



2018-2019

Seneca High School

3510 Goldsmith Lane, Louisville, Kentucky 40220

OFFICE PHONE: 502-485-8323 FAX 502-313-3529

Seneca High School ACT/SAT Code: 181-612

Seneca High School Mission: The Mission of Seneca High School is to prepare scholars for college and career goals as measured by state academic standards. We are committed to providing an environment and system of support to ensure all scholars are successful.

Seneca High School Vision: Seneca High School is a positive, caring community where champions and scholars are committed to becoming an exemplary model for success in a global society.

2018-2019

Have a vision. Know your purpose. Believe in yourself. Be determined.

THIS AGENDA BELONGS TO:

NAME: _____

GRADE: _____ **ACADEMY :** _____

MY 5-YEAR VISION IS: _____

Everyday at Seneca, my **purpose** is to _____.

I **believe** in myself! If I forget, these people can remind me:

_____.

I will be **determined** and not distracted by _____.

Academic Goals:

Class	1 st Semester Grade Goal	Actual 1 st Semester Grade	2 nd Semester Grade Goal	Actual 2 nd Semester Grade
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Reflection: What area do I need to improve most this school year - attendance, behavior, or grades? How can I do that? Who can help me if I need it?

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EXECUTIVE PRINCIPAL: KIMBERLY MORALES

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Academy Principals

Nureka Dixon
Ryan Fahey
Michael Guy
Heather Orman

Academy Counselors

Strauzie Collins
Carlos Rul-Ian
Jennifer Rul-Ian
Damien Sweeney

Instructional Support Team

Brittany Ballard
Jamie Byrne

Jennifer Fuchs
Kristy Holien
Kerry Richey
Kenneth Norris

Teresa Ohlmann

Mary Louise Pozaric

Family Youth Services

Center Coordinator

Elycia Pettaway 502-313-4529

Librarian/Media Specialist
College Access Resource
Teacher

Goal Clarity Coach
Behavior Interventionist
ECE Consulting Teacher
Building Assessment
Coordinator

Career Readiness
Resource Teacher

Academy Coach

Athletic Director

Scott Ricks 502-485-8323

School Website: <http://www.jefferson.k12.ky.us/Schools/High/Seneca/homepage.html>

Like Us on Facebook: Seneca High School

Follow us on Twitter: @Seneca_High

Seneca High School is an Academies of Louisville School!

Freshman Academy provides career pathway exploration for all 9th graders through the Seneca 101 course. At the end of 9th grade, scholars declare a career pathway and academy for 10-12th grades.

AgriScience & Leadership Academy pathways include: AgriScience (Plant & Animal) & JROTC

Law & Information Technology Academy pathways include: Pre-Law & Cyber Engineering

Health & Education Academy pathways include: Education (K-12 & Early Childhood) & Patient Care Technician

Advanced Placement, Dual Credit, World Language, Arts, Music, and Health and Fitness courses (along with other electives) are open to scholars from all academies.

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"Tradition Guides Us; Achievement Drives Us."

Quality education since 1957

Seneca High School's tradition of quality education has existed since 1957. Today, Seneca serves approximately 1,300 scholars in grades 9 through 12. The Seneca High School campus is conveniently located in a residential setting that provides a safe environment for all educational activities.

Global and caring community

Seneca's population is racially, economically, and academically diverse. All scholars belong to a smaller learning community: the Freshman Academy, Law & I.T Academy, Health & Education Academy, or AgriScience & Leadership Academy. We welcome all children including English language learners, special needs learners, and Advance Program scholars.

Systems of support

An integral part of Seneca is our support system of counselors and assistant principal teams (CAPs), the Family Resource Youth Service Center (FRYSC), our Scholar Community Liaison and the Job Development Planner of the Louisville Education and Employment Partnership (LEEP Program). Seneca is dedicated to scholars and takes seriously the responsibility of helping scholars find success today and for years to come.

A BRIEF HISTORY OF SENECA HIGH SCHOOL

In the Beginning...

The Jefferson County Board of Education began plans in 1955 to build a new high school to relieve overcrowding at Fern Creek High School. In September 1957, Goldsmith Junior High School opened with an enrollment of approximately 900 seventh, eighth, and ninth graders.

At the end of the 1957 school year, scholars chose a new school name (Seneca), colors (red and gold), and team name (Redskins). With cartoonist Al Capp's consent, "Lonesome Polecat" of Capp's comic strip "Li'l Abner" became the school's exclusive mascot. In the school year of 1958-59, Seneca had an enrollment of 1455 scholars in grades 7-10.

By 1961-62, Seneca's Beta Club had become the largest chapter in the nation with over two hundred members. The school's enrollment had increased to about 3,400 by 1968, including seventh and eighth grades. A second gymnasium, the Kenneth Farmer Athletic Building, was added in the late 1960s. It was named for the school's first principal.

The boys' basketball team won back to back state titles in 63 and 64. Those teams continue to be viewed as the best of all time in Kentucky high school basketball. The team was led by NBA, Naismith, U of L, and Kentucky Hall of Famer Wes Unseld. He was also honored as an ESPN All time "TOP 50" player. Wes last served as coach and general manager for the Baltimore Bullets (Now the Washington Wizards) before his retirement in 1995. Wes Unseld has always been known for his sportsmanship, humility, and tremendous playing ability. Many of his records still stand. Wes's autograph was recently inscribed on the gym floor to honor him as an all time great. Seneca's football team won a state title in 1965. Ron Cain, for whom the stadium is named after, coached the team. There have been many great Seneca football teams through the years.

The theater building, located in the courtyard, was originally built to accommodate the large television classes of the 1960s and 1970s. The main room of the building has since been named Stickler Theater, in honor of the school's longtime drama champion, C. Eugene Stickler.

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Seneca was one of the first high schools in the area to have an Advanced Program. We continue this program today and have consistently been one of the top schools in the district to have the highest pass rate on the College Board Advanced Placement exams.

Changing Looks, Enduring Pride

In the spring of 1993, the Louisville and Jefferson County Human Relations Commission requested all schools in JCPS to discontinue the use of Native American names and mascots. This request was reinforced by the NAACP, National Education Association, Department of Education, and the Office of Civil Rights in 1994. Kentuckiana's Native American Association responded that they felt "no offense" to the use of Seneca's mascot, but asked that any caricatures used be done so responsibly. Seneca High School changed their name and mascot to the RedHawks in the 1994-95 school year as a sign of respect, pride, and loyalty. Then, in 2016, Seneca was contacted by Miami University challenging its use of the RedHawk image. To avoid a trademark battle, Seneca began phasing out the image and replaced it with the new RedHawk image (shown on the cover of this agenda). No matter whether they are a Redskin or a RedHawk, Seneca alumni proudly exclaim "Seneca Forever!"

Seneca Marine Corps Junior ROTC

Seneca High School Marine Corps Junior ROTC (JROTC) was founded in 1967 and is one of the oldest continuously operating Marine Corps Junior ROTC units in the nation. Seneca JROTC is a four-year program designed to instill the Marine Corps values of honor, courage and commitment in our cadets. The objective of Seneca JROTC is to develop scholars prepared to be good citizens, who have personal responsibility, a sense of belonging and accomplishment, and a desire to serve their community and their country.

Seneca JROTC is the most active Junior ROTC unit in Jefferson County Public Schools, and one of the most active in the nation. Seneca has a competitive physical fitness team, a distinguished rifle team, and outstanding boys and girls drill teams. In addition, we perform hundreds of hours of community service every year. Seneca JROTC is one of the top Marine Corps Junior ROTC units in the nation. In the 2015-2016 school year, there were over 210 cadets in Seneca's JROTC. This was over 13% of the high school scholar body.

Hall of Fame

Graduates such as Diane Sawyer, Judge Ellen Ewing, Mayor Jerry Abramson, and Wes Unseld have brought international acclaim to Seneca. Seneca is, and has long been, a culturally diverse school. Tradition is guiding us while achievement is driving us. The band still stirs the crowds to support our athletic teams, trophies must be rearranged frequently to make space for new ones, and each year, you can still expect to be wowed by a Seneca musical. We also have scholars that win Kentucky Music Educators Association Awards in Chorus, Band and Orchestra every year. You can check out the Hall of Fame in the main hall outside the cafeteria.

Seneca Forever

"Seneca Past and Present" is our beloved alumni association. They are involved in the school in a number of ways including mentoring and financial giving. Stay in touch with high school classmates through membership in the SP & P. Tell your friends and family members about us! Contact SP & P President Frank Binford at febinford@yahoo.com. You may also contact Principal Morales for information or alumni news. Please visit www.Senecaforever.org and our Facebook page to join and to stay in touch!

SENECA HIGH SCHOOL 101

School Motto:	“Tradition Guides Us; Achievement Drives Us.”
School Mascot:	RedHawks
School Colors:	Red and Gold
School Yearbook:	The Arrow
School Newspaper:	The Sentinel
Seneca Alma Mater:	Seneca Fight Song:
Dear Seneca, this heart-felt hymn	Seneca forever loyal and true
Shall be dedicated to thee;	Our hearts will never change our love
A star whose flame shall never dim	for you.
Our beacon ever be.	RAH! RAH! RAH!
Seneca forever!	Seneca forever be brave, be bold
All hail the red and gold!	Fight for our colors of red and gold.
Emblem of noble deeds and glory yet untold.	

Competitive Athletic/Activity Teams:

Fall Sports: Football, Volleyball, Boys and Girls Soccer, Cross Country, Field Hockey, Cheerleading, Golf
 Winter Sports: Boys and Girls Basketball, Wrestling, Bowling, Archery, Swimming
 Spring Sports: Baseball, Softball, Track and Field

Competitive Academic Teams:

Chess, FFA Competition Team, Future Problem Solving, Governor’s Cup Teams, Math Team, Mock Trial, Quick Recall, Speech & Debate

Competitive Musical Organizations:

Band, Choir, Orchestra

Competitive Junior Marine Corps ROTC Teams:

Color Guard, Drill, Physical Training, Rifle

GENERAL INFORMATION

School Day Schedule

Scholars who arrive at school before 7:20 a.m. must report to the cafeteria. Between 7:20-7:34, scholars may also be in the media center or small gym. The first tone sounds at 7:34 a.m., at which time scholars are allowed to go to lockers and to first period classrooms (classes begin at 7:40 a.m.).

Regular Bell Schedule		RedHawk Readiness (Advisory) Bell Schedule	
1 st period	7:40-8:35	1 st period	7:40-8:25
		RedHawk Readiness	8:30-9:10
2 nd period	8:40-9:28	2 nd period	9:15-9:57
3 rd period	9:33-10:21	3 rd period	10:02-10:44
4 th period	10:26-11:14	4 th period	10:49-11:31
5 th period	11:19-12:33	5 th period	11:36-12:46
		1 st lunch: 11:19-11:39	1 st lunch: 11:36-11:56
		2 nd lunch: 11:44-12:04	2 nd lunch: 12:01-12:21
		3 rd lunch: 12:09-12:33	3 rd lunch: 12:26-12:46
6 th period	12:38-1:26	6 th period	12:51-1:33
7 th period	1:31-2:20	7 th period	1:38-2:20

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MEALS

All Seneca scholars receive free breakfast and lunch.

PTSA

PTSA memberships are \$5.00 per person. PTSA members get special discounts and privileges throughout the year.

Bus Schedules

These are available at all JCPS schools or on the JCPS website under "Parents" and "Bus Finder." For further information, please call your assistant principal.

Lockers and ID Cards

All scholars must have a locker and ID. Locker rental and ID card fees are included in the general fee. Scholars are not allowed to share lockers or give their locker combination to anyone else. Scholars are required to have possession of their ID Cards at all times. Replacement ID cards are \$5.

Textbooks

There is no charge for textbooks; however, books checked out to a scholar are his/her responsibility. Lost or stolen book fees range from \$5-\$85 depending on the cost of the book.

Fees

Most courses require instructional fees for consumable materials. Fees will be assessed at RedHawk Day and during the first week of school. Unpaid fees can result in denied privileges. All debts, including lost book/textbook fees, must be settled prior to receiving a diploma.

School property

Once scholars arrive at school they are not permitted to leave without permission. See Behavior Expectations for information about consequences for leaving school grounds without permission.

Drinks/drink containers

Drinks brought in from outside of school must be sealed and unopened. Drinks from a restaurant and open cans or bottles are not permitted. These are to be disposed of prior to entering the school building.

Hall/Restroom Passes

Each champion has an official pass used at their discretion for official business. **No hall passes will be issued during lunch periods. Scholars have a set number of restroom passes in the agenda book. Once passes are used for the month, scholars will not be allowed to use the restroom during classes.**

Smoking Policy

JCPS policy forbids smoking by anyone – staff, scholars, and families – at any time on any JCPS property. This policy is inclusive for all extracurricular activities that occur outside the regular school day and at all school functions. (E-cigs and chewing tobacco are included in this policy.) See Behavior Expectations for consequences of violating this policy.

Lunchroom Etiquette

The RedHawk Family shares the cafeteria and each scholar is expected to practice general rules of good behavior.

Simple rules of courteous behavior that make the lunchroom pleasant and relaxed include:

1. Remaining seated until the bell or a cafeteria supervisor dismisses your table.
2. Leaving the table and the surrounding area clean and orderly.
3. Putting trash in the proper container.

Signs in the School

Any activity being advertised in the school needs sponsor approval before posting.

Restaurant Food Restrictions

Due to Federal Guidelines, scholars cannot order or have outside food delivered to the school during school hours (7:40 a.m. – 2:20 p.m.) – even by a parent. If a club or activity plans a special event involving outside food orders, this must be approved with the administration prior to the order being placed. **At no time should a scholar leave school grounds during the day to pick up food items.**

Authorization to Give Medicine

Scholars are not permitted to carry medication at school, neither prescription or non-prescription. Medication should be given at home when possible. If your child needs to take medication during the school day, we must have a signed affidavit on file giving your permission for us to do so. The medicine must be in its original container with a current prescription label attached. Non-prescription medicine must be in its original container, also. You may pick up an AUTHORIZATION TO GIVE MEDICINE FORM from the nurse's office. You will then return this form and the medication to the nurse's office for dispensing. Unused medicine should be picked up by the parent when no longer needed. Any medications not picked up before summer break will be destroyed by the nurse.

Telephone

Scholars cannot have an excused tardy to class because of making phone calls. Scholars are not permitted to use phones in the classrooms unless authorized by the classroom champion or an administrator. Scholars must have a note from a champion to use the phone in the office. Cell phones are not to be used for phone calls while on school property during the school day, including on the school bus. **If parents need to contact your children, please call the office. More information about our cell phone policies are in the pages that follow.**

Fundraising

Non-school fundraisers are not permitted on campus. All school fundraising activities must be cleared through the bookkeeper, principal, and/or athletic director at the beginning of the school year.

Public Displays of Affection

Scholars are to refrain from engaging in unreasonable displays of romantic affection. Overt displays such as kissing and hugging in a school setting or at a school event will be considered discipline issues.

Elevator Key

If it is necessary for you to use the elevator, you may obtain a key from the principal's secretary by submitting a deposit of \$5. If a key is lost, the scholar must pay \$30 for a replacement.

Scholar Parking

All scholars who drive to school must park in the designated scholar parking lot AFTER purchasing a permit. Unauthorized cars will be towed at owner's expense. If a parking permit is lost during the year for violation of any rule below, the scholar must pay for a new permit.

Parking Regulations and Procedures

1. Parking passes are available first to juniors and seniors for the cost of \$20. (Remaining passes will be sold to eligible sophomores.)
2. All vehicles must be registered with administration.
3. Parking permit must be hung from the rear view mirror and visible through the front windshield at all times.
4. Failure to display school permit where visible from outside will result in \$10 fine and/or immobilization device.
5. Scholars must enter school immediately after parking and are not permitted to hang out in parking lot.
6. The no smoking policy applies while scholar is anywhere on school property.
7. Any illegal substance or object found in vehicles while on school property will result in legal and/or JCPS disciplinary actions.
8. Co-op scholars may not return during the school day without permission from administration.
9. Scholars shall not go to cars during school hours without permission from administration.
10. Seneca High School is not responsible for any damages/theft that may occur while at school. Park at your own risk.
11. Maximum driving speed on campus is 9 miles per hour.
12. Permits may not be loaned to other scholars.
13. Vehicles parked illegally and/or with no permit are subject to be towed at the owner's expense.
14. Scholar drivers are responsible for behavior of others and anything in their vehicle.
15. Music must be at a volume where it cannot be heard from outside the vehicle.
16. **Scholars are not permitted to leave without permission once they have arrived on school property.**

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Violation of any of the above and/or other related school policies may result in forfeiture of parking privileges and/or other disciplinary actions. **JCPS HAS THE AUTHORITY TO SEARCH AUTOMOBILES PARKED IN SCHOOL PARKING LOTS.**

SCHOOL COUNSELING AND ACADEMIC INFORMATION

School Counseling

School Counseling services are available for every scholar at Seneca. These services include academic monitoring and planning, college/career development, help with person/social development, or any issues scholars feel necessary to discuss with their counselor.

Graduation requirements

A scholar must earn a minimum of 22 credits to graduate:

English	4 credits
Mathematics	4 credits *
Science	3 credits
Social Studies	3 credits
Health and Physical Education	1 credit
Humanities	1 credit**
Electives	6 credits
.....	
Total credits to graduate	22 credits

*One of the six required elective credits must be in the discipline of Mathematics during the scholar's fourth year. This fourth year of math could be an approved equivalent math credit that is integrated, applied, interdisciplinary, occupational, or technical that meets the content standards in the state's Program of Studies and prepares a scholar for a career path based on the scholar's Individual Learning Plan.

**Scholars can satisfy the 1-credit required in Arts and Humanities by either completing the course, History Appreciation of Visual and Performing Arts (HAVPA), or by successfully pursuing a fine arts specialization. By specializing in a fine art, scholars must complete a minimum of 3 consecutive years in one of the following areas:

- Visual Art
- Orchestra
- Band
- Choral music
- Theater

Technology Graduation Requirement Option Each student must demonstrate technology proficiency by earning a passing score on the 21st Century Skills Assessment that is administered in the seventh grade. Students who do not demonstrate proficiency on the seventh-grade 21st Century Skills Assessment will do one of the following, in grade eight or during high school, in order to graduate: • Successfully complete any computer course that includes digital literacy. • Earn an EverFi Ignition certificate, which is placed in the student's permanent record. • Successfully complete a qualifying technology-based performance event since technology is ever-changing. The performance event may include, but not be limited to: – Competing in VEX World Robotics. – Presenting at a state STLP competition. – Completing a qualifying Student Technology Ambassador event.

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Civics Exam Requirement: Exam composed of questions from the United States Citizenship and Immigration Services test was approved by the board as part of the state's high school graduation requirements. In 2017, the Kentucky General Assembly passed Senate Bill 159. According to the law, beginning in July 2018, a student must pass a civics test composed of 100 questions from the United States Citizenship and Immigration Services test to graduate from a public high school with a regular diploma. In order to pass the test, each student must answer at least 60 percent of the questions correctly.

Promotion Requirements

Scholars successfully completing a high school course will earn a half credit for each semester of work. Placement of scholars in high school is determined by the number of credits earned at the beginning of the school year:

Freshman	promotion from 8 th grade
Sophomore	5 credits earned
Junior	11 credits earned
Senior	16 credits earned

Scholars will take all assessments required of their grade level at the time the assessment is administered.

Scholars previously retained, will be promoted after the 1st semester of the school year if the appropriate number of credits have been earned. This move will occur only after careful evaluation of 1st semester grades.

- Promote second-year students in 9th grade to 10th grade with 8 credits earned and adequate 1st semester progression
- Promote third-year students in 10th grade to 11th grade with 13 credits earned and adequate 1st semester progression
- Promote fourth-year students in 11th grade to 12th grade with 19 credits earned

***All AP and World Language classes are 1 year (both semesters) long and will either result in 1 or 0 credits at the end of each school year. There are no part As or part Bs for these classes.**

The Individual Learning Plan (ILP)

All scholars must complete the Individual Learning Plan (ILP) via the Internet each school year. The ILP affords the scholar the opportunity to explore careers and colleges, to match interests and skills with careers and colleges, to align high school coursework with college and career preparation, and to create a resume of experiences, education, and activities for future use in scholarships and job applications.

Mid-Year Enrollments

Mid-semester transfers will begin their enrollment at Seneca with the same grades that they arrived with from the withdrawing school. If letter grades are the only grades received, scholars will get the highest possible numeric grade for that letter. If no grades were received from the withdrawing school or the scholar could not be placed in a comparable class that he/she was in, they will begin the class with a 100%. Scholars will receive the same grade for mastery, progression and engagement in the champion grade book.

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Basis of Academic Grades

Academic grades will be based on the following:
Student Engagement (with standards) – 20%
Student Progression (towards standards) – 20%
Student Mastery (of standards) – 60%

Explanation of Academic Grades

The assignment of the following letter grade is based upon the following numerical averages:

- A 90% - 100%.....Outstanding Performance
- B 80% - 89%Above Average Performance
- C 70% - 79%Average Performance
- D 60% - 69%Below Average Performance
- U Below 60%Unsatisfactory Performance
- I (Incomplete) work due to absence must be completed and the grade recorded within the following timeline:
Fifteen school days following the end of the first-semester grading cycle
Before the first scholar day of the next school year following the second semester.
- W (Withdrawal) Students who withdraw from school and do not complete a course are assigned a W.

***Advanced Placement classes use the same grading scale as above, however, grades are weighted differently.**

Standards-Based Grading

The following conversion chart should be used to connect the standards-based grading scale to the JCPS grading scale:

Letter Grade	Standards-Based Grading Marks	Grading Scale	Performance Description
A	4	90-100	Above Standards
B	3	80-89	Meets Standards
C	2	70-79	Approaching Standards
D	1	60-69	Below Standards
U	-	Below 60	Substantially Below Standards

Honor Roll

Honor Roll is calculated at the end of each semester. To be on the Honor Roll, scholars must have no grades (academic or conduct) below a B. Scholars on the Principal’s Honor Roll have received all A’s.

Need Extra Academic Support? Extended School Days (ESD)/Extended School Services

We provide opportunities for scholars to participate in interventions or enrichment for their classes. Scholars not meeting state benchmarks or content standards in class are expected to attend after-school sessions to recover unmet standards. Your scholar will

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also get the opportunity to eat a meal if they stay for Extended School Day. Extended School Days are Mondays and Wednesdays from 2:30-4:50.

Seneca Summer School

Our summer school courses are standards based and offered to scholars for recovery needs. If a scholar needs to recover a course, he/she may enroll in summer school. Information about summer school is normally distributed prior to the second to last week of school.

Schedule Changes

A scholar or parent request for a schedule change must occur within the first five school days of the course and schedule changes are only made for the following reasons:

- Incorrect placement
- Repetition of graduation requirement
- Removal from an elective to fulfill a graduation requirement

Pre-College Curriculum

The following designed core curriculum is a requirement for unconditional admission to Kentucky public universities.

English	4 credits
Mathematics	3 credits(including Algebra I & II, Geometry) & pass senior math
Science	3 credits (Life Science, Physical Science, Earth/Space Science)
Social Studies	3 credits (U.S. History, World History, Economics, Government, Geography)
World Language	2 credits of same language
Humanities	1 credit (or Fine Art specialization)
Computer Course	1 credit (or test-out option)
Elective Courses	5 credits of rigorous study

Be Advised

The pre-college curriculum mentioned above is based on the minimum requirements for Kentucky colleges/universities. Some college programs require above and beyond these minimum requirements. Please see your counselor for further information.

The Advance Program

To graduate with an Advance program diploma, scholars must officially test into the program by fall of sophomore year. See your counselor if you are interested in being tested. As an Advance Program graduate, you must earn 12 credits in Advance Program or Advanced Placement classes in at least three of the following areas: English, Science, Math, World Language, and Social Studies. **Scholars are required to take a minimum of three Advance Program (or Advanced Placement) classes each year.** An overall GPA of 3.0 is required to remain in the program and to graduate from the program. Advance Program scholars must also earn elective credits in Advance Humanities or Fine Art Specialization and 3 years of a World Language.

Advanced Placement Classes

Advanced Placement classes provide scholars the opportunity to take high school courses using college level curriculum. Scholars who pass exams in these classes may receive college credit, placement, or both from over 2,900 colleges and universities participating in the College Board's Advanced Placement Program. An added benefit of taking AP classes is that the grade earned for these high school courses is weighted in the GPA and also for the KEES scholarship. Advanced Placement courses make substantial academic demands on scholars requiring them to do considerable outside reading, complete college level assignments and demonstrate the analytical skills and writing ability expected of first-year scholars in a strong college program. **Once a scholar has chosen to enroll in an AP course, he/she will not be removed.**

Seal of Biliteracy

The criteria for a Seal of Biliteracy on one's diploma are successful completion of the school's required English classes and a score of Intermediate-Mid on the AAPPL test for the world language studied. English Language Learners must demonstrate academic proficiency in their home language while demonstrating a mastery of English with a minimum score of 4 on the ACCESS test.

Weighted Grades

College Credit and Equivalent Courses, such as AP and Dual Credit/Enrollment will be weighted on a sliding 5.0 scale as follows:

Grade Quality Points

A- 5.0 B- 3.75 C- 2.50 D- 1.25 U- 0

Early Graduation

Scholars have two early graduation options. One is performance-based, and the other is credit-based. Scholars and families should declare their intent to graduate early by completing the Early Graduation Application before Oct. 1st of each school year.

	Performance-Based Early Graduation	Credit-Based Early Graduation
Minimum Required Courses	All courses described in the "Graduation Requirements" section of this document	All courses described in the "Graduation Requirements" section of this document
Test Requirements	Must take and meet Council on Postsecondary Education (CPE) Benchmarks on the ACT2	Must take all EOC courses, ACT, and any subsequent required college-/career-readiness assessments
Steps to Declaration	Student, family, counselor/principal conference Review of course/assessment performance to date Review student education goals (short- and long-term) Review impact of extra-/co-curricular participation Review early graduation options	

	Performance-Based Early Graduation	Credit-Based Early Graduation
Declaring Intention	Must declare intention using the letter of intent form found in the back of the <i>SPP&G Handbook</i> Must complete all requirements in three years or less of high school enrollment	Recommend a graduation plan or contract mutually agreed upon by student, family, and counselor/principal
Deadline to Declare Intent	October 1 of the projected year of graduation	Within the first 30 school days of the academic year of projected graduation
Kentucky Educational Excellence Scholarship (KEES) Money	Eligible students enrolled in high school for three years will earn a prorated fourth year of KEES scholarship money. Eligible students enrolled in high school for two years or less will earn KEES money only for the years enrolled in high school.	Eligible students will earn KEES money only for the years enrolled in high school (if meeting the annual 2.5 grade point average [GPA] and credit-hour requirements).
Early Graduation Certificate (EGC)	Eligible for the EGC, which includes a one-time scholarship to any Kentucky Southern Association of Colleges and Schools (SACS)-accredited college/university the fall immediately after graduation	Not eligible

****Early Graduates must complete all state testing requirements including the ACT.**

Required State Assessments-*The state of Kentucky is entering a new accountability system. Test requirements have not been announced or released.

Grade Ten and Eleven

The Preliminary Scholastic Aptitude Test (**PSAT**) is highly recommended for all Advance Program juniors and highly recommended for any college-bound sophomore or junior. This test helps scholars plan for college, practice for college admission tests, select a college, and compete for scholarships. This test is required in the junior year for the scholar to compete in the National Merit Scholarship Program. Juniors are also required to take the state-offered **ACT**. **In order to be considered "College Ready", scholars must meet ACT benchmarks. These benchmarks are as follows: English (18), Math (19), Reading (20).**

It is recommended that the ACT be taken at least three times by December of a scholar's senior year. The ACT is a required entrance exam for most Kentucky colleges and universities. Check with the college of your choice for their minimum accepted ACT score. **If a rising junior intends to apply for the Kentucky Governor's Scholars Program, Governor's School for the Arts or Governor's School for Entrepreneurs s/he should take the ACT prior to or early in the fall of the junior year.**

Grade Twelve

The senior is encouraged to retake the **ACT** until s/he reaches his/her desired score for college admissions or scholarships. A minimum score is also required to meet NCAA/NAIA eligibility. Scholars who have not yet met their ACT benchmarks will be enrolled in CCR English or Math classes and be assessed through another measure that is yet to be determined. .

NCAA Eligibility Center

The NCAA requires prospective scholar athletes wishing to play a sport at Division I or Division II institutions to supply ACT and/or SAT scores to the NCAA Eligibility Center directly from the testing service. This means that as scholar athletes register for the ACT/SAT, they must choose the NCAA Eligibility Center (9999) as one of their choices where their scores are sent. If you have any questions, consult the website at www.eligibilitycenter.org or ask your counselor. NCAA also requires scholar athletes to take 16 core classes. **The NCAA often will not accept an online credit as one of these core credits. Visit their website for a list of accepted core classes. This process should be started at the beginning of the junior year.**

Sport/Activities Eligibility

All scholars must be eligible in order to participate in any type of competitive sport or activity. The following are academic requirements as mandated by JCPS:

1. There are no eligibility guidelines for incoming 9th graders. If scholars were in the 8th grade and promoted to the 9th grade, they are eligible to participate in high school sports.
2. **All tenth, eleventh, and twelfth grade scholars must be on grade-level the first day of the school year.**

Failure to be in the proper grade on the first day of school will result in being ineligible to compete. For a scholar to regain eligibility, they must pass all seven classes in the first semester and have earned enough credits to be placed in the proper grade level. Upon gaining reinstatement, the scholar must continue to pass all classes for the remainder of the school year. In order to be classified a 10th grader at the beginning of the school year, the scholar must have earned five credits. In order to be classified a junior, the scholar must have earned 11 credits, and to be a senior, a scholar must have earned 16 credits. **As a reminder, there are no mid-year promotions at Seneca.**
3. Per the KHSAA, all scholar athletes will have weekly grade checks during their season. The Athletic Director will check grades on Friday afternoons. **Any scholar athlete with a U in any class will be declared ineligible for the following week from Monday to Saturday.** Scholar athletes may practice at the discretion of the Athletic Director, but not play any game or be in uniform on the bench or sideline. **Each Head Coach may have stricter academic standards for their team.**

Seneca High School Mental Health Counselor and Resources

Mental Health Counselor: Jesse Vice Crutcher, LCSW, LMFT

Scope of Mental Health Counselor (MHC) responsibilities: collaborative functions related to receiving referrals, obtaining parental permissions, engaging students in counseling, and coordinating resources based upon student need; performs school-based individual and group counseling services.

Suicide Hotline: #1-800-273-8255

Community Mental Health Resources

❖ Emergency Rooms:	❖ Hotlines:	❖ Counseling:
Baptist Hospital East (502) 897-8100 4000 Kresge Way Louisville, KY 40207	Center Stone Services 24-Hour Hope Now Hotline (502) 589-4313 (800) 221-0446	Baptist Fellowship Center Counseling and family services (502) 774-2734 1351 Catalpa St. Louisville, KY 40211
Kosair Children’s Hospital (502) 629-6000 231 East Chestnut St. Louisville, KY 40202	National Suicide Prevention Life Line (800) 273-TALK (8255)	Baptist Hospital East Adult outpatient Services (502) 897-8100 4000 Kresge Way Louisville, KY 40207
Kosair Children’s Medical Center – Brownsboro (502) 446-5300 4910 Chamberlain Ln.	Center for Women and Families 24-Hour Crisis Line Toll-Free: (844) BE SAFE 1 (844-237-2331) KY: (502) 581-7222 IN: (812) 944-6743	The Brook Hospital – Dupont (502) 896-0495 1405 Browns Ln. Louisville, KY 40207

Attendance Support

Home School Coordinator: Latasha Peterson

Attendance Clerk: Marisol Leon

(502) 485-8323

Seneca High School promotes regular attendance for the academic success of its scholars. We work closely with scholars who find it difficult to attend school on a regular basis. Making phone calls and doing home visits are just a few of the things that we do to help. If you need these services for your scholar, please do not hesitate to call.

Seneca High School seeks to be in touch with the community and we work closely with community businesses. If they see someone in the neighborhood during school hours, they call us!

We also send informational letters home letting you know exactly how many school days your scholar has missed. This letter is mailed to you every 3rd absence. After the 9th day, a home visit will be made. While visiting, we inform the parent/guardian of the total number of absences on record and offer assistance. Truancy is a serious matter and we exercise the law to protect instructional time for our scholars.

Behavior Expectations

Scholar Rights

As a scholar at Seneca, you can expect to be treated fairly by those in authority. Your right to courtesy and respect will be honored. Of course, you will be expected to respect the same rights of others. You can expect champions to explain their methods of grading. You can expect your school staff to help you with problems to the best of their abilities. You can expect to be given a chance to tell your view should you be questioned about something for which you may be disciplined. You can expect the school faculty and staff to be serious about teaching; the faculty and staff of the school expects you to be serious about learning. For a complete outline and description of your rights as a scholar, refer to the JCPS Student Support and Behavior Intervention Handbook.

We ask that all of our scholars do things “The Redhawk Way”: Be Safe. Be Responsible. Be Respectful. Scholars “caught” doing things “The Redhawk Way” will often be recognized by administration and staff. Our goal is to minimize behaviors that threaten “The Redhawk Way” and to create a positive, healthy school culture.

Consequences for Violation of School Policy

Scholars are expected to follow school policy as outlined in the Seneca scholar agenda book as well as the **JCPS Student Support and Behavior Intervention Handbook**. Scholars who violate school behavior rules while on school time, at school related functions, or on any JCPS property can expect consequences to be administered according to the behavior guidelines. **An administrator has the authority to increase the discipline measurement when deemed necessary and appropriate. For any behavior that is threatening or disruptive to the learning process, but is not specifically listed in this handbook, administrators will use their best professional judgment to assign appropriate consequences.**

Disciplinary measures used by the principal or assistant principals include the following:

1. **Parent-champion conference**
2. **Assignment to in-school adjustment (ISAP).**
3. **Suspension from school or bus.**
4. **Recommendation to Office of Student Relations for Alternative Placement.**

ISAP (In-School-Adjustment-Program)

Scholars are assigned to ISAP during school hours. ISAP class expectations are clear and enforcement is strict. Cell phones are not permitted. Failure to follow expectations and rules while in ISAP may result in in-school suspension/suspension. Scholars are expected to complete classwork send by champions while in ISAP and participate in activities led by the ISAP champion (a certified teacher).

Suspension

Scholars placed on suspension are prohibited from entering the school or being on school grounds or on any JCPS property, including bus stops. Exceptions for a pre-arranged conference with an administrator may be granted. Suspended scholars are not allowed to attend any school functions or to ride a school bus during the term of suspension. At all stages of the suspension process, scholars shall be guaranteed due process rights as outlined in the **JCPS Student Support and Behavior Intervention Handbook**. Upon returning from suspension, scholars have the right to make up major assignments, projects, and tests under the guidelines provided in the **JCPS Student Support and Behavior Intervention Handbook**. Scholars are required to meet with the behavior interventionist upon return to school.

Scholar Searches

Scholars have the protection, as do all citizens, against unreasonable search and seizure of their property. School officials have the right to search scholars and their property if the officials have a reasonable suspicion that the scholar may be in possession of something that violates school rules, endangers self, or endangers others.

Surveillance Camera Information

Scholars should be advised that surveillance cameras are used to monitor the school building and campus grounds.

Areas Off Limits for Scholars

Certain areas are prohibited to scholars unless given permission by specific authorization.

1. Redhawk Family Room/Teachers' Work Room
2. Binet School areas, Rooms 111 –113; Binet Entrance after 7:40 a.m.
3. Both front and rear parking areas during school hours (unless permission from administration is granted)
4. Gym, football field, locker rooms, and behind the gym before or after class hours, except when practicing or playing with a school team
5. Custodial service and supply room
6. Band Suite, except when scheduled for band activities
7. Outside/campus grounds
8. Behind the counter in the main office
9. Scholars are not to use the school elevator without permission.
10. Areas in front of or behind Goldsmith Elementary
11. **Anywhere other than your assigned area without staff permission**

Class Cuts

Scholars are expected to attend all classes and be on time. Failure to do so will be considered cutting class and result in the following progressive discipline. Assistant Principals will follow JCPS Progressive Discipline for habitual offenders.

Tardy to Class

Scholars are expected to be on time for all classes. Scholars are to move from class to class between periods with no loitering or blocking the hall. Late arriving scholars disrupt class and learning for others. Scholars who are tardy for class will be given an **unexcused** Tardy to Class note from a supervising adult in the hallway and sent to class. Progressive discipline will be followed for tardy to class infractions. Repeat offenses will be considered refusal to follow directive/non-compliance with school policy and be handled accordingly based on an individual scholar's record of relevant infractions.

THE "NON NEGOTIABLES"

1. **Profanity directed at an adult** will result in the following consequences:
1st offense 2 days ISAP
2nd offense 3-5 days ISAP
2. **Failure to identify self to staff / failure to respond to administration** will result in the following consequences:
1st offense 2 days ISAP
2nd offense 3-5 days ISAP

*** With each subsequent offense, the number of days assigned could possibly increase – leading to suspension.**

* An administrator reserves the right to assign a more serious consequence based on the severity of the behavior.

Seneca High School Cell Phone/Electronic Device Policy

Seneca High School, in an effort to model global expectations, acknowledges the reality of the role of technology in society.

Common Area Expectations

Scholars are allowed to have telecommunication devices on campus in common areas between 7:40 a.m. to 2:20 p.m. Common areas are defined as the lunchroom, hallways during passing time, courtyard, and holding areas prior to the start of the school day. If cell phone use creates an unsafe environment, staff reserves the right to intervene. Music must be listened to through headphones and should not be heard by other individuals.

Classroom Expectations

At no time should electronic devices and their accessories (**including, but not limited to headphones, chargers, earbuds, bluetooth devices, etc.**) be seen or heard in any classroom unless explicitly directed by the champion in the classroom. This includes the charging of electronic devices. If champions choose to allow cell phone use in the classroom, champions must receive permission from an evaluating administrator and follow the acceptable use policy.

Per JCPS policy scholars are responsible for any and all electronic devices brought into the school; the school is not liable for lost, stolen, or broken electronic devices, including their accessories, which includes but is not limited to headphones, chargers, earbuds, bluetooth devices, etc.

Champions are expected to address any cell phone violation as failure to follow direction in class. With guidance from Seneca's Redhawk Way Team, all scholars will be given a multi-tiered intervention prior to removal from class. This multi-tiered intervention will be verbal and written warning, documentation of second intervention including a phone call home, and then a written referral and removed from class with a referral. Once removed, scholar will be assigned ISAP until an AP can meet with them. At the due process meeting the following consequences will be applied progressively.

# of Removals from class due to cell phone violation	If Cell Phone Surrendered to AP	Refusal to Surrender Cell Phone
1	Scholar sent to ISAP for remainder of period and cell phone held until end of school day	1 day ISAP
2	Scholar sent to ISAP for whole day and cell phone held until end of school day	2 days ISAP
3	Scholar sent to ISAP for whole day and cell phone held until the end of the school day	3 days ISAP
4	End of school day	1 day out of school suspension
5+	End of school day	up to 3 days out of school suspension

Violations of the Cell Phone/Electronics Policy will result in the following actions:

Recording of fights or inappropriate school behavior and/or sharing such recordings via electronic communication (including but not limited to social media, text, or email) violates JCPS policy and this conduct will result in the following progressive discipline:

1 st Infraction	Warning, Parent Notified
2 nd Infraction	1 Day In-School Suspension
3 rd Infraction	3 Days of Out-of-School Suspension

Common Area Expectations

Scholars are allowed to have telecommunication devices on campus in common areas between 7:40 a.m. to 2:20 p.m. Common areas are defined as the lunchroom, hallways during passing time, courtyard, and holding areas prior to the start of the school day. If cell phone use creates an unsafe environment, staff reserves the right to intervene. Music must be listened to through headphones and should not be heard by other individuals.

Per JCPS policy scholars are responsible for any and all electronic devices brought into the school; the school is not liable for lost, stolen, or broken electronic devices, including their accessories, which includes but is not limited to headphones, chargers, earbuds, bluetooth devices, etc.

Bullying

Bullying means repeated, deliberate physical, verbal, or social attacks or intimidation directed toward another person. There is a marked imbalance of power between the bully and the victim. Bullying may be done by one individual or a group. Cyberbullying is bullying that takes place using electronic technology.

- 1st Offense*- Counselor conference with the "bully". Parent Contact.
- 2nd Offense*- Assistant Principal/Principal conference with the "bully". School level consequence (detention, ISAP, in-school suspension, community service, bus suspension (if incident on bus). Counseling-Violence Prevention Intervention Learning Opportunity. Parent contact.
- 3rd Offense*- Assistant Principal/Principal conference with the "bully". School level consequence (detention, ISAP, in-school suspension, community service, bus suspension (if incident on bus). Parent contact. Counselor will develop a behavioral contract and will contact district level bully prevention specialist.
- 4th Offense*- Assistant Principal/Principal conference with the "bully". School level consequence (detention, ISAP, in-school suspension, community service, bus suspension (if incident on bus) also including out of school suspension. Parent contact.

*Depending on the bullying action, an out-of-school suspension may take place during any offense at the assistant principal or principal's discretion. School level consequences may include detention, ISAP, in-school suspension, community service, bus suspension (if incident on bus). Counseling support and services may include a Violence Prevention Intervention Learning Opportunity along with a parent contact. Depending on the bullying action, an out-of-school suspension may take place during any offense at the assistant principal or principal's discretion.

Fighting

1 st offense	3-day suspension
2 nd offense	6-day "District" suspension with recommendation for restorative placement
3 rd offense	6-10 day "District" suspension with recommendation for restorative placement

Scholars who fight will be suspended with a possible referral to a restorative placement. Upon re-entry to Seneca, scholar must meet with the behavior interventionist and referral to peer mediation may be made. District guidelines regarding make-up work for suspension days will be applied.

Permission to Attend School Events

A Seneca scholar requesting to bring a guest to an event such as a school dance or senior activity who is not a current Seneca scholar must have an approval form completed before purchasing a guest ticket. The minimum grade level for guests is 9th grade and 12th grade is the maximum. For Senior Prom, guests not currently enrolled in school must be 20 years old or under – these guests are subject to a background check. Guest identifications must be shown for admission.

All guests must be approved by a Seneca principal and/or assistant principal before an event ticket may be purchased. Refunds for unapproved guests are not granted.

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**Seneca High School
Request to Bring Guest to Seneca Event**

A Seneca Scholar requesting to bring a guest who is not a current Seneca Scholar must have this form completed before purchasing a guest ticket. The minimum grade level for all guests is 9th grade and 12th grade is the maximum. For the event (proms, dances, etc.) guests not currently enrolled in school must have a high school diploma and be *20 years old or under. **Guests not currently enrolled in a high school may be subject to a background check.** Admission to event may be refused based upon the results of the background check. Guest's ID must be shown for admission. **All guests must be approved by a Seneca principal and/or assistant principal before event ticket may be purchased. Refunds are not granted for unapproved guests.**

Event:

Guest:

Seneca Scholar:

Grade:

Parent Permission: As the parent of the above named Seneca Scholar, I approve of _____ as an acceptable guest for this activity.

Parent Signature

Date

Daytime Phone # _____

Guest Information

Guest Name (printed):

Birthday & Age*:

Guest's Home Phone:

Grade: _____

Name of guest's school (printed):

For any Scholar in grades 9 - 12 attending another school, the following must be completed by the Guest's school.

The above named Scholar is currently in good disciplinary standing:

Signature of guest's administrator:

_____ Title: _____

Phone:

email:

This completed form must be turned in BEFORE the guest ticket can be purchased and must include the Seneca Assistant Principal/Principal signature. The guest must present their current school ID or picture ID and pre-purchased event ticket at the door for admittance. The guest must be accompanied by the Seneca Scholar listed above. Any scholar who has been suspended from school may be denied permission to attend the event. Guests are expected to adhere to the JCPS Code of Conduct and obey all laws.

Seneca Scholar's Assistant Principal/Principal approval:

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ATTENDANCE GOALS

95% of scholars will be present every day to ensure that all are successful by receiving instruction, gaining knowledge, and graduating on time. We are committed to providing an environment and system of support to ensure all scholars are successful. If scholars are not present, this cannot occur. Scholars miss direct instruction while absent, which impedes learning. While we encourage daily attendance, we understand there are circumstances that may require scholars to be absent. Parents or guardians are asked to notify the school when a scholar is absent. Scholars are expected to be in class and on time every period, every day. Any absence, whether excused or not, denies scholars the opportunity to learn. Champion effectiveness is the strongest school-related determinant of scholar success, but chronic scholar absence reduces even the best champion's ability to provide learning opportunities.

SCHOOL STAFF RESPONSIBILITY

- The automated calling system will be utilized to notify a parent/guardian of a Scholar's absence.
- Upon the 3rd unexcused absence, a notification will be mailed home.
- Upon the 6th unexcused absence, a notification will be mailed home and a conference will be held with the scholar and member of the Attendance Team.
- Upon 9th unexcused absence, a third notification will be mailed home and further action will be taken by the school or the Assistant Director of Pupil Personnel.
- Conferences will be held with parents and/or scholar as deemed necessary throughout the school year by the counselors, assistant principals, and/or members of the Attendance team.

Tardies to School

Beginning the 2018-2019 school year, the amount of time a scholar is tardy to school will accrue and contribute to amount of time absent from school which may impact a scholar's Perfect Attendance or truancy status. Scholars may submit up to three parent notes PER SEMESTER to excuse tardies to school and doctors' notes are unlimited.

All scholars who are tardy to school must report to the attendance office to sign in. **The appropriate consequence will be assigned unless appropriate documentation is provided for an excused tardy.**

Truancy

Any student who has attained the age of six (6) years, but has not reached his or her eighteenth birthday, who has been absent from school without valid excuse for three (3) or more days, or tardy without valid excuse on three (3) or more days, is truant.

PROCEDURE FOR DOCUMENTING EXCUSED ABSENCES

When an absence occurs, a note from a parent or guardian explaining the absence (with valid excuse per JCPS policy) is required. Parent notes explaining an absence or tardy must include:

1. Scholar's (first and last) name and grade.
2. Date and reason for absence.
3. Signature of parent with a phone number.

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Upon return to school, scholars should place their notes in one of the locked receptacles in the building (ONE ON EACH FLOOR - by Attendance Office, by Rm. 227, or by Rm. 316A).

Scholars have three (3) days following an absence to bring in documentation/verification (includes health professional statements) explaining the absence. Excuses brought in after the three (3) days may not be accepted.

Scholars may bring parent notes to account for up to 10 days of absences. After a total of (10) cumulative full-day absences, parents are required to present a written statement from a medical professional, doctor, dentist, psychologist, etc. in order for additional absences to be excused.

Scholars accumulating ten (10) or more unexcused absences (including co-op scholars) may not be allowed to attend prom, military ball, possess a parking permit, or participate in any senior activities. These scholars may also be restricted from homecoming events, including nominations for homecoming court and class officers.

EXCUSED ABSENCES: REQUIRED DOCUMENTATION

Appointments with health professional-----Professional note from Doctor/Dentist, etc.
Court appearance-----Court clerk or judge verification
Death of family member-----Documentation from funeral home or Obituary
Educational trips-----Educational Enhancement Opportunity request form
College visit-----a letter from college visited
Kentucky State Fair-----Ticket stub accompanied by parent note
Religious holidays and practices-----Parent Note
Scholar illness-----Doctor or Parent note (after 10 parent notes, Doctor notes only)
Test for Driver's permit/license-----Permit, license or parent note
Documented Military Leave-----Request forms found in counseling or attendance office

MAKE UP WORK

If a scholar is absent from school, he/she is expected to complete assignments from classes missed. Make-Up assignments will be given out at the convenience of the champion. Upon return from a suspension- ISS, ISAP, scholars have the right to make up major assignments, projects and tests in the same way. All make-up work should be completed and turned in by the same number of days of his/her absence, plus one day. Required work must be completed in advance in order for a scholar to accompany a parent/guardian on pre-approved trips or family activities.

EARLY DISMISSALS

Scholars who are 18 years of age or older need to bring a note written and signed by a parent/guardian stating reason for and time of early dismissal. **Notes should be presented to the office before first period.** All requests for early dismissals will be verified before a scholar is released. Therefore, a working phone number must be included in your note. **Early dismissal notes will NOT be accepted on a day before a holiday such as Thanksgiving, Winter, and Spring Break or special event days (prom, awards ceremony, etc.)** Scholars leaving early on those days must be signed out by a parent or legal guardian. ****If a scholar is not in attendance for at least half of the school day, he/she will not be able to attend after school events.**

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Scholars who are under 18 years of age must be signed out by a parent/guardian.

REQUEST FOR EDUCATIONAL ENHANCEMENT DAY(S)

Scholars attending exceptional educational events on a school day outside of normal school activities may apply for an Educational Enhancement Day one week **PRIOR** to attending the event. Scholars must pick up an application from their counselor or attendance clerk and get approval **BEFORE** attending the event. The principal must approve all Educational Enhancement Days in advance. If it is approved, the enhancement day(s) will not count against a scholar's attendance. Final approval will not be given for senior college visits unless a College Visit form is given to the counselor **BEFORE** going on the visit and **an official letter from the school is brought to the counselor on return. Seniors have the opportunity to use two College Visit Days per school year.**

PERFECT ATTENDANCE

In order for scholars to have perfect attendance for the school year, there must be no tardies or absent minutes for the school year.

REDHAWK ATTENDANCE EXPECTATIONS

Champions are expected to post attendance every period, every day, within the first 10 minutes of every class (including HAWKS), therefore it is important for scholars to be on time to each class.

POLICIES FOR USE OF COMPUTER EQUIPMENT

The computer equipment and software provided by Seneca High School are for instructional purposes only. It is essential that every scholar who uses the equipment does so responsibly. Anyone who adds or deletes files, changes the system configuration, knowingly introduces a virus, or deliberately does anything to interfere with the proper operation of the equipment will be considered to have vandalized school property and will be subject to disciplinary action and held liable for restitution or replacement.

No use of telecommunications software or equipment is permitted except for approved instructional purposes.

The school computers and computer equipment are not to be used for game playing, unless it is of instructional benefit and the scholar is under the direct supervision of the authorizing faculty member. Failure to abide by these and other applicable restrictions is cause for withdrawing computer privileges from any offending scholars.

As a public institution, it is our duty and legal responsibility to see that the copyright laws are observed. Under no circumstances should scholars install their own software, copy the school's software, or use the school's computers to copy one's own software for others. To violate any of these rules is unethical and illegal. It is also important that we take every precaution to prevent the introduction of computer viruses into the school's network and hard drives. We ask that scholars do not expose their data disks to unprotected systems and files of unknown origin (from bulletin boards, game disks from friends, etc.).

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We are fortunate to have many very knowledgeable technology scholars at Seneca. In the past, these scholars have been an invaluable resource to the scholars and faculty of the school in diagnosing computer problems. We will continue to rely on their experience and advice, but we ask that no actions be taken, even in the interests of efficiency or ease of use, to make improvements without the permission of the technology committee or authorized faculty member. Failure to abide by these policies will result in such disciplinary actions as may be deemed appropriate, including the scholar being banned from further use of computer equipment.

Scholars enrolled in computer classes will be asked to sign a form acknowledging willingness and intent to abide by these policies.

SENECA HIGH SCHOOL DRESS CODE POLICY FOR 2018-2019 SCHOOL YEAR

Seneca's Dress Code Policy (BASIC GUIDELINES)

SHIRTS

Scholars may wear any shirts/tops/blouses, including sleeveless shirts, with the following guidelines:

- NO TANK TOPS.
- NO SKIN (SEE THROUGH/TRANSPARENT), UNDERGARMENTS, MIDRIFF, or CLEAVAGE SHOWING.
- HOODS are to remain DOWN AT ALL TIMES in building.
- Nothing inappropriate or offensive may be worn, including references to gang affiliation, memorial/RIP items, drugs, alcohol, and/or weapons.

PANTS

Scholars may wear skirts, shorts, sweatpants, pants, or jeans, with the following guidelines:

- Skirts and shorts must be AT LEAST FINGERTIP length.
- NO SAGGING. Pants must be worn at waist at all times.
- NO YOGA pants or leggings.
- For destructed jeans, rips or tears should be AT KNEE LEVEL OR BELOW and ON THE FRONT SIDE of pants, unless tights or shorts are worn underneath.

ACCESSORIES

- Nothing that can be used as a weapon and NO SUNGLASSES.

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HAIR and HEADWEAR

Scholars CAN wear headbands or scarves tied as headbands, with the following guidelines:

- NO hats.
- NO other headwear (other than traditional religious apparel), including wave caps, shower caps/bonnets, tams, or other headwear that covers the entire head.
- NO BANDANNAs.

SHOES and FOOTWEAR

No flip-flops or slides. Safety is the rule for all footwear. Shoes must fit securely and be worn at all times. Shoes that are not secure may present a safety hazard in the event of an emergency.

PROFESSIONAL DRESS

Scholars have the option to dress in Professional Dress AT ALL TIMES.

Seneca's Guidelines for Professional Dress

- Dress pants, khakis, or skirts (knee length) that fit loosely.
- Dress shirts (button down or blouse), suit jacket/blazer, and/or sweater.
- A tie is suggested.
- Dresses with sleeves and/or sweater (shoulders covered).
- Dress shoes (shoes with high heels should be no higher than 2.5 inches).

OTHER

- Nothing inappropriate/offensive may be worn. No undergarments should be showing.
- No HEAVY outerwear, including rain or winter coats or jackets. Coats and jackets must be stored in locker or backpack while scholars are in the building.
- **Anything disruptive to the learning environment will be referred to administrator.**

Additional Seneca Dress Policy Information

When scholar is not dressed according to the Seneca dress policy, he/she is considered out of compliance. When the scholar is determined to be out of dress compliance and the issue cannot be immediately corrected, the

scholar will call home for assistance with correcting the violation. If the parent/guardian cannot assist the scholar in correcting the violation, the scholar will report to ISAP. ALL FACULTY AND STAFF ARE EXPECTED TO ENFORCE THE SENECA DRESS POLICY.

CONSEQUENCES OF INCORRECT DRESS

Any scholar who chooses to wear apparel that violates the school policy will be required to change to acceptable attire in order to remain in the regular classroom setting. If none is available, they will be permitted to call home to have someone provide proper attire.** Scholars will not be allowed in class in unacceptable attire. Habitual violations of this policy will result in further consequences. Scholars in violation of the dress code have the right to make up assignments, projects and tests.

Disciplinary measures used by the principal or assistant principals include the following:

1. **Parent/Guardian Conference**
2. **Assignment to In-School Adjustment (ISAP)****
3. **Assignment to In-School Suspension (ISS)***
4. **Suspension from School***

***Repeated infractions will be considered refusal to follow directive/non-compliance with school policy and be handled accordingly.**

****The amount of ISAP time a scholar serves will be taken into account by assistant principals when assigning relevant consequences.**

Miscellaneous

- **R.O.T.C.** uniforms are acceptable on days when they are permitted/required
- **Hats, coats, jackets, gloves, bandanas, rags and sunglasses** will be placed in the locker upon arrival to school and remain in locker until the end of the school day
- **Special Dress Days** will be assigned at the discretion of the administration

***ANY ITEM NOT LISTED ABOVE AS ACCEPTABLE IS CONSIDERED OUT OF COMPLIANCE WITH DRESS GUIDELINE POLICY.**

"Officially approved" requires prior approval by administration.

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COMPLETE THIS FORM TO EXERCISE YOUR RIGHT TO PRIVACY

----- **FOR ALL SCHOLARS** -----

DIRECTORY INFORMATION OPT-OUT FORM

The District has designated a scholar's **name, address, grade level and major field of study** as Directory Information. If you **do not** want this information released to persons requesting Directory Information, **the parent/guardian or eligible scholar (18 years of age or older) must sign this form and return it to the school office by September 12, 2014.**

I hereby exercise my rights under state and federal law and hereby request that the name, address, grade level and major field of study of _____
(scholar name), currently a scholar at _____ (school name),
NOT be released without prior written consent.

Signed by: (check one): _____ eligible scholar ___parent

_____ Signature

_____ Print Name

_____ Address

_____ City/State/Zip

For an explanation of the state and federal laws applicable to this form, see the *Code of Acceptable Behavior and Discipline and the Scholar Bill of Rights*.

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