



Seton Keough High School

2008/2009

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ADMINISTRATION

The Administrative Team at The Seton Keough High School consists of the President, Principal, and Vice Principal. Setting school policy is the responsibility of the School Board; implementation of policy and establishing procedures is the proper role of the school administrators.

THE PRESIDENT is the chief executive officer of the school responsible for its religious tone, educational direction, and financial viability. The President is approved by the Archbishop of Baltimore, and is accountable to the Board of Trustees. The President assists and fosters a religious spirit in accordance with the Mission Statement of the school, directs public relations of the school and officially represents The Seton Keough High School, or through a delegate, at conferences, with organizations and in appropriate community matters. The President is the school's liaison with the Archdiocese. The President delegates responsibilities among other administrators, and works to assist and facilitate their work for the life and growth of the Seton Keough community. Reporting directly to the President are the Principal, the Director of Finance, the Development Director, the Administrative Assistant for Development, and the Director of Admissions.

THE PRINCIPAL is the chief operating officer of the school, is approved by the Archbishop of Baltimore and reports directly to the President. The Principal assists and fosters a religious spirit in accordance with the Mission Statement of The Seton Keough High School. The Principal serves as the primary facilitator for all academic programs and services directly affecting students. Reporting to the Principal are the Vice Principal, Department Chairpersons, Director of Guidance, Director of the Educational Media Center and the Administrative Assistants.

THE VICE PRINCIPAL is appointed by the Principal and reports directly to the Principal. The Vice Principal is part of the Administrative Team, and assists in fostering a religious spirit throughout the school in accordance with the Mission Statement of The Seton Keough High School. The Vice Principal's major responsibilities lie in the area of student affairs, discipline and attendance.

THE ACADEMIC COUNCIL is composed of the Principal, Department Chairpersons and Registrar. Its purpose is to evaluate and develop curriculum and review academic matters.

The **ADMINISTRATIVE COUNCIL** is a forum for faculty and student issues. The function of this council is to review existing policies, practices and procedures and make recommendations to the administrative team. The members of this council are the Principal, Vice Principal, Faculty Chair, Faculty Secretary, and interested faculty.

The staff consists of fully qualified religious and lay men and women. The religious communities serving The Seton Keough High School are the Daughters of Charity, the Sisters of St. Francis, the School Sisters of Notre Dame and the Sisters of Notre Dame de Nemur.

EXPLANATION OF SEAL

THE DOUBLE-ARMED CROSS is symbolic of the Office of Archbishop.

THE SHIELD with THREE MOONS comes from Saint Elizabeth Ann Seton's family coat of arms.

THE STAR is taken from the coat of arms of Archbishop Keough, eleventh bishop of the Archdiocese of Baltimore.

THE MOTTO "Scientia, Honor, Sanctitas" means Knowledge, Honor, Sanctity and is taken from the original Seton Seal.

THE LAMP is the traditional symbol of learning. It also signifies the wise virgins of Christ's parable. (Matthew 25:1-13)

THE FLAME stands for the light of knowledge and warmth of charity.

HISTORY

The Seton Keough High School came into existence in September 1988, with the merger of Seton High School and Archbishop Keough High School. Seton Keough is named in honor of Saint Elizabeth Ann Seton (1774-1821) and Francis Patrick Keough, Archbishop of Baltimore (1947-1961).

The Seton Keough High School builds on a tradition of Catholic education for young women that began in 1865, when the Daughters of Charity opened St. Joseph School of Industry, in Baltimore, at Carey and Lexington Streets. This first school trained needy young women between the ages of 12 and 21, in trades such as dressmaking, sewing, tailoring, stenography and typing. In addition, they studied religion, composition, history, mathematics and reading.

In 1907, Saint Joseph School of Industry moved to 28th and Charles Streets. When it became apparent the Diocese needed a central high school for young women, Archbishop Curley asked the Daughters of Charity to expand the school. The name of the school was changed to Seton High School in 1926, and the curriculum changed to emphasize a strong academic and business program. The school flourished.

By the mid-sixties, as enrollment at all Catholic high schools increased, it became evident that a new school was needed on the southwest side of the city. The School Sisters of Notre Dame responded to this need and, in 1965, Sr. Virginia Connolly became the founding Principal of Archbishop Keough High School. The school was built on 30 acres of land on Caton Avenue, and was structured as an Archdiocesan High School for young women. Archbishop Keough added one grade a year, and the first commencement took place in June 1969. The school flourished and, in 1987, was named an "Exemplary School" by the U.S. Department of Education.

In the summer of 1987, the boards of Archbishop Keough and Seton met to explore the possibility of a merger. The need was apparent for a strong new school that would combine the best of both schools. On June 15, 1988, after a year of joint planning, Seton High School moved from its location on North Charles Street, to the Caton Avenue building with Archbishop Keough High School. The names of both schools were blended to form The Seton Keough High School, and school colors changed to green and gray: gray for the shared color, and green as a sign of hope for the future. Today's curriculum includes traditional academic subjects and fine arts on levels including Advanced Placement, Honors, the Marillac Program for students with special needs, and Focus, a program for students needing continued skill development in major subject areas.

LOCATION

The Seton Keough High School is located on rolling land fronting on Caton Avenue, at the intersection of Interstate 95, Baltimore, Maryland. Facilities include the school building, a parking lot for two hundred cars, and field hockey, lacrosse, soccer and softball fields. Students attending Seton Keough reside in Baltimore City, as well as Anne Arundel, Baltimore, Carroll, Harford, Howard and Prince George's counties.

MISSION STATEMENT

The Seton Keough High School is a Catholic college preparatory school dedicated to promoting excellence in education and developing leadership in young women. We welcome and embrace a diversity of culture, faith and ability while fostering a communal Christian spirit.

BELIEF STATEMENTS

- We believe that every student at Seton Keough is a unique and gifted young woman.
- We believe that Seton Keough fully embraces its Catholic identity and encourages each student to explore, develop and share her faith in God.
- We believe that it is important for each student to develop a value system that reflects the social teachings of the Roman Catholic Church.
- We believe that a young woman's ability to reach her academic and leadership potential is greatly enhanced in a single-sex environment.
- We believe that Seton Keough seeks to maintain high educational standards and expectations while honoring and celebrating the academic diversity of its student body.
- We believe that each student at Seton Keough should develop into an active learner who takes the initiative to assume an increasing responsibility for her education.
- We believe that spiritual, emotional and social development complement scholarship in the education of the total person.

As representatives of the Seton Keough High School you are responsible for your actions both in and outside of school.

ACCREDITATION

The Seton Keough High School is accredited by the Middle States Association of Colleges and Schools, and was reaccredited by Middle States in 2003 for a seven-year term.

Seton Keough participates in Validating the Vision (VTV) a unique accreditation process that uses strategic and site-based planning as vehicles for school improvement and growth in student performance. The VTV process also requires that the school meet Middle States standards.

STATUS OF STUDENTS

The Seton Keough High School is a school for unmarried young women. It does not discriminate on the basis of race, color, and/or national ethnic origin in the administration of its educational or admissions policies, scholarships, or student aid programs, athletic or other school administered programs or environment of the school. The school reserves the right to deny attendance to anyone whose behavior or attitude is contrary to the teachings and ideals of the school, or whose behavior or attitude is disruptive to the functioning of the student body.

INTRODUCTION

This handbook only summarizes the school's normal policies and procedures. Because unanticipated or unusual situations may arise, the Seton Keough High School reserves the right to modify or terminate any of the policies or procedures in this handbook at any time, with or without prior notice. Thus, this handbook does not constitute or create a contract of any kind, nor does it confer any express or implied contractual rights. For the official and most current policies, please contact the Principal or Vice Principal.

ACADEMIC PROGRAM

Since students learn in many different ways, the academic programs at The Seton Keough High School strive to provide a wide variety of opportunities for learning. Class, resource, research and lab time enable students to use a variety of learning facilities to the greatest advantage. The availability of printed and audio-visual materials in the Educational Media Center, Departmental Resource Centers and Laboratories provide choice and direction. Faculty members are available to students for individualized attention.

If a student has an academic conflict with a teacher, she is encouraged to meet with the teacher individually. Parents may also choose to contact the teacher. If the situation is not resolved, the family should then contact the Department Chair. In extreme cases, the Principal may get involved.

RECORDS POLICY

The Seton Keough High School, in compliance with the Family Educational Rights and Privacy Act, has the following policy regarding an individual's right to privacy:

- I. Access to Records
 - A. Teachers and Administrators have unrestricted access to student education records.
 - B. Parents/legal guardians have access to their child's/ward's education records. A witness from the school must be present while these records are being reviewed.
 - C. In general, any other person requesting access to an education record must have the written consent of the parent/legal guardian of the person whose file is being reviewed, unless disclosure is otherwise authorized or required by law. Any student 18 years of age or older may provide this consent.
 - D. Non-custodial parents - In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.
- II. Release of Records
 - A. Records are released only with the written permission of a parent/legal guardian.
 - B. If the student is 18 years of age or older, she may sign a form releasing her records.
- III. Log
 - A. A log must be maintained for anyone looking at records other than authorized school personnel.
 - B. The log should contain the name of the person(s), the date, purpose and verification of permission if other than the parent/legal guardian.

GRADING SYSTEM

A	92-100	C	73-79
B+	90-91	D+	70-72
B	83-89	D	65-69
C+	80-82	F	Below 65

I Incomplete (Incompletes must be finalized within one cycle of the Report Card distribution date.)

CLASS RANK

Class Rank is determined by a special weighting. Points are assigned based on the level of the course and grade earned.

Grade	AP	Honors	Standard
A	5.0	4.5	4.0
B+	4.5	4.0	3.5
B	4.0	3.5	3.0
C+	3.5	3.0	2.5
C	3.0	2.5	2.0
D+	2.5	2.0	1.5
D	2.0	1.5	1.0

HONOR ROLL

Criteria for The Seton Keough Honor Roll each quarter are: **Weighted GPA**

Gold Honors: 3.8 or above No grade lower than a B for Gold and Silver Honors.

Silver Honors: 3.2 – 3.799

Bronze Honors: 3.0 – 3.199 No more than one C for Bronze Honors.

INTERIM REPORTS

Interim reports are distributed mid-quarter to all students who are performing poorly. Causes for the interim, comments and recommendations for improvement are indicated. A parent/teacher conference may be requested by the teacher or by the parent/legal guardian. Interim reports are sent home and must be returned to the teacher signed by the parent/legal guardian within three days. Students are responsible for returning interims. Academic failure in a subject may occur after the interim reports are distributed. A student can receive a failing grade in a course whether or not that has been indicated at the time interim reports are issued. Parents are encouraged to keep in touch regularly with a student's teacher and guidance counselor if a concern arises.

REPORT CARDS

Student report cards are issued four times during the school year, at the end of each quarter. The issuance date of report cards is noted on the school calendar. The parent/legal guardian should take note of the dates for report card distribution. The parent(s)/legal guardian(s) must sign the report card cover sheets and return them to the homeroom teacher within the specified time.

CREDITS (* MINIMUM GRADUATION REQUIREMENTS)

2008-2009 Credit Requirements:

Courses	Credits
Religion	4
English	4
Foreign Language	2
Mathematics	3
Science	3
Social Studies	3
Physical Education	1/2 Health, 1/2 P.E.
Fine Arts (Art/Music)	1
Technology	1
Electives	3
Total Credits Required	<u>25</u>

*(Minimum requirements may vary for students enrolled in the FOCUS and Marillac programs.)

The above requirements are for graduation from The Seton Keough High School. For students planning to attend four-year colleges, it is strongly recommended that the Mathematics be college prep in Algebra and Geometry, Science be lab science, Social Studies should include credits in U.S. History, American Government and World History and 3 years of a foreign language be taken.

Courses labeled **Intro or Basic** may NOT be approved by NCAA Clearinghouse. Be sure to check with the Athletic Director for the latest update on approved courses.

CREDIT RESPONSIBILITY

Students are promoted to the next grade by credits. For example, ninth graders must earn at least 6 credits in order to be promoted to the tenth grade; 12 credits to be promoted to eleventh grade; and 18 credits to be promoted to the twelfth grade. A Religion course is required for each year a student attends The Seton Keough High School. In addition, students must make up all course failures in summer school in order to return. Students failing three or more courses in any year are not permitted to return to Seton Keough.

ATHLETIC CREDIT REQUIREMENTS

Any student wishing to play athletics in college must be cleared academically by the NCAA Clearinghouse (www.NCAA.clearinghouse.org). Students should register with the Clearinghouse by the end of their Junior Year and print out a copy for the Athletic Director and Guidance department.

Please check with the Athletic Director for the latest update on Seton Keough's approved courses.

SERVICE LEARNING REQUIREMENTS

Service learning is another requirement for high school graduation, and is mandated for all students by the Maryland State Department of Education. Students must complete a total of 45 Service Learning Hours before graduating from The Seton Keough High School and, except in special cases determined by the Administration, all hours should be completed by the end of junior year and turned in to the Guidance Office by January 1 of senior year. **Seniors must complete all service learning hours BEFORE receiving Senior Privilege.**

Official verification forms for Service Learning Hours are available from the Guidance Office.

SENIOR EXAMS

Seniors who maintain an A average each quarter in a year-long course will be exempt from the final exam in that course in May. All graduation requirements must be met for a student to participate in Baccalaureate and Graduation exercises.

ACADEMIC ELIGIBILITY ACTIVITIES

At The Seton Keough High School a student's first priority is her schoolwork. When a student demonstrates poor academic achievement, it is evident she needs to spend more time on her schoolwork. For this reason, at Seton Keough there is an Eligibility Policy for participation in extracurricular activities, which demand a major time commitment.

A student must have all passing grades and no more than one grade lower than C for each quarter in order to try out for, and/or to participate in, any club, athletics, Year Day Events (Skit, Dance, Cheer and Hallway) or other organization that meets after school hours. In addition, the student must maintain a good record of attendance and discipline to be eligible for these activities. Eligibility will be determined quarterly at the time report cards are issued. **In order for a student to participate in an extra-curricular function on a school day, she must be present in school for at least ½ of that school day.**

SUMMER SCHOOL POLICY

One summer school credit per department is the maximum number of review credits a student may earn from ninth through twelfth grade.

- All students who have less than the required number of credits to move to the next grade level must attend summer school.
- All students who have excessive absences or times tardy will be required to attend summer school to make up time missed.
- Any student with a cumulative GPA lower than a 2.0 may be required to attend summer school before being allowed to return the following academic year.

- If a course is failed, it may not be repeated at The Seton Keough High School; therefore, it is important to take the review course in summer school. If an appropriate religion course cannot be found in a regular summer school program, the student has the option of paying for the services of a certified private tutor with the approval of the Principal.
- All needed summer school courses must be passed for the student to return to The Seton Keough High School.
- No student may earn more than two credits in summer school in any given year. Therefore, students who fail more than two subjects in any given year will be asked to withdraw from The Seton Keough High School.
- Prior approval from the Principal is required for a student to earn an original credit during summer school.
- Grades earned in summer will be listed separately as summer school credits on a student's transcript.

HONESTY POLICY HONOR CODE

"I AM A WOMAN OF HONOR. THIS IS MY ORIGINAL WORK. I HAVE NOT COPIED FROM ANYONE OR ANYTHING."

- SETON KEOUGH HIGH SCHOOL HONOR CODE STATEMENT

The Seton Keough student is encouraged to develop her values and decision-making skills guided by the light of the teachings of Jesus Christ. To develop these values and decision-making skills the student must assume responsibility and accountability for her own work. The aim of the following Academic Honesty Policy is to safeguard and uphold the integrity of The Seton Keough High School. It is NOT academically honest to directly copy, paraphrase, or copy pieces of another person's work without acknowledging the original source and its author. Please consult your teacher or the *MLA Guide* if you do not know how to cite sources properly.

Cheating, lying, plagiarism, stealing of any kind, for any reason, at any time are absolutely unacceptable at The Seton Keough High School.

"Cheating," means obtaining unauthorized information. This includes but is not limited to: obtaining a quiz or test, plagiarizing written work, or copying another student's work for individual credit.

Cheating also means giving aid by allowing another student to copy a quiz, test, exam, composition, lab report, research paper, homework, or any work that is meant to be completed individually. Forging signatures, changing report cards or deficiencies, falsifying a phone call or any misrepresentation of the truth are also cheating. All cheating incidents must be reported to the Vice Principal and the teacher must complete an honor code infraction form.

Consequences for students who have been academically dishonest may include, but are not limited to:

- Failure for the term
- Failure for the course
- Partial or zero credit
- Exclusion from participation in extracurricular activities
- Expulsion

PROCEDURE

If a student is suspected of academic dishonesty or if there is a significant discrepancy between the student and teacher reports of the incident, the following procedure will be followed:

- Teacher-student meeting will occur, and an Honor Code violation Referral form will be utilized for record keeping as well as parental notification. No credit will be given for the assignment or activity.
- Honor Board may be convened, as necessary.

The **Honor Board** consists of three faculty members and two student representatives from the National Honor Society who will "hear the case" and recommend which course of action to follow. All matters discussed by the Board are kept in strict confidence. In addition to recommending **academic penalties** the Honor Board may decide to refer the case to the Hearing Board for disciplinary action.

ADMISSION

Admission to The Seton Keough High School is based on a student's desire to attend the school, her scholastic record, her attendance record, her standardized test results, and demonstrated conformity to school policies. All of these show the student's potential as a contributing member of the Seton Keough community. The Admissions Committee reviews each application, interviews each applicant and makes a final decision on acceptance. Seton Keough does not discriminate on the basis of race, color, religion and/or national ethnic origin in the administration of its admission policies, scholarships or student aid programs, athletic or other school-administered programs. We believe that the relationship between the school and the parent/legal guardian is that of a partnership. If this partnership breaks down irrevocably, the parent/legal guardian may have to withdraw the child.

ADVERTISING IN SCHOOL

The Vice Principal must approve posting advertisements of non-school functions. The department chair, club moderator or class moderator overseeing the event advertised must approve all school posters. All posters should be removed no later than one week after the event has occurred.

AHERA

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspections, response actions and post-response action activities, including periodic surveillance activities that are planned or are in progress. The plan is housed in the Principal's office and may be viewed upon request.

ASSEMBLIES

The Seton Keough High School students have the opportunity to attend many assemblies throughout the school year. These assemblies provide enrichment, education, and entertainment. The same code of conduct expected in classes and resource centers is expected at assemblies.

ATHLETIC PROGRAM

Health and physical well-being are an integral part of each student's development. The athletic program provides opportunities for development of teamwork, sportsmanship, and an appreciation of athletics as a leisure time activity. In order to involve as many students as possible, a wide variety of class and inter-scholastic sports is offered.

The Seton Keough High School teams participate in inter-scholastic contests with other teams representing high schools in the Baltimore area. Only academically eligible students are permitted to try out for any team. The school is a member of the Inter-scholastic Athletic Association of Maryland. An annual physical examination is required of all sports participants, and must be handed in to the Athletic Director prior to the first day of tryouts.

Interscholastic

Cross Country	Fall	Varsity
Field Hockey	Fall	Varsity and Junior Varsity
Soccer	Fall	Varsity and Junior Varsity
Volleyball	Fall	Varsity and Junior Varsity
Basketball	Winter	Varsity and Junior Varsity
Cheerleading	Winter	Varsity and Junior Varsity
Swimming	Winter	Varsity
Lacrosse	Spring	Varsity and Junior Varsity
Softball	Spring	Varsity and Junior Varsity
Indoor Track	Winter	Varsity
Outdoor Track	Spring	Varsity
Golf	Spring	Varsity

Every student who participates in a sport is assessed a fee per sport of \$100.00. This must be paid before participation in that sport.

ATTENDANCE

All absences and tardiness become part of a student's permanent record. Regular attendance is considered essential for learning at The Seton Keough High School. When a student is absent from school or classes, a parent/legal guardian **MUST** telephone the school before 9:30 a.m., to report the reason for absence.

When she returns to school, the student must bring a note to her homeroom teacher signed by a parent/legal guardian stating the reason for absence and validated by a doctor's note if applicable. When absent more than three days a doctor's note is required.

ABSENCE/PROLONGED ABSENCE/ASSIGNMENTS

The school can provide only limited service to a student who must be absent for a prolonged period of time. The classroom learning experience, coupled with the expected use of the school's resource centers and laboratories for the completion of learning guides, are reasons for not promising to the absent student more than the school can deliver. The following guidelines are to be followed for any absence:

1. Any student who is absent must arrange with a classmate to receive assignments and contact teachers via e-mail for missed work and/or assignments.
2. Classes, discussions and labs will be made up at the discretion of each teacher. If a student is absent, she must see her teacher immediately upon her return and may be required to stay after school to complete her work.
3. Parents of students with medical problems necessitating extended absence must:
 - a. Immediately contact the nurse who informs all parties with a need to know: Vice Principal, guidance counselor, homeroom teacher, and teachers.
 - b. Contact the school nurse before return to school so that a support system can be set up to ease the student's re-entry.

Excessive Absence may result in attendance probation, the conditions of which will be determined by the Vice Principal.

If a student is absent 10 consecutive days, parents must arrange home school tutoring. The Guidance Office can provide parents with a list of tutoring programs used successfully by the school.

ATTENDANCE PROBATION

Attendance is reviewed at the end of each quarter. When a student has been absent from school 10 or more times, she may be placed on attendance probation and lose the following privileges:

- Eligibility for extracurricular school activities such as sports, theater, variety show and other after school activities.
- Eligibility for all leadership positions within the school (e.g., Year Day Captain, Student Council)
- Senior Privilege
- Eligibility to participate in the following Year Day activities: skit, dance, cheer and hallway.

COLLEGE VISITATION POLICY

Seniors are encouraged to visit colleges or other post-secondary institutions on weekends or during vacations. The student is responsible for making up assignments and class work missed if the visit must take place on a school day. Students get two total visits (one may be used during Junior Year). Absences for college visits must be approved by the Vice Principal or other designee.

EARLY DISMISSALS

The school discourages early dismissals and requests that families arrange medical and dental appointments, job interviews, application for driver's license, etc., either after school hours, on Saturdays or during vacation periods. Check the calendar for days when school is not in session. In case of emergency necessitating early dismissal, the student must submit a note on the day of dismissal. The dated note, signed by the parent/legal guardian, should include the reason for the request and the time the student must leave school. The student will sign out at the Reception Counter and leave by the front door. The student is counted absent from any classes missed and must make them up at the discretion of the teacher. Early dismissals for a day preceding a holiday must be requested a day in advance.

The School will verify the request by phone with the parent/legal guardian. Any requests not verified will be denied.

Attendance Policy for Arriving Late and Leaving Early

1. If a student arrives late to school with the required note before 10:30 a.m., she is marked late.
2. A student arriving to school after 10:30 a.m. but before 11:30 a.m. will be marked ½ day absent.
3. Arrival after 11:30 a.m. will be marked a full day absent.
4. If a student leaves school early at the nurse's request, she must sign out at the Reception Counter. A student leaving before 11:30 a.m. will be marked a full day absent.

Perfect attendance for the year means no days absent and no days late. This includes early dismissals and going home sick.

EXPLANATION OF LATENESS POLICY

We are aware that certain events happen outside a student's control, therefore, student latenesses reset each semester, with every student receiving three gratis latenesses. A fourth and any subsequent lateness results in ½ hour of detention. An excessive pattern of lateness will result in further consequences.

BOOKS

On line-The school's official on-line bookstore for new books is *Varsity Books*. The website, www.varsitybooks.com, is user-friendly and the checkout process is quick and simple. If you wish to order by phone, you may call Varsity Books toll-free at 1-877-VAR-BOOK.

BUSINESS OFFICE

During the school year the Business Office is open daily from 8:00 a.m. to 4:00 p.m. No checks will be cashed.

CAFETERIA

The school cafeteria serves breakfast before school, and lunch during lunch periods only. It is closed at all other times. Students may go to the cafeteria for breakfast, or during their designated lunch period only. Entering the cafeteria at any other time is not permitted.

CAMERA/VIDEO RECORDER USE POLICY

The use of cameras and other video taping devices is strictly forbidden in private areas, such as, lockers, wash-rooms, dressing areas, classrooms, and offices at any time. Under no circumstances may students post footage from the school day on the internet. Please note that such use may also be violation of the criminal code.

Any student wishing to bring a video recorder to school must get approval from the Vice Principal.

CAMPUS STORE

Seton Keough gifts, athletic uniforms, tights for mass, and other items may be purchased at **THE SWAMP** during designated hours of operation.

CELL PHONE POLICY

Cell phones may be used before and after school but only in the gym area, the cafeteria and outside. During the academic day, cell phones must be kept in the student's locker, turned off and may not be seen, heard or used. It is critical that cell phones and other electronic devices not be used during the school day to prevent disruption of the learning environment and to prevent using the messaging function to cheat.

We understand that certain situations dictate that a student or parent be in contact during the academic school day. Therefore, students are to go to the office to make phone calls home. Parents are encouraged to call the school office in order to contact a student.

Any student in violation of this policy will have her phone confiscated, and it will only be returned to the parent/guardian at the end of the school day.

In addition, students in violation of this policy will be given Saturday Detention for their first offense. A repeated offense will result in a more severe consequence such as a parent conference, suspension from school, or expulsion.

CHANGE OF ADDRESS

The parent/legal guardian should notify the business office, within one week, of a student or guardian's change of address or phone number. Emergency cards must be kept up-to-date as well.

CLASSROOM BEHAVIOR

Following are the standard classroom policies. Teachers may have additional regulations.

1. Students are to be in their seats when class begins. They are not to leave their places in the classroom without explicit permission.
2. Each student is to have all the necessary materials for class.
3. Students are to be attentive to teachers, and to participate actively in all class activities assigned by them. They are not to do work for another class or to read other-than-class materials, unless given explicit permission to do so by the teacher. Materials for another class or for non-class activities should not be on a student's desk.
4. Students are to refrain from speaking out without permission, from communicating with others while instruction is going on, during study periods or when tests are underway.
5. Students are to avoid any action that is distracting to the learning atmosphere.
6. Students are responsible for cleanliness around their chairs, in their desks, etc. Students should clear papers around their desks at the end of class.
7. The location of desks, the condition of windows, blinds, and lights, etc., are the teacher's responsibility; students are not to regulate these unless directed to do so by the teacher.
8. Students are to enter and leave classrooms quietly.
9. No eating or drinking is permitted outside the cafeteria unless there is an activity approved by the Administration.
10. Chewing gum is prohibited throughout the school at all times.
11. Use of electronic devices is not permitted in the school building during school hours.

CLUBS/ACTIVITIES

The Student Activities Program offers a wide variety of organizations. The program encourages students to work with one another, to pursue leisure time interests, to become involved in The Seton Keough High School community and to develop leadership skills. Participation is required of all Seton Keough students.

Clubs are given the opportunity to meet at least once per month. The Activity Day Schedule is used on these days. Any student holding office in a club or organization must maintain a "C" or better grade in all classes all year. If a student drops below a "C" in any class she will step down from office until the end of the quarter. Students placed on disciplinary probation can be removed from office.

A donation of 10% of the gross income is to be made to the school from a fundraising activity that uses the school building and is held outside of regular school hours (such as a dance). Clubs/classes are encouraged to donate to charities (inside or outside school) an amount equal to or greater than the amount spent on community building. No more than \$100 may be spent on community building within a club.

COUNCIL FOR STUDENT GOVERNMENT

The main purpose of The Council for Student Government of The Seton Keough High School is to promote school spirit and cooperation among students, faculty and administration, and to provide the means of voicing student opinion.

Achievement of this goal is facilitated by:

1. The coordination of various school activities
2. The proposal and evaluation of school regulations and policies

COURSE SELECTION

Re-registration of the present student body takes place at the beginning of the second semester. Only students who have re-registered are allowed to make course selections. Teachers, students and the parent/legal guardian are expected to follow carefully the procedures outlined in the course catalogue.

DANCES/MIXERS

1. Tickets are purchased in advance only.
2. All students must hand in a ticket to be admitted to the dance.
3. All guests must have a student I.D. and be accompanied by a Seton Keough student. Students from invited schools are not required to be accompanied by a Seton Keough student. If a student doesn't have a student I.D., a picture I.D. AND a school schedule may be substituted.
4. Only students from Catholic high schools are admitted to mixers. A Seton Keough student must accompany those Catholic school students not from invited schools. For formal dances such as Homecoming and Prom, Seton Keough students wanting to bring a non-Catholic school date must have them approved by the moderator of the dance.
5. There is to be 1 chaperone for approximately 20 students. Chaperones must consist of STAND trained parents of Seton Keough students, teachers/school staff and other approved personnel.
6. Security personnel **MUST** be provided. Off-duty police officers or security guards (by profession) are required. There must be a minimum of 2.
7. Students will not be allowed into the dance one hour after the start time unless permission has been previously obtained from the Moderator of the dance.
8. If a student chooses to leave the dance, he/she must sign out and will **NOT** be readmitted.
9. Students will not be permitted to loiter outside of the building.
10. Students must be picked up within 15 minutes after the end of the dance.
11. A Seton Keough student bringing guest(s) to the dance will be responsible for them. Only one guest per student is permitted.
12. Dress, behavior, and dance style should be appropriate for a Catholic high school. Dresses/gowns must have a full front bodice and be no more than two inches above the knee. The Administration reserves the right to refuse admission to any student whose dress they deem to be too revealing and immodest.
13. All Policies and Guidelines listed in the Parent/Student Handbook are in effect for all in attendance.
14. A student who is unable or unwilling to abide by these guidelines will be asked to leave. Parents will be notified. School administrators will decide if other disciplinary action is necessary.
15. Inappropriate dancing is not allowed. Students may be asked to leave the dance if they are caught dancing inappropriately.

DISCIPLINE

The Seton Keough High School strives to develop responsible, courteous, self-disciplined young women whose pride in themselves, their school and their community is reflected in their general behavior. The development of such young women requires a consistent practice of thoughtful, responsible behavior during their formative high school years. Students of Seton Keough work towards Christian Community, and this goal demands self-discipline.

The Seton Keough High School reserves the right to conduct a reasonable search of a student's locker, personal effects, and other areas under the control of the student upon reasonable suspicion that the school's rules and regulations have been violated, or if there is a threat to the welfare of the school community or any individual.

A student accused of a crime may be suspended from school pending the outcome of her trial. A decision regarding eligibility for readmission will be made at the discretion of the school, based on circumstances.

The Principal is the final recourse in all disciplinary situations, and may waive any disciplinary rule for just cause at the Principal's discretion.

DISCIPLINE INFRACTIONS AND DETENTION

A discipline system exists in order to enforce rules at The Seton Keough High School efficiently and effectively. There are different consequences because the seriousness of infractions varies.

ALCOHOL AND DRUGS

Students will be suspended for a minimum of 3 days followed by a Hearing Board and possible expulsion for the following substance abuse violations:

Selling, giving away, possessing, being under the influence, and/or using tobacco, narcotics or illegal drugs and/or alcohol, or substances that appear to be or are represented to be tobacco, narcotics or illegal drugs and/or alcohol, on school property or at any school sponsored function.

CLASS CUTS

Policy regarding class cuts is as follows:

1. Student receives a zero for any assignments that day.
2. Student may not make up work.
3. Student must serve Saturday Detention for second offense.
4. This is a suspendable offense.

CLASSROOM DISCIPLINE

THE TEACHER HANDLES MOST DISCIPLINE MATTERS WITHIN THE CLASSROOM, and determines appropriate interventions. A teacher may choose to institute one or more of the following:

1. Issue a warning
2. Hold a conference with the student
3. Refer to peer mediation
4. Consult with the student's homeroom teacher
5. Detain student after school
6. Telephone the parent/legal guardian
7. Assign the student detention
8. Refer extreme cases to the Vice Principal

CONFLICT SITUATIONS

Conflicts are a normal and healthy part of living and growing. We encourage students to resolve conflicts in a positive way. We strive for reconciliation through mediation. Counselors, teachers, and mature students who can be objective in a specific situation are possible facilitators. The consequence of any physical altercation is an immediate out-of-school suspension for a minimum of 3 days. Students who become physical in any way will be suspended regardless of who initiated it. A parent conference with the Principal prior to reinstatement is required. In more serious cases, a Hearing Board may be convened.

CONSIDERATION OF OTHERS

Changing of clothes is to be done in lavatories and dressing rooms, not in public areas. Respect for the dignity and modesty of students and teachers is encouraged.

CORRIDOR MOVEMENT

Students are expected to move quietly in the halls and stairwells.

If it is necessary for a student to be in the hall during scheduled class time, she must have a hall pass. No loitering in the hallways is permitted at any time.

DISRESPECT

Disrespect toward any member of the administration, faculty and/or staff is considered a serious matter. In extreme cases, a parent conference with the Vice Principal will be required and may result in suspension and/or expulsion.

EXPULSION

The school reserves the right to expel a student at any time her conduct warrants it, following an opportunity for a Hearing Board. (A student may be suspended pending the results of the Hearing Board.) An expelled student forfeits all privileges of a Seton Keough High School student. She will not be considered for readmission.

HEARING BOARD PROCEDURE

The Hearing Board is convened in all cases involving possible expulsion from The Seton Keough High School. The student and her parent have the option either to withdraw from Seton Keough or to participate in the hearing.

The Hearing Board consists of three faculty members. All matters discussed by the Board are kept in strict confidence.

The following serious offenses may result in suspension, and may lead to expulsion:

1. Failure to report to assigned class or lab.
2. Violation of Acceptable Use Policy for Computer Access
3. Disruptive behavior
4. Fighting
5. Forgery
6. Possession of a weapon (or other dangerous items)
7. Public conduct detrimental to the good name of the school
8. Serious Disrespect
9. Stealing
10. Truancy
11. Excessive lateness
12. Vandalism
13. Unauthorized possession and/or use of illegal, over-the-counter, and/or prescription drugs, alcohol or tobacco
14. Lying or other dishonesty
15. Seriously offensive reference to another student or the school posted or sent electronically (includes videos, photographs, and texts) via an electronic device, either cell phone or computer.

The student and her parent/legal guardian will receive prior notice of the date, time and place of the Hearing Board meeting, and will be notified of the reasons for her appearance at the Hearing Board. The student's cumulative disciplinary record will be shared with the board and the parents. The student and parent/legal guardian shall attend the meeting. A chairperson will conduct the meeting and record the proceedings and recommendations. The Vice Principal presents the information that has been gathered concerning the case. The student and her parent/legal guardian then have the opportunity to speak on her behalf. Board members may then pose questions to the Vice Principal and/or to the student. After all points have been clarified, the Vice Principal, the student and her parent/legal guardian leave. After the discussion by the Board, recommendations are presented to the Principal, in writing, on the day following the Hearing. The Principal will notify a parent/legal guardian once a final decision has been reached. Procedures for reinstatement/expulsion will be discussed at that time.

The student may, within five (5) days, request a review by the Superintendent of Catholic Schools of the Archdiocese of Baltimore. This review will be conducted within a reasonable time, and shall be limited to the issue of whether the school followed the disciplinary procedure as outlined in this handbook. There is no further right of appeal.

RESTRICTED AREAS

All outside areas are restricted for safety precautions when school is in session. Students may not be in the auditorium, gym, gym area, athletic fields, restricted staircases (stairs between the auditorium and music hallway) or parking lot unless they are involved in a class or team, and supervised by a faculty member. The faculty centers and empty classrooms are also restricted areas. Students not allowed in a classroom without adult supervision are subject to suspension and may be referred to a Hearing Board.

SATURDAY DETENTION

Detention will be held on Saturday from 8 AM to 11 AM. All students must be in school uniform and will be required to do schoolwork or read. Any student who fails to serve Saturday detention may be suspended or may be referred to a Hearing Board. Saturday detention dates are posted in the school calendar.

The following offenses will result in Saturday detention:

1. Unauthorized possession of a wireless device
2. Failure to serve after school detention
3. Excessive absences and/or tardies
4. Repeated uniform violations

SMOKING

Student smoking is not permitted in school, on the school campus or during any field trip or school-related function.

STEALING AND VANDALISM

A student who steals or damages property will be responsible for the replacement cost of the stolen and/or damaged property. This includes removing material from classrooms, resource centers, study halls, and library.

TRUANCY

Truancy is defined as a student absenting herself from school without parental/legal guardian permission, or leaving school grounds without permission during the school day.

BEHAVIORAL PROBATION

A student placed on behavioral probation will be restricted from the following activities:

Senior privilege, athletics, drama, clubs, all year day activities, any out of uniform days, mixers, dances, and the prom. The Hearing Board may determine the length of the probationary period. The terms of a student's probation will be included in a contract and signed by the student, her parent or legal guardian, and the Vice Principal.

DISMISSAL

End of the day announcements are given after 5th period, and dismissal occurs at the end of 6th period. Students will go to lockers, checkout with their advisors, and then exit through the cafeteria door and follow crosswalk/parking lot directions from school personnel.

EDUCATIONAL MEDIA CENTER

The EMC staff provides reference and research assistance, inter-library loan and referral services and bibliographic instruction for all students and faculty. The environment of the EMC encourages independent study and leisure reading activities. Students may use the EMC during unstructured time as the need arises. It must be emphasized that the library, by its very nature, is a place for quiet study. To maintain the desired atmosphere, library users are expected to refrain from loud or unnecessary talking.

1. A student disturbing the quiet atmosphere of the EMC will be asked to leave and report to the Vice Principal.
2. Students entering the EMC must have a pass.
3. Food, drink and chewing gum are prohibited.

Students may be prohibited from using the EMC for not following the guidelines listed here.

Books, unbound periodicals and vertical file material may be checked out for three weeks. Students are held financially responsible for lost or damaged material. A fine of \$.10 per day is charged for overdue items. The maximum fine for an overdue item is \$3.00. Fines may be deducted from a student's copier card balance.

ACCEPTABLE USE POLICY FOR COMPUTER ACCESS

INTRODUCTION:

This policy will encompass the use of all computers on school property. The policy refers to proper usage of hardware, software and Internet resources.

The Internet is a worldwide network of computers interconnected to provide public access to governmental, educational, commercial, and community services. These computers operate as a single communication system. Through the use of the Internet, an unprecedented array of resources is now available in schools and classrooms to support and enrich the curriculum. Knowing how to access this wealth of information and how to communicate electronically will be a fundamental skill in the world in which our students will be citizens and employees.

In addition to outstanding sources of data that are highly useful in our curriculum, the Internet includes data that may be inaccurate, offensive, or inappropriate for school use or use by minors. For these reasons, users of any of The Seton Keough High School's services must adhere to strict guidelines. They are provided here so that students and their parents are aware of the responsibilities they are about to acquire.

GUIDELINES:

1. The resources of The Seton Keough High School and its contracted online services are to be used in a responsible, ethical and legal manner. Students will assume full responsibility for their actions. Students acknowledge their understanding of the general policy and guidelines (outlined below) as a condition of receiving access to computers and Internet services. Failure to adhere to this policy and its guidelines may result in suspending or revoking computer or Internet access for that individual. Willful or intentional misuse could lead to further disciplinary action.
2. Unacceptable uses of the computer include:
 - a. Using profane, obscene or offensive language while using Internet, e-mail, or any other program.
 - b. Re-posting personal communication without prior consent.
 - c. Copying commercial software; violating copyright law.
 - d. Vandalizing hardware and software.
 - e. Unauthorized access to a file.
 - f. Student use of E-mail, instant messengers or chat rooms during school hours.
 - g. Entry into another database as well as changing an existing document without the owner's written consent.
3. Users must take precautions to avoid spreading computer viruses. Deliberate attempts to degrade or disrupt system performance will be viewed as a serious violation and treated accordingly.
4. Users should not give out identifying information, e.g., phone number, home address, and school name, in response to a public message. Student identification numbers should not be given out to other students.
5. Any student who holds an Internet account on MySpace, FaceBook or any other similar Internet site including personal web pages is expressly forbidden from using the Seton Keough name (in an inappropriate and derogatory matter) and/or making unfavorable comments about the faculty, staff, alumni, parents and students of the Seton Keough High School.
6. **WHAT YOU POST CAN SUBJECT YOU TO DISCIPLINE OR EXPULSION** - If something you post violates our school policies – for example, improperly harassing or intimidating other members of the School Community– you can and will be disciplined. The internet is not private.

CONCLUSION:

Be aware that information in an electronic environment is constantly changing. On a global network, it is impossible to control all materials. If the student should come across objectionable material, that student is expected to exit from it immediately and inform the instructor.

ELEVATOR

Use of the elevator is limited to students who have received an elevator pass from the nurse due to medical needs.

FIELD TRIPS

Field trips are for educational purposes and are privileges afforded to the student. No student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Parent/legal guardian prior to the trip must sign permission slips for field trips. No student will be permitted to leave school for a field trip without written parental/legal guardian approval. The school uniform is usually the appropriate dress for field trips. Any student inappropriately dressed will forfeit her opportunity to participate in the field trip.

Students are further reminded that for certain types of trips, money cannot be refunded. Students should follow specific rules and guidelines as given by the chaperones. Infractions may result in disciplinary action.

FINANCIAL INFORMATION

<u>2008-2009 TUITION:</u>	\$9,700 – College Preparation Program – Regular
	\$10,100 – College Preparation Program – Focus
	\$11,700 – College Preparation Program - Marillac
<u>FEES:</u>	\$30 – Application Fee-All applicants (non-refundable)
	\$200 – Registration Fee-All new incoming students (non-refundable)
	\$185 – Re-registration Fee-All returning students (non-refundable)
	\$150 – Graduation Fee-All members of Senior class (due February, 2009)

PAYMENT OF TUITION: SKHS is contracted with **Tuition Management Systems (TMS)** for the billing and collection of tuition. ALL PAYMENTS ARE TO BE MADE PAYBLE AND SENT DIRECTLY TO TMS. TMS will send out bills when payments are due. Payments can be made via check, money order, Discover and MasterCard credit cards (convenience fee may apply), and automatic debit (ACH).

Call TMS at 1-800-722-4867 for more information regarding payment methods and questions concerning your account.

Late Fees: TMS will charge a \$30 late fee each month when all or part of the amount due remains unpaid. The full amount due must be paid by each due date to avoid these fees.

Returned Check Fee: \$25.00 fee will be charged for checks returned unpaid. If more than one unpaid check is returned by the bank, SKHS and/or TMS reserve the right to require payment in the form of cash, cashier check, or money order.

PAYMENT PLANS:

- Plan I:** Tuition in one payment; due in-full June 15, 2008
- Plan II:** Tuition in two equal payments; ½ due June 15, 2008 & ½ due Jan. 15, 2009
- Plan III:** Tuition in 12 equal payments; due monthly from May 15, 2008 thru April 15, 2009

ADDITIONAL INFORMATION FOR TUITION PAYERS:

Tuition Refunds: \$500 of the first tuition payment is non-refundable. If student is withdrawn from SKHS before the school year begins, all tuition paid minus this \$500 will be refunded. If student is withdrawn after school year begins, tuition will be prorated quarterly and will include the quarter during which the withdrawal occurs. Any payment in excess will be refunded. **No records other than health records will be released until all financial obligations are met.**

Collection Policy: It is the policy of The Seton Keough High School to require timely and complete payment of tuition, and fees. Non-payment and/or delinquency of tuition and/or fees will result in the following actions:

1. The Seton Keough High School will withhold:
 - Report Cards
 - Diplomas

- Transcripts
 - Privileges including Prom tickets and participation in Graduation and related activities.
2. The Seton Keough High School may withdraw any student whose tuition is in arrears at the end of each quarter.
 3. Accounts with unsatisfied balances will be forwarded to a collection agency. If your account is forwarded to a collection agency, you will be responsible for all fees incurred in the collection of your account in addition to the amount owed to SKHS.

Financial Aid: Financial Aid is based on need and is available to eligible students. The first step in the process is to complete the TADS application. There is a TADS link on the SKHS website. Paper applications can be obtained from the Business Office. This application should be completed in Jan-Feb for the *next* school year. Once financial aid has been awarded, it continues each year for the same amount. If there's a significant change in your financial situation, the original TADS application must be updated and re-submitted to be considered for additional aid. All Financial Aid decisions are made by the school's President, and appeals should be submitted in writing.

Scholarships: Scholarships are offered to students on the basis of merit and the criteria of the donors.

Sister Discount: Families with more than one daughter enrolled at Seton Keough High School will receive a 20% tuition discount on the oldest daughter's tuition.

FIRE DRILLS

When the fire alarm sounds, all students, faculty and staff move silently and promptly to the nearest fire exits. Fire routes are posted in all classrooms. For safety, all should acquaint themselves with these exits and pay attention to any directions that may be given. Classroom windows should be closed, lights turned off, and doors closed. Students, faculty, and staff should exit the building in an orderly fashion. Attendance will be taken. Failure to adhere to safety directives given may result in disciplinary action.

GUIDANCE AND COUNSELING

The Guidance Department of The Seton Keough High School is committed to the overall growth and development of each student as a total person. Counselors are available to discuss various concerns with students, including academic, personal, career and social issues. Members of the Guidance Department work collaboratively with administrators, homeroom teachers, teachers and parents in an effort to promote student adjustment and success in school.

Counselor assignments are made alphabetically. Meetings are arranged by appointment and may be initiated by a student, counselor, parent or faculty member. Guidance resource rooms are open to students for the purpose of researching educational, career and financial aid information. Guidelines for the use of the centers are posted in the guidance office, and students are invited to take full advantage of all available resources.

HEALTH SUITE

The Health Suite is open every day from 8:30 a.m. to 3:00 p.m. If the nurse is not in the Health Suite, a student in need of medical attention should report to the Reception Counter. The nurse may not dispense any medication, including aspirin, without specific consent of the student's parent/legal guardian.

A student leaving class to go to the Health Suite must obtain a health pass from the teacher. The nurse determines the seriousness of the illness and decides whether or not the student is to be sent home or requires further medical treatment. If a student is to be sent home or requires medical treatment, the nurse will contact her parent/legal guardian or another responsible, designated person. Students leaving school for health reasons must be processed through the Health Suite.

If a student misses a class while in the Health Suite, she is responsible for obtaining a health pass from the nurse. So that the student's name is not turned in for a class cut, that pass is to be shown to the teacher(s) of class(s) missed before 3:00 p.m. that day, or left with the receptionist at the counter if the student leaves school early. A student may be in the Health Suite for one period only unless, after a health assessment, extended time is necessary. The nurse's phone may be used only for an emergency related to illness.

HONOR SOCIETY

National Honor Society

The National Honor Society is a service organization which offers its assistance to both the school and the community through a variety of service projects. Members of the National Honor Society are selected on the basis of character, leadership, scholarship and service. The faculty first considers juniors and seniors if they meet the minimum requirement of a B+ (3.50) or better unweighted cumulative average. After it is determined that a student meets the minimum academic requirements, a Faculty Council of five faculty members reviews the nominee's complete academic record as well as her character, leadership and service. This Council reviews a student's participation in both school and community activities. The Faculty Council also considers input gathered from the faculty and staff who know the student well. The decision of the Faculty Council is final and juniors who are not selected may be considered again in their senior year.

Members must continue to uphold the standards of the society throughout their membership. A cumulative average of 3.50 must be maintained, and at least one service project per school year must be completed. Failure to maintain the standards of the society can result in disciplinary action or dismissal by the Faculty Council. Referral of a student to the Faculty Council by an Honor Board will be considered a flagrant violation of National Honor Society standards and can result in immediate dismissal from the National Honor Society. The discipline and dismissal procedure is described in detail in the Chapter Bylaws, which are signed by each member upon selection.

IDENTIFICATION

1. Every student wears a name bar on the left side of the blouse or sweater.
2. In addition, each student must carry a 2008-2009 Seton Keough High School identification card at all times *during the school day and at any school-related activity*. This card must be presented when requested by members of the school staff, when charging out EMC materials, and when bus companies request its use. If a student loses her ID card, she is to report to the Reception Counter to obtain a substitute card. If a student loses her name bar, she must order another one through the Campus Store.

LAVATORIES

Lavatories may be used during class changes. No student is permitted to use a faculty lavatory.

LOCKS AND LOCKERS

Lockers are the property of The Seton Keough High School and are subject to inspection by the Administration. Each student is required to use her assigned locker. Only **school locks** may be used on lockers. Combinations should be kept as a private matter. Lockers should be kept locked at all times. The school will not accept responsibility for articles lost from lockers.

Care of the locker is the responsibility of each locker holder. The outsides of lockers are to be kept free of decorations and writing. Each student is responsible for cleaning the inside of her locker at the end of each semester.

LOCKER ROOMS

Students involved in after school athletics are to change into their team uniforms in the locker room after dismissal. All backpacks, duffel bags and athletic equipment must be kept in the locker room. **Nothing should be left in the gym lobby or hallways.**

LOST AND FOUND

Valuables found during the day are to be turned in to the Reception Counter.

MEDICAL RECORDS

The Seton Keough High School requires each student to submit an updated medical record including immunizations on or before the first day of school. An additional updated medical examination form is required of any student participating in interscholastic sports. These forms are due on or before the date of tryouts.

Students who fail to have the required medical documentation will not be permitted to attend classes until the required documentation is provided.

PREGNANCY POLICY

The Seton Keough High School, in keeping with the teachings of the Catholic Church, supports the belief that abstinence from sexual intimacy before marriage promotes the well-being and dignity of all persons. We also believe that all life is sacred from the moment of conception to the time of natural death. Therefore, we have adopted the following pregnancy policy:

1. A student should inform her parent/legal guardian, guidance counselor or an administrator of her pregnancy to obtain the necessary help at home and in school for protecting her health and that of her unborn child.
2. A pregnant student may remain in classes through the second trimester of her pregnancy with the written approval of her physician, parents, and the school administration. When possible, the student will begin and return from medical leave at the end of a marking period.
3. During the time prior to her medical leave, the student and her parent/legal guardian are required to meet with the Principal or Vice Principal. At that meeting, they will discuss the "outside of school" options available for the completion of her academic program.
4. The Seton Keough High School faculty and administration will cooperate with the outside agency in providing information regarding course requirements and curriculum to be completed.
5. Learning guides will be provided for all courses, such as Religion, that are not provided by the outside educational agency.
6. During the entire time the student is completing her studies away from The Seton Keough High School, she is ineligible to participate in school sponsored activities or events, including Baccalaureate and Commencement exercises.
7. After delivery, a student may rejoin her class at The Seton Keough High School provided she has a written medical release from her doctor, and the school Administration deems her readiness to return as satisfactory. A meeting with the Vice Principal is necessary before reinstatement.
8. A pregnant student who chooses to abort her baby will forfeit her student status at The Seton Keough High School.

SCHEDULE CHANGES

All student schedules are thoroughly reviewed by the administration and faculty of school to ensure that our students meet the academic requirements of school, the high expectations of the faculty and are ultimately prepared for college admission. Therefore, the administration will consider requests for changes according to the following guidelines:

Requests for alternative placement in classes must be initiated by the subject teacher and approved by the appropriate Department Chairperson. This request will be forwarded to the registrar. Schedules may only be changed with the approval of the Principal in consultation with the parent/legal guardian, guidance counselor, registrar and faculty.

SCHEDULES

Each student receives a computer copy of her schedule, and is to be carried by the student at all times during the school day. If a student needs an additional copy of her schedule at any time during the school year, she may obtain one at the Reception Counter for a \$1.00 charge.

SCHOOL DOORS

The front door by the main office is used for authorized going and coming during the school day. All other doors are locked for safety. Students may not use other doors during school hours. For the safety of the entire Seton Keough community, students are not to open any of the school doors for visitors during the school day or after school. The cafeteria door is used for entering school before 7:45 a.m.

SCHOOL RINGS

The school ring indicates a student's union with her school, and acknowledges her as a member of its Christian community. Juniors have the privilege of receiving the traditional school ring. They are measured for rings at the end of their sophomore year, and a ring ceremony usually occurs during the second quarter of junior year. Only those who are in good academic and financial standing may order their rings. Ring deposits are not refundable. Only official school rings ordered through the school will be distributed at the ring ceremony.

SCHOOL SUPPORT STAFF

The supportive staffs in the General Office, Business Office, Guidance Office, Educational Media Center, Learning Centers, Cafeteria and Maintenance areas provide invaluable services to our school. It is understood that they are to be accorded student support, respect and courtesy.

SENIOR PRIVILEGES

Seniors who meet all of the academic/behavioral eligibility criteria, as stated on page 7 of this handbook, may enjoy the following privileges:

1. Early Dismissal after P.M. announcements on regular school days.
2. Out of uniform day the last Friday of each month
3. Use of the Senior Lounge during lunch periods

Privileges are granted to eligible students who have written parental/legal guardian consent.

Seniors may have these privileges revoked at any time by a teacher, guidance counselor or member of the Administration if they fail to meet all eligibility criteria.

On days when the entire student body has early dismissal, seniors will be dismissed with the entire student body. Eligible seniors who use senior privilege early dismissal must sign-out at the reception counter before 2:00 p.m.

SPECIAL SERVICES

1. The Campus Minister coordinates school wide religious experiences and activities. See Spiritual Activities below.
2. Guidance counselors make psychological referrals on an individual basis.

SPIRITUAL ACTIVITIES

All students enrolled in The Seton Keough High School participate in a variety of spiritual and religious activities provided through the Campus Ministry Office. These activities are coordinated, planned and implemented by the Campus Ministry team, which consists of the Director of Campus Ministry, faculty and students. The Director of Campus Ministry is also available upon request to meet with individual students and/or groups of students regarding spiritual activities and matters of spiritual interest. Religious activities made available through Campus Ministry include:

1. All school liturgical celebrations in observance of Catholic holy days.
2. Coordination and planning of special school liturgies and prayer services.
3. All school observances of the liturgical seasons of Advent and Lent.
4. Retreat program-
 - a. Freshmen, sophomores, and seniors attend a one-day retreat.
 - b. All juniors are invited to participate in the two-day retreat program. (Optional)
5. Coordination of a variety of activities, which allow students to show their commitment to social justice.

STUDENT HANDBOOK

The school reserves the right to amend the Student Handbook, and parent/legal guardian will be given prompt notification if changes are made. This student handbook is an informative booklet for students and parents, and is not intended as an expressed or implied contract.

TELEPHONES

Permission for telephone use must be obtained at the Reception Counter. For the convenience of others, students are asked to limit conversations to three (3) minutes. This shows courtesy for those waiting to use the phone. Students will not be permitted to take phone calls during the school day. In the event of an emergency, a parent/legal guardian should speak with an Administrator who will then take appropriate steps to notify the student(s) involved.

TRANSPORTATION

Transportation to and from school is available through private bus companies. Any student who makes use of this service has the responsibility to obey all bus regulations, and to present her I.D. when requested. The school may take disciplinary action if a student fails to obey bus regulations. Students are responsible for the repair of any property damage to the bus.

Students who drive to school must register the car, display a Seton Keough decal, and follow the transportation procedures.

TRANSPORTATION PROCEDURES

Proper use of an automobile and precise observance of traffic regulations are vital for the safety of The Seton Keough High School students and others who drive on school property. Those driving or walking on Seton Keough property must observe the following regulations:

1. Traffic directors, all traffic regulations, patterns and speed signs are to be obeyed.
2. No speeding is permitted
3. In the MORNING
 - a. Drivers dropping students off are to:
 - (1) Use the circle
 - (2) Drop students at the GYM sidewalk, **NOT** in front of cafeteria
 - b. Student drivers going to the parking lot should drive straight ahead and park in a designated area.
 - c. Student drivers are responsible to see that everyone in the car leaves the car immediately after parking. Students are not permitted to remain sitting in cars once they have been parked on the lot.
 - d. All students use:
 - (1) Cafeteria door until 7:45 a.m.
 - (2) Front door after 7:45 a.m.
4. At DISMISSAL: Students using School Bus/Public Transportation
 - a. Exit front doors
 - b. Use sidewalks **ONLY**
5. Students are not permitted to:
 - a. Walk in the roadways
 - b. Shortcut across the grass
6. All other students should:
 - a. Exit gym doors and walk to the parking lot
 - b. If waiting, use sidewalk outside cafeteria **ONLY**
7. Drivers picking up students should:
 - (1) Use parking lot area - Do **NOT** stop next to cafeteria.
 - (2) If waiting:
 - (a) Obey traffic directors
 - (b) Use parking lot (available **AFTER** 2:00 p.m.)
 - (c) Wait in car
8. Do **NOT** park, even temporarily, in the exit roadway. In order to empty the lot quickly, both exit lanes are to be fully utilized for the flow of traffic.
 - (a) Do **NOT** make a U-turn in the exit driveway
 - (b) Do **NOT** park in or go around the circle
9. All drivers should maintain a **SLOW SPEED** when on school property.

10. Parking Lot:

- a. Every car driven to school by a Seton Keough student must:
 - (1) Be registered
 - (2) Display a parking tag attached to rearview mirror
 - (3) Be parked on the parking lot in any marked area except those designated for faculty only
- b. Students are not permitted on the parking lot in parked cars during the school day.
- c. If a student is using a car other than the one already registered, the other car must be temporarily registered in the General Office before 8:10 a.m.

Consequence: A detention may be issued for non-compliance with any transportation procedure. A second violation of transportation regulations may result in loss of driving privilege at The Seton Keough High School.

TRESPASS

Trespass notice will be issued to any non-authorized person on The Seton Keough High School property at any time.

UNIFORM POLICY

The uniform is a symbol of pride in, and identification with, The Seton Keough High School. It also provides a standard of neatness and simplicity and modesty in dress. The uniform is a sign that the student is a member of the Seton Keough community and has a responsibility to that community. The way in which the uniform is worn, the state of repair, and the cleanliness of it reflect the respect a student has for herself and for Seton Keough.

If a student is out of uniform, an out-of-uniform pass must be obtained from the Vice Principal before admittance to homeroom or class. The consequence for an out-of-uniform infraction is a discipline warning. Repeated violations will result in a detention, suspension, and/or hearing board.

Boxers or shorts cannot hang lower than skirt hem. Plaid boxers are sold in the campus store.

The Seton Keough uniform consists of the following:

- Skirt:** Black Watch Plaid Kilt no more than 2" above the knee
Light green skirt, also no more than 2" above the knee
This skirt can be worn until the first Monday in Oct. and after spring break
- Slacks:** Uniform slacks (optional) - **KHAKI only**. Must be purchased from FLYNN and O'HARA
- Shirt:** Students may not wear long-sleeve t-shirts under the short-sleeved polo shirt.
- Cardigan:** Green and white stripe five-button cardigan sweater with Seton Keough embroidered. The cardigan can be worn only with the winter skirt.
- **Optional**
 - **Only allowed to display school issued pins (front, upper right), letters (front-mid right, between armpit and above pocket), name must be below Seton Keough High School (front, upper left).**
 - **Not part of the formal uniform**
- Sweater:** Green v-neck sweater with the Seton Keough logo
- Socks:** Green or navy blue knee-high socks; plain white socks that cover the ankle or white knee-highs can be worn with the summer skirt.
- Tights:** Hunter green or navy blue
- T-Shirts:** Plain white t-shirts may be worn under blouses in cooler weather. No colored shirts are permitted. Shirts with logos or printing should not be worn.
- Shoes:** Must be flat, dark brown and tie. Oxfords are the only shoes allowed as indicated by the photo (Shoes *may* be purchased at Van Dyke and Bacon). As of 2008,
Topsider Boat shoes may be worn with the Summer Skirt only and MUST be solid brown in color without any pattern on them as indicated by the photo. Vice principal is final arbitrator on these decisions.



- Blazer:** Hunter green with school emblem on pocket. Juniors must have blazers by the Ring Ceremony and they must be worn for all assemblies until spring. Required of **Juniors and Seniors only**
- Name Bar:** Seton Keough name bar is worn at all times horizontally on shirt or sweater. Lost name bars must be replaced, and can be ordered through the Campus Store for a charge of \$2.00.
- Accessories and Jewelry:** Hair, jewelry, and make-up should be appropriate for a Catholic high school. Only Seton Keough related pins or buttons may be worn on the uniform. **The only pierced jewelry permitted will be for the ears. Hoop earrings larger than a quarter are not permitted. No earrings dangling more than one inch below earlobe.** Visible tattoos are not allowed.
- Physical Education Uniforms:** Green Seton Keough T-shirt, grey athletic shorts, white socks, and athletic shoes are required.

FORMAL UNIFORM REQUIREMENTS

The **Formal Uniform** is to be worn for masses and assemblies.

- Hunter green or navy blue tights
- School sweater or blazer (for upperclassmen only)
- Plaid skirt

Students who are not in uniform on these days will receive an hour of detention.

OUT OF UNIFORM DAYS

Students are expected to dress appropriately on out-of-uniform days. Skin tight garments, crop tops, short shorts, mini-skirts, gym shorts, torn, shabby, patched or worn out clothing are not considered appropriate dress. Students dressed inappropriately will not be permitted to attend classes. A student whose dress is deemed inappropriate will call her parent/legal guardian who must come pick her up from school. The final decision on the appropriateness of dress is at the discretion of the Vice Principal. Flip-flops and clogs are not permitted for reasons of safety. Out of uniform days are decided by the Administration. Failure to comply with appropriate out-of-uniform dress code may result in the loss of the privilege and other disciplinary action.

VALUABLES

Students should not give their locker combinations to other students, nor should they leave jewelry, purses or other valuables unattended. Students are requested to deposit valuables and large sums of money in the Business Office for the day. Students who drive to school are encouraged to use some form of anti-theft device to protect their vehicles. Valuables should not be left in cars in plain sight. **The school does not take responsibility for lost or stolen valuables.**

VISITORS

The school policy is to accept only those visitors who have legitimate business at the school. Guests and visitors must register at the Reception Counter and receive a Visitor's Pass. Students may not bring student visitors to school without receiving prior permission from the Administration.

WITHDRAWAL FROM SCHOOL

A student withdrawing from The Seton Keough High School must contact the Principal to obtain a withdrawal form. After receiving written parental/legal guardian consent, academic records will be forwarded. All financial obligations must be met before records are released. An exit interview with the Principal may be required.

ARCHDIOCESE OF BALTIMORE STUDENT HARASSMENT POLICY

I. Policy

It is the policy of the Archdiocese to prohibit discrimination, including harassment on the basis of race, color, gender, national origin, religion, age, disability or handicap or protected activity, (i.e. opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities. Each Catholic school shall adhere to this policy with respect to students. (Employees are similarly protected from harassment by a separate Archdiocesan policy.)

II. Scope

This Policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students at school, school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

III. Prohibited Contact

A. For purposes of this Policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, national origin, religion, age, disability, or handicap, or protected activity, that:

- (i) Has the purpose or effect of creating an intimidating, hostile or offensive environment;
- (ii) Has the purpose or effect of unreasonably interfering with an individual's performance;
- (iii) Otherwise adversely affects an individual's educational opportunities.

B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, gender, national origin, religion, age, handicap or disability. "Sexual" harassment includes the unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

STUDENT HARASSMENT POLICY FOR SETON KEOUGH HIGH SCHOOL

The Seton Keough High School adheres to the Archdiocesan Student Harassment Policy.

Bullying is a pattern of aggressive, intentional, or deliberately hostile behavior that occurs repeatedly over time. Bullying behaviors normally fall into three categories, physical, emotional, and verbal, and may include, but are not limited to, intimidation, assault; extortion; oral or written threats; severe teasing; putdowns; negative name-calling; threatening looks, gestures or actions; rumors; false accusations; hazing, social isolation, and cyber-bullying. The victim is never responsible for being a target.

Bullying and other harassment, as described above, are unacceptable and will be dealt with accordingly.

Regular Schedule

Homeroom	7:55-8:05	
1 st Period	8:10-8:55	
2 nd Period	9:00-9:45	
3 rd Period	9:50-10:35	
1 st Lunch	10:40-11:15	→
4 th Period	10:40-11:25	11:20-12:05 ↓
2 nd Lunch	11:30-12:05	→ ↓
5 th Period	11:30-12:15	12:10-12:55 ↓
3 rd Lunch	12:20-12:55	→ ↓
6 th Period	1:00-1:45	← ↓
Announcements	1:45-1:50	
7 th Period	1:55-2:40	

Alt. 1- Early Dismissal

Homeroom	7:55-8:05	
1 st Period	8:10-8:40	
2 nd Period	8:45-9:15	
3 rd Period	9:20-9:50	
1 st Lunch	9:55-10:20	→
4 th Period	9:55-10:25	10:25-10:55 ↓
2 nd Lunch	10:30-10:55	→ ↓
5 th Period	10:30-11:00	11:00-11:30 ↓
3 rd Lunch	11:05-11:30	→ ↓
6 th Period	11:35-12:05	← ↓
Announcements	12:05-12:10	
7 th Period	12:15-12:45	

Alt. 2- Morning Assembly

Homeroom	7:55-8:05	
Auditorium	8:15-8:25	
Assembly	8:30-9:40	
Hmrm/class change	9:40-9:45	
1 st Period	9:50-10:30	
2 nd Period	10:35-11:05	
3 rd Period	11:10-11:40	
1 st Lunch	11:45-12:10	→
4 th Period	11:45-12:15	12:15-12:45 ↓
2 nd Lunch	12:20-12:45	→ ↓
5 th Period	12:20-12:50	12:50-1:20 ↓
3 rd Lunch	12:55-1:20	→ ↓
6 th Period	1:25-1:55	← ↓
Announcements	1:55-2:00	
7 th Period	2:05-2:40	

Alt. 3 One Hour Delay

Homeroom	8:55-9:10	
1 st Period	9:15-9:50	
2 nd Period	9:55-10:30	
3 rd Period	10:35-11:10	
1 st Lunch	11:15-11:45	
4 th Period	11:15-11:50	11:50-12:25
2 nd Lunch	11:55-12:25	
5 th Period	11:55-12:30	12:30-1:05
3 rd Lunch	12:35-1:05	
6 th Period	1:10-1:45	
Announcements	1:45-1:50	
7 th Period	1:55-2:40	

Alt. 4- Two Hour Delay

Homeroom	9:55-10:05	
1 st Period	10:10-10:40	
2 nd Period	10:45-11:15	
3 rd Period	11:20-11:50	
1 st Lunch	11:55-12:20	
4 th Period	11:55-12:25	12:25-12:55
2 nd Lunch	12:30-12:55	
5 th Period	12:30-1:00	1:00-1:30
3 rd Lunch	1:05-1:30	
6 th Period	1:35-2:05	
Announcements	2:05-2:10	
7 th Period	2:15-2:40	

Alt. 5- Afternoon Assembly

Homeroom	7:55-8:05	
1 st Period	8:10-8:45	
2 nd Period	8:50-9:25	
3 rd Period	9:30-10:05	
1 st Lunch	10:10-10:35	
4 th Period	10:10-10:45	10:40-11:15
2 nd Lunch	10:50-11:15	
5 th Period	10:50-11:25	11:20-11:55
3 rd Lunch	11:30-11:55	
6 th Period	12:00-12:35	
Announcements	12:35-12:40	
7 th Period	12:45-1:20	
Hmrm/Call down	1:25-1:35	
Assembly	1:40-2:40	

Activity Day Schedule

Homeroom	7:55-8:05	
1 st Period	8:10-8:50	
2 nd Period	8:55-9:35	
3 rd Period	9:40-10:20	
1 st Lunch	10:25-10:50	
4 th Period	10:55-11:05	10:55-11:35
2 nd Lunch	11:10-11:35	
5 th Period	11:10-11:50	11:40-12:20
3 rd Lunch	11:55-12:20	
6 th Period	12:25-1:05	
Announcements	1:05-1:10	
7 th Period	1:15-1:55	
Activities	2:00-2:40	

