



# SARATOGA CENTRAL CATHOLIC SCHOOL

## STUDENT HANDBOOK

2024-2025

### Mission Statement

***“Saratoga Central Catholic School seeks to enlighten, inspire, and nurture the minds, hearts, and souls of our students in academic excellence based on the teachings of Jesus Christ in the Catholic tradition.”***

***“Omnia Pro Deo” – All for God***

August 2024

Dear Students, Parents, and Guardians:

The attached Student Handbook outlines the rules, regulations, and responsibilities of being a student at our school. It is my hope that our students, parents, and employees can work cooperatively in these areas to ensure a fantastic school year.

The handbook is organized into six (6) sections:

**Academic Requirements (pg. 3)**  
**Diocesan Tuition Policy (pg. 9)**  
**SCC Tuition Policy (pg. 10)**  
**Student Regulations (pg. 10)**  
**Electronic Device Policy (pg. 15)**  
**Uniform Policy (pg. 19)**  
**Extracurricular Activities (pg. 22)**

We all desire a safe and productive school year at SCC. Familiarizing yourself with the handbook, abiding by the rules, engaging in your studies, and treating all with dignity will ensure an enjoyable and productive school year.

Best wishes for a wonderful year!

Sincerely,

Christopher Signor  
Principal

# ACADEMIC REQUIREMENTS

## General Requirements

In keeping with the educational objectives of SCC, all students in grades 6-11 must carry six courses, excluding physical education. Seniors must carry five courses, excluding physical education. High school students are to be enrolled in mathematics, social studies, English, and science courses each year.

At the discretion of the administration, and in consultation with parents, a student's schedule may be adjusted due to the student's ability, past performance, and/or grade level. Tuition must be paid in full if attending college courses (full or part-time) off-campus.

## Graduation Requirements for the Middle School

Required Courses	Units of Study
Theology	1.5
English	3
Social Studies	3
Math	3
Science	3
Second Language	1
Fine Arts	0.5
Health	0.5
Physical Education	1.5

Any student who fails one or two core subjects (theology, science, social studies, math, English, or Spanish) must attend summer school for the failed subject(s). Since there is no summer school for theology, students who fail must meet course objectives created by a committee consisting of the student's teacher, school counselor, and administration.

Any student in Grade 8 who fails three core subjects will not participate in the moving up ceremony and is not eligible to enroll as a Grade 9 student.

## Graduation Requirements for the High School

Required Courses	Regents Diploma	Regents with Advanced Designation
	Credits	Credits
Theology	2	2
English	4	4
Social Studies	4	4
Math	4	4
Science	4	4
Second Language	1	3*
Health	0.5	0.5
Fine Arts	1	1
Physical Education	2	2
Elective	2	1
Total Credits	24.5	25.5

Theology is required all 4 years of high school. Students demonstrating 30 hours of physical activity per semester may take independent physical education with the approval of the school counselor, the Athletic Director, and administration.

\* 5-unit sequence in CTE or Fine Art may be available as a substitution.

### Regents Exams

The NYS Board of Regents requires students to demonstrate competency in basic subject areas before a diploma is issued. Students are required to take the regents exam for all courses that offer the test. All students must take and pass the following Regents exams:

**Required High School Regents Examinations**  
 (All Regents exams require a score of 65 or higher)

Regents Diploma	Required Regents exams as follows: 1 math, 1 science, 1 social studies, ELA, and 1 Pathway Assessment <sup>1</sup> .
Regents Diploma with Advanced Designation	<p>Traditional Combination: ELA, Global History and Geography, US History and Government, 3 mathematics, 2 sciences (1 life science and 1 physical science) = 8 assessments.</p> <p>In addition, a student must pass a locally developed Checkpoint B World Languages (LOTE) examination<sup>1</sup>.</p> <p>Or complete 5-unit sequence in CTE or Fine Art</p>

1- <http://www.nysed.gov/common/nysed/files/currentdiplomarequirements.pdf>

**Language Other than English (LOTE) Requirement**

All SCC High School students must fulfill one of the following options:

- Pass a Checkpoint-A Spanish Proficiency Examination in Grade 8.
- Pass a Language Other than English course in Grade 9.

**College Classes**

Students can be dually enrolled at Saratoga Catholic School and college classes simultaneously. The student must first take the classes that are offered at Saratoga Catholic and then enroll in a class of their choice at a college. Students cannot replace a class that is offered at Saratoga Catholic School in one of the core academic areas (ELA, Social Studies, Math, and Science) with a college class. Students who have scheduled classes as of August 30, 2024, are grandfathered in and may replace an SCC course with a college course.

**Advanced Placement (AP) Exams:**

All students in AP courses must take the corresponding exam(s). The exams have additional costs for the student, which should be taken into consideration when registering for classes.

**Class Rank**

Saratoga Central Catholic School (SCCS) tracks class rank solely to determine the valedictorian and salutatorian. The final class rank to identify valedictorian and salutatorian is calculated after the fourth quarter of the senior year. Students must have attended high school at SCCS (grades 9-12) for at least three years to be eligible to receive valedictorian or salutatorian honors. Any student who has attended for two or fewer years will not be eligible. Students who graduate early are not eligible to receive valedictorian or salutatorian honors. Grades from SCC approved

college and university classes taken during the school day will be included in the rankings. Approved online programs from an accredited program will count toward graduation requirements but will not count toward class rank. All online courses must be approved by the principal before starting.

### **Course Registration and Adjustment**

Students will attend an advisory meeting with their school counselor after the conclusion of the first semester to select courses for the following school year; students must re-register for the following year prior to meeting with the school counselor. The following applies to course selection and adjustment:

- Consultation with teachers, counseling personnel, and parents/guardians is particularly important before final course selections are made.
- Special attention should be paid to prerequisites, past performance, and teacher recommendations.
- Students may be unable to register for a course if the course section has already reached the maximum number of students.
- School districts that provide textbooks to our students require textbook orders to be placed by first of June. Therefore, course selections will be finalized before this date.
- Once the school year begins, students should have been placed in the proper courses relative to their ability. Requests to drop a full-year course must be completed before the end of September. Requests to drop a half-year course will not be considered after the end of September. Likewise, students will not be able to gain admission to a half-year or full-year course after the end of September.
- If a high school student needs to drop a course past the add/drop deadline they will receive a “W” (for withdrawal) on their transcript.

### **Policies Regarding Exams and Summer School**

Any student who fails a course required for graduation must repeat that course in summer school at their local district. If a student fails a Regents exam but passes the course, he/she may go to summer school *or* take the exam in August as a “walk-in.” If a student fails the Regents exam in August, they must retake that course during the school year. Only 1-course credit will be granted for completion of a course with its corresponding Regents exam.

If a student passes both the course and the Regents exam but wishes to raise the grade of the exam, he/she may take the August Regents exam as a “walk-in.” The request to take the exam in August must be made to the Counseling Department by the end of the first week in July. Grades from all courses and/or exams taken during the school year and during the summer will be recorded on the student's Permanent Record Card. Summer school grades will not be calculated into the student's average.

## **Grading**

Report cards are issued four times per year. SCC would like to remind parents, guardians, and students that grades are available in real-time, 24 hours a day, 7 days a week, through the FACTS Family Portal. As such, report cards will not be mailed home.

A failing grade report will be collected every Friday. Any student who is failing one or more classes will be placed on an Academic Intervention Plan (AIP). Teachers will be required to write an AIP for students whose average drops below 65%. AIPs will require students to attend after-school review sessions.

- Numerical grades are used to evaluate the student's understanding of the subject matter.
- A grade of 65 or above is considered passing.
- No mark below 55 may be placed on the report card during the first three quarters.
- The actual fourth quarter grades will be placed on the report card.
- Final GPAs are calculated by averaging all four quarters for full-year courses, and two quarters for half-year courses.
- NYS Regents grades are not averaged into final GPA calculations.

## **FACTS Family Portal**

One of the objectives of the Family Portal is to promote parent involvement by making communication between parents and the school possible, manageable, and productive. Parent access provides both parents and students web access to the student's most current information regarding attendance, classes, homework assignments and details, grades, and teacher comments.

## **Honor Roll**

Honor rolls will be published each quarter and will include those students who have an average of 96.00 and above (Highest Honors), 92.00-95.99 (High Honors), and 88.00-91.99 (Honors). As a reminder, certain classes have different weights and, therefore, will affect the GPA (for example, physical education is a half-credit course).

If your overall average qualifies you for the honor roll, but you are failing one or more classes, this will disqualify you from honor roll designation.

## **Community Service**

High school students are required to complete at least 20 hours of community service each year at SCC. The middle school requirement is 10 hours of community service each year.

## **Counseling Department**

A school counselor is available to assist students with:

- Academic, personal and social challenges and interventions.
- Course selection and adjustments
- College selection and applications
- Career information
- Referral to outside mental health agencies

The school counselor may use services within the Catholic School Office in responding to the needs of the students. These needs may be in the areas of sexuality, substance abuse, mental health, etc. Information regarding scholarships and financial assistance for college is made available periodically. Before a student is allowed to drop or change a level of a course, the school counselor will consult with the teacher, parent/legal guardian, and student. Parents must authorize such a request by signing an add/drop form and submitting it to the counseling department.

## **Buckley Amendment**

The Buckley Amendment states that non-custodial parents will be given access to the academic records and to information regarding the academic progress of their children, unless there is a court order specifically stating that the non-custodial parent is denied access to such information. It is the custodial parent's responsibility to inform the administration of such arrangements.

## **Academic Dismissal Policy**

A student failing three or more core courses (theology, English, mathematics, social studies, science, and/or second language) will not be allowed to return to SCC for the next academic year, regardless of summer school attendance.

## **National Honor Society**

Any sophomore, junior, or senior who has a 92% or higher Cumulative GPA is eligible to apply to the National Honor Society. GPAs are not rounded and anything below a 92.00% would not qualify. The induction ceremony will take place in the late spring. New students are not eligible to apply unless they have been enrolled at SCC for two or more quarters or have already been inducted at their previous school.

As a member of the NHS, students commit to complete community service hours above SCC's 20 hour per year requirement, maintain a strong positive character, show responsibility and leadership, attend any chapter meetings, and any other requirements at the discretion of the chapter advisor.

If at any time the standards listed above are not met, the candidate or member will be removed from SCC's chapter of the NHS.



# 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 ensure 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 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. The principal will create one written arrears agreement between the family and the school detailing a plan for bringing tuition current. Default on any payment in the agreement will result in suspension.

**For payments more than 1 month in arrears:** A delinquency notice will be mailed indicating sanctions that will be imposed if the account remains delinquent and 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 2 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 activity (interscholastic sports, drama, class activities, etc.) will be denied. The parent or guardian is required to meet with the principal and create a written tuition arrears agreement stipulating the schedule for bringing tuition to a current basis. Defaulting on the written agreement will result in suspension.

**Any tuition in arrears:** Report cards will be held and admission to the midterm or final examinations will be denied. At the end of the school year, graduating students will not be allowed to participate in graduation ceremonies. The diploma will be held until all tuition is paid. For returning students, registration for the following school year will be suspended. Students 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 in full.

# SCC TUITION POLICY

Tuition for the 2024-2025 school year is \$8,700 for Grades 6-8, and \$11,500 for Grades 9-12.

All students will pay a \$125 non-refundable registration/re-registration fee prior to receiving their course schedule. There is a \$100 graduation fee for all graduating seniors. A 20% diocesan employee tuition discount and a 10% multiple child tuition discount will be applied to all qualified students.

As per the Diocesan School Board Tuition Policy, if tuition is not paid in full by the end of a school year, that student will not be invited back for the next academic year. All tuition must be paid in full to graduate.

## STUDENT REGULATIONS

### School Day

The bell to proceed to the first period rings at 8:25 am. First period starts at 8:30 am with the morning prayer and announcements. Our doors open at 7:45 am and our school day ends at 2:16 pm, students are required to vacate the school building by 3:00 pm.

Students are required to sign out before leaving school and sign in upon returning. Students who fall ill during the school day must report to the health office. The school nurse will decide as to whether or not a student should be sent home. If a student is to be sent home, the nurse will contact a parent/legal guardian to make arrangements for the student to be picked up from school.

### Cancellation / Delay of School

Announcements regarding cancellation or delay of the school day will be made through our emergency notification system. SCC also makes announcements through radio stations and/or TV channels.

### Supervision

All unsupervised students must vacate school buildings by 3:00 pm. Unless they are supervised, students may not have the use of school facilities after school, during evenings, over school vacations, or on weekends.

### Cars

Students may not go to their cars during the school day. If it becomes necessary to do so, they must obtain permission from the administration.

## **Register of Attendance – Excused and Unexcused Absences**

To maintain a register of attendance, the FACTS System will be used to keep an electronic record of each pupil's presence, absence, tardiness, and early departure. For the purposes of determining which pupil absences, tardiness, and early departures will be recorded as excused or unexcused, the following examples are provided:

**Excused absences**, with appropriate documentation, shall include (but is not limited to):

- Sickness (if more than 2 consecutive days, a doctor note is required)
- Sickness or death in the family
- Doctor's appointment (a note from the doctor's office required)
- A requirement to be in court.
- Approved high school or college visits (a note from the college required)
- Educational program
- Family emergency

**Unexcused absences** shall include:

- Truancy
- Family-approved (e.g., vacations)
- Suspended (declined alternate instruction)
- Undocumented absences by parent/guardian

## **Incentives/Discipline for Unexcused Absences**

Disciplinary action will be taken for unexcused absences, tardy to class, and tardy to school. The following are possible consequences: lunch detention, after-school detention, parent conferences, and in-school suspension.

## **Parent Notification**

Parents are expected to notify the school of an absence or tardiness. Parents must submit a written excuse providing a specific reason(s) for the absence/tardiness. In the case of early dismissal, the parent must submit a note to the school office in advance and must indicate a reason for the early departure upon signing the student out in the school office. Based upon the reason provided, the early dismissal will be recorded as excused or unexcused.

## **Reviewing Pupil Attendance**

At the end of each quarter, the administration will conduct a review of attendance data and inform families if their student is unable to re-enroll for the following school year.

## **Tardiness to School**

Students who are not present at 8:30 am in their assigned homeroom/1<sup>st</sup> period class are tardy and must report to the main office to sign in.

### **Tardiness to Class/Cutting Class**

Students are required to report to all scheduled classes/activities as scheduled and on time. The teacher will mark a student tardy if the student is not on time for class.

### **Academic Dismissal Policy**

Students are expected to attend school daily. Pupils who are unable (for whatever reason) to attend school on a given day should arrange with their teachers to make-up missed work. It is the responsibility of the pupil and parent to consult with their teachers regarding missed work. Teachers are not required to give make-up tests or assignments for absences due to vacations. In addition, no assignments will be given in anticipation of a vacation.

FACTS reports the total number of absences regardless of type. It is the responsibility of the student and parent to keep track of attendance issues through the Student Information Management System. The following formula will be used to determine earned credit:

Course Length	Automatic Failure
Full Year	25 absences, or 50 tardy
½ Year	13 absences, or 26 tardy

### **Health Services**

Students who fall ill during the school day should secure a pass to the nurse's office from their classroom teacher. The school nurse will determine whether a student should be sent home. The nurse will contact the parent/legal guardian of the student to make arrangements for the student to be picked up from school.

Students who claim to be ill and spend a class period in the bathroom without the knowledge or permission of the nurse or an administrator will be considered as "skipping" that class or study hall. If the student's illness precludes them from alerting the nurse, then he/she should send someone for help.

If it is necessary for a student to be given medication during school hours, NYS requires that the medication be stored in the health office where it can be kept in a locked medicine cabinet.

### **Drugs and Alcohol**

The use of alcoholic beverages or illegal drugs is not permitted in school, on school property, or at school-sponsored activities. This includes riding to and from school functions in a school-sponsored vehicle. Any alcohol, illegal substances, or related paraphernalia in a student's possession or his/her belongings will also be considered a violation. If students are found in violation of the policy, it will result in immediate expulsion.

### **Smoking/Vaping/Use of Tobacco Products/Devices**

Smoking/vaping and the use of ALL tobacco products are prohibited on school property, including all school buildings, any place an individual is visible from the school, and at any school-sponsored event or activity. Possession of tobacco products by students on school property is also prohibited and shall be considered a violation of the policy. Any student who violates this policy will be suspended and/or expelled.

### **Harassment/Hazing**

Our goal is to maintain a learning and working environment free of harassment based on race, color, religion, gender, national origin, age, sexual orientation, or disability. Such harassment constitutes discrimination and, as such, violates the school's policies.

Harassment is verbal or physical conduct that threatens, denigrates, or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, national origin, age, or disability, or that of his/her relatives, friends, or associates and that has the purpose or effect of creating an intimidating, hostile, or offensive environment, or has the purpose or effect of unreasonably interfering with an individual's performance, or adversely affects an individual's opportunities.

Harassing conduct includes but is not limited to the following: epithets, slurs, negative stereotyping, hostile acts that relate to color, race, gender, national origin, age, or disability, written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, or disability and that is circulated within or placed on walls, bulletin boards, social media or elsewhere on the school's premises.

### **Bullying**

Bullying can take many forms, including but not limited to physical, verbal, and psychological abuse on or off school property. SCC also prohibits "Internet bullying" (also referred to as cyberbullying) including the use of instant messaging, e-mail, websites, chat rooms, Snapchat, Instagram, Facebook, Tik Tok, text messaging, and other social media platforms when such use interferes with the operation of the school or infringes upon the general health, safety, and/or welfare of our students or employees. Consequences for bullying may include suspension or expulsion. If there is reasonable suspicion that reported behavior may be unlawful, a police agency will be notified.

### **Items Prohibited by School Policy**

Any student found using or possessing a weapon or weapons on or around school grounds will be subject to immediate expulsion and the police will be notified. Weapons include but are not limited to firearms, knives, BB guns, air pistols, pellet guns, paint pellet guns, Orbeez guns, toy guns, etc. Any student found using or possessing fireworks, pyrotechnics (including stink bombs), or similar devices on or around school grounds will be subject to immediate expulsion.

### **Lockers**

SCC is considered the co-tenant of lockers and desks and reserves the right to cut off a lock and search them at any time without notice. Lockers should be kept locked at all times and students should not share their combinations with others. Students should plan for their classes accordingly and visit lockers only when permitted.

### **Property (School and Personal)**

The administration of SCC believes strongly in respect for the property of others. Stealing and destruction of property is not tolerated. The administration will not investigate reports of theft if the student locker in question was not locked. Vandalism and writing on walls, lockers, desks, etc., is considered a serious matter and will be followed with serious disciplinary action, including expulsion.

### **Photographing Students and Staff**

Students may be photographed without using names for the purposes of school publicity. Parents/guardians who do not wish their children photographed must communicate their wishes in writing to the principal. Students may not photograph other students or staff members without their knowledge. Violation of this policy may result in suspension or expulsion.

### **Sexual Harassment of Students or Employees**

SCC is committed to safeguarding the right of our students to learn and our staff to teach in an environment that is free from all forms of sexual harassment and intimidation. Based on the premise that every student is entitled to be treated with dignity and respect and recognizing that sexual harassment is a violation of law. SCC prohibits and condemns all forms of sexual harassment at school-sponsored events, programs, and activities by employees and students, school volunteers, and non-employees such as volunteers, visitors, contractors, and vendors during or before and after the school day, or on school grounds. Violations will result in suspension or expulsion.

### **Working Papers**

Applications for working papers may be obtained from the Nurse's Office.

### **Cheating**

Although society often condones cheating as long as one is not caught, we at SCC adhere to the principle that it is morally wrong. Cheating includes copying homework, copying another's electronic files, downloading from the internet (and claiming it as your own), plagiarism, taking/giving answers for tests and quizzes, etc.

### **Student Handbook (Academic and Behavior Contract)**

All students are required to sign a Student Handbook contract each year. Failure to meet the requirements of said contract may result in your immediate removal from SCC.

# ELECTRONIC DEVICE POLICY

## Cell Phone Policy

Saratoga Central Catholic allows teachers to determine their own individual cell phone use policy for their classrooms.

Students may use electronic devices during lunch.

Due to the need to maintain privacy and confidentiality within certain areas of the school building, students may not use electronic devices at any time for any reason in the following locations: bathrooms, locker rooms, and offices (main office, guidance office, nurse's office, etc.).

*Students found in violation of the SCC Electronic Device Policy or students using electronic devices for inappropriate communication or behavior will receive disciplinary consequences ranging from reprimand to expulsion. In such instances, devices will be confiscated and turned into the Main Office. Failure to hand over the device to the requesting SCC staff member will result in additional disciplinary consequences. Parents may be required to pick up confiscated devices from the Main Office.*

## **Schools of the Roman Catholic Diocese of Albany Internet Safety/Technology Acceptable Use Policy**

The Schools of the Roman Catholic Diocese of Albany (Our Schools) provide technology resources to students, faculty, and staff to promote educational excellence through an integrated academic, spiritual, and extra-curricular program. We expect our schools according to the mission, values, understandings, and beliefs of The Schools of the Roman Catholic Diocese of Albany.

The Schools of the Roman Catholic Diocese of Albany Acceptable Use Policy applies to all technology and Internet resources including, but not limited to device computers, desktop computers, mobile devices (i.e., smartphones, tablets, etc.), video and audio equipment, information storage devices, and cloud-based applications. The use of these resources is a privilege and carries with it certain responsibilities. All technology resources are to be used for educational purposes per this policy. Any user who violates this policy or any applicable local, state, or federal law, faces the loss of technology privileges, risks school disciplinary action and may face legal prosecution.

With access to the Internet comes the availability of material that may not be of educational value in the context of the school setting. Families must be aware that some material obtained via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. For this reason, and as required by the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)], technology protection measures (or "Internet filters") shall be used to block or filter Internet content or other forms of electronic communications at school. Filters also limit access to any social networking or personal website, email, blog, or chat room through which minors may easily access or be presented with obscene or indecent material; may easily be subject

to unlawful advances, inappropriate communication with adults, or may easily access other material that is harmful to minors. Our Schools have taken precautions to control access to controversial materials and have instructed students in the proper use of the Internet, electronic mail, and software. Our Schools are not responsible for materials acquired by the student online, for violations of copyright restrictions, user mistakes, or negligence of any kind incurred by users.

All technology systems, information stored on them, and work performed is governed by this Technology Acceptable Use Policy and are subject to school supervision and inspection whether they reside on school-owned computers or devices brought on campus by students. Our Schools reserve the right to monitor, access, retrieve, read, and disclose all messages, information, and files created, sent, posted from, stored on devices brought onto campus, or stored on its systems (including connections made from sites visited) to law enforcement officials or others, without prior notice. As the primary educators of their children, parents are expected to discuss the acceptable use of technology with their children and monitor the use of the computer accordingly.

To gain access to the Internet, all students under the age of 18 must obtain parental permission. The signatures at the end of this handbook are legally binding and indicate the party (parties) who signed has (have) read the Terms and Conditions carefully and understands (s) their significance.

### **General Terms and Conditions**

**Acceptable Internet Use** – The use of the Internet and school accounts must be consistent with the educational objectives of The Schools of the Roman Catholic Diocese of Albany. Students are to report any misuse of the network to a faculty member. Misuse consists of intentional access to any Internet site deemed inappropriate by the faculty at the school. Misuse also includes any conduct in and out of school that reflects negatively upon the reputation of the school. Misuse includes any message(s) sent, posted, or received that indicates or suggests harassment, racism, sexism, and inappropriate language or symbols. Transmission of any material in violation of Our Schools’ policies or any U.S. or state regulation is prohibited.

The use of the technology is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges and other disciplinary action. In the classroom environment, the faculty member in charge will deem what is inappropriate use, and his or her decision is final.

**Netiquette** – Students are expected to abide by the generally accepted rules of network etiquette:

- Be polite and do not use inappropriate language. Students are representatives of our school community. A student may be alone at a computer, but what is written or posted can be viewed globally.
- Students will not send or post information that disparages the reputation of any school in The Roman Catholic Diocese of Albany, any of its faculty, staff, or students.
- Students will not email, IM, post to websites or blogs, or text message any inappropriate graphics, images, or pictures.

**Use of social media** – The Schools of the Roman Catholic Diocese of Albany respect the right of students, faculty, staff, and alumni to use a variety of social media to learn, communicate, and



connect. As a community committed to Catholic values, academic excellence, and our student's safety, we expect that all members of our community will meet the standards written below in their use of social media. The schools expect that students, faculty, and staff will use social media in an ethical, moral, and legal manner in accordance with the mission, values, understandings, and policies and procedures of The Schools of the Roman Catholic Diocese of Albany.

Social Media is defined as any web-based or mobile technology that turns communication into a dialogue. Social media takes on many different forms and uses a variety of technologies, including but not limited to blogs, Internet forums, wall postings, wikis, podcasts, picture sharing, email, instant messaging, music-sharing, Internet telephony, etc. To promote respectful discussion within this forum, students, faculty, and staff are expected to abide by the generally accepted rules of network etiquette. You must be polite and courteous and avoid profane, obscene, offensive, sexually explicit, inappropriate, inflammatory, or otherwise objectionable comments. Blogs and discussion boards often foster debate on an issue, and users are expected to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, assume that social media participation will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Consider how much personal information to share, with the understanding that anyone can link this information to your name and publish it on the Internet. Students are always urged to exercise extreme caution when participating in any form of social media or online communications, both within the school community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire school community and, as such, are subject to the same behavioral standards set forth in the Student/Family/Faculty Handbook (Handbook).

In addition to the regulations found in the Handbook, students are reminded that their behavioral expectations must align with the Mission and Philosophy of the school and the Roman Catholic Diocese of Albany, which affirms the teachings, moral values, and ethical standards of the Catholic Church. Students are expected to abide by the following:

- To protect the privacy of the school, students, and faculty, students may not create digital video recordings or pictures of the school community members either on campus or at off-campus school events for online publication or distribution that convey inappropriate or illegal behavior.
- Students may not use social media sites to publish information or remarks deemed to be disparaging or harassing toward school community members or that convey illegal or inappropriate activity.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon members of our community.

Failure to abide by this Policy, as with other policies at our school, may result in disciplinary action as described in the Handbook or as determined by the administration of the school.

Online Courses – All policies governing this Acceptable Use Policy extend to students who take

online courses through our schools' partnerships with local colleges. Acceptable use covers the range of behaviors appropriate for all online courses and any additional components facilitated by our schools but not hosted on our school servers. Misuse includes, but is not limited to deleting, copying, modifying, or forging others' emails or homework; accessing others' emails without their permission; using profane, abusive, or impolite language; disguising one's identity, impersonating other users, or sending anonymous email messages; threatening, harassing, or making false statements about others. The improper use of an email account, messenger client, and/or the threaded discussion area of Blackboard may result in removal from the course without refund. Inappropriate use will lead to disciplinary and/or legal action.

Copyright – Students are expected to abide by copyright laws and to properly cite the use of intellectual property created by others. Plagiarism is illegal, against the mission of The Schools of the Roman Catholic Diocese of Albany and will result in disciplinary action.

Security – If a student identifies a security problem on the Internet, he or she must notify a faculty member (teacher or administrator) immediately. Students will not demonstrate the problem to other students. Students may not use another individual's account at any time. Attempts to log onto the Internet as anyone else will result in the cancellation of his or her Internet privileges. Any student identified as a security risk will be denied access to the Internet.

Privacy – Students should not reveal or post his/her home address or personal phone number or that of any member of the school to anyone on the Internet at any time. Electronic mail is not guaranteed to be private. Students should not send anything that he/she does not want others to read.

Vandalism/Hacking – Vandalism or hacking will result in the cancellation of privileges. Vandalism includes, but is not limited to, destruction of hardware, software, and peripherals, the creation or uploading of any computer viruses, and the downloading of unauthorized games. This includes but is not limited to attempts at gaining unauthorized access, willful damage to computers and peripherals, or changing online materials without permission.

Digital & Mobile Devices – Digital and mobile devices that can take and/or transmit electronic images cannot be used to take or transmit images that violate the mission of The Schools of the Roman Catholic Diocese of Albany. Taking pictures, videos, or recordings of faculty members or students without their knowledge is a violation of this policy. The transmission and display/sharing of inappropriate images are subject to disciplinary and legal action.

Cyber-bullying & Cyber-harassment – Cyberbullying and cyber-harassment are not tolerated. Cyberbullying is defined as willful and repeated harm inflicted through the use of any electronic device. Cyber harassment involves threatening or harassing messages or posts which torment an individual. Students found to be engaged in cyberbullying and/or cyber-harassment are in violation of the Technology Acceptable Use Policy and the Student Code of Conduct. Swift and appropriate will be taken, including but not limited to notifying local law enforcement.

Gaming – Gaming on campus is prohibited unless under the specific direction of an instructor for educational purposes. Students found gaming without faculty approval and supervision will face appropriate disciplinary action.

Confidentiality - The school reserves the right to inspect and examine the communications system used by our students at any time. When sources outside the school request an inspection of any communication system or files, the school will treat information as confidential unless any one or more of the following conditions exist: when approved by the appropriate school official(s) to which the request is directed; when authorized by the owner(s) of the media; when required by federal, state or local law; when required by a valid subpoena or court order.

Note: When notice is required by law, court order, or subpoena, students will receive prior notice of such disclosures. Viewing information during normal system maintenance does not constitute disclosure.

Sanctions - Violations of the terms and conditions of this Agreement shall subject users to loss of computer access, as well as other disciplinary action. Illegal acts involving school computing resources may also subject violators to prosecution by local, state, and/or federal authorities.

## **UNIFORM POLICY**

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/faculty, will be assigned detention and/or parent/guardian notification.

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. Students may lose the privilege of participating in dress-down days.

Students need to be aware that when they are in full uniform, they must act in a respectful and appropriate manner, whether it is during school hours or while in the community. Students need to take pride in the wearing of their school uniform and the school that they represent.

Earrings may only be worn in the ear (Ear gauges, nose rings, and piercings other than in the ear are prohibited). The administration reserves the right to determine the acceptability of earrings.

**Girls**

## Top:

- Gray polo with logo (required), short sleeve or long sleeve
- Crewneck sweatshirt with logo (optional)

## Bottom:

- Navy blue skort, **skort length must be no shorter than 3 inches above the knee**
- Navy blue pants, multiple style options available
- Navy blue shorts (optional, warm weather months September, October, May, & June)

**Boys**

## Top:

- Gray polo with logo (required), short sleeve or long sleeve
- Crewneck sweatshirt with logo (optional)

## Bottom:

- Navy blue pants (required)
- Navy blue shorts (optional, warm weather months September, October, May, & June)

## Shoes:

- Students may wear any style and color sneakers or dress shoes.
- Please note that all shoes must have a back. Slippers are not allowed for safety reasons.

## Socks:

- Any color

\*Please note that the optional crewneck sweatshirt is the only item that is allowed to be worn over the gray polo shirts. Other sweaters or spirit wear sweatshirts are not allowed to be worn over the uniform.

**Gym Uniform (Optional)****Boys**

- Black joggers with SCC Athletics logo
- T-shirt with SCC Athletics logo
- Purple ¼ zip with SCC Athletics logo (or)
- Black crewneck with SCC Athletics logo

**Girls**

- Black joggers with SCC Athletics logo
- T-shirt with SCC Athletics logo
- Purple ¼ zip with SCC Athletics logo (or)
- Black crewneck with SCC Athletics logo

\*Please note that alternative, similar-looking items will not be permitted.

## Dress Down Guidelines

Dress Down Days are announced days when students may “dress down” and do not have to wear their school uniforms. These days are announced in advance and students need to observe dress code guidelines, which include:

1. Sneakers or shoes must be worn, sandals or open back shoes are not permitted.
2. All shirts must be long enough to be tucked into pants or skirts.
3. Leggings or yoga pants are permitted for girls, but a shirt or sweatshirt must cover the student’s bottom. They should be appropriate for school, not transparent, undergarments not visible, etc.
4. Shirts must have sleeves; spaghetti straps are not permitted.
5. Hats are not permitted.
6. Ripped jeans or jeans with holes are permitted if skin above a student’s knee is not exposed.
7. Athletic sweatpants will be permitted, no holes or rips in them.
8. Clothing with offensive or controversial sayings/slogans/logos (as determined by the administration) are not permitted.
9. Shorts are allowed during warm weather months, but they may not be too tight or too short.
10. The administration reserves the right to determine the acceptability of dress-down clothing.

## Consequences for Violations of Rules, Regulations, and Policies

*Students are subject to progressive disciplinary consequences ranging from reprimand to expulsion.*

The administration reserves the right to interview a student at any time if his/her actions warrant questioning and to invoke any disciplinary penalties based on the circumstances. Repeated infractions will lead to the imposition of discipline, to include long-term suspension or expulsion. The principal is the final recourse in all disciplinary matters.

**The education of your child is a partnership between the parents/legal guardians and SCC. You may be required to withdraw your child from SCC if, in the opinion of school administrators, the partnership is irrevocably broken.**

What a student does, even if it occurs on the student’s “own time” outside of the school day and off school property, reflects on Saratoga Central Catholic School. Students are members of the faith and educational community, and they have a responsibility to conduct themselves appropriately. Students involved in conduct whether inside or outside SCC that is detrimental to the reputation of SCC will face disciplinary action up to expulsion.

# EXTRACURRICULAR ACTIVITIES

Students who participate in extracurricular interscholastic activities representing SCC should be aware that it is the intent of SCC to provide these activities as beneficial learning experiences. These activities are an extension of the regular educational program and are optional.

## Participation

Student participation in extracurricular/interscholastic activities is a privilege, not a right. Student participants must conduct themselves as responsible young adults displaying such virtues as courtesy, cooperation, and honesty while refraining from acts of behavior and/or language that are incompatible with the purpose, goals, and mission of SCC.

## Athletics

Please follow the link for the Athletic [Code of Conduct](#).

## Attendance

Students who are suspended (in-school or out of school) will forfeit participation in any school-related activity for the duration of the suspension.

Student participants will be expected to ride to and from away activities on SCC-approved transportation unless other arrangements have been approved by the administration. Students who intend to ride home after an away activity with their parent/legal guardian must have their parent/legal guardian notify the moderator/coach in writing before the activity.

## Dance Standards and Regulations

Saratoga Central Catholic School created the following policies and procedures to promote a safe and healthy environment at school dances. As a Catholic institution, we strive to conduct extracurricular events that are appropriate for adolescent students and are consistent with Catholic values.

- No students will be admitted 30 minutes after the start of an event. Arrangements can be made with an SCC administrator prior to the dance, events will end promptly at 10:00 pm.
- All students will remain tobacco, drug, and alcohol-free at dances.
- Student vehicles may be searched while on the school premises or at a designated off-campus dance site at any time. The driver and passengers will be held accountable for the possession of any unauthorized or illegal substances in the vehicle.
- Students who wish to bring a student from another school must have a *Guest Authorization Form* completed and signed by an administrator from the guest's school prior to the date of the dance; forms will not be accepted at the dance.
- College students and those who have already graduated from high school that are 19 years old and younger with a signed *Guest Authorization Form* by both parents/legal guardians are permitted to attend the SCC Prom but may not attend school dances.

- The following are prohibited: body contact that could be classified as sexually provocative, inappropriate touching, public displays of affection.

### **Policies Regarding Attendance and Participation in Extracurricular Activities**

Exceptions to the attendance requirement must be approved by the Administration prior to participation. “Exception” delineation:

- Funeral
- Documented medical appointments (with a note)
- Pre-arranged college visitations
- School-related absences
- Acts of God
- Extenuating circumstances as determined by the administration.

### **Policies Regarding Academic Performance and Participation in Extracurricular Activities**

A student will be declared ineligible to participate in extracurricular/interscholastic activities when the student receives three (3) or more failing grades at the time of the weekly ineligibility report. Students will remain ineligible until the time of the next ineligibility report. Students may resume participation at the time of the report card or ineligibility report if they are no longer failing three or more subjects.

### **Policies Regarding Student Behavior and Participation in Extracurricular Activities**

The following behavioral standards are expected of all SCC students:

- Students are to not be involved in any public activities that reflect poorly upon themselves, others, SCC, or the Catholic Church.
- Possession or use of all forms of tobacco is prohibited.
- Hosting or participating in an activity at which alcohol or drugs are present is illegal and prohibited.
- Engaging in illegal activities on or off the school campus is prohibited.

*The Principal has the right to amend this handbook at any time during the school year. Notification of any changes will be communicated to faculty, parents/legal guardians, and students as soon as possible.*

**Student / Parent Declaration**

We have received a copy of the Saratoga Central Catholic Student Handbook for the 2024-2025 school year. We agree to observe all rules, regulations, and policies as outlined in the SCC Student Handbook.

\_\_\_\_\_  
Student Name (Printed) Grade

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

\_\_\_\_\_  
Parent(s) Name(s) (Printed)

\_\_\_\_\_  
Parent(s) Signature(s) Date

Revised 08/30/24