

SARATOGA CENTRAL CATHOLIC SCHOOL

STUDENT HANDBOOK

2022-2023

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 26, 2022

Dear Students, Parents, and Guardians:

I hope the summer months have been restful, and we are all ready for the beginning of the school year. 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 broken into six (6) sections:

Academic Requirements (pg. 3)

Diocesan Tuition Policy (pg. 8)

SCC Tuition Policy (pg. 9)

Student Regulations (pg. 9)

Electronic Device Policy (pg. 14)

Uniform Policy (pg. 18)

Extracurricular Activities (pg. 21)

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 that we all enjoy the school year.

Best wishes for a great year.

Christopher Signor
Principal

ACADEMIC REQUIREMENTS

General Requirements

In keeping with the educational objectives of SCC, all students in grades 6 – 11 must carry six (6) courses, excluding Physical Education. Seniors must take five (5) courses, excluding Physical Education.

At the discretion of the administration and in consultation with parents, a student's schedule may be adjusted due to an individual student's ability, past performance, and grade level.

Students must pay full tuition if they take 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 | .5 |
| Health | .5 |
| Physical Education | 1.5 |

Any student who fails one or two core subjects (Theology, English, Social Studies, Math, Spanish, or Science) must attend summer school for the failed subject(s). Since there is no summer school for Theology, any student who fails Theology must meet the objectives designed 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 may not enroll as a 9th-grade 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 | 2 | 3 |
| Health | ½ | ½ |
| Fine Arts | 1 | 1 |
| Physical Education | 2 | 2 |
| Elective(s) | 1 | 1 |
| Total Credits | 24 1/2 | 25 1/2 |

Theology is required for all four 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.

Regents Exams

The NYS Board of Regents requires that students 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, 2 social studies, ELA, and 1 Pathway Assessment* |
|-----------------|--|

| | |
|---|--|
| Regents Diploma with Advanced Designation | Traditional Combination: ELA, Global History and Geography, US History and Government, 3 mathematics, 2 science, 1 must be life science and 1 must be physical science) = 9 Assessments In addition, a student must either pass a locally developed course, Checkpoint B LOTE examination |
|---|--|

*Pathway Assessment Options: All students must pass the following 4 required Regents exams: 1 math Regents exam, 1 science Regents exam, 1 social studies Regents exam, and the English language arts Regents exam. In addition, all students must choose 1 of the following options: Pass an additional math Regents exam in a different course, Pass an additional science Regents exam in a different course, or Pass an additional social studies Regents exam in a different course.

Language Other than English Requirement

All SCC high school students must fulfill one of the following options:

- Pass a Checkpoint A Spanish Proficiency Examination in grade eight
- Pass a Language Other than English course in grade nine

Advanced Placement Exams:

All students in Advanced Placement courses must take the corresponding AP exam . These exams have additional costs for the student, which should be taken into consideration when registering for classes.

Class Rank

Class rank is first determined at the end of the Junior year by adding the cumulative total of all marks and dividing by total credits. The final class rank is calculated at the conclusion of the fourth quarter of the Senior year. College courses taken outside of SCC will not be included in ranking/average and will not appear on the transcript. Grades from the University in the High School, HVCC, Maria College and Siena College classes taken during the school day will be included in the ranking. Approved online programs from an accredited program will count towards graduation requirements but will not count towards class rank. All such courses must be approved by the principal prior to the start of the program.

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 next school year. Students must re-register for the following school 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 very 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 June 1. Therefore, course selections will be finalized before this date.
- Once the school year begins, it is hoped that students have been placed in 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 full-year course after the end of September, students will also not be able to gain admission to a half-year course.

If a high school student needs to drop a course past the add / drop deadline they will receive a "W" for Withdraw 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. 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 take that course over 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 (4) times a 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 Student Information Management portal. As such, report cards will not be mailed home.

Teachers are required to write an Academic Intervention Plan (AIP) for any student whose average drops below 65%. AIPs will require students to attend after-school review sessions.

- Numerical grades are used to evaluate the students' understanding of the subject matter.
- A grade of 65 or above is considered passing.
- No mark below 50 may be placed on the report card during the first three quarters.
- The actual third and fourth quarter grades will be placed on the report card.
- Final GPAs are calculated by averaging all four quarters for full-year courses, and 2 quarters for half-year courses.
- NYS Regents grades are not averaged into final GPA calculations.

FACTS Parent Portal

One of the objectives of the Parent Portal (also known as "Parent Access") 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 relating to attendance, homework assignments, grades, and teacher comments.

Through the Parent Portal, you can view the information about your child's classes at any time. You will be able to view real-time information, including attendance, grades, and detailed assignment descriptions. Usernames and passwords will be provided to parents at the beginning of each school year.

Honor Roll

An honor roll will be published each quarter and will include those students who have an average of 97.00 and above with no grade lower than 95.00 (Highest Honors) and 97.00 with no grade lower than a 90.00 (High Honors) and an average of 93.00 or above with no grade lower than an 87.00 (Honors). As a reminder, certain classes have different weights and, therefore, will affect the GPA (for example, Physical Education is a half-credit course).

Counseling Department

School Counselors are 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 utilize 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, 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.

Policy for Student Transfers or Acceleration of Graduation

- Numerical grades for HS level courses will be included in students' averages.
- Students will only be included in our class ranking if they enter SCC by the start of their sophomore year. Students accelerating graduation by one year must attend Saratoga Central Catholic for a minimum of three years in order to be included in the class rank.

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 Second Language) will not be allowed to return to SCC for the next academic year, regardless of summer school attendance.

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.

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 which details a plan for bringing tuition current. Default on any payment in the agreement will result in suspension. **After the opening of the school.** Payments more than 1 month in arrears. A delinquency notice will be mailed indicating sanctions will be imposed if the 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 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.

SCC TUITION POLICY

Tuition for the 2022-2023 school will be \$7,750 for grades 6-8, and \$10,350 for grades 9-12. All students will pay a \$125 Registration/Re-registration Fee prior to receiving their course schedule. There is a \$100 graduation for all graduating seniors. A \$200 Middle School Activity Fee, and a \$250 High School Activity Fee will be added to the FACTS Management Incidental Billing feature on your FACTS account. The following tuition discounts will be applied to qualified students. The Saratoga Central Catholic School employee discount is 80%, Diocesan Employee Discount is 20%, and a Multiple Child Discount of 10% will be applied to all qualified students.

Only 10% of a student's current year tuition can be rolled forward to a new academic year in September. The family has the option of adding the 10% owed to their monthly tuition payment. If more than 10% of tuition is owed and 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 8:05. First period starts at 8:10 with the morning prayer and announcements. Our doors open at 7:45 and our school day ends at 2:16 and students are required to leave the school by 3:00 pm.

Students are required to sign out before leaving school and sign in upon returning. Students who become ill during the school day must report to the Health Office. The school nurse will make a determination as to whether or not a student should be sent home. If so, the nurse will contact a parent/legal guardian in order 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 such announcements through radio announcements or TV channels.

Register of Attendance – Excused and Unexcused Absences

For the purpose of maintaining a register of attendance, the Student Information Management 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 departure will be recorded as excused or unexcused, the following examples are provided:

Excused absence, 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)
- The 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) unless enrolled in an accredited program for the duration of the student's absence.
- Suspended (declined alternate instruction)
- Undocumented absences by parent/guardian

Register of Attendance – Coding System

The chart shown below displays the coding system applied within the attendance function of the Student Information Management System.

| Category | Code--Excused | Code--Unexcused |
|-----------------|---|---|
| Absent | AM (medical/sick/Dr's note) AF (family emergency) AL (legal appt) AE (educational program or college visit) HE-Absent half-day excused AC (at a college taking courses) SP-Senior Privilege AD (death in the family) | AO (family approved) AU (truant) AS (suspended) ISS (in-school suspension) OS (out of school suspension) HU--absent half-day unexcused AP-parent call |
| Tardy | TM (medical/sick/drs note) TF (family death/illness/emergency) TL (legal appt) TE (educational program or college visit) | TO (family approved) TU (truant) |
| Early Dismissal | DM (medical/sick) DF (family death/illness/emergency) DL (legal appt) DE (educational program or college visit) DS (sports team event) SP-Senior Privilege | DO (family approved) DU (truant) DP (parent call) |

Academic Dismissal Policy

Students are expected to attend school on a daily basis. Pupils who are unable for whatever reason to attend school on a given day should arrange with their teachers to make up any 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.

The Student Information Management System reports the total number of absences regardless of the type. It is the responsibility of the student and parent to keep track of attendance problems 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 |

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

Tardiness to School

Students who are not present at 8:10 in their assigned first-period class are tardy and must report to the main office to sign in.

Supervision

All unsupervised students must be out of the 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 who drive a vehicle to school must have a valid driver's license. 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.

Tardiness to class/ Cutting class

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

Health Service

Students who become ill during the school day should secure a pass to the nurse's office from the 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 sick 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 is too sick to alert the nurse, then he/she should send someone else to get help.

If it is necessary for a student to be given medication during school hours, NYS requires that the following guidelines be met:

The medication must be brought to the Health Office, where it can be kept safely 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 possession of a student 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 any school building, 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 on the basis of 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 "cyber-bullying") including the use of instant messaging, e-mail, websites, chat rooms, Snapchat, Instagram, Facebook, Tik Tok, text messaging, and other social media when such use interferes with the operation of the school or infringes upon the general health, safety, and welfare of our students or employees. Possible consequences for bullying are suspension or expulsion. If there is reasonable suspicion that reported behavior may be unlawful, a police agency will be notified.

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.

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, all 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

Saratoga Central Catholic is co-tenant of lockers and desks and reserves the right to search them at any time without notice. The administration reserves the right to cut off a lock if need be. Lockers should be kept locked at all times and students should not share their lock combinations. Students should plan for their classes accordingly and go to their lockers only during the times when this is permitted.

Property (School and Personal)

The administration of SCC believes strongly in respect for the property of others. Stealing and destruction of property are not tolerated. The administration would not investigate possibilities 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

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.

Working Papers

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

Cheating

Although society often condones cheating as long as one doesn't get 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.

ELECTRONIC DEVICE POLICY

Cell Phone Policy

Students are not allowed to use their cell phones during the school day unless directed to by a staff member under that staff member's direct supervision and for instructional use only.

- 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, 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 detention 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 considered to 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, users' 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.

1. Be polite. 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.
2. 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.
3. 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 – Cyber-bullying 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 cyber-bullying 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 in the course of 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 first period, 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 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. Students may lose the privilege of participating in dress-down days.

It is recommended that parents contact the school administration before purchases are made in the areas of hair color that may not comply with the dress code.

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.

| | Ladies | Gentlemen |
|---|--|--|
| Polo Shirt | SCC Polo Shirt (short or long sleeve) Students may wear either a solid white or light gray camisole or t-shirt under the official school polo. | SCC Polo Shirt (short or long sleeve) Students may wear either a solid white or light gray t-shirt under the official school polo. |
| Quarter-zip (Recommended from October 1st through May 1st) | Navy blue with school logo | Navy blue with school logo |

| | | |
|---|--|---|
| Shoes not permitted: boots, moccasins/slippers, crocs, open toe shoes, sandals of any kind, Uggs or similar style | All Black Dress Shoe or Sneaker | All Black Dress Shoe or Sneaker |
| Skirt | SCC Navy Plaid (Skirts should not be rolled) (The skirt must be no shorter than approximately 3 inches above the knee) (Tights may be worn under the skirt) | |
| Belt | Blue/Black/Brown | Blue/Black/Brown |
| Pants | Gray (girls style now available) | Gray |
| Socks | Knee high navy blue socks or navy blue tights. Tights may not be ripped or patterned. | Black or blue socks. |
| Seasonal options will soon be available (see form) | https://forms.gle/KvEtBkPHbJvS2WpV8 | https://forms.gle/KvEtBkPHbJvS2WpV8 |

Please Note: Skirts, pants, quarter zips, and polo shirts are to be purchased from Student Styles. Student Styles can be reached at (518) 220-9244 or you can access Student Styles online by using the following web address <http://www.yourstudentstyles.com>

Without a quarter-zip, the polo shirt must be tucked into the skirt/pants. No long sleeve T-shirts are to be worn with short sleeve polo shirts.

When a quarter-zip is worn, the polo shirt should not be visible below the bottom of the quarter zip. Students are not allowed to wear any other polo shirts.

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.

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

All students must be clean-shaven.

Hair must be neatly trimmed and of an acceptable length, color, and culturally appropriate style. The administration reserves the right to determine acceptable length, color, and style. Hairstyles must not be distracting to the academic experience of other students.

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

- Sneakers or shoes must be worn. Sandals or open back shoes are not permitted.
- Socks must be worn.
- All shirts must be long enough to be tucked into pants or skirts.
- Leggings or yoga pants are permitted for girls but a shirt or sweatshirt must cover the student’s bottom.
- Shirts must have sleeves. Spaghetti straps are not permitted.
- Hats are not permitted.
- Ripped jeans or jeans with holes are permitted if skin above a student’s knee is not exposed.
- Athletic sweatpants will be permitted, no holes or rips in them.
- Clothing with offensive or controversial sayings/slogans/logos (as determined by the faculty) are not permitted.
- Only hairstyles permitted on ordinary school days are allowed.
- Shorts are allowed, but they may not be too tight or too short.
- Yoga Pants, leggings, or Jeggings are permitted. However, they should be appropriate for school, not transparent, undergarments not visible, etc.
- 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 detention to expulsion.

The administration reserves the right to interview a student any time his/her actions warrant it and to invoke any disciplinary penalties based on the circumstances. Repetition of an infraction will lead to the imposition of discipline. Repetition of infractions will lead to 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 parent and SCC. If in the opinion of school administrators, the partnership is irretrievably broken, you may be required to withdraw your child from SCC.

What a student does, even if it occurs on the student’s “own” time, outside the school day and 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 Athletic Code of Conduct [Athletics](#)

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 another arrangement has 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 Christian values.

1. No students will be admitted after 30 minutes from 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.
2. All students will remain tobacco, drug, and alcohol-free at dances.
3. 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.
4. 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.
5. 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/guardians are permitted to attend the SCC Prom, but may not attend school dances.
6. The following are prohibited. No body contact that could be classified as sexually provocative. No inappropriate touching. No 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:

1. Funeral
2. Documented medical appointments (with a note)
3. Pre-arranged college visitations
4. School-related absences
5. Acts of God
6. 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 of 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 2022-2023 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