should attend at least one retreat each year.

- Students who transfer into Seton LaSalle after their freshman year should attend a "transfer student retreat" held once at the start of the school year.
- Seniors only – We will host a single, optional three-day traditional Kairos retreat for further spiritual development and intensive prayer opportunity in community.

Completion of the retreat program is required for graduation. Students who do not complete the retreat program in its entirety may be required to make up their missed retreat time during the summer and may not receive a diploma.

### ***SCHOOL DANCES AND SCHOOL-SPONSORED ACTIVITIES***

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In keeping with the Christian mission and moral standards of Seton LaSalle, student dress and behavior is to conform with those characteristics of a virtuous and Christ-centered person at all

times, including dances and social activities. Consistent with these expectations, students are to refrain from any sexually suggestive, provocative, or explicit behavior both on and off the dance floor. Any couple participating in sexually suggestive, provocative or explicit dancing, or dancing in any other inappropriate way will be asked to stop. Further incidents will result in the couple being sent home after a call to the parents.

In keeping with the Catholic Church's teachings on human sexuality including its teaching in the *Catechism of the Catholic Church* (2357), advocating for, or expressing same-sex attractions is not permitted. In accord with this teaching, students are not permitted to bring members of the same sex as dates. Likewise, same sex couples are not permitted to dance together.

Clothing worn to dances should be appropriate for the occasion, according to the standards of modesty that students are expected to maintain. Students whose clothing violates standards of decency and modesty may be asked to change into something more appropriate or may be sent home after a call to their parents. Students and their dates may not wear clothing that is intended to express a sexual identity at odds with their biological sex. Students or their dates who arrive in clothing that is intended to express a sexual identity other than their biological sex will be sent home after a call to their parents.

Students who are currently suspended, have been expelled, have accumulated seven (7) or more discipline points, are ineligible as of the date of the dance, or are not cleared of concussion symptoms as of the date of a dance may not participate in the event. Monies paid for tickets to a dance will not be refunded. When students attend a school dance either on- or off-campus, they are subject to the same rules and regulations that govern the student body during the school day. Students who commit an offense rating five (5) points or more while attending a dance will be immediately dismissed from the activity and sent home at family expense if the family is unable or unwilling to retrieve the student.

### ***On-Campus Dances***

Dances held on school property are for current Seton LaSalle 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 LaSalle. 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.

## ***School-Sponsored Events***

When students attend 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 are expected to represent the school in a positive way. Guests of Seton LaSalle students are subject to the same Uniform 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. **Participation in school-sponsored events is a privilege (e.g., field trips, sporting events, etc.), not a right, and that privilege can be revoked by the Administration.**

## ***SELLING OF GOODS AND POSTING SIGNS***

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All items sold at Seton LaSalle Catholic High School must have the express permission of the Administration. Permission to post signs must be obtained from the Administration.

## ***STATE BOOKS***

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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.

Students should **cover all textbooks** to ensure their longevity. Students are **responsible for returning books at the end of the school year in the same condition in which they were received.** 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***

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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***

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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 or guidance. The student is responsible for obtaining this written request or pass. Failure to be in the location communicated to the instructor is subject to disciplinary action.

## ***TECHNOLOGY ACCEPTABLE USE POLICY***

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Technology is a valuable educational tool that, when coupled with a Catholic education, prepares the individual to be a faith-filled, responsible citizen and a productive contributor to the global community. In being consistent with our Mission, Seton-La Salle Catholic High School is committed to engaging the entire school community to work and learn effectively with technology while maintaining a structure of respectful use. The policy outlined below applies to all technology use in the school in terms of hardware, software, digital communication, and personal conduct. This policy applies to all students, faculty, Administrators, staff, volunteers, and community members allowed access to school technology resources. In some cases, off-campus or personal uses of technology may be under jurisdiction of this policy.

The underlying premise of this policy is that all members of our learning community uphold the values of academic honesty, fairness, and fidelity to the educational purpose. The proper use of technology reflects the strength of one's character, and it is expected that our school community will exercise principled personal judgment and utilize technology with integrity.

The Administration of Seton LaSalle Catholic High School reserves the right to modify this policy at any time with prior notification to the student body and parent(s) or legal guardian(s) of students enrolled at the school.

### ***Scope of Use***

We recognize that the digital world allows anytime, anywhere access to limitless information. Uses mentioned in this policy apply to inside school use and may, in certain instances, apply to personal technology use and/or uses outside of school. Where personal outside use of technology threatens a likelihood of substantial disruption in school, including harming or interfering with the rights of other students or teachers to participate fully in school or extracurricular activities, these activities may be viewed as a violation of the Acceptable Use Policy and may be subject to disciplinary measures described herein. Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the Acceptable Use Policy up to and including the right to view the content of a private device at any time, the right to remove content from a private device, and the right to retain the device in the school's possession if there is an infraction of the policy where sequestration is warranted.

### ***Educational goal***

The school's goal regarding technology is to prepare its members for life in a digital global community. To this end, the school will:

- Integrate technology with curriculum to enhance teaching and learning
- Encourage critical thinking, communication, collaboration and problem solving skills
- Facilitate evaluation and synthesis of information
- Encourage ethical practices and provide education for internet safety and digital citizenship



- Provide a variety of technology-based tools and related technology skills

### ***End User Responsibilities***

Our school will make every effort to provide a safe environment for learning with technology, including online content filtering and safeguards. The school community is granted the privilege of using the computer hardware, software, peripherals, and online communication tools. With this privilege comes the responsibility for appropriate use. At Seton-La Salle Catholic High School, we intend to use information and technology in safe, legal, educational, and responsible ways that align with the teachings of the Catholic Church. We embrace the following conditions or facets of being a digital citizen:

- Respect One's self: Users will select online names that are appropriate and will comprehensively consider information and images that are posted online.
- Respect Others: Users will refrain from using technologies to bully, tease, or harass others.
- Protect One's self and Others: Users will protect themselves and others by reporting abuse, keeping all personal login information confidential, and not distributing or re-distributing inappropriate materials or communications to others.
- Respect Intellectual Property: Users will suitably cite any and all use of content that is not original to the user.
- Protect Intellectual Property: Users will protect license agreements for all software and resources, using them only as intended by the distributor of the license.

### ***Technology Use Guidelines for the Learning Community***

Seton-La Salle Catholic High School is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration – a vital skill for 21<sup>st</sup> century learners. Students at Seton-La Salle Catholic High School will utilize Google® Chromebook computers on a wireless network. Chromebooks and campus computers are strictly for educational use consistent with the educational goals of Catholic education and the school. The sections that follow are designed to provide our learning families clear and concise guidelines regarding appropriate use of students' Google® Chromebook laptops, as well as other computers on campus:

- Until a receipt for purchase or ownership is issued by the school, all Google® Chromebooks® remain the property of Seton-LaSalle during the entirety of a student's career.
- Students may not unilaterally claim possession of a Google® Chromebook nor may they discard of a Chromebook in the trash. The school may ask for return of a Chromebook at any time for any reason.
- Chromebooks obtained from a vendor other than Seton-La Salle will not be allowed to attach to the school network for any reason.
- Students may not rent or sell a Seton-La Salle Google® Chromebook® to any third parties or other students.

- Chromebooks may be insured against breakage and theft, **but not loss**, at a nominal charge. In cases of stolen or lost Chromebooks, a police report must be filed in the jurisdiction of the student's residence with statements taken at the school.
- Students are responsible for returning broken, damaged, or unusable Chromebooks to the school library immediately for inspection and assessment. Non-functioning devices are not an excuse for lack of participation in class or failure to complete assigned work.
- Returned Chromebooks that are not insured and deemed unusable will have a repair or replacement fee automatically issued to the student's family account balance; no temporary replacement unit will be issued. Families may have their Chromebooks repaired from an authorized vendor at their own expense.
- Chromebooks that are insured and unusable will have a temporary replacement unit issued after the broken equipment is returned to the school; if an insured unit is broken a second time, no temporary replacement unit will be issued for the remainder of the year.
- Student Chromebooks must not be left unattended at any time. If a Chromebook is found to be unattended, it will be returned to the Assistant Principal and the student will receive disciplinary action.
- Chromebooks must be in a student's possession or secured in a locked classroom or locker at all times.
- Students must not lend their Chromebook to other students and must not borrow a Chromebook from another student.
- Chromebooks must be carried and transported appropriately on campus. They should be carried in protective cases whenever possible. Failure to properly shut down a Chromebook prior to transporting could damage the unit and result in loss of student work or data.
- Students are entirely responsible for backing up their own data (lost or damaged data is not the responsibility of the school).
- Chromebook use should be avoided in the Cafeteria while food or drink is being consumed.
- Chromebooks should be handled with respect and care. Inappropriate treatment of school Chromebooks is not acceptable and may result in reduction of technology privileges and disciplinary action.
- Chromebook and Chromebook cases are not to be written on, to have stickers applied to them, or to be modified or defaced in any way.
- Students must not remove, relocate, or write on the asset tag sticker on your Chromebook.
- Students are not allowed to create or use any administrative passwords on their Chromebooks.
- Students are not to swap batteries with other students, or to plug a Chromebook into a wall outlet at any time.
- Students are only to replace Chromebook batteries with spare units designated or approved by the school.
- Students may not substitute their private computer for network access at the school under any circumstances

## ***Network Access***

Students must not make any attempt to access servers or network information that is not open to the public. The utilization of proxy avoidance programs, IP addresses, remote servers, or private cellular “hot spots” is strictly prohibited. Students may not use the school network for personal or private business reasons, including but not limited to, online ordering, purchases, or personal *quid pro quo* (“something for something”) commerce, or gambling operations. Students are not to knowingly degrade or disrupt public online services. This includes, but is not limited to, tampering with computer hardware or software, vandalizing data, invoking computer viruses, attempting to gain access to or control over restricted or unauthorized network services, violating copyright laws, or denying service through the network. Seton-La Salle Catholic High School is not responsible for damaged or lost data transferred through our network or stored on Chromebooks, computers, or our file servers. Five (5) school days of excessive use of network resources, in any order, will constitute abuse of the school network. Excessive use is defined as internet access at a level greater than 0.50% of the total internet usage for the entire school for the entire day.

## ***Privacy, Use, and Safety***

- Students may not give any personal information regarding themselves or others through the school network, including name, phone number, address, passwords, etc., unless they are completely sure of the identity of the person with whom they are communicating and that a supervising instructor or Administrator approves of such an action. Students are not to provide contact or personal information regarding other students, faculty, or Administration to anyone outside of the school without expressed permission.
- Students must maintain the security and privacy for network passwords and Chromebook access. Students must avoid sharing personal passwords or usernames.
- The school respects the privacy of every student, faculty member, and Administrator regarding stored files and online accounts. However, if inappropriate use is suspected, the school Administration has the right to recall and sequester computer equipment to view content and/or files in order to investigate suspected inappropriate behavior. Chromebooks that are provided by the school continue to be the property of the school until the student graduates and the unit is either returned to the school or purchased by the student. Therefore, the school has the right to view all content at any time.
- The school will actively monitor online interactions that take place on student devices attached to the school network and will track website access, newsgroup activity, bandwidth, network use, and the like.
- Students are prohibited from accessing faculty, Administration, and staff computers as well as school file servers for any reason without explicit permission from a school technology Administrator.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person’s computer through the use of their own computer.
- No identifiable photographs of students, faculty, or Administration are allowed to be published online or used in print without appropriate written consent. Concerning a

student, appropriate written consent means a signature by a parent or legal guardian of the student.

### ***Chromebook Violations Guidelines***

<b>Level 1 (minor)</b>	<b>Level 2 (moderate)</b>	<b>Level 3 (major)</b>
<ul style="list-style-type: none"> <li>• Case - decorated with stickers or other materials</li> <li>• Casing - decorated with stickers or other materials</li> <li>• etched with sharp instrument</li> <li>• Samsung logo is defaced</li> <li>• items are placed between keyboard and screen</li> <li>• Keyboard - keys are pulled off</li> <li>• Loss of power cord</li> <li>• CB is not in Protective case</li> <li>• Multiple instances of leaving CB unattended</li> </ul>	<ul style="list-style-type: none"> <li>• Allowing other students to access your account</li> <li>• Deliberate damage to the CB as ascertained by IT tech. Examples include, but are not limited to:               <ol style="list-style-type: none"> <li>1. foreign objects inserted into CB ports</li> <li>2. shatter pattern on screen</li> <li>3. hyperextended hinge</li> <li>4. Accessing blocked websites during school hours by leaving them open prior to entering school</li> </ol> </li> </ul>	<ul style="list-style-type: none"> <li>• Attempts to replace or alter the operating system</li> <li>• Setting CB to developer mode</li> <li>• Bypassing the security filter</li> <li>• Use of anonymizer or secure shell programs</li> <li>• Accessing websites at any time that are not keeping with Catholic values or mission of school</li> <li>• Second incidence of deliberate breakage (see Level 2)</li> </ul>

### ***Cyberbullying***

The use of electronic information and communication devices to willfully harm a person or persons through any electronic medium is considered cyberbullying and will be subject to a strong disciplinary response from the school. Examples of this behavior include, but are not limited to:

- Sending/posting false, cruel, hurtful or dishonest messages and/or comments about others.
- Creating or contributing to websites that have stories, cartoons, pictures, and jokes ridiculing others.
- Breaking into an e-mail account and sending inappropriate or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment either on- or off-campus. This is a violation of the student’s or staff member’s right to be safe and secure.

- Actions deliberately threatening, harassing, or intimidating an individual or group of individuals.
- Placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school.

### ***Internet Use***

The Internet is a rich and valuable source of information for education. Nevertheless, it is acknowledged that inappropriate materials are available online, and such materials are strictly prohibited from access or use on school Chromebooks, desktops, and other personal or portable electronic devices. These materials include, but are not limited to: (a) items of a sexual, suggestive, provocative, or pornographic nature, (b) extremist, anti-Christian, anti-social, or militant materials, (c) gambling or other games of chance, and (d) depictions of violence or images that are intended to be abusive, harassing, etc. Students may not access, display, or store this type of material either on a live screen, screen shot, or screen saver. Information obtained online must be properly cited and in compliance with copyright laws. Students are required to give proper credit to all online sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the internet, such as graphics, movies, music, and text.

### ***Plagiarism***

The use of any information obtained online that is not properly cited is considered plagiarism. Plagiarism of internet resources will be treated in the same manner as any other incidences of plagiarism. If a student accidentally accesses a website that contains obscene, pornographic or otherwise offensive material, he/she is to notify a teacher, an Administrator, or the Technology Coordinator as quickly as possible so that such sites may be blocked from further access. Students that act honestly in this regard will not receive disciplinary actions from the school.

### ***Deleting System Or Native Program Files.***

Students must not delete any system/program folders or files that they did not create or do not recognize as their own original work. Deletion of certain files will result in a computer failure and will interfere with students' ability to complete class work. Re-imaging charges may be assessed to a student if a Chromebook has been compromised and is no longer functional.

### ***Downloading and Installation of Software***

Students are not permitted to install custom/individual applications that require administrator privileges. All installed software must be a legally licensed copy obtained through the school. Shareware and freeware programs such as animated cursors, screen savers, and the like, are included as part of this policy. The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity. Only commercial videos (such as television programs) legally purchased by the school or other approved

entity may be downloaded to the Chromebooks. The school reserves the right to remove any software that has been loaded onto the computer that impedes the educational purpose of the Chromebook program. Copyrighted media may neither be copied to Chromebooks nor be downloaded to Chromebooks from the internet. Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited. Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

### ***File Sharing***

File sharing is the public or private sharing of computer data or space. Any software or online program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing, and is prohibited on the Chromebooks® both on- and off-campus. **The only exception to this is when it is a specific assignment given by a faculty member, and that faculty member is able to oversee all student activity during a school appropriate lesson.** No file sharing software of any kind is to be installed on school Chromebooks, including those that automatically create file sharing connections. Re-imaging charges may be assessed to a student if a Chromebook has been compromised and is no longer functional. Having Chrome tabs open to file sharing sites on a Chromebook is sufficient evidence of unapproved use of technology.

### ***E-mail Guidelines***

The use of e-mail or private document sharing during class is prohibited unless authorized by faculty or Administration as part of a lesson or other learning objective specific to a class in session. Students should always use appropriate language in their e-mail messages and document/chat comments, avoiding language that may intentionally or unintentionally harass, threaten, deceive, intimidate, offend, embarrass, or annoy any individual. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response. E-mail services provided by the school are to be used only for the exchange of appropriate information to a school approved educational objective. Bulk mailing or bulk passing of letters (a.k.a, “spamming, “chain letters”) is prohibited.

Students are prohibited from accessing anyone else’s e-mail account without first receiving explicit permission from the school. E-mail is not to be used to solicit and/or engage in *quid pro quo* (“something for something”) personal commerce. Only approved mail programs may be used for student e-mail. School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of an Administrator. Only school-related attachments may be sent on the school e-mail system.

### ***Chatting, IM, and Blogging***

Instant messaging is prohibited on campus except as part of an assigned, in-class activity that is supervised or moderated by a faculty or administrative superuser. Blogging is to be utilized only

for academic purposes. Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

### ***Audio and Video Guidelines***

Audio on computers should be turned off unless required for a bona fide learning activity. Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. When sound is needed, headphones provided by the student must be used. The use of Chromebooks to watch movies and DVD videos, unless assigned by a teacher, is not permitted during the school day. On-campus audio/video recording may only be completed as part of a supervised, approved activity with the prior consent of all parties being recorded. Sharing of music (*e.g.*, music file downloading, MP3/iTunes music sharing, P2P, etc.) over the school network is strictly prohibited and is subject to disciplinary action. Having Chrome tabs open to audio and/or video sites on a Chromebook is sufficient evidence of unapproved use of technology.

### ***Gaming Guidelines***

Viewing and/or playing of electronic games, no matter the source, is not permitted during school hours except as part of an assigned, in-class activity. The school reserves the right to remove any game from a school computer that is considered inappropriate or impedes the educational purpose of the Chromebook program.

No peer interactive games that are “played” among two or more end users over the school network are allowed. Games that include violence, adult content, inappropriate language, weapons, or depravity (as defined by the school or Diocese) are not to be installed or launched on school computers, including the Chromebooks. Screensavers that include gaming components are not allowed. Having Google Chrome tabs open to game sites on a Chromebook is sufficient evidence of unapproved game playing.

## ***TRANSFERRING TO OTHER SCHOOLS***

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To transfer an existing Seton LaSalle student to another school, a parent/guardian must complete a transfer form in order for transcript and records to be sent externally. If the transfer occurs during the school year, the transferring student must: (*a*) request a book return form from the Main Office, which is to be signed by each teacher after books/materials are returned, and (*b*) return their Chromebook and power cord to the Library. Records will not be released until all materials are returned and financial obligations are met.

## ***TUITION AND FINANCIAL AID***

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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 \$150.00 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** – Full payment is made to Seton-La Salle High School by July 1<sup>st</sup> prior to the start of the school year in order to avoid a SMART Tuition fee.

**Option Two** – Ten (10) payments are made through the SMART Tuition Program 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:

- 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.
- The school will withhold report cards, transcripts, and other academic records, including online records and grades, 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.
- In instances of serious delinquency, a student may be asked to withdraw during the school year.

A limited amount of Financial Aid is available through the Diocese of Pittsburgh's Bishop's Educational Fund (BEP) and the SOS Scholarship Fund, funded from the state EITC or OSTC 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 Business Office at school, and are to be submitted for evaluation by the printed deadline.



## ***UNIFORM POLICY***

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Proper school attire and correct grooming are conducive to a student's educational and social development. Seton-La Salle 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 professional. In order to maintain uniform appearance and proper comportment throughout the school day and at school events, all students must follow the dress code expectation of their biological sex while on campus, including dress down days and green and gold days, and while representing the school at outside functions. Modesty is expected at all times.

The primary designated uniform company is **Pro 3 Services**, with supplemental school attire being available through **Land's End**. Pro 3 Services orders may be made on line at [pro3services.com](http://pro3services.com) (find my school - Seton LaSalle High School) or in person at the store. Land's End orders may be made at <http://www.landsend.com/school> (select "Find My School" and enter information pertinent to Seton-La Salle) or in person at any Land's End or Sears store.

**Garments that must be purchased from Pro 3 Services include:** Polo shirts (optional for boys), skorts, Oxford shirts, school-approved fleece. **Garments that may be purchased from Land's End include:** Sweater, sweater vest, cardigan, and blazer. All Land's End items are optional.

### Girl's Attire

**Skort:** Khaki or Navy Blue colored skort\* only (Pro 3). Skort panels are to be worn at a length that falls below the fingertips when standing normally with the arms relaxed at the side. Length is to be checked by Pro 3 Services and marked. Skorts are to be unmodified in length (*e.g.*, no rolling at the waist). After three uniform violations for wearing an unapproved/short skort, students will be required to wear slacks for the remainder of the year.

**Pants:** Khaki or Navy Blue, pleated or flat front slacks. Pants will be worn at the waist with the proper fit and length. Pants that are pulled down to the hips or lower, or excessively baggy, long, or tight are not permitted.

**Belts:** With pants, a brown, black, navy, mahogany, or tan/beige natural or synthetic leather belt must be worn. Extreme variants of the listed colors will not be allowed. Belts must not be altered or decorated in any way, and must have a standard, unmodified buckle, free of any decoration.

**Shirts:** Short or long sleeved collared polo\* in white, yellow, blue (this color is no longer permitted for purchase), or dark green, monogrammed with the school logo (Educational Outfitters). Undershirts must match the color of the uniform shirt worn. Extreme variants of the listed colors will not be allowed.

**Hosiery/socks:** Ankle- or knee-length socks or hosiery. No thigh-high stockings. Matching pairs must be worn.

**Jacket/sweater:** Official school fleece jacket\*, embroidered with the school logo (Pro 3), or an approved sweater, sweater vest, cardigan, or blazer (Land's End). Polo shirts must be worn under jacket/sweater apparel.

**Shoes:** Dress shoes in brown, black, grey, mahogany, navy, tan/beige, white. The shoe upper should be constructed predominantly with a natural or synthetic leather or suede. The sole and heel of the shoe must be non-athletic and non-marking, and can be no higher than 2". The Administration will use discretion in approving dress shoes.

### Boy's Attire

**Pants:** Khaki or Navy Blue colored, pleated or flat front slacks. Pants will be worn at the waist with the proper fit and length. Pants that are pulled down to the hips or lower, or excessively baggy or long are not permitted. Pants with drawstring or lacking belt loops are not permitted.

**Belts:** When pants are worn, a solid-colored brown, black, navy, mahogany, or tan/beige natural or synthetic leather belt must be worn. Extreme variants of the listed colors will not be allowed. Belts must not be altered or decorated in any way, and must have a standard, unmodified buckle free of any decoration.

**Shirts:** Short or long sleeved oxford shirt\* in white, yellow, blue (this color is no longer permitted for purchase), or dark green, with the school logo (Pro 3), worn with a necktie knotted at the collar. At all times, all parts of the shirt are to be tucked inside pants. Extreme variants of the listed colors will not be allowed.

Late summer through fall and late spring: Boys may wear a short-sleeved, collared polo\* in white, yellow, or dark green, monogrammed with the school logo (Pro 3). Undershirts must match the color of the uniform shirt worn. Extreme variants of the listed colors will not be allowed. Polo shirts will be worn tucked inside the pants.

**Note:** Remaining conscious of the weather, the Administration will announce the beginning and end of the polo shirt wearing season for boys. Announcements for both start and end dates will be made in advance. When announced, boys are expected to wear regular uniform code (buttoned shirt, tie) during late fall/winter/early spring months.

**Neckwear:** Solid or patterned necktie (designs or logos that advertise, represent tobacco or alcoholic beverage products/companies or are otherwise in poor taste are excluded).

**Jacket/sweater:** Official school fleece jacket\*, embroidered with the school logo (Pro 3), or an approved sweater, sweater vest, or blazer (Land's End). Oxford shirts must be worn under jacket/sweater apparel.

**Shoes:** Dress shoes in brown, black, grey, mahogany, navy, tan/beige, white. The shoe upper should be constructed predominantly with a natural or synthetic leather or suede. The sole and heel of the shoe must be non-athletic and non-marking, with the standard sole/heel height. The Administration will use discretion in approving dress shoes.

## 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.
- Students are expected to be in uniform at all times unless it is a designated casual attire day. Students may wear spirit wear representing any sport, activity, or school event only on designated casual attire days
- **Only official Pro 3 fleece jackets or Land's End sweaters, sweater vests, cardigan, or blazer may be worn over uniform shirts. Hoodies, sweatshirts, etc., are not permitted.**
- Undergarments that clash or that exhibit visible text or designs through the school uniform are not allowed.
- **Dress shoes are required.** Dress shoes should not have colored stripes, visible logos, or athletic soles, and are constructed of natural or synthetic leather/suede material. Athletic shoes (or those that resemble athletic shoes), work boots, canvas shoes, shoes with designs, glitter, or sequins, moccasins, sandals, slippers, Sling-backs, slides, or open-toed shoes are not permitted. Dress shoes must be constructed with a full back covering the entire heel.
- Cargo pants, carpenter pants, and/or jeans, even if they are the proper color, are not permitted. Unapproved pants are easily recognized by one or more of the following: external sewn-on pockets, zippered or deep-side pockets, loops, rivets, metal studs, double seams, and/or embroidery.
- Lanyards, chains, and the like may not extend out of a pocket.
- School lanyards holding school IDs must be worn around the neck and outside of clothing.
- Head coverings of any kind are never permitted, even on dress-down days.
- **Body piercing is to be in the ears only. Earrings should be modest, non-distracting, and appropriate for school. For boys, studs should be no more than 3mm in diameter.** Gages are not acceptable. *No visible tattoos will be tolerated.*
- As a safety issue, sunglasses may not be worn over the eyes or resting on the head while in the building during school hours.
- 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, man-buns, long and unkempt hair, long-spiked hair, Mohawks, unkempt beards, etc. are not permitted.**
- 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 by an Administrator, giving permission to wear athletic shoes (*See: Medical Eligibility*, p. 50).
- Students with a medical injury that prevents them from following the Uniform Code must have dress down privileges approved by the Administration. Students are expected to follow Uniform Code on parts of the body not affected by injury, meaning in most cases either the upper or lower half. A school pass will be issued to the student outlining how the student should dress, and will be assigned an accommodation expiration date.
- At certain times of the year, casual attire 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 the appropriateness of dress.

- 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.**

### *Casual Attire Days*

No dress code can cover all contingencies related to casual attire, so it is requested that students and families exert a certain amount of good judgment in their choice of clothing to wear to school for designated casual attire days. If you are uncertain about acceptable casual attire for school, please err on the side of being more conservative in dress. The guidelines below should be followed during scheduled casual attire days:

**Green-Gold Days:** Green & Gold days are free casual attire days designed to promote school spirit. Casual pants/shorts/skirts may be worn, provided the garment is not torn, ripped, patched, or embellished with art or decorations inappropriate for the school. Garments should meet any aforementioned fit requirements regarding pants/skorts as outlined in the Uniform Policy. Casual shirts may be worn, provided the garment meets the fit requirements as described in the Uniform policy and does not display content that is obscene, distracting, suggestive, or otherwise disruptive of the school environment. **Shirts, tops, blouses, etc., must display: (a) school colors, or (b) the SLS school logo, but preferably both.** Examples of inappropriate attire include, but are not limited to sleeveless shirts such as tank tops, hats of any kind, short shorts/skirts/dresses not at least to the fingertips in length, exposed midriffs, low necklines that expose cleavage, exposed bra straps or undergarments of any kind.

**Dress Down Days.** Dress down days are donation-based casual attire days. Casual pants/shorts/skirts may be worn, provided the garment is not torn, ripped, patched, or embellished with art or decorations inappropriate for the school. Garments should meet any aforementioned fit requirements regarding pants/skorts as outlined in the Uniform Policy. Casual shirts may be worn, provided the garment meets the fit requirements as described in the Uniform policy and does not display content that is obscene, distracting, suggestive, or otherwise disruptive of the school environment. Examples of inappropriate attire include, but are not limited to sleeveless shirts such as tank tops, hats of any kind, short shorts/skirts/dresses not at least to the fingertips in length, exposed midriffs, low necklines that expose cleavage, exposed bra straps or undergarments of any kind.

## ***USE OF SCHOOL FACILITIES***

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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. Each school year, students will be directed to a specific, supervised area of the building where they will remain until the start of their activity or until they leave the campus. Students found in violation of this policy may receive disciplinary points.

Appropriate behavior is expected at all times on school property and at school events. Students, faculty and staff are subject to the same rules and regulations that govern members of the Seton LaSalle community during the school day. Chaste behavior and modesty in dress and deportment is expected at all times on school property and at school events. All students, staff, faculty, and visitors should observe modesty when using changing facilities and should only use facilities that conform to the individual's biological sex. Reasonable accommodations may be made upon request and approval by the administration under extenuating circumstances.

### ***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.** Students should 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.

### ***After School***

Students remaining in the building following the school day must be supervised. Students not with a faculty member must report to the library by 3pm. Students are not permitted to loiter outside or in the main lobbies while awaiting rides or after school activities. The designated faculty moderator is responsible for student conduct in the library and should notify administration should any student violate school policy.

## ***VISITORS***

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Visitors should schedule appointments with faculty, staff, and administrators prior to their visit. All visitors must ring the buzzer at the entry doors and state the reason for their visit. Only one visitor should enter the school building at a time. If multiple people are at the door to gain entry, each person should identify him/herself in order to gain entrance.

Upon entering the school building, all visitors are subject to random purse, bag, or box prior to the visitor gaining access to the rest of building or facility. All visitors to the school must fill out the Visitor's Log and obtain a Visitor's Pass, which must be worn at all times in the building. Visitors

may be asked to present photo identification in order to obtain a Visitor's Pass. Visitors must also sign out and return Visitor Passes prior to leaving the school building.

Students should not open the outside doors for anyone during the school day. Students are also directed to immediately report the presence of strangers in the building or on the campus to a faculty or staff member.

## ***WEAPONS POLICY***

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At Seton-La Salle Catholic High School, we expect our students to be responsible. 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, nun chuck 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 suspended.
- The student may be expelled.

## ***WORK PERMIT APPLICATIONS***

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**Application forms for work permits must be obtained from your local school district.** These forms must be filled out completely and returned 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.