



Saratoga Central Catholic High School

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Parent/Student Handbook

Revised September 2010

Dear Parents and Students,

Welcome to Saratoga Central Catholic Junior-Senior High School. In choosing Saratoga Central Catholic, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Saratoga Central Catholic for the 2010-2011 school year. Please read this document carefully, then print, sign and return the {attached agreement}. This agreement states that you and your student(s) intend to abide by the policies of Saratoga Central Catholic during the 2010-2011 school year.

The faculty and staff of Saratoga Central Catholic look forward to working with you and your student(s) to promote academic excellence and spiritual development in the context of the teaching of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God bless you,

L. Stephen Lombard
Principal

Dennis Ostrowski
Assistant Principal/IT Administrator

Margot Barnes
Guidance Counselor/Admissions Director

Jean Taylor
Director of Development

Mission Statement

Saratoga Central Catholic, continuing in the tradition of St. Peter's Academy, is a Catholic, co-educational diocesan school, under the Albany Roman Catholic Diocese, located in Saratoga Springs, New York, serving students in grades 6 through 12.

A college preparatory institution, we are committed to preparing students of diverse backgrounds within a safe and disciplined environment, not only for college but for life long learning. We strive to provide the highest quality education while encouraging students to serve and respect others, think critically and be compassionate, responsible and confident citizens of adapting in an interdependent world.

Our well qualified and caring faculty and staff are dedicated to a strong academic curriculum which has at its center the modeling of Christian values and the Gospel of Jesus Christ.

Goal Statements

- Students will strive to live the gospel message of Jesus Christ.
- Students will recognize and respect the rights of others.
- Students will participate in formal liturgies and prayer services.
- Students will strive to recognize the gifts that God has endowed them with and use those gifts to serve others.
- Students will strive to master academic skills
- Students will achieve self discipline through academics, athletics, and extra-curricular activities.
- Students will develop self-awareness through socialization.
- Students will strive to think creatively and analytically.

Absences

Parents must report student absences to the office (587-7070 X100) with a telephone call by 10:00 am on the day of the each absence. This policy is for the protection of Saratoga Central Catholic students. Students should be fever free for 24 hours before returning to school.

If a student is absent from school, New York State law requires that a written statement by the parent or guardian for the absence and given to the office upon a student's return to school. A legal absence occurs when a student is sick, sickness in the immediate family, death in the family, impassable roads, and pre-approved career or college visits. Should absence for any other reason, other than those previously mentioned, seem imperative, parents are requested to consult with the Principal and present a written reason for the absence. All class absences are recorded on a student's permanent record.

The school calendar provides for holidays and vacations throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a student's learning process. Missed assignments are a student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, papers, projects, quizzes or tests. For example – a student who was absent for three days would be given three school days to complete the missed work. It is the student's and family's responsibility to view the student's homework and assignments missed by going onto the school's website and connecting to the Homework page. http://www.saratogacatholic.org/current_homework.php

Students, once they return to school, need to consult with their teachers for any missed work given out during class.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

Teachers are not required to give make-up tests or assignments for absences due to non-legal absences. Students who are excessively absent from a course may jeopardize their academic progress.

Attendance

Students must be in school for the entire school day in order to be eligible to play in an athletic competition, practice, or extra-curricular activity scheduled for that day.

Students arriving after 8:20 am are tardy and must sign in to the office. Students signing in due to a late bus arrival does not constitute a student being tardy. However, students that drive to school will be marked tardy.

If parents needs to sign a student out of school once school has started, a written statement by the parent or guardian for the absence must be provide to the office and the parent must sign out the student in the main office. If the student returns to school during the school day, the student needs to sign back in at the main office.

Once a student is dropped off or enters school property, the student must report to the appropriate location in the school. Students leaving school grounds during regular school hours without permission are considered truant and will be dealt with accordingly.

Academics

Course Outlines

For individual course outlines and offerings please using the following link to the Faculty page of the school's web site. http://www.saratogacatholic.org/current_homework.php

Curriculum

Saratoga Central Catholic's curriculum guidelines are consistent with the Albany Roman Catholic Diocese in the teaching of non-secular subject areas and consistent with the State of New York guidelines and learning standards in secular areas.

Failures

Students who fail a course must repeat the course in an approved summer school program at their home district if the course is offered. If a failed course cannot be repeated in a summer school program, consultations between the administration and the family on an appropriate course of action will be initiated. Family vacations, work commitments, lack of transportation, etc... do not constitute sufficient reasons to miss summer school.

Students failing no more than one course and unable to repeat the course during the summer school may be permitted, with prior approval of the principal, to repeat the course during the first semester of the following year. In such cases a grade will be calculated as follows: 1st Quarter Grade will equal 40% of the final grade, 2nd Quarter will equal 40% of final grade, Mid-term exam will equal 20% of final grade.

Honors

Each quarter, honor rolls will be published identifying students who have achieved academic distinctions. Saratoga Central Catholic has a three tier honor roll system with the following requirements:

High Honors – the student has achieved an average of 95% or greater.

Honors – the student has achieved an average between 88.00% and 94.99%.

Acceleration – High School – students must attend Saratoga Central Catholic for a minimum of three years.

Acceleration – Middle School – upon consultation with the administration a determination will be made. Students must be planning on completing their high school years at Saratoga Central Catholic.

Students entering Saratoga Central Catholic after the tenth grade are not eligible to receive Valedictorian or Salutatorian honors but will share class rank on official transcript for college admissions purposes.

Selection for the Saratoga Central Catholic's "*Omni Pro Deo*" National Honor Society and the National Junior Honor Society will be in accordance with the rules and regulations of the National Honor Society Handbook. A copy of the National Honor Society Handbook can be accessed through the following link http://www.saratogacatholic.org/current_nhs_jnhs.php

Academic Intervention

Academic excellence is our goal for all students accepted into Saratoga Central Catholic. Some students may need remediation so that they can reach their full potential. Students receiving a course average below 70% at the end of each calendar month from September through May of the school year will be required to develop an "Academic Intervention Plan" with their teacher in cooperation with their parent or guardian. Saratoga Central Catholic has added a 9th Period in the school day (from 2:23 to 3:08 pm Mondays through Fridays) to insure

success in this plan. The plan will be reviewed at the end of each calendar month. The plan will stay in effect for no less than one month but may be extended for the remainder of the school year. Scheduled meeting attendance is required throughout the duration of the plan. Once the plan is developed, it may not be terminated without the recommendation of the teacher and parent or guardian, and the written consent of the principal.

Academic Probation

All student academic and disciplinary records are reviewed at the end of each school year to determine the student's status at Saratoga Central Catholic. Students that are not progressing academically or demonstrating inappropriate behavior, as determined by the administration, may not be re-enrolled for the following school year.

A student may be re-enrolled for the following year and be placed on academic probation if the administration determines the need for this action. All academic probation will be determined on an individual basis with consultation with administration, the family and the Diocesan School Office, if necessary.

Academic Schedules

Student schedules will be created with direct consultation by the Guidance Counselor. Student who choose to change their schedules once school has commenced have to the close of business after the first ten days of school to implement any changes. All schedule changes need both administrative and parental approval.

Academic Texts

With the exception of theological and supplemental texts, which will be purchased by the student, all texts will be provided by the student's home school district. The texts are the property of the district and it is the responsibility of the student to not lose or damage the texts loaned by the district to the student. Each school district has their own procedures in requesting and returning these loaned texts and parents need to comply with these procedures.

Academic Work

Homework is generally assigned daily and posted on the school's website (http://www.saratogacatholic.org/current_homework.php). Students and parents are expected to review this information to be kept aware of the student's topics of study. Students are expected to be prepared for all classes. Make up work is completed in accordance with the guidelines listed in this handbook under **Absences**. Failure to make up missed work in accordance with these guidelines may result in a failing grade for missed assignments.

Accreditation

Saratoga Central Catholic is a 6 through 12 school under the auspices of the Roman Catholic Diocese of Albany and is chartered by the Education Department of the State of New York and accredited by the Middle States Association of Colleges and Schools.

Admissions

For all information and forms use the following link to the school's (http://www.saratogacatholic.org/prospective_application.php)

This page includes all the paperwork necessary for a prospective student to apply to Saratoga Central Catholic for grades 6-12. These forms include a data sheet necessary for computer entry, a transcript request form, which allows us to review your child's academic background in order for us to render a decision, along with a state mandated Student Race and Ethnic Identification form and a family survey form.

All forms listed must be returned to Saratoga Central Catholic with a non-refundable \$50 application fee, which must accompany the application. The application fee will be deducted from the tuition for all accepted students.

An interview with the student and the parent(s) is required. At that time an overview of Saratoga Central Catholic's philosophy, program and expectations are explained. A candid discussion of the applicant's academic and disciplinary history takes place as well.

The tuition rate for grades 6 through 8 for the 2010-2011 school year is \$4,800 and the tuition rate for grades 9 through 12 for the 2010-2011 school year is \$6,800. There is also a \$250 activity fee for each family grades 6 through 12. If you wish to have more information you can contact the school by either phone 518-587-7070 ext. 101 or by email info@saratogacatholic.org

Be advised that we offer financial aid to students based on need and the amount of financial aid available. Application must be made by April 15.

Athletic Policy

Philosophy of Interscholastic Athletics

Interscholastic athletics at Saratoga Central Catholic have a proud tradition, demonstrating that although we may be small in number, we are large in heart. We embrace our size that represents opportunity for those who participate in our athletic programs. The value-building experience of athletics should be offered to as many students as the individual programs can reasonably accommodate. The primary purpose of our athletic program is intended to be an extension of the physical education program and a broadening experience to nurture a sound mind and sound body. A well-respected and administered program is an important part of student life, school pride, alumni support and our place in the community.

Everyone involved in the delivery of athletics possesses a unique opportunity to teach positive life skills and values that will last a lifetime. The school recognizes this opportunity and the concomitant need for highly qualified and dedicated coaches. Qualities fundamental to the students' character, including loyalty, desire, dedication, self-control, initiative, enthusiasm, ambition, resourcefulness, reliability, integrity and self-discipline are developed through the commitment and personal sacrifice required by athletes. Making such a commitment also helps to nurture integrity, pride, and loyalty. The end result of a successful program, and its greatest legacy, is found in a better citizenry and leaders of tomorrow who carrying these values throughout their life.

It is the nature of athletic competition to strive for victory. However, the number of victories is only one criterion when determining a season's success. Guiding the team to attain maximum potential is the ultimate goal. In the final analysis, the coaching staff must teach student-athletes to prepare their minds and bodies in order to reach maximum potential. At the conclusion of a contest, we are determined to demonstrate grace in victory or respect in defeat.

Varsity Program Philosophy

Varsity competition is the pinnacle for each of the school's interscholastic athletics programs. Generally, seniors and juniors make up the majority of the roster. In keeping with school policy, and at the varsity coach's discretion, sophomores and freshmen may be included on the team providing that evidence of advanced levels of physical development; athletic skill and appropriate socio-emotional development are demonstrated. It is possible but very rare for a middle school level student to be included on a varsity roster. The New York State Department of Education process for moving a 7th or 8th grade student up to a high school team is called Selective Classification. This process has been developed to identify "exceptional athletes" and provide qualified athletes with an opportunity to play at a level commensurate with their ability. The standard has been established as at least a starter on the junior varsity level or above. The individual must clearly be an impact player on the team while supporting other team members to play at a higher level reaching their full potential.

Squad size at the varsity level may be limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play the contest. It is vital that each team member has a role and is informed of, as well as understands its importance. The number of roster positions is relative to the student's acceptance of their individual roles in pursuit of the team's goals. While contest participation over the course of a season is desirable, a specified amount of playing time at the varsity level is never guaranteed.

A sound attitude and advance level of skill are prerequisites for a position on a varsity team, as is the realization of the level of commitment required for participation in a varsity sport. This commitment is often extended into vacation periods for all sport seasons. Depending on the sport, contests, and practices are scheduled during vacation, on Sunday, and in some cases on holidays. All student-athletes must take the dedication and commitment needed to conduct a successful varsity program seriously, and coaches' efforts need to be supported by parents.

The varsity coach is the leader of that athletic program and determines the system of instruction and strategy for that program. The communication among the modified, junior varsity and varsity programs is the responsibility of the varsity coach. Preparing to win, striving for victory in each contest and working to reach their maximum

potential, individually and as a team are worthy goals of a varsity level team.

Junior Varsity Program Philosophy

The junior varsity level is designed for those who display the desire and potential of continued development into productive varsity level performers. Although team membership varies according to the structure of each program, 9th and 10th grade students occupy the majority of roster positions. In certain situations, 11th graders are included on a junior varsity roster. Middle school students may participate at this level pursuant to school guidelines. The New York State Department of Education process for moving a 7th or 8th grade student up to a high school team is called Selective Classification. This process has been developed to identify “exceptional athletes” and provide qualified athletes with an opportunity to play at a level commensurate with their ability.

At this level, athletes are expected to have visibly committed themselves to the program, team and continued self-development. To this end, increased emphasis is placed on physical conditioning, refinement of fundamental skills, elements and strategies of team play, in addition to socio-emotional development. Junior varsity programs work towards achieving a balance between continued team and player development and striving for victory.

The realization that practice sessions are important is a premise that is vital to a successful junior varsity team and player. For all team members, meaningful contest participation is a goal over the course of a season; however, a specified amount of playing time is never guaranteed. Participants at this level are preparing themselves for the significant commitment that is expected at the varsity level. While contests and practices are rarely held on holidays and Sundays, practice sessions are sometimes scheduled during school vacation and commitment is expected at the junior varsity level.

Modified Level Program Philosophy

This program is available to students in the 7th and 8th grades. Sport activities offered are determined by the existence of leagues, student interest, and the relationship to the high school program. At this level, the focus is on learning athletic skills and game rules, fundamentals of team play, socio-emotional growth, physiologically appropriate demands on the adolescent body, and healthy competition.

At this level, it is our goal to provide a well-planned and well-balanced program of interscholastic athletics for as many students as possible.

Ultimately, the number of teams and size of the squad in any sport will be determined by student interest and the availability of 1) financial resources, 2) qualified coaches, 3) suitable indoor or outdoor facilities, and 4) a safe environment.

In order for the desired development of the adolescent athlete and team to occur, practice sessions are vital. The New York State Public High School Athletic Association publishes regulations by which practice sessions are governed. Vacation/recess practices are not regularly scheduled at the middle school. However, on rare occasions practices are scheduled to insure that students are adequately prepared to participate. Opportunities for meaningful contest participation within the game format (for most sports: 5-period contest format), may exist over the course of a season for student-athletes that meet their school and team responsibilities). Coaches will determine playing time based on a variety of circumstances (abilities, opponents, game situations, practice performances, etc.).

It is possible, but very rare for a middle school level student to be included on a junior varsity or varsity roster. Criteria that must be met in order to play at an advanced level include parental approval, medical approval, appropriate developmental rating, passing athletic performance test scores, the coach's skill evaluation, and advanced degree of socio-emotional maturity as outlined by the State Education Department Selective Classification Policy and the Saratoga Central Catholic Selective Classification Policy, and approval by the school's Athletic Selective Classification Committee.

Selective Classification Policy

Moving a middle school student up to participate in junior varsity or varsity level competition relates to a very select number of middle school students. An individual student-athlete must possess exceptional athletic ability

and have the ability to be an impact player, as determined by the school administration (the school principal and the athletic director) in consultation with the coaching staff.

Process for Review for Selective Classification

Step 1: The parents of a student-athlete seeking to move up to advanced program levels must submit a request in writing to the school principal prior to the deadline for the season. Deadlines are as follows:

- August 1st-Fall Season
- October 1st-Winter Season
- February 1st-Spring Season

Step 2: Eligibility requirements. As evaluated by the school administration, to compete in advanced level programs, the student-athlete must also demonstrate physical and social maturity, be a good student, demonstrate satisfactory school citizenship and successfully complete several sport specific physical performance tests. As evaluated by the coaching staff, a student-athlete must have the potential to start at the junior varsity level.

Step 3: The School Principal and Director of Physical Education and Athletics (in coordination with the appropriate members of the coaching staff) will be responsible for conducting a preliminary "readiness" evaluation.

Step 4: If the student-athlete satisfies Step 3, and moving the student-athlete up is deemed appropriate and in the best interests of the school athletics programs, all relevant information regarding the student-athlete shall be presented to the Athletic Selective Classification Committee for the purpose of determining the middle school student's appropriateness for moving up. The Athletic Selective Classification Committee shall consist of the following:

School Principal (Chair)

Athletic Director

- A middle school teacher who is not a member of the school coaching staff, who shall serve a one year term beginning July 15th and shall be nominated by the principal and approved by the board.

The information before the committee shall include, but not be limited to, the following:

Signed parent permission slip

- Completed athletic profile
- Medical evaluation (Physical maturity) by school doctor
- Successful completion of physical performance tests
- Evaluation by physical education teacher
- Coach's skill evaluation

Student must be in good academic standing – The student is working up to his/her academic ability and potential as verified by teachers and guidance counselor.

Demonstrate satisfactory school citizenship – The student follows the school rules and displays a positive attitude toward students and staff.

Questions concerning the moving up policy should be addressed to the school principal.

Blogs

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blogs includes defamatory comments regarding

the school, the faculty, other students or the diocese.

Bullying and Cyberbullying

Saratoga Central Catholic attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Board of Trustees

Saratoga Central Catholic is a Diocesan 6th- 12th grade college preparatory school governed locally by a Board of Limited Jurisdiction. The Board meets monthly September through June. Parents, students, and community members are welcome to address the full board during an Open Forum from 6:00 – 6:30 pm at each meeting. See the school's website for meeting dates. (http://www.saratogacatholic.org/about_governance.php)

Building Security

To maintain security, all school doors are kept locked at all times. In order to enter the school, please use the front entrance (there is a bell to the left), and report to the main office to register.

Cafeteria

The monthly menu can be found on the school website at the beginning of each month menu. Students must stay on campus for lunch. (http://www.saratogacatholic.org/current_lunch.php)

Cell Phones

If a student needs a cell phone after school due walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should turn the cell phone in the off position upon arrival to school and remain in the off position until the afternoon dismissal bell. Any staff member whose notices a student in possession of a cell phone, or having the cell phone ring during the school day, will have the cell phone immediately confiscated by the staff member. The staff member will turn in the cell phone to the main office where the student can retrieve it after school is dismissed for the day.

Cheating

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will come under disciplinary action as overseen by the Principal.

Child Abuse

Saratoga Central Catholic abides by the Child Abuse laws of the State of New York. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services

Class Supplies

Students will be given a list of supplies required for each course with their schedule, or on the first day of class. The student supply list, by grade, will also be posted on the home page of the school's web site (<http://www.saratogacatholic.org/index.php>). Middle school students are required to have a planner, and will be given one when they visit the school in August or on the first day of class.

Class Trips

Class trips happen throughout the year and are paid for by each student. Students will receive permission slips at least a week before the trip and need to return it with payment for the trip within forty-eight hours or receipt.

- Field trips are designed to correlate with teaching units and to achieve curricular goals
- Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
- A field trip is a privilege and not a right.
- There are no "traditional" field trips. Class participation in a particular filed trip over consecutive years does not mean that this trip has become a school tradition.

- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance, and/or poor conduct.
- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
- A field trip permission slip permission form can be downloaded from the school's website under the Forms Page. (http://www.saratogacatholic.org/current_forms.php) This is the only form that may be used to allow a student to leave school during school hours. Call the school for information needed to complete the form. Note: a fax does not take the place of an original signature.
- A telephone call will not be accepted in lieu of the proper field trip permission slip.
- Parents may refuse to permit their child from participating in a field trip by directly contacting the Principal. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- Students who are participating in the field trip must ride the bus to the field trip with their class. A parent may personally pick up their student at the site of the field trip but only with prior approval with the Principal and a written note by the parent expressing this intent.
- All monies collected for the field trip are non-refundable
- Cell phone use is not allowed on field trips.
- Parents who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.

Classroom Management Policy

Here at Saratoga Central Catholic providing your child with an exceptional Catholic Education is important to the entire school community. When a student disrupts the classroom and creates a negative and unproductive learning environment, proactive measures are required.

Incidents of disruption include but are not limited to are:

- Calling out
- Name calling
- Inappropriate answers to questions
- Throwing any material or item in the classroom
- Facial gestures to gain attention
- Getting out of their seat
- Passing notes
- Inappropriate hand gestures
- Fidgeting in seat to cause a distraction
- Poling or touching others, physical contact with someone to purposely annoy another
- Being argumentative with the teacher in front of the class
- Inappropriate noises such as tapping, whistling etc.
- Food and drinks in the classroom
- Swearing

When these behaviors occur in the school setting including after school activities, the following policy will be enacted.

First reported incident:

1. Student will be asked to leave the classroom and report to the office for the remainder of the class period and the incident will be discussed with an available administrator.
2. Teacher will write a short detailed description of the incident and send to the office no later than the next period.
3. Students will serve a lunch detention and an after school detention the following day.
4. Any student that is serving an after school detention or lunch detention will not be eligible to participate

- in any after school activity.
- 5. Parents will be notified by the school that their child was disruptive in the classroom and serving both a lunch detention and an after school detention.
- 6. A letter will be sent home to parents about how the student's actions were disruptive and outlining classroom management policy and the consequences of the behavior.
- 7. All decisions are reviewed by administration.

Second reported incident:

- 1. Student will be asked to leave the classroom and report to the office for the remainder of the class period and the incident will be discussed with an available administrator.
- 2. Teacher will write a short detailed description of the incident and send to the office no later than the next period
- 3. Student will serve a two day after school detention starting the next day.
- 4. Any student that is serving an after school detention or lunch detention will not be eligible to participate in any after school activity.
- 5. Parents will be notified by the school that their child was disruptive in the classroom for the second time and is now serving an after school detention.
- 6. A letter will be sent home to parents about how their actions were disruptive and outlining classroom management policy and the consequences of the behavior.
- 7. All decisions are review by administration

Third reported incident:

- 1. Student will be asked to leave the classroom and report to the office for the remainder of the class period and the incident will be discussed with an available administrator.
- 2. Teacher will write a short detailed description of the incident and send to the office no later than the next period.
- 3. Student will serve a one day school suspension that will be marked on permanent record.
- 4. Any student that is serving a school suspension will not be eligible to participate in any after school activity.
- 5. Parents will be notified by the school that their child was disruptive in the classroom for the third time and is now serving an out of school suspension.
- 6. Parents and child will meet with administration about the continual disruptive behavior and the consequences of their behavior.
- 7. All decisions are reviewed by administration.

Fourth reported incident:

- 1. Student will be asked to leave the classroom and report to the office for the remainder of the class period and the incident will be discussed with an administrator.
- 2. Teacher will write a short detailed description of the incident and send to the office no later than the next period.
- 3. Parents will be notified to come and pick their child up.
- 4. Student will be asked to leave Saratoga Central Catholic as an educational learning environment.
- 5. All decisions are reviewed by administration.

Code of Conduct

The Saratoga Central Catholic Code of Conduct is rooted in the philosophy that a Catholic School is a school built on the foundation of the love and justice of Jesus Christ. To that end, students are encouraged to take responsibility for their own behavior, to seek forgiveness, and to make amends for their indiscretions. The school discipline program is aimed at preventing unacceptable behavior by helping students continually strive to develop self control, self discipline, and self confidence. Students will strive to discover the gifts God has given them. Students will strive to develop those gifts and become all that they are capable of being. The Summary Chart below is for reference purposes only and is not inclusive of all disciplinary situations that may arise. Administration reserves the right to interpret the Code of Conduct to serve the best interests of the students and greater school community.

Summary of Possible Consequences

- Warning
- Detention
- Teacher
- Administration (single or double)
- Withholding of privileges and activities, including removal from class for the day.

- Parent notification by administration via phone or letter
- Disciplinary ineligibility from co-curricular or extra-curricular activities
 - 1 week (7 calendar days)
 - 2 weeks
 - 5 weeks
- Parent conference
- In- school suspension
- Out-of-school suspension
- Financial restitution
- Notification of legal authorities
- Family Court
- Counseling and/or follow up
- Confiscation
- Disciplinary Probation
- Expulsion

Suspension

Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$75.00) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Expulsion

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Saratoga Central Catholic. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

Community Service

The central message is simple; our faith is profoundly social. We cannot be called truly "Catholic" unless we hear and heed the Church's call to serve those in need and work for justice and peace.
Communities of Salt and Light, U.S. Bishops, 1993

The goal of the Saratoga Central Catholic Community Service/Volunteer Program is to help students put faith into action through serving those in need and participating in justice and peace initiatives. We answer the challenge to leave our "comfort zone" and to serve those outside our own school and church communities.

Objectives:

1. Service Hours - Every student is required to complete a minimum of five service hours per quarter.
2. Grade - Accountability - 10% of each student's religion grade will be determined by the successful completion of the required service, service reflection paper and completed, signed SCC Service Form.
3. Individual Projects – On the School website, we will provide a current and ongoing list of service opportunities within the community, which students can seek to complete individually.

Student:

*Service for at least two of the Quarters must be conducted in the community with the non-profit agencies or organizations being the beneficiaries.

*Service for two Quarters may be conducted at Saratoga Central Catholic School or a local parish/ church or with a non-profit agency.

*Summer volunteer hours are accepted and encouraged. Supervisor's signature and phone number are required.

*Saratoga Central Catholic is not responsible for finding your service opportunities. Throughout the year, Ms.

McHale will post various opportunities on the Website and in her classroom. Please take some time to look into various volunteer commitments that interests you and will be a personally, fulfilling experience.

Required Documentation for all High School Grade Levels:

1. All reflection papers must be typed (12 font, MLA style) and at least one page in length. Include your name, service location, date and class in upper left hand corner. There are different reflection questions for each quarter. Staple the reflection paper to the Community Service Form.
2. Students are responsible for submitting a completed Community Service Form (which includes obtaining the signature and phone number of the adult/Supervisor in charge of the service activity) and the reflection paper on or before the due date.
3. Late service reflection papers will typically NOT be accepted. Special circumstances need to be discussed with Ms. McHale and approved in writing. Credit will NOT be given without a reflection paper.

Quarterly Grading Guidelines

10% of the Theology course grade each quarter will be determined by the satisfactory completion of service hours on the given scale:

5 clock hours completed with paperwork	100%
4 clock hours completed with paperwork	80%
3 clock hours completed with paperwork	60%
0-2 hours and no paperwork	0%

*10 points will be deducted if a signature is not obtained from the supervisor of the service

Note:

1. Working to serve friends, family or neighbor do not meet the Service requirements, some exceptions are accepted. Contact your religion teacher before you begin your family, friend or neighbor service project.
2. Students will not be allowed to complete service during the school day, some exceptions are accepted. Contact your religion teacher before you begin your service project.
3. As you look for various service opportunities, if there is any doubt that a certain project/opportunity will not be approved as an appropriate service site, please obtain pre-approval (in writing) from the service coordinator and/or your religion teacher before beginning the service. Do not wait to the last minute!
4. All students will receive a personal Service Folder with all pertinent information (personal log, forms, requirements and reflections). Students are encouraged be accountable and log all service hours, place all your completed forms and reflection papers in their folder after your religion teacher records the hours.
This is your responsibility. You will find your folders with your log sheets in the file cabinet in religion teacher's room marked Community Service. This information will be very valuable for college applications and future vocation choices.
5. Community Service forms are available in your religion teacher's room and under the Forms tab on the school website.

Computer Use Policy

In accordance with the Children's Internet Protection Act, all students and parents must sign the Diocesan Internet Safety / Computer Use Policy form annually. The form can be downloaded from our website. (http://www.saratogacatholic.org/current_forms.php)

Concerts

There is a Christmas and a Spring concert. Attendance for any student in band or chorus is required as part of their grade. The date is reserved several months in advance, so students need to schedule around it. In case of sudden illness, contact the teacher.

Counselor

A Guidance Counselor serves the needs of students and parents through class and individual consultation. The Albany Roman Catholic Diocesan and School Offices provide additional support for counseling when needed.

Crisis Plan

Saratoga Central Catholic has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

- St. Peter's Church
- Holiday Inn on Broadway

Saratoga Central Catholic subscribes to the emergency broadcasting system of Send Word Now®. Parents' and Guardians' emergency contact information such as work phones, home phones, cell phones, pagers, beepers, sms devices etc, are entered into the system. This system is used on if there is an immediate and timely need to send important information to the parents,

Dance Policy

All dances are held in the school cafeteria from 7:00 to 10:00 pm. The Junior Senior Prom and the Freshman Sophomore Semi Formal dances are held off campus. Sophomores may attend the Junior Senior Prom if accompanied by an eleventh or twelfth grade student and they have parental permission. Eight grade students may attend the Freshman Sophomore Semi Formal if accompanied by a ninth or tenth grade student and they have parental permission.

- Each student will be allowed to bring one guest with the approval of their home school principal and SCC administration. The student is responsible for completing and submitting a “Dance Guest Form” that is available in the main office prior to the day of the dance.
- Students are required to sign in to the dance with time arriving.
- Students will not be admitted after 8:30 pm.
- Students are not permitted to sign out of a dance prior to 9:30 pm without written or verbal approval of a parent or guardian.
- There is a no re-entry to a dance once a student leaves.
- Appropriate attire is required at all dances.
- Chaperones reserve the right to refuse admission to any student not dressed appropriately.

Detention

After school detention will be held from 2:30 – 3:15 pm on the day assigned by an administrator. Students must report to detention in dress code. Students and parents are responsible for providing transportation home after the detention session. Teachers may also assign class detention. Students assigned a class detention must report to the detention in their school uniform, and provide their own transportation home. Detentions take priority over all athletics and extra-curricular activities. Students skipping detention or violating the rules of detention are subject to further disciplinary action.

Dishonesty

Stealing, cheating, vandalism, plagiarism, lying, and forging of signatures on notes are examples of unacceptable Christian behavior. These and other such behaviors will result in disciplinary action.

Dismissal

Dismissal from school is 2:21 pm. Students need to visit their lockers to pack up to leave and then exit out the south door to go to the buses or to walk home, or wait in the lobby facing Broadway for their rides.

Driving Privileges

Parking in the school lot is reserved for staff and senior drivers by permit only. Students may not enter their cars

during school hours unless permission is granted by administration. Permits will be distributed during the first week of school. All vehicles must be registered in the main office.

Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension, and parental meeting(s) with the Principal to determine the student's status at Saratoga Central Catholic. The Administration's decisions will be based on an individual case basis.

Emergency Drills

State Law requires that the school conduct twelve fire drills during the school year. During the fire drills, students should follow these regulations:

- Remember the evacuation route for your room. It is posted by the door to the classroom.
- Rise in silence when the alarm sounds.
- Close windows and doors.
- Walk to the assigned place briskly, in single file at all times, and in silence.
- Stand in a group by your teacher in your assigned waiting area away from the school.
- Listen and respond "Present" when your teacher takes the attendance.
- Return to the building when the signal is given.

High Winds and Tornado drills are held periodically. The procedures are:

- Rise in silence when the alarm sounds.
- Walk briskly down to the ground floor.
- Sit on the ground, facing the lockers where teachers have directed you to go.
- Return to your classroom when the signal is given.

Electronic Equipment

Electronic Communications and Computer Devices

Students may not use any personal electronic communication or computer devices during the school day (8:20 am to 2:21 pm) while on school property or on a school sponsored off campus activity. Such devices include, but are not limited to cellular telephones, pagers, CD and audiocassette players, radios, MP3 players, Personal Digital Assistants, video devices, personal computers, digital players, and associated headphones, headsets microphones, earplugs or video recording devices.

Students must turn these and other such devices off at the start of the school day and secure them in their lockers, backpacks, purses or pockets. No electronic communications or computer devices and associated equipment can be visible to the staff of the school.

If a staff member observes a violation of the above, the device and any associated equipment will be confiscated by the staff member. The confiscated equipment will be turned into the main office, where the student can retrieve the device and any other equipment confiscated. A continuous violation by an individual of this rule will result in administrative disciplinary action.

Exemptions

- Students who have an IEP (Individualized Education Plan) on file in the office which requires the use of one or more of these devices are exempt.
-
- Students who have a graded assignment in which the use of one of these devices is necessary will ask for and receive a permission slip from the teacher to whom the graded assignment is for, to be allowed to bring the device(s) to the class. Both before and after the class, the device(s) must be secured as mentioned above.
-
- Seniors, as part of their Senior Privileges, are exempt from the ban unless the privilege is revoked by the administration.
-
- Students who need a computer during the school day have the ability to use one of the school's student

computers.

All teachers before they administer any quiz, test or other assessment tool, are to read aloud the following:

“Student Use of Communications Devices. You may not use any communications device while taking any quiz, test or other type of graded assessment, either in the room where the quiz, test or other type of graded assessment is being administered or while on a supervised break (such as a bathroom visit). Such devices include, but are not limited to, cellular telephones, pagers, CD and audiocassette players, radios, MP3 players, Personal Digital Assistants, video devices, and associated headphones, headsets, microphones, or earplugs. If your cell phone rings, you may not answer it. If your pager beeps or vibrates, you may not look at it. You must therefore turn these and other such devices OFF right now and secure them underneath your desk [or in the location specified by the principal], OFF and away from your desktop. Your quiz, test or other type of graded assessment will be invalidated and no score will be calculated for you if you use any such device or related communications technology or if you wear headphones while in the classroom.”

Extra-curricular Activities and Athletics

Students involved in extra-curricular activities and athletic practices and competition are representatives of Saratoga Central Catholic High School. As such, all of the expectations for appropriate behavior, Christian dignity, honor and decorum apply at all times on and off campus. Students in violation of the Code of Conduct while participating in extra-curricular or athletic activities are subject to disciplinary action.

Food in Classes

Students may not consume any food or beverage, except bottled water, outside of the cafeteria. Bottles are subject to inspection by teachers and administrators.

Fundraising

Each class will have one fundraiser during the year in order to cover class expenses. Money can be used to run a class event, and eventually it will be used to defray the cost of the senior prom and baccalaureate dinner at graduation.

Grievance Process

As a school we work to help our students become independent. In view of this, if a student has a question or concern about a grade, he or she should first talk with the teacher during a free period or after school. If the problem cannot be resolved at this level, the student should approach the guidance counselor with his/her concerns, and finally the principal. If the student has not been able to resolve the problem, the parents can follow the same procedures.

Hall Passage

Students must sign out of classes when moving between destinations during class periods. Students are discouraged from using bathrooms, going to lockers, or visiting other classes during periods. Students should refrain from leaving their class during periods unless there is an emergency.

Harassment

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Student involved in harassing behavior face detention, suspension, and/or expulsion.

Homeroom

Students are not permitted into the building prior to 8:15 am. Students will assemble on the front steps prior to the opening of the doors at 8:15 am. At 8:20 all students and staff will assemble in the Gym for the morning community assembly and prayer.

Homework

The purpose of homework is to reinforce a class lesson or help prepare a student for the next lesson. Generally, the faculty will try to adhere to the following guidelines for homework:

- On average a student could be assigned a total of about 10 minutes of homework, times their grade, per

night. This results in 60 minutes for a sixth grader, and increasing by grade to up to 120 minutes for a twelfth grader.

- Homework may be assigned from Monday – Thursday for Middle School courses and Monday - Friday for High School courses and will be posted on the school's website.
- Homework will not be assigned on the last day of class before official school vacations.
- Homework assignments will not be due on Mondays for Middle School courses, unless for whatever reason classes were cancelled for the previous Friday.
- Projects for Middle School courses will not be due on a Monday or on the first two days back from official school vacations.
- Teachers will compare their testing schedules so that students would not have more than two tests on any day unless due to the uniqueness of the student's schedule a third test may occur.
- Students are expected to be prepared for all classes.
- Make up work is to be completed the first day that a student returns from an absence. Failure to make up missed work in accordance with teacher course requirements may result in a failing grade for missed assignments
- With these new guidelines it is expected that all students will complete their homework assigned and be ready to present it when due.

Official school vacations are:

- Thanksgiving Break
- Christmas Break
- Winter Break
- Easter and/or Spring Break (whether Easter Break is included in the Spring Break or not is dependent on what day in the year Easter falls on).

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Teachers are not required to give make-up tests or assignments for absences due to non-school vacations. No assignment will be given in anticipation of the vacation. Class work can be viewed on the school's website.

(http://www.saratogacatholic.org/current_homework.php)

Home-School Communication

In order to insure that there is a stream of communication from the school and to the parents and other members of our community, Saratoga Central Catholic uses the home email addresses you provided and sends out, at least once a week and usually more often, emails on events, specific information and timely notices to the community.

Parents are given logon codes and passwords to use PowerSchool® and have real-time updates on your student's grades, attendance, email links to your student's teachers, the daily bulletin and the ability to have automatic email notification sent to the parents. Saratoga Central Catholic believes it is the parents' responsibility to keep apprised of their student's progress at Saratoga Central Catholic.

The school's web site <http://www.saratogacatholic.org> should be used by all community members for the variety of information contained on the site.

Ineligibility

Students failing two or more courses at the mid-quarter or at the end of a quarter marking period will be placed on academic ineligibility until the next mid-quarter or quarter marking period. Students placed on academic ineligibility may not participate in extra-curricular or athletic activities until they are removed from the ineligibility list.

Students with identified special education disabilities or 504 accommodations may have their cases reviewed by their teachers and administrators.

Locker Usage

All students will be assigned one locker during the first day of classes. It is the student's responsibility to keep their lockers clean and orderly. It is the student's responsibility to have their locker locked at all times. The exterior of the locker shall be free of papers, pictures, graffiti, etc... at all times.

Lost and Found

Any items found in the school building or on the school grounds should be turned into the main office to be placed in the the Lost and Found basket. Items placed in the Lost and Found remain there for 30 days. After 30 days, items are donated to charity.

Lunch Program

Saratoga Central Catholic offers a hot lunch program daily and other items a la carte. The school's menu is posted monthly and posted on the school's web site { lunch menu }.

Medical Policy

Students with a fever, upset stomach, severe cough, or bowel discomfort should not attend school. Once in school parents will be notified if a student is too sick to complete the day. All non prescription medications must be accompanied by a parent's note. All prescription medications must be accompanied by a doctor's order. Medication forms are available in the nurse's office.

A physical examination is required annually for every student participating in any sports activity. It is the responsibility of the student and their parent to make sure that all medical information in their health file is accurate and up to date. Sports physical information is available in the nurse's office.

Off-Campus Conduct

The administration of Saratoga Central Catholic reserves the right to discipline its students for off-campus behavior that is not in line with behavioral expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to cyber-bullying, or other dangerous behaviors.

Office Records

Parents/Guardians are requested to notify the School Office in writing of any change of address, home, cell and work telephones, email addresses and/or phone numbers of emergency contacts. If there is a change in custodian status of a student, the office needs to know of this change in writing with any specific information that is relative to the change in status.

Out of Uniform Guidelines

When the school allows the dress code to be suspended for a day, students may wear:

- Jeans
- Sneakers
- Skirts no shorter than three inches above the knee
- T-shirts with sleeves
- Slacks
- Sandals
- Blouses with sleeves

Students are NOT to wear:

- Clothing that is torn
- Clothing with inappropriate graphics
- Clothing that is deemed immodest
- Tank tops/sleeveless shirts
- Flip-flops
- Sweatpants
- Nylon pants
- Hats

The administration reserves the right to determine the appropriateness of any students dress and take the necessary actions as deemed appropriate.

Parking

Parking spaces in the school parking lot are assigned to specific people for the school day. Visitors may park in the Annex parking lot next to the school on Hamilton Street.

Parents As Partners

As partners in the educational process at Saratoga Central Catholic, we ask parents :

- To set rules, times, and limits so that your child: Gets to bed early on school nights; Arrives at school on time and is picked up on time at the end of the day; Is dressed according to the school dress code; Completes assignments on time; and has lunch money or nutritional sack lunch every day.
- To actively participate in school activities such as Parent-Teacher Conferences.
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student.
- To notify the school with a written note when the student has been absent or tardy.
- To notify the school office of any changes of address or important phone numbers.
- To meet all financial obligations to the school.
- To inform the school of any special situation regarding the student's well-being, safety and health.
- To complete and return to school any requested information promptly.
- To read school correspondence, both electronic and printed, and to show an interest in the student's total education.
- To support the religious and educational goals of the school.
- To support and cooperate with the discipline policy of the school.
- To treat teachers with respect and courtesy in discussing student problems.

Parent's Role in Education

We, at Saratoga Central Catholic, consider it a privilege to work with parents in the education of students because we believe parents are the primary educators of their students. Therefore, it is your right and your duty to become the primary role models for the development of your student's life - physically, mentally, spiritually, emotionally, and psychologically. Your choice of Saratoga Central Catholic involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the student unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Saratoga Central Catholic, we trust you will be loyal to this commitment. During these foundational years (6 to 12), your student needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests

may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your student may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a student take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your student to become the best person he/she is capable of becoming.

Promotion Policy and Retention Policy

Advancement to the next grade in Saratoga Central Catholic is based on a student's daily performance, test results, and the student's ability to complete work successfully on a more advanced level. Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a course or even a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Report Card

Report Cards are important tools for communication. Report Cards will be issued four (4) times during the academic year or every ten weeks and are mailed home to parents. The exact dates are different each year. Check the monthly calendar or the school website for the dates.
(http://www.saratogacatholic.org/news_highlights.php)

Retreats

One retreat is scheduled for each class each year. These occur off campus and during school time so attendance is required. Retreats are very useful for spiritual introspection, getting to know the other members of the class and working through differences between students.

Scholarship and Financial Aid

Eighth grade students may sit for a scholarship exam for ninth grade, and all families can apply for need-based financial aid. The forms for the latter are available in the main office in March or early April. Any parent looking for financial aid needs to complete all necessary within the deadlines posted.

School Property

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement.

School Safety

Saratoga Central Catholic attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in online blogs such as, but not limited to, MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the faculty, other students or the parish.

School Supervision

Students are in the direct supervision of staff members during the regularly scheduled hours of 8:15 am – 2:21 pm. Students must be supervised by a coach or other responsible adult after school hours. No student is permitted to be in the school building before or after school without proper supervision.

Sports

For a complete listing of the sports teams and guidelines, please see the school website. See also [Athletic Policy](#) in this handbook.

Student Records

Saratoga Central Catholic adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Saratoga Central Catholic for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

Title IX

Saratoga Central Catholic adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Transfer of Students

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled. (See previous section on Student Records for transcript information.)

Transportation

Bus transportation must be arranged by each family through their home school district. Forms for this are mailed home as soon as we get them from the districts, usually in April.

Tuition Policy

The Diocese of Albany Tuition Policy:

Tuition is payment for services rendered and as such is the primary source of revenue for the school. The principal, in consultation with the local School Board, determines the tuition of the respective school. In order to effectively administer the school, prompt payment of tuition is necessary to assure an adequate cash flow for the school. The diocesan School Board has adopted the following Tuition Policy.

In cases of extenuating circumstances, the principal will work with individual families to make arrangements for payment of tuition that will meet the needs of the family and the school. The Diocesan School Board recognizes that situations do arise that necessitate changes in the agreed upon schedule. The specific agreement will be worked out with the principal and/or finance committee of the local School Board.

Tuition Agreement:

A written tuition agreement will be prepared for all families which indicates the names of students covered by the agreement, the name of the person responsible for paying the tuition, the total combined tuition for the student(s) listed and, if a payment plan is requested, the number and amount of scheduled payments. The responsible party must sign and date the agreement. (Effective 1/99)

For families electing payment plans:

Prior to the opening of school in September, tuition payments as indicated in the tuition agreement must be current. If payments are not current, admission will be denied and the parent or guardian must meet with the principal. The principal will create one written arrears agreement between the family and the school which details a plan for bringing tuition current. Default on any payment in the agreement will result in suspension.

After the opening of school

Payments more than 1 month in arrears

A delinquency notice will be mailed indicating sanctions be imposed if account remains delinquent. A late fee will be assessed

Payments more than 2 months in arrears.

A letter will be sent to parents or guardians indicating that payment must be received within two weeks. If the payment is not received, or if arrangements for payment are not made with the principal, the student(s) will be

suspended from classes. Participation in any extracurricular activities (interscholastic sports, drama, class activities, etc.) will be denied.

Any tuition in arrears.

Report cards will be held and admission to mid-term or final examinations will be denied.

At the end of the school year, graduating students will not be allowed to participate in graduation ceremonies.

Diploma will be held until all tuition is paid.

For returning students, registration for the following school year will be suspended. Student will not be allowed to begin practice for fall sports. Admission on the opening day of school will be denied until all prior year tuition is paid or a written tuition arrears agreement is in place.

Release of student records requested by parents will be denied until all tuition is paid.

Revisions or changes to this policy may be made only with the approval of the Albany Diocesan School Board.

Uniform Code

Students must be in full uniform upon entering homeroom, and they must remain so for the entire school day. Students who are out of uniform as determined by the administrator will be assigned detention and/or phone calls home.

The administration may refuse to allow a student to attend classes until the student is in uniform. In these cases, the parent or guardian of the student may be called to either bring in the needed uniform attire or to bring the student home to change.

Shirt - All students must wear the official dress code polo shirt with the school logo. The shirt must be long enough to be tucked into the trousers or skirt. Students must button all but the top button of their shirts.

Pants/Skirt - Students must wear the official dress code gray pants. Ladies may wear the heather-gray pleated

Sweater - All students must wear the official dress code navy blue uniform sweater with the Saratoga Central Catholic monogram at all times from October 1st to April 30th. Sweaters are optional for the months of September, May and June.

Belt - Belts must be the official dress code black web belt.

Headwear - No head wear of any kind may be worn during the school day.

Shoes - Only black shoes will be permitted. No sneakers, open toed shoes/sandals or work boots/Timberlands will be allowed.

Socks - Navy crew socks, navy knee socks or navy tights must be worn.

Jewelry - Extreme or excessive jewelry (i.e., facial rings, nose piercings, body piercing, etc.) will not be allowed.

Hair - Hair must be neat and clean. No extreme hair styles or colors will be allowed.

Only solid white short-sleeved shirts are to be worn under polo shirts. No colored or patterned tee shirts or turtleneck shirts are allowed.

All garments with the exception of shoes must be purchased through Student Styles by Smith, Inc.

Visitors

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer to serve lunch or who volunteer in another capacity in the school may not drop in to a classroom to see their student during the day. This is an interruption to the teacher and to the educational process.

Weather Emergencies

If it should be necessary to close the school because of weather conditions, an announcement will be made over local television stations and a message will be sent to the home phone, cell phone, and email account listed on a student's file via Send Word Now® system.

****Right to Amend**

Saratoga Central Catholic reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Wednesday Folder or through e-mail communication.