

THE FUTURE IS
MOTHERSETON

Parent - Student Handbook

Mother Seton Regional High School
One Valley Road
Clark, New Jersey 07066

Telephone Number - 732-382-1952
Fax Number - 732-382-4725
www.motherseton.org

Revised September 2019

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P - (732) 382-1952 F - (732) 382-4725
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Dear Parents and Students,

You will notice at first glance that our handbook is a Parent-Student Handbook, not merely a Student Handbook. Our emphasis is deliberate and is most reflective of our focus on all of us working together as a family for the Christian education of each Mother Seton student.

Our philosophy meets the ever-changing needs of our community. In 1963, Sister Irene Margaret, founding Principal of Mother Seton Regional High School, wrote in the handbook:

"What is Mother Seton Regional? A friend. A place where you can be yourself. You can say what you think; express what you feel. You can speak your doubts, discuss your fears. You can reveal your little vanities, your envies, your dislikes. You can weep here, laugh here, dream here, work here, and pray here. You can express your genuine emotions without fear of embarrassment."

Mother Seton still asks the same of each student - that you be yourself - your very best self, that you treat yourself and others with respect and with love, and that you reflect this spirit to others. Be loyal and be proud of yourself, your family, your faith, your school, and your nation.

We urge you also to take advantage of the many opportunities offered to you at MSRHS, many of which appear in this booklet. In particular, we urge you to use technology well during your four years at Mother Seton Regional High School. The school is networked and the Internet is available throughout the building for your use in your studies and in your classes. We have but one request: Please be sure to use it **responsibly** and to abide by the technology policies outlined in this handbook whether you choose to use your own or Mother Seton electronics.

It has been said that we can alter our lives by altering our attitudes. The renewal of both is our goal. Our hope is that all of us - faculty, parents, and students - will work together in the role of education which is a summons to grow in knowledge and in our love and respect for one another.

Each MSR student is unique and blessed with gifts beyond even her own imagination. Only she can mirror to our world her particular aspect of the life of our founder, Saint Elizabeth Ann Seton. Let us live in her image with femininity, dignity, sincerity and with Christian hope. Let us share our Seton Spirit and our academic excellence and never forget that the future is hers!

Sincerely yours,



Principal

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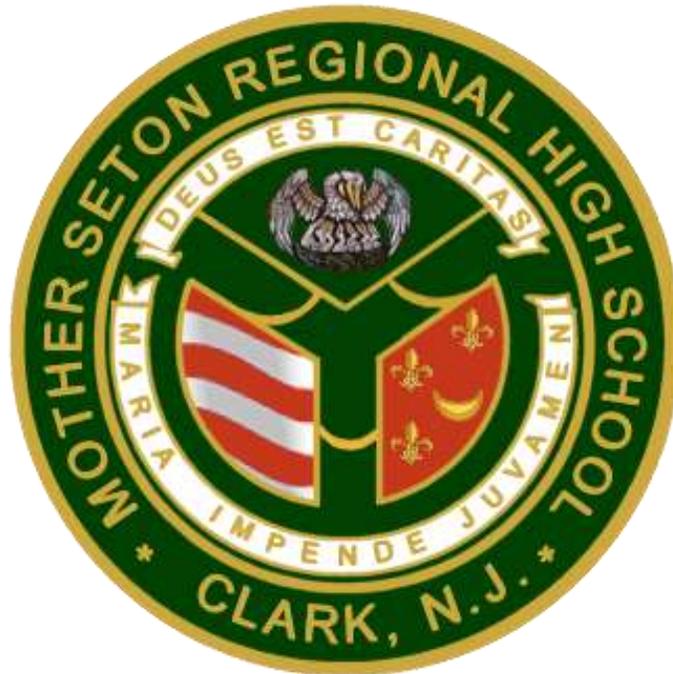
MISSION STATEMENT

Mother Seton Regional High School is a Catholic school that challenges, empowers and inspires young women to achieve excellence in academics, personal growth and service to others in a nurturing, richly diverse community.

SCHOOL SEAL

The seal of Mother Seton Regional High School is a composite of four seals:

1. That of the Most Reverend Thomas A. Boland, Archbishop of Newark: three fleur de lis and a crescent. The motto below is also from the seal.
2. That of the Archdiocese of Newark: three rivers, which was the Indian name of Newark.
3. That of the Seton Family: the center of our seal in the shape of a Y. The three harbors pictured remind us that the Setons were the lords of three Scottish sea towns, hence the name "Seton."
4. That of the Sisters of Charity: the pelican, which represents their devotion to youth, and their motto above: God is Love.



ACCREDITATION

Mother Seton Regional High School is accredited by the Middle States Association of Schools and Colleges.

PHILOSOPHY

Mother Seton Regional High School bases its philosophy of educating young women on Christianity according to Roman Catholic doctrine and the charism of Saint Elizabeth Ann Seton and the Sisters of Charity of Convent Station, New Jersey. This philosophy embraces the fundamental truth that each person is uniquely created in God's image, has a free will, and, as a result, is responsible for his or her actions to God, to self, and to others.

The curriculum promotes academic excellence and provides a broad educational program for our diverse student population. With our Christian philosophy in mind, Mother Seton Regional High School encourages the student to develop her potential as an interested, appreciative, contributing, and responsible member of her community. Through curricular and co-curricular programs, each student is empowered to recognize and develop her individual and varied attributes: spiritual, intellectual, physical, social, and moral. Our focus on a values-oriented program aids in the important task of preparing the student for a contemporary Christian lifestyle.

The intent of the administration and faculty is to work together toward continued growth in Christian awareness, in professional development and in cultural enrichment. Our aims are furthered by a teacher-student relationship based upon empathy, mutual trust and respect. The teacher enjoys freedom to exercise professional judgment in stimulating the student through creative, relevant and challenging presentation of subject matter.

Recognizing the rights of the family and of the Church, the school strives to supplement the work of each. Mother Seton Regional High School stresses the duties and rights of each citizen as it fosters an understanding and an acceptance of the worth and integrity of the individual. In addition, the school provides the student with the opportunity to become aware of the functions of a democratic government and to develop her own leadership potential. Our curriculum goals and objectives are designed to be useful to the student and to the community she serves, and to be expressive of the faith she witnesses as a member of a global society.

BRIEF BIOGRAPHY OF SAINT ELIZABETH ANN SETON

Born in New York City on August 28, 1774, of a prominent Episcopalian family, St. Elizabeth Ann Seton lived during the early years of the American republic and became a foundress of the young American Catholic Church. Her father, Richard Bayley, was a distinguished New York physician. From the time of her mother's death when she was three years old, she experienced an uneasy childhood, as shortly afterwards her father remarried and Elizabeth felt neglected by her stepmother.

On January 25, 1794, at the age of nineteen, she married William Seton, a successful New York businessman. Their life together was lively and happy. Five children, two boys and three girls, were born of their union. Elizabeth, friendly and widely popular, enjoyed a busy social life. She was also a fervent member of Trinity Church in New York

City, devoting herself to the church's religious and social activities, especially to the care of the poor.

Upon losing his fortune, her husband's health began to fail towards the winter of 1803. Elizabeth sailed with him and her young daughter, Anna, for the warmer climate of Italy to stay with the Filicchi family, with whom they had become friendly through their business affairs. Her husband's condition worsened during the voyage. Unfortunately, when they docked at the port of Leghorn, Italy, they were immediately quarantined in damp, isolated quarters because of a threat of plague. On December 27, 1803, William Seton died there. The young widow and her daughter were released and found a home with the devotedly Catholic Filicchis. "The patience of these dear Filicchis," Elizabeth wrote in her journal. "You would think it was our Savior himself they received in his poor and sick strangers."

As she experienced the faith of this family and the Catholic faith and practices of the people, especially their devotion to the Blessed Sacrament, Elizabeth was drawn to the Catholic Church. Elizabeth returned to New York in May of 1804. On March 14, 1805, she became a Catholic after enduring much struggle within herself and much opposition from family and friends.

As a new convert, she enthusiastically embraced her new faith and became a zealous member of a church which then had few members and little social prestige. With the encouragement of other pioneer Catholic leaders, like Archbishop Carroll of Baltimore, in 1808 she established a religious community of women, The Sisters of Charity, in Emmitsburg, Maryland in 1809. Her small community grew and opened schools and orphanages in New York and Philadelphia. Mother Seton has been called the foundress of the Catholic school system in the United States. Today, her followers minister throughout the Church in the United States in schools, hospitals and various works of charity.

Mother Seton remained a devoted mother to her children and to those women who joined her. Loyal to the Church she loved, she said to her sisters as she lay dying: "Be children of the Church; be children of the Church." Her death occurred on January 4, 1821 and she is buried in Emmitsburg, Maryland. Elizabeth Ann Seton was beatified on March 17, 1963 and was canonized on September 14, 1975. She is the first native-born North American to be so honored.

DATES TO REMEMBER

1774	Born August 28 in New York City	1907	Cause for Sanctification began
1794	Married William Seton – Jan. 25	1959	Declared “Venerable” – Dec. 18
1803	Widowed – Dec. 27	1963	Beatified (Blessed) – Mar. 17
1805	Received into the Catholic Church – Mar. 14	1975	Canonized by Pope Paul VI – Sep. 14
1808	Arrived in Baltimore – Jun. 16	2009	150 th anniversary of the founding of the Sisters of Charity in New Jersey
1809	Began Community life – Jul. 31		
1810	Opened St. Joseph’s Free School – Feb. 22	2019	160 th anniversary of the founding of SCNJ
1821	Died – Jan. 4		

HISTORY OF THE SCHOOL

In the early 1960s, Catholic education was experiencing an outstanding peak in enrollment in its schools. The Archdiocese of Newark decided to open three new regional high schools in Union County. Mother Seton was the only all-girls school of this group. The school was staffed by the Sisters of Charity of St. Elizabeth. It opened its doors on September 16, 1963 with an enrollment of 115 ninth-grade students and a staff consisting of five sisters and two priests. Classes were held on the second floor of the building, which was still under construction, on a 27-acre plot of land located in Clark, NJ. By the second year of operation, the student enrollment had grown to 325 students. The faculty, during that year, consisted of ten sisters, four priests and four lay people. By the 1969-1970 school year, the enrollment had swelled to 955 girls who were taught by a faculty totaling sixty-five people, eighteen of whom were sisters.

Sister Irene Margaret Vopelak was appointed the first principal of the school. It has been said that Sister Irene Margaret was often joined in her office by her Irish Setter, Tara; hence, the Mother Seton sports teams are, to this day, known as the Setters. Sister Irene Margaret was succeeded as principal by Sister Regina Martin Keane on February 1, 1975. Remarkably, Sister Regina served as principal of Mother Seton Regional High School until her death on Christmas Day, 2013. During her years as teacher and principal of Mother Seton, Sister Regina was the recipient of many honors and awards culminating with a special departmental award from the National Catholic Educational Association. The award was presented at the NCEA National Convention in Philadelphia in 2005. After Sister Regina's death, the administrative responsibilities of the school were passed on to her three assistant principals: Sister Jacquelyn Balasia (a member of the first graduating class), Miss Joan Barron and Mrs. Maureen Connell (Class of 1971). The team worked together until Mrs. Connell's retirement in June, 2015. Miss Barron retired in June, 2019. Sister Jacquelyn is our current principal.

Mother Seton Regional High School celebrated its 50th anniversary during the 2013-2014 school year. The festivities began with a Mass and breakfast for the current students and faculty. Each student was presented with a medal of St. Elizabeth Ann Seton which many students proudly wore throughout the school year. Several activities were held to provide opportunities for alumnae, and current and former faculty members to celebrate the successes of the school. Among these activities was a Gala which was attended by over 400 people. The celebratory year concluded with a Thanksgiving Liturgy which was concelebrated by several former school chaplains.

Throughout its history, Mother Seton has emphasized "Academic Excellence" as one of its main objectives. The school has been accredited by the State of New Jersey since 1969 and by the Middle States Association since 1970. Every Mother Seton student, from the very first who began her studies in September, 1963 to the current student population, has been offered a strong academic program. Religion, English, Social Studies, Mathematics, Science, World Language, as well as art, music and technology have been part of their curriculum. Today, we are offering courses in STEM areas including

engineering and coding. Recognizing that students learn in different ways, Mother Seton has implemented the Success Through Academic Readiness Program (STAR). This widely acclaimed program provides support education within the classroom for students who require assistance.

Mother Seton has fielded teams in academic competition since the early days of her existence: Math League, Science League, Foreign Language competitions, Current Events competitions and an Academic Challenge Team which competes in tournaments throughout New Jersey. All teams have met with considerable success throughout the years. The members of every graduating class have brought great credit to Mother Seton through their impressive college acceptance rates and the scholarships which they have been able to garner. Typically, at least 83% of our graduates are awarded academic scholarships. Recent classes have earned between \$15,000,000 and \$21,500,000 in scholarships.

Mother Seton also fields a wide variety of athletic teams. As early as 1973, the basketball and softball teams were winning sectional and divisional championships. Over the years, new teams were formed. Mother Seton now fields teams in several areas including soccer, volleyball, cross-country, tennis, basketball, swimming, bowling, indoor track, softball, track and field and golf. The teams have met with varying amounts of success. In recent years, Mother Seton has been very successful in volleyball, track and bowling. Throughout the school's history, several of our coaches have been the recipients of awards by the state and county athletic conferences. These awards include:

Mr. Tom Moran - 6 conference and 1 area Coach of the Year awards for volleyball and softball and New Jersey Coaches Hall of Fame, 2015

Sister Jacquelyn Balasia - Several division Coach of the Year awards for bowling, Conference Coach of the Year in 1995, State Coach of the Year in 2007 and New Jersey Coaches Hall of Fame in 2005

Miss Joan Barron - Several Coach of the Year awards for tennis, several Division and Conference Tennis titles

Mrs. Marge Egan - Athletic Director of the Year in 1991

State Good Sportsmanship Award - 2016-2017

In addition to academics and athletics, the typical Mother Seton student spends her time participating in various clubs and community service activities. Students may share their artistic talents by taking part in the annual play or by singing or playing an instrument with the Seton Ensemble or the Gospel Choir. They might help with service-related clubs such as Loaves and Fishes, Seton Outreach or the Recycling Club. They might learn a new skill like crocheting or digital photography or they might hone their writing skills by working on the yearbook, school newspaper or the literary magazine. Students help to collect food for the needy, as well as used eyeglasses and coats for people who need them. Some students tutor young children in after-school programs or visit

senior citizens in nursing homes. The call to help others is constantly a theme for the Mother Seton Community.

Rich in its diversity, the Mother Seton Community represents a multi-ethnic, religious and socio-economic community. The mission of the school, as it was in 1963, is to challenge, empower and inspire young women to achieve excellence in academics, personal growth and service to others.

At Mother Seton, we believe ... **THE FUTURE IS HERS!**

PROFILE OF THE MOTHER SETON GRADUATE

The Mother Seton graduate embraces the values of the Catholic faith and of the Sisters of Charity. She exhibits her spiritual and moral values through her action in the world. Appreciating the centrality of faith and community in her life, she understands the importance of prayer. She exemplifies the Christian life, appreciates the uniqueness of every human being and treats all people with respect.

Self-confident and caring, the Mother Seton graduate is sensitive to the religious and cultural diversity of our world. Acting with integrity, she lives a life of compassion and forgiveness, embraces the interconnected nature of our global community and acts on the obligation to right injustice and gives assistance as needed.

Treasuring the beauty of the created world, she cares deeply about preserving life and the environment and is an active steward of God's creation. She believes that the world can be made better and lends her heart, mind and hands to that goal.

Possessing the capacity to love deeply, the Mother Seton graduate has already begun to develop lifelong friendships. Gratitude is one of her gifts; spirit is another. To a remarkable degree, the Mother Seton graduate integrates her faith, morality and learning. She is a role model for others.

On the threshold of her college education, the Mother Seton graduate has successfully completed a rigorous academic program and is well-prepared for college-level study and achievement. She possesses significant knowledge and the skills to succeed in many disciplines. She has learned to think logically, critically and creatively. The graduate knows how to collaborate and how to lead.

Taking pride in her Mother Seton accomplishments, the graduate is inquisitive and eager to explore new ideas and issues. She is confident, self-disciplined and skilled at managing her time and priorities. She is aware that learning is a life-long endeavor that will benefit herself and others.

PURPOSE AND USE OF HANDBOOK

The Parent-Student Handbook exists to provide basic information for families and to foster the efficient operation of Mother Seton Regional High School. To meet these objectives, the school administration has flexibility and authority to exercise discretion in the use of policies and guidelines. The Handbook is informational in nature and should not be considered a vehicle to create additional rights for students, parents or guardians.

SPIRITUAL LIFE

Mother Seton Regional High School emphasizes the totality of human life. The spiritual needs of the student are met through the following various liturgical experiences provided for her throughout the year:

Masses	Days of Recollection
Junior-Senior Retreat	Loaves and Fishes Club
Prayer Club	Stations of the Cross
Prayer Services	Advent and Lenten Practices

CULTURAL LIFE

An annual musical gives the students the experience of teamwork and the poise and assurance that result from stage experience. Periodic visits to museums, plays, historic sites and ethnic restaurants occur throughout the year. Faculty/student requests for special trips are referred to administration and are granted where possible. An annual Cultural Assembly celebrating our diversity occurs each February.

ADMISSION

Students are admitted to Mother Seton based on their desire to attend Mother Seton, their academic profile and recommendation as provided from their previous school and their success on previous standardized testing. Entering ninth graders are required to take the COOP Examination sponsored by the Archdiocese of Newark. Students entering upper grades must also participate in a personal interview with an administrator and/or guidance counselor.

TRANSFER OF STUDENTS

If a student wishes to transfer to Mother Seton Regional High School, she must present documentation of successful completion of her academic work at her previous school and standardized testing scores. She must also show a strong desire to become part of the Mother Seton community. Parents who wish to transfer their daughter from Mother Seton Regional High School must complete a “withdrawal form” and make sure that the student has completed her academic responsibilities up to the date of withdrawal. All financial responsibilities must be completed and the student must return her laptop, all books on loan from the school and any sports uniforms.

ACADEMIC PLACEMENT

Each grade level offers honors and college preparatory sections. Recognizing that students learn in different ways, Mother Seton has also implemented the Success Through Academic Readiness Program (STAR). Every effort is made to place each student in an appropriate academic section based on her ability, previous grades and standardized test results. If the need arises, a student's section may be changed upon the recommendation of administration.

SETON SCHOLARS PROGRAM

The Seton Scholars Program is a comprehensive program offered to students who have demonstrated outstanding academic achievement in their elementary school as well as high performance on their standardized testing, entrance examination and scholarship examination. These distinguished scholars are selected from among our honor students and are expected to take Honors and Advanced Placement courses in English, Social Studies, Foreign Language, Mathematics and Science. Their courses are technologically enhanced and designed to meet the special needs of the intellectually gifted student. Accelerated content, in-depth study, small group discussions, interdisciplinary approaches and research skills are emphasized. Scholars are required to take courses in Latin. They are expected to take on leadership and service roles as they continue through high school.

PROGRAM OF STUDIES

Mother Seton Regional High School provides the student with a program of studies which will best meet the needs, interests and aptitudes of the individual. Counselors are available to help students with course selections.

GRADUATION REQUIREMENTS

* 120 Credits which must include:

4 years of English

In English, juniors and seniors must submit and pass a research paper assignment

2 years of United States History

1 year of World History/Cultures

A course of Religious Studies for each year of attendance

A course in Physical Education/Health for each year of attendance

Each student must pass the Health Education course provided on her level each year

3 years of Mathematics

3 years of Lab Sciences

1 credit year of Fine or Practical or Performing Arts

College Advising in both junior and senior years

A strong academic program is available on each grade level.

Grade 9:

Algebra I Honors
Algebra I
Art 9
Biology
Biology Honors
English 9 Honors
English 9
Exploring Engineering 9

French I Honors
French I
Latin
Math Skills
Music 9
Physical Education and Health
Personal Development
Religious Studies

Spanish I
Seton Skills for Success
Spanish I Honors
Study Skills
World History
Writing Skills
World History Honors

Grade 10:

Algebra II Honors
Art 10
Basic Design/3-D Design
Chemistry Honors
Chemistry
Contemporary Literature
English 10 Honors
English 10
Everyday Law

Exploring America's Diversity
Exploring Engineering 10
Family & Consumer Science
French II
Family & Consumer Science Cycle
French II Honors
Geometry Honors
Geometry

Music 10
Musical Theater/Music Theory
Physical & Driver Education
SAT/ACT Preparation
Religious Studies
Spanish II
Writing Skills
Spanish II Honors

Grade 11:

Algebra II
Algebra II Honors
American Literature
American Literature Honors
Anatomy & Physiology
AP Chemistry
AP English Language
Basic Design/3-D Design
Ceramics/Graphic Design
Child Care & Development

College Advising I
Contemporary Literature
Creative Writing
Drawing I/Painting I
Drawing II/Painting II
Engineering Design Process
Environmental Science
Everyday Law
Exploring America's Diversity
French III Honors

Nutrition & Wellness
Physical & Health Education
Pre-Calculus Honors
Psychology
Religious Studies
SAT Preparation
Sociology
Spanish III Honors
U.S. History I
U.S. History I Honors

Grade 12:

+AP Calculus
Algebra III & Trigonometry
Anatomy & Physiology
AP Chemistry
AP English Literature
AP French
AP Physics
AP Spanish
AP United States History
Basic Design/3-D Design
British Literature
British Literature Honors

Ceramics/Graphic Design
College Advising II
Contemporary Literature
Creative Writing
Drawing I/Painting I
Drawing II/Painting II
Engineering Design Process
Environmental Science
Everyday Law
Exploring America's Diversity
Intro. to Criminal Justice & Forensics
Intro. to Health Careers

Nutrition and Wellness
Physical & Health Education
Physics
Portfolio Preparation
Pre-Calculus
Pre-Calculus Honors
Psychology
Religious Studies
SAT Preparation
Sociology
U.S. History II
U.S. History II Honor

*An Honors Program is offered in most major subject areas over four years at Mother Seton. Students are selected for this program on the basis of their academic ability, achievement, motivation and faculty recommendations.

+Students who take this course may earn college credit simultaneously from Seton Hall University through **Project Acceleration**.

Each spring, a revised course description booklet is published at MotherSeton.org.

SCHOOL POLICIES - STUDENT REGULATIONS

The contents of the Parent-Student Handbook constitute an agreement between the school, parent, and student. Regulations are made to maintain good order, to promote efficient action, and to help the student become a law-abiding member of the community.

HOMEWORK

Parents should check that their daughters are completing assignments. Students will always have some. Nothing will take the place of correctly prepared assignments. No student has sufficient free time in school to complete homework assignments properly. Students may access curricular information or assignments on www.motherseton.org.

HONOR ROLL

In order to encourage scholarship and recognize those students who have achieved above average grades, an Honor Roll is posted at the end of each marking period. Students who have earned all A's in their academic subjects are on First Honors and those who have earned all A's and B's with at least one A in a major subject are on Second Honors.

REPORT CARDS

Report cards are distributed four times a year provided financial accounts are current. Parents should check Power School on a regular basis to keep abreast of their daughter's progress. At the November report card distribution, parents have an opportunity to meet teachers personally. If for any reason the parent/guardian does not receive a report card at the end of each quarter, he or she should contact the Main Office (732) 382-1952. Parents are always welcome and encouraged to make appointments at any time, as needed.

ACADEMIC PROGRESS

Students are marked on a letter basis:

A+ = 97.5 - 100	C+ = 79.5 - 84.49	F = Below 69.49
A = 92.5 - 97.49	C = 75.5 - 79.49	I = Incomplete
B+ = 88.5 - 92.49	D+ = 72.5 - 75.49	P/F = Pass/Fail
B = 84.5 - 88.49	D = 69.5 - 72.49	

If a student should receive an "I" (incomplete) in an academic subject, it means that she has not completed her assignments for the marking period. Normally, the assignments are to be completed as soon as possible after the student returns to school. Upon completion of the required material, the teacher should grade the work, put a completed grade in PowerSchool and grade book. Such information needs to be reported to the PowerSchool administrator.

FINAL AVERAGES

<u>1st Sem. Average</u>	<u>2nd Sem. Average</u>	<u>Final Average</u>	<u>1st Sem. Average</u>	<u>2nd Sem. Average</u>	<u>Final Average</u>
A+	A+	A+	C+	C	C
A+	A	A	C+	D+	C
A+	B+	A	C+	D	D+
A+	B	B+	C+	F	D+
A+	C+	B+	C	A+	B+
A+	C	B	C	A	B
A+	D+	B	C	B+	B
A+	D	C+	C	B	C+
A+	F	C+			
A	A+	A+	C	C+	C+
A	A	A	C	C	C
A	B+	B+	C	D+	D+
A	B	B+	C	D	D+
A	C+	B	C	F	D
A	C	B	D+	A+	B
A	D+	C+	D+	A	B
A	D	C+	D+	B+	C+
A	F	C	D+	B	C+
B+	A+	A	D+	C+	C
B+	A	A	D+	C	C
B+	B+	B+	D+	D+	D+
B+	B	B	D+	D	D
B+	C+	B	D+	F	D
B+	C	C+	D	A+	B
B+	D+	C+	D	A	C+
B+	D	C	D	B+	C+
B+	F	C	D	B	C
B	A+	A	D	C+	C
B	A	B+	D	C	D+
B	B+	B+	D	D+	D+
B	B	B	D	D	D
B	C+	C+	D	F	F
B	C	C+	F	A+	C+
B	D+	C	F	A	C+
B	D	C	F	B+	C
B	F	D+	F	B	C
C+	A+	B+	F	C+	D+
C+	A	B+	F	C	D
C+	B+	B	F	D+	D
C+	B	B	F	D	D
C+	C+	C+	F	F	F

SENIOR EXAMINATION EXEMPTION POLICY

Examination exemptions will be granted to seniors for the second semester provided that the following conditions are attained: The term average for the first semester must be a minimum grade of B+ AND each of the third and fourth marking period grades must be A in order for the student to be granted an exemption in that course.

First Semester Term Average	Third Marking Period	Fourth Marking Period	Exam
B+	A	A	Exempt

N.B. Students may be required to take an examination (regardless of grades) at the discretion of the individual department.

POLICY ON FAILURES

If a student earns three out of six F's in a year-long course or two out of three F's in a semester course, failure for the course will result, regardless of what other grades are earned in that course.

In the event that a student attains semester averages of D for the first semester, an F for the second semester, the final average will be an F. In averaging yearly averages, second semester average carries greater weight.

Ordinarily, a student who fails a subject for the year must make up the work in summer school, or in repeating the courses before she is eligible to go on to the next higher grade. Courses may not be retaken at Mother Seton except for individually approved, serious reasons. A student who fails several courses may be asked to leave Mother Seton Regional High School. Ordinarily, no exam may be retaken for additional credit.

POLICY ON MAKE-UP WORK

If a student fails any marking period, she has the opportunity to change the F to a D under the following conditions:

1. Obtain from the teacher a list of required assignments and a letter to be signed by parent and student agreeing to attempt the makeup work indicated.
2. Complete the required assignments by the end of the fifth week of the following marking period.
3. A student has one opportunity to make up an F during a year-long course. Make-up work may be done for the first or third marking period only.
4. Make-up work for a semester course may be attempted only for the first half of the course.
5. Faculty assistance with makeup work is normally available after school from 2:15 p.m. to 2:45 p.m.

ACADEMIC INTEGRITY POLICY

Honesty, trustworthiness and integrity are central to **all** aspects of life at Mother Seton Regional High School. It is expected that each girl will act honorably and courteously and will respect the rights of others at all times.

As such, it is the policy of Mother Seton Regional High School that cheating shortchanges a student's opportunity to develop her God-given gifts and reach her highest potential.

Cheating is submitting work as your own that is not your own or knowingly giving testing information to others. **Plagiarism** is presenting as your own an idea, content or paper derived from an existing source, including another student's work or the Internet, without proper documentation of the source. Collaboration is to work together (with permission) in a joint intellectual effort. Teachers often expect, even encourage, students to work on assignments collectively, as long as credit is given to those students who have done the work.

OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:

CONSEQUENCES

REPEATED OFFENSES COULD RESULT IN, BUT ARE NOT LIMITED TO:

COPYING CLASS WORK OR HOMEWORK

Zero on assignment
Parent notification
Administrative notice

Administrative action
Parent/student/teacher/
counselor conference

PLAGIARISM ON A TEST OR ASSIGNMENT

Zero on test or assignment
Parent notification
Administrative notice

Suspension
Probation
Parent/student/teacher/
counselor conference
Dismissal from extracurricular
activities or Student Council or other
appointed offices, National Honor
Society, athletics and/or senior
privileges

FORGERY OR STEALING OF TEACHER MANUALS OR INFORMATION

Zero on test or assignment
Parent notification
Administrative notice

Suspension
Probation
Parent/student/teacher/
counselor conference
In-school suspension
Dismissal from
Extracurricular activities or
Student Council or other
Appointed offices, National
Honor Society, athletics
and/or senior privileges

PHYSICAL EDUCATION

All students are required to take and pass physical education for each year of their attendance at the school. Each student must wear the required gym attire. Each student is assigned a gym locker which is to be kept locked at all times. All new students receive and must use a gym lock registered through the Physical Education Department.

HEALTH EDUCATION

All students are required to take and pass the Health course offered for each grade level for each year of their attendance at Mother Seton Regional High School.

DRIVER EDUCATION

Driver education is given to students in the tenth grade. The state test is administered, and students who pass are eligible to get a driving permit on their sixteenth birthday.

SPORTS PROGRAM

A comprehensive sports program is provided at Mother Seton Regional High School. Students are strongly encouraged to participate wherever their interests and abilities are best served, and provided their academic performance permits such activity.

Academic accomplishments, team loyalty and mutual respect are vital components of the MSR Sports Program. Athletes must keep in mind at all times that their speech, language, actions and communication (written and electronic) should reflect a high level of team and school spirit and should reflect the characteristics of a confident MSR athlete.

SPORTS

Varsity Volleyball	Varsity Tennis	Varsity Bowling
Junior Varsity Volleyball	Varsity Basketball	Varsity Softball
Varsity Soccer	Junior Varsity Basketball	Varsity Golf
Cross Country	Varsity Track and Field	Varsity Swimming
Cheerleading	Dance Team	

TEAM/SQUAD GUIDELINES

Each student who participates in any interscholastic activity must submit a permission slip and an athletic policy form signed by her and by her parents. These must be provided to the coach/moderator at the beginning of the tryouts for each team. Coaches/moderators will specify appropriate guidelines for each team/squad.

Students who participate in teams/squads must realize that they represent Mother Seton Regional High School and should exhibit high standards of behavior both in school and on the athletic field or court. If a student's team or general school behavior requires disciplinary action, her participation on a team/squad will be left to the discretion of the coach and/or administration.

Each student who plans to participate in varsity sports activities must have a current physical within 365 days of the beginning of the varsity season in which she is participating. If the 365-day period expires prior to the opening of the next sports season in which the student wishes to participate, a new physical is required and the completed forms must be submitted before the first day of tryouts and before the student may try out for the new sport. If a student has had any type of injury, it is urgent that the parent contact the school nurse and/or the coach and explain carefully the nature of the injury and any resulting restrictions. Of course, this should also be noted on the new physical forms when they are handed in.

Every team member and squad member must participate in uniform in physical education classes even on days of games and practices. If a student does not participate in class, she cannot participate in a sporting event, and must sit on the sidelines. Any team or squad member who accumulates more than three unexcused absences from practice/games will be automatically dismissed from the team/squad.

Each team member is required to pay a \$150 athletic participation fee for her first sport of the year and \$125 for each sport in which she participates thereafter. The check should be made out to Mother Seton Regional HS and submitted to the student's coach immediately after the team roster has been established and before uniforms are distributed. In addition, the student's school tuition and busing accounts must be up-to-date for the current and previous academic years.

No more than two unexcused lateness to school per season will be permitted. (Lateness constitutes arrival after 8:00 a.m.) On the third lateness, the student will not be allowed to practice or participate in a game that day. If a student is absent from school and, therefore, misses practice, she may not be allowed to start in the following day's game.

If a student fails two subjects during a marking period, she is automatically dismissed from any team or squad and she may not try out for any new activity until she shows signs of improving her grades. After a four-week period of academic probation, if subject area teachers concur that improvement has been shown, the student may be re-instated on a team or permitted to try out for a new sport.

If a student's team or general school behavior requires disciplinary action, her participation on a team/squad will be left to the discretion of the coach and/or administration. Students who participate in teams/squads represent Mother Seton Regional High School and should exhibit high standards of behavior both in school and on the athletic field or court.

Team practices are held daily after school. Only the coach and team members should be present for practice in the gym or in the practice area. Guests and/or

parents are welcome at scheduled games only. Parents should pick athletes up promptly at the end of each practice or game.

Students are **not permitted** to leave the school grounds during the period between the end of school and the beginning of each practice or game unless they have written parental permission to do so on a rare occasion. Students are required to use approved transportation traveling to all athletic events. At the conclusion of an event, students may go home with a parent or his/her authorized representative provided that the coach or moderator is properly informed ahead of time, in writing, by the parent or, in person, at the event by the parent. The student may bring the appropriate note from the parent in person to the coach on the morning of the game. The student must be picked up by her parent before the bus returns to school.

The method of selection of captain or co-captain will be at the discretion of the coach of each team/squad. Uniforms in good condition are distributed at the beginning of each season. Each athlete is required to return a full uniform in good condition. Normal wear is expected, but students and parents must understand that if any piece of the uniform is damaged or lost, the full uniform must be replaced at the student's/family's expense.

The Greater Middlesex County Division of Athletics and MSR administration and coaches expect high standards of sportsmanship, fair play and respect for others by players, parents, spectators and coaches at all sporting events.

Each coach will distribute an Athletic Policy Form to the student athlete at the beginning of each sport season. This form must be read and signed by both parent and athlete, and then returned to the respective coach.

STUDENT GUIDELINES FOR JOINING CLUBS

1. Each student **must join at least one club** and having done so, is obliged to attend all meetings.
2. Each student may join only one club per Thursday.
3. No one may drop out of a club.
4. Each student must remain in the club she chooses at the beginning of the year.
5. Each club member must attend each meeting of her club. She may not choose another option at that time.
6. No student may belong to the same club on both Thursdays if it meets that way, unless otherwise stated.
7. All clubs and descriptions are posted on our school website.

ATTENDANCE

Parents must notify the school office (732-382-1952) before 8:00 a.m. on the first day of their daughter's absence. In the event of a prolonged absence, parents should phone every day to keep school personnel informed of their daughter's progress. Foreseeable absences must be requested by parents in advance. **Routine visits to the doctor, dental appointments, college visits, motor vehicle tests and family vacations should be arranged so as not to encroach on school time.**

When a student returns to school after being absent, she must give a written excuse from her parent or guardian to her homeroom teacher. The use of "personal reasons" is not acceptable. If requested by parents, the reason for absence as explained to administration will be kept confidential. **Only the school form for reporting lateness or absence is acceptable.**

Any student who is absent five (5) consecutive school days for illness must provide the school with a physician's clearance before being readmitted to school. We would appreciate a progress report periodically on the student's condition.

In the event of an unreported absence, the nurse, administration, or an office staff member will contact a parent in the interest of the student's safety.

Students may not participate in or attend any extra-curricular activity (game, dance, etc.) on the day they are absent from school. The school reserves the right to consider the student's exemption from this policy if there is sufficient clarification that, on a given occasion, her absence was necessary for serious personal or school-related reasons.

Ordinarily, after a student reaches ten (10) absences, she will be required to make up each day missed beyond 10 days. Two half-day absences constitute a full day's absence. Special consideration will be given to students who have a prolonged illness, or who are hospitalized and who bring appropriate medical documentation to the school nurse upon return to school.

Possible exceptions to this attendance policy include students on home instruction, extended or serious illness, and/or chronic medical problems. These attendance issues will be dealt with on an individual student basis in cooperation with the Guidance Department and school administration.

HOMEROOM

All students should be in homeroom at 8:00 a.m. Announcements begin at 8:05 a.m. sharp and are followed by prayers and the Pledge of Allegiance. Students' attention to announcements, prayers and the Pledge is mandatory. Additional announcements are made at 1:25 p.m. or before the final class of the school day. During homeroom, it is the student's responsibility to present herself in person to her homeroom teacher should she be called to the office or elsewhere by a member of the administration or faculty. This procedure is necessary for recording school attendance.

LATENESS TO SCHOOL

A student arriving late for school in the morning must report to the general office with a note from her parents explaining her lateness in order to obtain a pass which permits her to be admitted to homeroom or to class. If the reason for her lateness developed on her way to school, she must bring a note from her parents on the day following her lateness. All late notes should come to the General Office. Students with continued lateness will be required along with their parents to meet with administration. **Only the school form for reporting lateness or absence is acceptable.**

EARLY DISMISSAL

Requests for early dismissal (before 2:10 p.m. on most days) or other special permissions signed by a parent must be submitted in writing on the previous day, using the school's Early Dismissal Form. When students are picked up for early dismissal, they must be signed out in the main office. Please do not lightly request early dismissal. Excessive accumulation of early dismissal requests will require additional academic time after school. A parent or responsible adult designated by the parent should sign the student out in the main office.

ABSENCE FROM CLASS

Faculty members are responsible for the students who are scheduled into their classes. If a student absents herself from class without proper authorization, she will be required to make up the time and assignments missed with her teacher.

LATENESS TO CLASS

Students are expected to be on time for each of their classes. Bells are not used so as not to disturb other classes in progress. A student who fails to be on time for class must obtain a late slip from her previous teacher. The main office issues passes only for lateness to school upon arrival.

VISITORS TO SCHOOL

Students are permitted to bring another junior high or high school student to school if permission has been obtained prior to the day of the visit. Permission is usually granted if a letter is received from the parents of both students advising us of the visit. All other visitors who arrive once the school day is in progress must report to the general office. At no time should visitors be entertained in the school cafeteria or parking lot without proper authorization.

STUDENT DROP-OFF/PICKUP

Students who are driven to school by their parents must be discharged in the rear of the school in spaces that are not assigned to buses. **Only students who are disabled**

should be dropped off in the front lot at the main door. If it is absolutely necessary for a student's driver to drop her off in the front lot, **she must be dropped at the far end (by the gym entrance, not under the canopy).** She may then enter through the gym entrance. This is to avoid injury and to alleviate the traffic problem we have in front of MSR.

Dismissal from school is at 2:10. Any student remaining in school after 2:10 must be picked up no later than 4:00 pm with the exception of students involved in sports or other school-sponsored activities. Students who are not picked up at the conclusion of a sport event or school activity may incur a fee. When students are picked up **after** the various sports and activities, **they should be picked up in the front parking lot.** No students should be waiting for rides in the back lot after 4:00 p.m.

Students are **not permitted** to leave the school grounds during the period between the end of school and being picked up unless they have written parental permission on file with the administration to do so. A specific form is provided for this.

STUDENT CARS

Students are permitted to drive to school if their cars have been authorized by the Physical Education Department and they park in their assigned spaces in the rear parking lot. Students do not park in the front parking lot. Students are not permitted to go to cars at any time during the school day. All cars must be locked. If a student has a serious need to go to her car during the school day, administrative authorization must be granted.

BUSING

Busing to Mother Seton Regional High School is available from 30 towns in Union, Essex and Middlesex Counties. Bus routes are adjusted each year according to the towns from which our students come. Parents must make a deposit for busing costs in May of the previous school year so as to reserve a seat on the bus. Payments are then made through the family's FACTS account. Many boards of education reimburse parents for some transportation costs. It is wise to check our website and published literature or check with your own board of education to see what assistance is available to you. A complete guide on busing is published each year. New bus routes and passes are sent to students in mid-August.

BUS CONDUCT

The importance of proper conduct while waiting for, boarding, riding or disembarking from a bus cannot be overemphasized. Any behavior that distracts the bus driver instantly endangers all. Misbehavior on public vehicles may result in serious accidents to self and others. Any student who does anything which endangers her own safety or that of another will be subject to serious disciplinary action. Bus drivers are advised to return bus riders to school when safety conditions are hampered by student behavior. In the interest of safety, all students should understand and parents are urged to impress upon their daughters the necessity for strict compliance with the following rules:

1. Each student should be at her stop at least 10 minutes before scheduled times and remain there for 20 minutes after: the bus may be held up in traffic.
2. At dismissal, the girls are aware of the time their buses will leave the school. **It is their responsibility to be at the point of departure.** The school takes no other responsibility to get the girls home.
3. No student or parent has authorization to re-design a route. Any convenience changes must be requested through the school bus coordinator and mutually approved by the coordinator and bus company administrator.
4. Students are to remain well out of the roadway while waiting for the bus. Students should also avoid standing on or littering the private property of local residents.
5. Students are to get on and off the bus in an orderly manner. They are to remain seated while the bus is in motion. No part of the body should ever be extended outside the bus. Students should wear seat belts in vehicles provided with belts.
6. Aisles should be kept clear at all times. No excess baggage should be brought on the bus. Students are permitted one pocketbook/purse and one small book bag only. Students may never use an additional seat to hold their books.
7. Crowding, pushing, etc. are unnecessary, unbecoming and dangerous. No special areas of the bus are reserved for any class level and there is no reserving of seats.
8. Conversations should be appropriate and should take place in normal tones of voice. Students should not be communicating in any way with people on the street. Cell phone use should be limited on school buses.
9. Nothing should be thrown either into or from the bus. Smoking and vaping on the school bus is strictly forbidden.
10. Any problem with the bus service should be reported promptly in writing to the bus coordinator or to the main office at school. **Anything of an emergency nature should be telephoned in immediately.**
11. For insurance purposes and to prevent overcrowding, students are not permitted to bring visitors to school on our school buses. Students should ride only their assigned route to and from school unless specific permission has been given by a school administrator for isolated rides on another route.
12. Families who sign up for busing for the school year must pay an initial deposit to reserve a seat on the bus and are liable for the full cost of the contract for the school year. Once the contract is completed in August, the school is required to pay the full amount of the contract.

Full cooperation and a positive attitude will do much to insure safe and comfortable bus transportation for all. Should a student choose not to comply with these rules, she may be excluded by the administration or bus coordinator from bus transportation. We know that each student will give her full cooperation.

SCHOOL CLOSING

Unless a closing is specifically announced, the school will be open and classes conducted as usual. No phone calls should be made to the school or convent.

When a decision is made that Mother Seton will be closed or will have a delayed opening, that information will immediately appear on the home page of the school's website, www.motherseton.org. Families will also receive emails and notices from **Remind** of the decision on closings/delayed openings.

Decisions are made taking into account the areas from which our students come and the danger for cars and school buses at 6:30 a.m. or 7:00 a.m. Occasionally a late opening may be used to allow for better weather and travel conditions for students and parents or to accommodate early morning meetings. Students have time schedules for this. On days of late opening, buses run two hours later than the regularly scheduled time and homeroom begins at 10:00 a.m.

APPOINTMENTS WITH SCHOOL PERSONNEL

Parents who wish to meet with an administrator, a teacher or any member of the school staff must contact the school office (732-382-1952) to arrange a mutually convenient meeting time. For the sake of good order in the school, parents should not approach staff members during the school day without arranging an appointment beforehand. All visitors to the building must sign in at the main office.

Staff members who wish to communicate with parents of a student should do so by phone, letter or e-mail and set a mutually convenient appointment. Teachers may not schedule an appointment at times which would conflict with teaching or supervisory duties. When appointments are made, the parent and the staff member should be aware of the purpose of the conference so that all concerned may be appropriately prepared. It is often more productive if the student also participates in the parent-teacher conference.

SCHOOL PUBLICATIONS

Setonaire - (Newspaper)

Sojourn - (Yearbook)

Driftwood - (Literary Magazine)

Alumnae Spotlight Newsletter

STUDENT BEHAVIOR

As members of the Mother Seton Regional High School Community, students are expected to conduct themselves as responsible young adults respecting themselves as well as the rights of others. When a student manifests difficulty in adhering to any aspect of the school's code of behavior, school personnel will attempt to help her to deal with her problem(s) constructively.

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Mother Seton Regional High School. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and school will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

SCHOOL RESPONSIBILITY

School personnel reserve the right to take reasonable and appropriate action to ensure that the rights and safety of the entire school community are protected. At times, this may necessitate inspection of student property or school property. In addition, vandalism of any sort will be treated as a serious offense. Actions which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in immediate expulsion.

STUDENT RESPONSIBILITY

Students who act in representative/leadership capacities both in and out of school must realize that in such capacity, they represent not only themselves but the entire student body of Mother Seton Regional High School. As officers/representatives of classes/clubs, they have a serious responsibility to advise moderators of any unusual circumstances and to do everything they can to promote the well-being of all concerned.

STUDENT DISCORD

The philosophy of Mother Seton Regional High School is rooted in Catholic Christianity. We expect our students and families to respect each other and the staff of the school. The staff must also respect each student and parent. If the Administration and Guidance Department become aware of possible bullying and harassment issues they deal with this immediately using NJ code guidelines. A student who is involved in any incident which jeopardizes her own safety or that of another may be dismissed. Each student has a responsibility to make the administration aware of any potential problems. The motto on our seal "Deus est Caritas" is our belief that we can impact our world by encouraging each student and adult to live out that motto, "God is Love".

UNIFORM CODE

We seek to encourage respect for self and pride in personal appearance at MSR. We would appreciate parent cooperation in seeing that students come to school properly attired according to our **uniform code**.

In order to avoid expense for parents, over-competitiveness about clothes among students, develop good taste and encourage general neatness throughout the school, the following regulations about uniforms have been formulated. The shoe regulations have been set up to conform with basic standard safety rules. School personnel will be the sole judge in matters pertaining to the dress code. If a student needs to attend school without the proper uniform item, a note from the parent must be brought to the homeroom teacher before homeroom. A pass will be issued **for that day** by the homeroom moderator only if the proper note is presented. If this necessity arises, the student should dress within the school's guidelines on appropriate dress. This should not occur too frequently.

Uniforms include skirt or slacks, blouse and maroon sweater (optional, depending on the weather); or in the Fall and Spring a khaki or navy kilt may be worn with white MSR logo shirts. Tights or knee-length socks may be gray, maroon or navy with the winter uniform; navy or white knee-length socks may be worn with the navy or khaki kilt. **Please do not shorten skirts or kilts too much. They are to be worn no less than 2 inches above the knee and should not be rolled. If the skirt has been shortened more than this and cannot be adjusted, you will need to purchase another skirt! Please be sure that your name is placed in your sweater. In September, students may wear either the spring or winter uniform. Only low shoes with full backs are permitted; they may not resemble sneakers, slippers, moccasins or boots.** It is a senior privilege to wear the navy blue sweater in place of the maroon sweater.

Jewelry and make-up should be worn moderately. Body piercing and tattoos are not permitted. Facial jewelry of any sort is not permitted. Nails (natural or fake) should be of reasonable length and should not interfere with student performance in curricular or co-curricular areas. Hair coloring should not be extreme. No hats, bandannas, sweatbands, and the like should be worn in school.

NON-UNIFORM DRESS CODE

Students are obliged to wear appropriate dress on those occasions which do not require school uniforms. On such special occasions, moderators have the right to exclude a student from participation if she is not properly attired. If excluded, the student will still be responsible for any financial obligations involved because moderators always base group rates on the number of participating students. On in-school "dress-up days," students are to be guided by the dress code outlined by the sponsoring group or by administration. Clubs/groups requesting "tag days" must have prior administrative approval of the dress code for the day. At all times, student dress must be appropriate and tasteful regardless of the current fashion trends in stores. A student's pride in her personal appearance is a matter of self-respect and respect for her school.

ILLEGAL DRUGS

Possession of illicit drugs is illegal; therefore, the school will not tolerate any student who has drugs in her possession, or who attempts to provide others with them or who is suspected of being under their influence. Parents will be notified immediately, and administrative action will be taken. Notification of police and subsequent counseling may also be necessary.

SMOKING, VAPING AND DRINKING

Students are not permitted to smoke, vape or drink in the school building, on or near the campus, on the way to or from school, on field trips, or on the school buses. Violation of this rule will result in suspension or dismissal from school under certain circumstances. Students should be guided by these regulations when they attend functions at other schools.

SUSPENSION/PROBATION

Occasionally a student may be placed on in-school suspension; when this occurs she should report to the main office to receive her assignments for the day. A student on suspension must complete any tests or quizzes on the next school day. Out-of-school suspension will be used if deemed necessary.

SCHOOL PROPERTY

Mother Seton Regional High School is one of the most modern educational institutions in North Jersey. It is adequately equipped, conveniently arranged and attractively landscaped. Each year, major repairs and upgrades are completed. Students should respect their school by keeping the halls, stairs and cafeteria clean, by using the furniture properly and by maintaining the beauty of the school in general.

ASSEMBLY

Behavior at assemblies will be covered by the same general code required in classroom situations: promptness in arriving with the class, moderate tone of voice, courteous and silent attention during the program, polite applause at the conclusion, prompt and quiet return to class. Rowdiness and unruly cheering are not acceptable. When Liturgies or other religious exercises are scheduled, students are expected to attend and are encouraged to participate fully.

FREE MODS

This is a privilege earned by upper classes and gives students brief periods of time to meet, to work together, or to socialize. Snacks may be purchased in the cafeteria during these times. Lunch schedules prohibit the use of the cafeteria for free mods after 11:30 a.m.

CAFETERIA

Breakfast and lunch are available at school for those who wish to purchase them. Breakfast and/or lunch may be brought from home. In the cafeteria itself, girls are expected to behave as they would at home. They must clear their tables completely and put the trays and trash in their proper places. Food is not to be eaten outside the cafeteria. Students should be in the cafeteria at their assigned lunch time. They should not eat elsewhere nor should they congregate in labs, classrooms or hallways. The cafeteria is to be left ready for the next class.

Should students need to borrow money for lunch, they should come to the main office. Under no circumstances, should they borrow money from faculty members, from other students or from the cafeteria. If borrowed, this money should be returned the following day. Cafeteria meal cards will be implemented in the 2019-2020 school year. It is the responsibility of the parents to keep the cards current.

LIBRARY

Use of the school library is a privilege. Misuse of the library will result in the loss of this privilege. All students in the school are entitled to use the library, to borrow books, or to use their laptops and Internet according to our technology policy.

CORRIDORS AND HALL BEHAVIOR

Students must move quickly and quietly in the halls at all times. Students are encouraged to exhibit proper behavior at all times and to give consideration to the faculty and entire student body. Every effort should be made to ensure a smooth flow of traffic in the halls. Students are expected to keep to the right as they walk down the halls. Students are permitted one purse and one small bag to be used for transporting books to class. Excessively large bags are safety hazards in the classroom and therefore must be left in lockers.

LOCKERS

All students should be advised that lockers (hall and gym) are the property of the school. School lockers must be kept neat and clean and are not to be misused. All articles not in use are to be kept in lockers, and lockers are to be locked at all times. Students are issued new locker combinations each year; each student is expected to keep her combination confidential.

Access to school lockers is permitted only at the following times: upon arrival at school, during a morning locker break, once during lunch period, and at dismissal. Each student is to use her own locker only. Students should not leave large sums of money or items of considerable value in their lockers. The school accepts no responsibility for articles which are misplaced by students or which are left in unlocked lockers. Sometimes, students decorate a student's locker as a birthday surprise. Students should use magnets in place of tape on the locker and should be sure that the decoration is in good taste. After a reasonable period of time, decorations should be removed.

FIELD TRIPS

On occasion, Mother Seton Regional High School will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege. Before a student participates in a field trip, permission for the student to participate must be obtained in writing from parents several days before the event. An official form is provided by the trip moderator. Telephone permissions are not acceptable. Once a student has committed herself to participate in such an event, she is responsible for any financial obligations involved. It is the obligation of each student to assume responsibility for her own conduct and to advise moderators of any unusual circumstances which may develop during the trip. Student leaders have a special responsibility in this area. The safety of each student and faculty member should be a prime concern of all involved. Participation in academic field trips is required.

DANCES

Evening activities, such as dances, are usually held from 7:30 to 10:00 p.m. Once a student arrives at these functions, she is not permitted to leave the building before 9:45 p.m. Her guest must also abide by the same regulations. All functions are chaperoned by parents and faculty members. Parents should be prompt in picking up students in order not to delay chaperones. The school reserves the right to limit attendance as needed. Semi-formal and formal events usually last until 11:00 or 11:30 and are chaperoned by MSR faculty.

TEXTBOOKS

Students are responsible for maintaining their textbooks. Most textbooks are also online. Books must be returned upon completion of the courses for which they were issued. A fee will be charged for lost or damaged books.

BOOKSTORE

The bookstore is located on the first floor near the gym entrance. It is open during the lunch periods. A variety of items may be purchased here and an online store will be made available to MSR families beginning in the fall of 2019.

GUIDANCE

Counselors with master's degrees in counseling are available for academic, personal and vocational counseling. They work as part of the academic team to help students achieve their goals. The school participates in Naviance, a website containing a wealth of college information and allows each student to plan and track her own application process. The College Connection Program brings over 50 college representatives from all over the country to meet with juniors and seniors in small group settings. Students have the opportunity to learn directly about potential colleges by those who will evaluate their applications. Career days offer students the opportunities to explore future possibilities.

A comprehensive testing program including High School Admissions and Scholarship tests, Terra Novas, PSATs, ACTs, and Advanced Placement tests are administered to our students over 4 years. In addition, students are offered a career interest inventory and a personality survey upon request.

Parental involvement is encouraged at all times, but particularly in times of curriculum planning for each student. Parents are encouraged to contact the Guidance Counselors to seek help in school-related matters and to seek teacher input. In the event of long term illness, home instruction may be arranged through the Guidance Department. Students may access curricular information or assignments on www.motherseton.org. Individual junior family conferences begin in January of junior year to discuss college admissions testing and other post-secondary options. In senior year, scholarship information is sent directly to parents and students through the Naviance system.

SUSPECTED CHILD ABUSE OR NEGLECT

New Jersey State law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect must make a report to Child Protective Services (DCPP.)

COURT ORDER

If there is a court order specifying the rights and responsibilities of individual parents, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The custodial parent may wish to supply administration with the “custody section” of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations to the student. The school will provide both parents with academic information about the student unless there is a clear document in place which specifies that this should not be done.

STUDENT TRANSCRIPTS

The student transcript is the official record of the student’s academic performance in high school. Official transcripts are sent directly from one educational institution to another. This report contains final averages and credits earned in each course. Weighted

GPA's and unweighted GPA's are also included. Transcripts are sent upon the receipt of a signed request from a parent or from the receiving school if a student is transferring. In the junior conference, the guidance counselors discuss the transcript with each junior and her parents. Upon written request, a student may receive an unofficial transcript to use when she begins her college search.

STUDENT EMPLOYMENT

Students are encouraged to do some meaningful work over the summer - work at home, do volunteer work for a worthwhile cause, take enrichment courses or work in an internship or paid position. However, parents should consider carefully the positions they allow their daughters to choose and the amount of hours they work during the week especially during the school year as this could negatively affect their daughter's academic progress.

WORKING PAPERS

Working paper applications are available in our main office. The health certificate must be completed by the student's physician and the school record will be signed by an administrator if the student's academic record reflects passing grades. The student must then take these records, her promise of employment and her birth certificate to her local high school. Newark residents present their paperwork to the Newark Board of Education.

THE STUDENT COUNCIL

The Student Council is the name of the student government organization. It is a means of communication among the students, administration and faculty.

The council offers an excellent opportunity for good citizenship training. Members learn how to conduct themselves as worthy citizens of the high school under a variety of experiences that permit them to contribute and to develop leadership. The council makes a tremendous contribution to Mother Seton High School by helping to clarify regulations, by influencing students to conform to school rules by working for the general improvement of attitudes toward, and respect for, high standards of conduct and by sponsoring several social events for the student body. The specific aim of the Student Council is to become the central organization in the school life of the Mother Seton Regional High School student.

NATIONAL HONOR SOCIETY

Juniors and seniors are elected by a Faculty Selection Committee to the National Honor Society if they meet high standards of scholarship, service, leadership and character. It is one of the highest honors that can be bestowed on a high school student. The National Honor Society strives to recognize the total student, one who excels in all four of these areas. Accordingly, the selection process takes place in the following manner:

At the beginning of the second semester each year, cumulative grade point averages for all juniors and seniors are compiled (juniors as of the end of the 5th semester; seniors as of the end of the 7th semester). Any student with a cumulative scholastic average of 4.0

is considered academically eligible for membership in the National Honor Society provided she has just completed a minimum of two successful semesters at Mother Seton Regional High School. Each student must also have a minimum of a 2.5 grade in each subject area.

Each student who qualifies scholastically will receive a National Honor Society Application to complete which will assist the Faculty Selection Committee in determining whether or not the candidate meets the other requirements for membership. The student must complete this form in order to be considered further, but filling it out does not guarantee election to the Honor Society. It is the responsibility of the student to provide documentation and/or statistics supporting her data, particularly in the areas of service and leadership. There must be strong evidence of community service to others, particularly within the Mother Seton Community.

At the same time, each member of the faculty will receive a list of candidates and be given the opportunity to comment on each student's qualifications. The advisor of the National Honor Society will then convene the Faculty Selection Committee to review each student's NHS application, faculty recommendations and any other verifiable information about each candidate. Qualified students are then selected for National Honor Society membership by the majority vote of the Faculty Selection Committee, subject to approval by the administration. Students are inducted during a formal ceremony in the presence of their families and the entire school community.

Juniors who are not selected are eligible for consideration again the following year, provided they have maintained a 4.0 cumulative scholastic average.

Membership in the National Honor Society is both an honor and a responsibility. Students elected to membership are expected to maintain the high scholastic average standards that were used as a basis of their election, to serve as models of these qualities for the entire student body, and to continue a high level of service to the school community. Honor Society members provide tutoring for students who need additional help in major subject areas.

Should a member's grade fall below a specified grade in any subject, she will be given one marking period in which to raise her grade to an appropriate level. Failure to do so will result in dismissal from the National Honor Society. Once a student is dismissed from the National Honor Society, she may not be re-elected.

It is expected that all members of the National Honor Society will maintain the high academic and behavioral standards which NHS represents. Serious violations of school regulations by any member will result in a one-month probation period during which all privileges of National Honor Society membership will be suspended and some appropriate form of correction will be administered. At the end of this time, the student may be reinstated at the discretion of the National Honor Society advisor and the school administration. A second offense at any later date will result in automatic expulsion from the Honor Society. For flagrant violations of school or civil law, a warning need not be given. A member will be allowed only one warning period.

COMPLIANCE WITH THE LAW

Several plans required or suggested by the State of New Jersey are in place at Mother Seton Regional High School. They are listed below:

FIRE DRILL

The signal for a fire drill is a loud horn. At this signal, students will exit the building in a calm and orderly manner. They should proceed to their respective places following the directions posted in each classroom. All doors and windows are to be closed and the lights turned off. Teachers will lead their classes out, check attendance, and remain with their classes until the drill is over. Complete silence and total cooperation are vital during a fire drill. Similar procedures are to be followed under any emergency situations.

CRISIS MANAGEMENT PLAN

Mother Seton Regional High School has in place a comprehensive Crisis Management Plan which has been distributed to each faculty and staff member. A copy is also available at the Archdiocesan School Office and at the Clark Police Department. As always, our primary concern is the care and safety of our students. Briefly, the plan provides clear instructions for students, faculty and staff in the event of a crisis situation. Appropriate codes are readily available to each faculty member. Normally, fire drill procedures are used to re-locate students in the event of any emergency. Fire drills and evacuation drills are held during the school year. More detailed information is provided to the students during the school year, and practice drills are held. Plans have been made so that if there were any type of local, state, or national shutdown, your daughter would be able to remain at Mother Seton overnight.

PEST MANAGEMENT PLAN

A Pest Management Plan is in place. A copy of the appropriate information is posted on the Mother Seton website.

CHEMICAL HYGIENE PLAN

A Chemical Hygiene Plan prepared by Mother Seton Regional High School for our laboratories is also in place and has been signed by all science teachers.

ASBESTOS MANAGEMENT PLAN

The school's Asbestos Management Plan is on file in the school office, as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.

TUITION

At the time of registration, parents and guardians set up their tuition account with the FACTS company. Parents and guardians are advised in advance of the costs associated with registering their daughter in a Catholic, private, college preparatory high school. Therefore, it is assumed that all financial obligations will be met in a timely manner. If not, late charges will be incurred.

If tuition accounts are not up-to-date, students are not permitted to take examinations in January or in May/June and, therefore, complete their academic records. Last minute excuses or arrangements are not acceptable. In addition, the school reserves the right to limit the student's participation in activities and will send incomplete transcripts to colleges, universities, employers and other educational institutions.

INSURANCE

Student insurance is provided for all students. This policy covers the student during school hours, en route to and from school and also during any other school-related activity. It is designed as a secondary insurance and is applicable only after the family's own insurance has been presented.

HEALTH SERVICES

The school nurse is available in the health office. If the nurse or her designee is not in the health office, she may be contacted by reporting to the main office. Unless personally called to the health office, no student is permitted to go there without first obtaining a pass from her classroom teacher, except in the case of an emergency.

If a student is to be sent home, the parent or guardian will be contacted and is expected to make prompt arrangements for her transportation. The school will not assume the responsibility for arranging transportation home. The parent or guardian should report to the main office and sign the student out of the school before the student leaves the building. Friends of the student or minors are not considered guardians and will not be allowed to sign for a student's release.

Unless she is authorized by the school nurse or the general office, no student is to make her own arrangements for dismissal from school. Each student is expected to cooperate completely and promptly in all phases of the school health program as outlined by the state and town health authorities and by the school nurse.

All prescription medications which are to be taken in school require a written statement from the student's parent/guardian and doctor indicating the drug to be taken, when and for how long it will be needed. This statement will be kept on file in the Health Office. The student must bring this medicine appropriately labeled to the health office. She will be permitted to take it according to her doctor's note.

All non-prescription medications (Tylenol, aspirin, etc.) which are to be taken in school require a written statement from the student's parent/guardian indicating when and for how long it will be needed. This statement will be kept on file in the Health Office. The student must bring this medicine appropriately labeled to the health office. She will be permitted to take it according to her parent's note.

According to state guidelines, no one, not even the nurse may administer any medication to the student without the aforementioned doctor's or parent's note and without the student/parent providing the appropriate medication to the health office in the original pharmacy container. No student is to have in her possession any prescription or non-prescription drug. All medications are to be kept in the health office and taken in the presence of the nurse, or her designee. All medications are to be stored in a container which is clearly labeled with the student's name, name of medication, dosage and time of administration of medication.

A physical examination is required for all freshmen, juniors and transferring students. This form is also sufficient medical record for participation in varsity sports. In order to participate in physical education, each student must have her record of physical examination on file.

As permitted by New Jersey law, the school follows the orders of a physician for emergency administration of epinephrine via epi-pen for anaphylaxis. If a student needs an epi-pen, written authorization from the student's parent or guardian must be received for administering it. The parent should request an appointment with the school nurse to explain in full detail the illness and the need for the epi-pen. The school and its employees or agents shall have no liability for any injury arising from administration of the epi-pen to the student. The parents/guardians of the student shall indemnify and hold harmless the school and its employees.

POLICY FOR ACCEPTABLE USE OF MOBILE DEVICES

Students are permitted to use their cell phones only during designated times and locations during the school day from 7:55-2:10. Once the 7:55 homeroom announcement has been made, cell phones must be silenced and secured in bags or lockers. Use is strictly prohibited during instructional periods. However, there may be times when a cell phone will be permitted for use in the classroom as directed by the teacher. During these permitted times, devices must be used only for the expressed purpose of the activity. If at any time attentiveness or participation in the activity is hindered by preoccupation with the device, a student will be asked to put it away and discontinue use.

Students should not use cell phones or laptops in the bathrooms or hallways. Cell phone use during the day is permitted only in the cafeteria during free or lunch periods but not to make or to receive calls. Cell phone use is not permitted in study periods or in the library. Students may not use their mobile devices to make or receive phone calls during the school day at any time. If a student needs to make a phone call during the school day, she should do so on her cell phone in the main office.

In addition, students must remember that they are accountable for any social media posts made in relationship to Mother Seton and any Mother Seton related activity. Posts must be made in a responsible and respectful manner.

This is a reminder to all students that cell phones should never take the place of personal and social interaction. Lunchtime and free periods are wonderful opportunities to talk to one another and create high school memories that will last a lifetime.

POLICY FOR ACCEPTABLE USE OF TECHNOLOGY

The building is networked and each classroom has internet accessibility. Wireless access is available in all areas of the campus. Parents are urged to be aware of how their daughter is using the home computer. She should not be spending excessive hours on the internet, on social media or in chat rooms. Please be sure to supervise computer use.

The use of computer services at Mother Seton Regional High School is a privilege, not a right. Students are expected to make responsible, ethical and appropriate use of computers and information services, such as the Internet, at all times. Network and computer services include: use of personal and school computers and peripherals, use of the internet, use of school email account and use of all associated software.

Mother Seton Regional High School's **Rules of Conduct** apply to information services in very particular ways:

- Students may use only their own password
- Students may not reconfigure or tamper with the network system in any way, nor attempt to access or alter files without proper authority
- Students may not unlawfully copy software or information
- Students may not use illegal software
- Students must cite properly all information that is required from electronic sources and used in their assignments
- A student is held responsible for all activity conducted on her account or under her access to a computer
- Game playing is not permitted on any school-owned computer, server or network system
- Students are not permitted to be in chat rooms or on personal websites or e-mail on any school computer unless these are being used for an immediate educational purpose to fulfill an academic requirement.

Failure to comply with these standards of acceptable use of Mother Seton Regional High School's technology will result, in the very least, in suspension or withdrawal of network privileges. We will expect you and your daughter to sign and to honor the Mother Seton copy of the "Acceptable Use Agreement for Technology" which is included in the sign off sheet for this handbook.

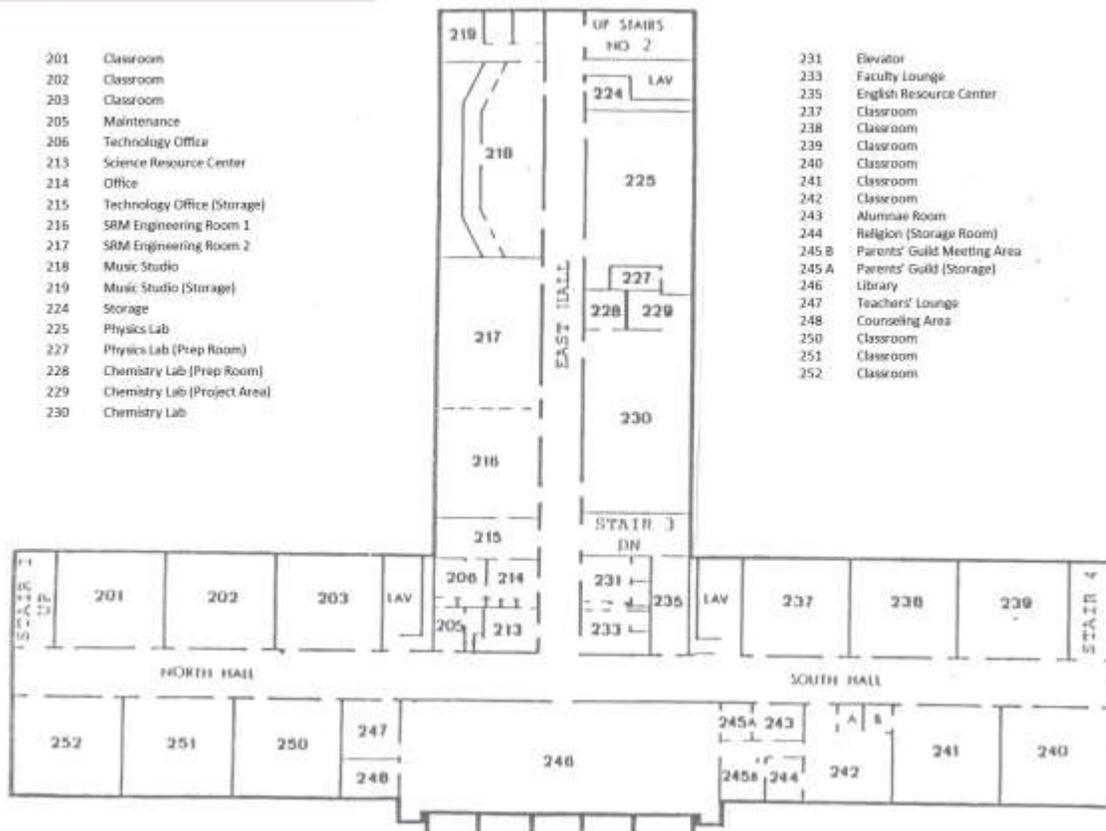
MOTHERSETON

First Floor Plan



MOTHERSETON

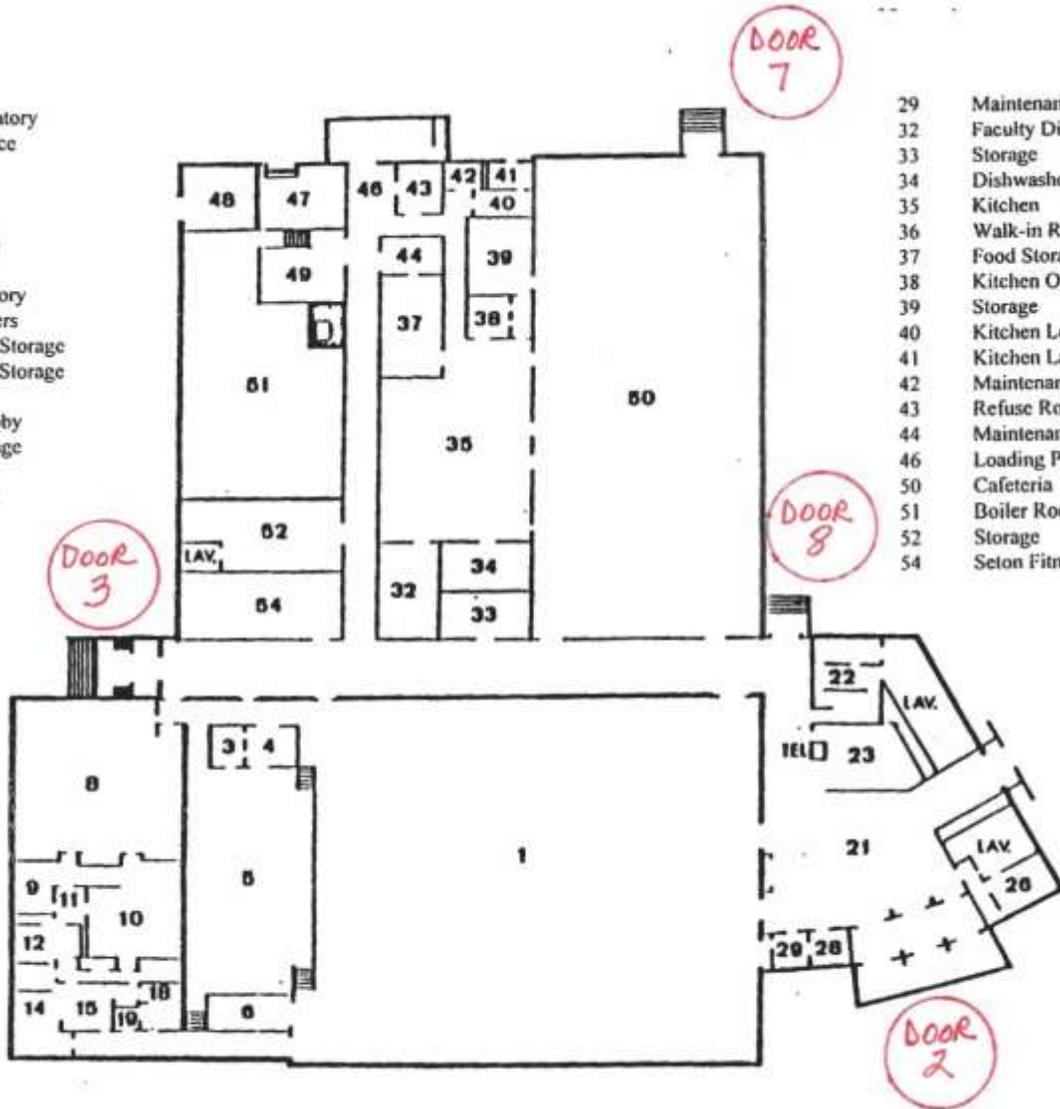
Second Floor Plan



Gymnasium / Cafeteria Floor Plan

- 1 Gymnasium
- 3 Phys. Ed. Lavatory
- 4 Phys. Ed. Office
- 5 Stage
- 6 Gym Storage
- 8 Gym Lockers
- 9 Gym Lavatory
- 10 Gym Storage
- 12 Visitors' Lavatory
- 14 Visitors' Lockers
- 15 Parents' Guild Storage
- 18 Parents' Guild Storage
- 19 Stage Lav.
- 21 Gym Area Lobby
- 22 Women's Lounge
- 23 Book Store
- 26 Men's Lounge
- 28 Storage

- 29 Maintenance
- 32 Faculty Dining Room
- 33 Storage
- 34 Dishwasher Area
- 35 Kitchen
- 36 Walk-in Refrigerator
- 37 Food Storage
- 38 Kitchen Office
- 39 Storage
- 40 Kitchen Lockers
- 41 Kitchen Lavatory
- 42 Maintenance Storage
- 43 Refuse Room
- 44 Maintenance Office
- 46 Loading Platform
- 50 Cafeteria
- 51 Boiler Room
- 52 Storage
- 54 Seton Fitness Center



GYMNASIUM - CAFETERIA

ALMA MATER

From these halls of truth and knowledge,
Guide us on our way we pray;
Mother Seton, Alma Mater,
Make us stronger day by day,
Cherished memories fill our hearts,
Hopeful dreams will never die,
With thy guiding light, lead us day and night,
And ever help us find our way.

Mother Seton, lead thy daughters,
Let us never be dismayed;
Through life's stream of rippling waters,
Lead us safely, Lord, we pray.
If we wander as we journey,
Shine thy light so we may see;
Walk beside us, gently guide us,
And ever help us find our way.

NOTICE OF NON-DISCRIMINATORY POLICY

Mother Seton Regional High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan program, athletic and other school-administered programs.

AMENDMENTS TO THE HANDBOOK

Ordinarily, the MSR Handbook is a two-year or three-year publication. It is, therefore, subject to change at any time when deemed necessary by the school administration and staff. If policy changes are made to the Handbook, parents and guardians will be notified within a reasonable period of time. Club programs and calendars are re-issued each year or monthly, as in the case of calendars published each month by Student Council.