

# Seton Catholic School

## Student Handbook

**CHANGES APPROVED BY THE SCHOOL ADVISORY COMMITTEE**

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# **SETON CATHOLIC SCHOOL HANDBOOK**

## **ABOUT SETON**

Seton Catholic School is a Roman Catholic school offering education for elementary school (grades 1 through 5), middle school (grades 6 through 8), fulltime kindergarten, and preschool. Seton was founded in Meadville, Pennsylvania in 1972. It was created by combining St. Agatha School, which was founded in the 1850s, and St. Brigid School, founded in the 1860s. Effective July 1, 2003, by order of Bishop Donald W. Trautman, Seton School's name was changed to Seton Catholic School.

Seton Catholic School offers a well-rounded education that, while achieving high academic standards, also integrates academics with the students' development of a deep sense of care and consideration for others. Our committed, experienced faculty is dedicated to enhancing students' learning, self-esteem, spiritual development, and self-discipline. The school provides a nurturing atmosphere. Seton enjoys strong family involvement and volunteer participation that creates a cooperative, community spirit.

## **SETON CATHOLIC SCHOOL'S MISSION**

Seton Catholic School develops the spiritual and intellectual wellbeing of students through academic excellence, charitable service and commitment to Christ's teachings.

## **ORGANIZATION**

The principal directs the school. The three supporting parishes, St. Agatha and St. Brigid, and St. Mary of Grace, share Seton Catholic School's costs and governance, under the direction of the Diocese of Erie. The school board is an advisory board. Board members are comprised of parishioners from St. Agatha, St. Brigid, St. Mary of Grace, and individuals who are not from the three supporting parishes (these members may be from other local Catholic parishes or may be non-Catholic).

All Seton parents and parishioners are welcome to attend the monthly school board meetings. If you wish to present during the meeting, requests must be in writing one week in advance to the Board President or Principal.

### **AUTHORITY OF SCHOOL PERSONNEL**

All teachers, specialists, aides, monitors, etc., have the authority to direct activities and students throughout the building. This authority exists on school grounds as well as school sponsored activities. Bus drivers have this same authority. Students are required to respond to the persons in authority in accordance with accepted standards of conduct and manners.

### **STUDENT RESPONSIBILITIES**

Student responsibilities include regular school attendance and conscientious effort in classroom work. Students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living. **NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE EDUCATION OF FELLOW STUDENTS.** It is the responsibility of each student to respect the rights of teachers, students, and administrators and all others who are involved with the educational process.

## **SAFETY**

In addition to a quality education, we strive to maintain a safe and secure learning environment. Student safety is of primary importance. Seton has developed a Crisis Plan to be implemented in the event of emergencies. The plan is regularly updated and reviewed with staff. Classroom teachers also periodically review safety procedures with students and safety drills are conducted.

Entryways to the school are locked during school hours and posted with signs barring entry, except for the upper set of doors on Pine Street, which can be entered through a buzzer entry system. All entryways are continually monitored via camera during school hours and posted with signs requiring everyone to sign in at the school office. Visitors **must sign in** upon entry and wear badges; upon exit visitors must sign out and return badges.

**HAZING** Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

Seton does not condone any form of initiation or harassment, known as hazing, as part of any school-sponsored student activity. No student, coach, sponsor, volunteer or district employee shall plan, direct, encourage, assist or engage in any hazing activity. No administrator, coach, sponsor, volunteer or district employee shall permit, condone or tolerate any form of hazing.

Students who have been subjected to hazing should promptly report such incidents to the school principal.

**WEAPONS AND ASSAULT**

Students are not permitted to have any type of weapons, including knives, on their person or in their desks at any time. Students are not to carry anything to school that may be harmful to the health, safety, and welfare of themselves or others.

Students are not permitted to have in possession, or intent of creating or using, any device such as smoke bombs, firecrackers, M-80's incendiary devices, or other explosives, while under the authority of the school or at school related activities.

Students are guilty of assault if they attempt to cause or cause bodily injury to another student, school staff, or school employee. Fighting (no matter who started it), hitting, slapping, pinching, and pushing will not be tolerated and will most likely result in suspension from school and/or referral to police.

**POSSESSION OF TOBACCO**

Students are not to be in possession of tobacco, tobacco products, or harmful substances, while under the authority of the school, on the school bus, or at a school related activity. If a student is found in possession of tobacco, tobacco products, or harmful substances, a citation will be issued to the District Magistrate. Fine and costs can exceed \$100.

**CARE OF SCHOOL AND GROUNDS**

The building, school furniture, and equipment are provided for student use and benefit at a cost paid by St. Agatha Parish. Students share in the responsibility of keeping the building, property, and the equipment in good condition. Defacing or damaging school property or buses will not be tolerated. Offenders will be required to pay for damages caused. Police may be notified.

**HALLS AND RESTROOM**

Halls are not to be used for any activity that could harm the safety and welfare of other students. Noise and talking in the hall must be kept to a minimum so as not to disrupt other classrooms. Students must have permission from their teacher to be out of their classroom. Students are not to carry pencils, crayons, markers, or marking pens to the restroom. Leaving the classroom or school building without permission will result in disciplinary action.

**DEMOGRAPHICS**

**CHANGE OF ADDRESS AND OTHER INFORMATION**

It is the responsibility of parents to inform the school of address changes, phone numbers, and other important information in case of emergency or other important reasons. Please call the school office with any changes.

**CHILD CUSTODY ISSUES**

It is the responsibility of parents to provide the school with a current copy of any court orders involving student(s). The school will make a copy of your current court order.

**PHONE CALLS**

Student use of the telephone will be limited to emergencies only. If a student occasionally forgets an item at home, permission may be granted to call home under supervised conditions.

Classes will not be disrupted for incoming phone calls. If you need to leave a message for a teacher, please call the school and a message to call you will be placed in the teacher's mailbox. Return calls will be made at the staff's convenience.

**CELL PHONE/BEEPERS**

Students are not permitted to use cell phones or beepers during the school day. If a student must carry a cell phone and/or beeper, it must be kept in their backpack and turned off throughout the day. The school is not responsible for any lost, stolen, or broken cell phones or beeper. The first offense for violation of the cell phone usage policy will result in the phone being confiscated and the student's parents or guardian must come to the office to retrieve it. If there is a second offense, the child will be prohibited from bringing in the cell phone at all.

**FINANCES AND TUITION**

Diocesan Policy allows families to pay their tuition either annually (in August) or by using the FACTS Management Co. tuition payment program that automatically deducts a specified amount from your checking or savings account based on ten months – August through May.

Any school family failing to pay their account according to their agreement with the school or who have been unwilling to make suitable alternative arrangements with the school will have their children withheld from class (and/or Eagles' Nest) until the situation is corrected.

Parents that depart from Seton Catholic School with outstanding balances will not have transcripts forwarded to the student's next school until financial restitution is completed. Also, students are not allowed re-admittance until all outstanding financial obligations are met from the previous school year.

## **SCRIP LOAVES AND FISHES CERTIFICATE PROGRAM**

From July 1 to June 30 of the following year, each family will need to generate \$250 dollars in profit by purchasing "Scrip Loaves and Fishes" gift cards. If you only have a preschooler, you will only need to generate \$50 dollars in profit. An agreement form must be signed and on file for your family to get credit by July 1<sup>st</sup> of that school year. No purchases will be applied to your account until this form has been completed. Purchases of friends and family can also be applied to your account if they have a signed agreement on file. This should be an easy way for you to purchase items that you would purchase anyway, keep tuition rates stable, while raising funds for the school. As of July 1, 2018 the \$250 Scrip requirement will be directly applied to family tuition payments. As a family earns Scrip credit, it will be applied to the family account.

For each gift card purchased, a percentage of the amount (depending on the gift card) will be applied toward this \$250/\$50 requirement. If you earn more than the \$250/\$50, the money can be:

- Applied directly to your family's individual tuition account to offset tuition
- Donated to the school
- Sent to you at the end of the school year in the form of a check

Certificates may be purchased in the Seton School office by stopping in or sending your order to school with your child, before or after the weekend Masses at St. Agatha and St. Brigid, or St. Mary of Grace or in the parish offices during the week. Local stores that participate in the program include: Tops, Giant Eagle, and Valesky's. Other certificates may be ordered.

## **TUITION ASSISTANCE PROGRAMS**

The Diocese of Erie provides tuition assistance for Seton students through two programs: The Bishop's Tuition Assistance Program and the STAR Foundation grants. Both the Bishop's Tuition Assistance and STAR Program identify families in need of tuition assistance; there are no eligibility requirements nor a pre-determined amount of aide granted. Applications are available upon request.

## **COMMUNICATION**

Parents are invited and strongly encouraged to initiate communication with Seton's staff for any reason. Parents may visit the school, telephone, or send notes. The regular means of communication used by teachers, the administration, and affiliated volunteer organizations is the "Friday Folder." It is imperative that parents/guardians review the Friday Folder contents. Over summer vacation and for some specific circumstances, information is sent by mail to parents/guardians. The school's website and e-mail system will be used in place of some Xeroxed copies. Please check the site for updates.

## **PUBLIC SCHOOL DISTRICT/FEDERAL SERVICES**

As residents, Seton students are eligible for the special services available in the family's school district. For example, if a Seton student's family resides in Crawford Central School District, that student is eligible for Crawford Central services. If the student's family lives in PENNCREST School District, that student is eligible for PENNCREST services, and so on.

Special services typically provided by the public school districts to Seton students include: bus transportation; school health; hearing and dental exams; part-time school nurse services; the Title I program; speech therapy; and the gifted program. Intermediate Unit #5, through Act 89, provides remedial assistance and enrichment opportunities in mathematics as well as speech and language therapy. Title I services are provided by a certified Reading Specialist to eligible students.

All new students are screened each year for services. If qualified, students will be given multiple assessments to determine their academic progress and level of proficiency throughout the year. These assessments align with and support the curriculum of Seton Catholic School.

The Seton School sponsors a supplemental fluoride program for students. Information about the program is distributed to each family at the beginning of each school year and is available in the school office. At the beginning of the school year, parents are given the option of accepting or declining fluoride supplementation for their children.

### **TEXTBOOKS AND SUPPLIES**

Textbooks, Library books, paperbacks, and general school supplies are loaned to students. These are the property of Seton Catholic School and must be returned in the condition they were loaned, excepting normal use and wear. Students who do not return textbooks or return them damaged will be required to pay for the repair or replacement.

### **ACADEMIC INFORMATION**

Seton Catholic School is fully accredited (Middle States Association Accreditation) for grades K through 8. All Seton teachers are accredited by the Pennsylvania Department of Education. Seton also offers a preschool for children ages 3 through 5 years, and after school care provided by select teaching staff.

#### **TEACHERS AND CLASSES**

Seton boasts a talented, dedicated teaching staff comprised of classroom teachers and special class teachers (art, music, physical education, & computer, library). In addition, Seton Catholic School students benefit from the services of Federal and State part-time education personnel, based on the students' needs.

#### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences for all students are held in the fall on a designated conference days (see the school calendar). The parent and teacher must schedule any other conferences. Parents are invited, and strongly encouraged, to contact their child's teacher or the administration for any reason. Parents may send a note or e-mail, telephone the school office to speak with a teacher, or arrange for a conference. Parents are reminded to speak to the classroom teacher first to resolve classroom problems.

The primary means of communication between parents and teachers is through notes sent with the child and e-mails. Teachers also rely heavily upon sending information and notices to families in the child's Friday Folders. It is imperative that parents/guardians review the Friday Folder contents to remain involved in their child's learning and other activities.

#### **HOMEWORK**

Homework provides an important extension of classroom instruction, reinforcing skills and knowledge. Homework is usually assigned nightly. Research has shown that children that complete their homework on a regular basis perform better in school. We want each child to reach his/her optimal academic potential at Seton. Parents are the most influential people in their children's lives and can make a positive impact on their child's learning. Here are a few guidelines on how parents can support academics:

- Establish homework as a top priority for their children
- Make sure children do homework in a quiet environment
- Establish a daily homework time
- Provide supportive feedback when homework is completed

#### **MISSED HOMEWORK**

If homework is not consistently completed on time, the consequences are as follows:

Grades 3, 4 &5

3 missed homework assignments per grading period-Wednesday detention

Grades 6, 7 & 8

2 missed homework assignments per teacher, per grading period-Wednesday detention

Our goal is to teach each child to be responsible for his/her own behavior. Their development in this area will enhance their potential for success.

If a student is absent from school because of illness:

Requests for assignments will be accepted. The request must be made before 9:00 a.m. to allow teachers enough time to gather the class work and homework, which can be picked up in the office at the end of the day.

### **PLAGIARISM**

PLAGIARISM/CHEATING If a student is found to plagiarize/cheat, consequences (i.e. detention, getting a zero for the assignment) will be decided on a case by case basis by the teacher/school administration.

### **SERVICE HOURS**

Grades 6, 7 & 8 are required to attain service hours. They can begin accumulating them July 1<sup>st</sup> of that school year. Students need 4 hours every quarter.

### **FIELD TRIPS**

Field trips provide educational enrichment and are sought when there is opportunity to extend the learning experience. Parent permission forms will be sent home and secured for all trips. Students will only be allowed to go on a trip if the parent has completed Seton School's permission form and it has been submitted accordingly. Students are not permitted to take CD players, MP3 players, and cell phones on field trips. If a child has two behavior detentions, per semester, he/she may not be able to go on the next scheduled field trip.

### **CURRICULA**

Seton uses the Diocese of Erie curriculum guides and approved textbooks. The Erie Diocese curriculum can be accessed at [www.eriecd.org](http://www.eriecd.org) under the Catholic Schools Parent link.

### **RELIGION AND ETHICS EDUCATION**

Seton provides regular instruction in the Catholic faith and students attend Mass weekly. Students who are not Catholic are expected to receive religious instruction and attend Mass with their classmates. Non-Catholic students are welcome to express their own religious beliefs and make presentations to their class about their religions. Liturgies are conducted at St. Agatha's, St. Brigid's, and St. Mary of Grace Churches.

As part of daily school life, both within and outside religion class, emphasis is placed on helping students to develop a sense of caring and respect for others, and social responsibility.

### **COMPUTER CLASSES AND TECHNOLOGY**

Seton provides integrated computer instruction to students in grades K through 8. Students are encouraged to apply these computer skills to further their life-long learning.

Seton follows the Diocese of Erie's Acceptable Use and Internet Safety Policy. All students and parents are required to read this policy, sign the parental and student consent agreement and send it to school with their child.

### **ELECTRONICS**

Kindles and Nooks are allowed at Seton Catholic School for the sole purpose of reading. Phones, personal laptops and iPads are not allowed. Students who bring in electronic reading devices are liable for them. Seton School is not responsible if they are stolen, broken or lost. It is up to the parent's discretion if they chose to allow their child to bring in one of these devices.

### **LIBRARY**

Seton School library exists as a support service to enhance the intellectual, personal, and social development of our students. Students in all grades, preschool through grade eight, have a scheduled weekly library period and are encouraged to check out books. Students with overdue books will not be permitted to check out new books until the overdue books are returned. The fine for overdue books is 5 cents a day per book, not including weekends. Students will be asked to pay for any damaged or lost library books.

### **ACADEMIC HONORS**

Seton awards academic honors to students who continually master their courses. Honors in academic achievement is recognized in students in grades 6 through 8 each semester.

Students achieving a report card with all A's and B's in academic subjects are placed on the Honor Roll. High honors are awarded to students with all A's and no more than one B in these subjects. Additional requirements for honors are A's (high honors) or B's (honors) in at least three of the following five subjects: Art, Music, Health, Physical Education, or Technology.

### **FAILURE/RETENTION**

A student may be retained if a child is failing one or more classes. Retention decisions will be made on an individual basis by the teacher, principal and school pastor.

### **STUDENT RECORDS**

Parents and students over the age of 18 have the right to inspect their records upon **written request**. The federal mandate *Family Educational Rights and Privacy Act* (FERPA) requires that parents/guardians be informed of this mandate every school year. Notification is issued at the beginning of every school year. Records may be reviewed by making an appointment with the principal.

### **PRESCHOOL**

Preschool is offered for 3 and 4-year old children, and 5-year old children too young to enter kindergarten (children must be 5 years old before September 1 to enroll in kindergarten) and to 5-year olds who might benefit from an additional year of pre-kindergarten experiences. All children attending Seton must be able to use the toilet on their own.

## **NON-ACADEMIC INFORMATION**

### **CATHOLIC MISSION MEMORANDUM OF UNDERSTANDING**

As a parent/guardian of a student in a Catholic School, I understand, affirm and support the following:

1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teachings of the Catholic Church.
2. Catholic schools are distinctive religious educational institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring parish(es), the diocese or religious community.
3. Attending a Catholic school is a privilege not a right.
4. While academic excellence and involvement in extracurricular activities (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching and church law, the final determination rests with the diocesan bishop.

### **POLICY REGARDING RELIGIOUS PARTICIPATION BY STUDENTS WHO ARE NOT CATHOLIC**

Children who are not Catholic are warmly welcomed at Seton Catholic School. In order to strengthen the partnership between home and school (the only true formula for educational excellence), we established a policy regarding participation in religious activities and classes by our students who are not Catholic.

The foundation of our school is its religious identity. It is that identity and commitment to religious ideals and values that makes our school distinct from other, non-religious, schools. We believe that it is very important to the continued success and identity of our school that all of our students understand and respect these basic values. For that reason, it is our policy that all students will take part in the regular religious program of our school.

Having stated that, we also wish to affirm our respect for the individuality and faith commitment of our non-Catholic students. Ecumenism is not an option for us; it is a requirement. No attempt will ever be made to "convert" anyone to the Catholic faith nor shall any non-Catholic student be required to do more than be present with his or her classmates in a respectful manner during any Catholic religious service.

There are many more likenesses than differences among the major faiths, especially regarding moral values. We believe that by the participation of all class members in religion classes and activities, every child will be enriched through each child's unique contribution. We believe that such participation will promote harmony among and respect for the various faith traditions and will in no way endanger the beliefs of any child (especially since many studies have shown that home and parents' example has far greater impact on religious beliefs and practices than does school). Students will be exempt from the memorization of prayers that are contrary to a student's religious beliefs.

## **DISCIPLINARY MEASURES**

One of the most important lessons a Seton student learns is self-discipline. It underlies the whole educational structure since it develops self-control, self-confidence, and self-esteem. It is the key to good conduct and proper consideration for other people.

Seton discipline is based upon positive reinforcement. Under no circumstances will corporal punishment be inflicted!

Classroom rules are agreed upon and posted in the classroom. The consequences for not following these rules are discussed and clearly understood. The student thereafter bears the responsibility for his/her actions. If rules are broken, the student is given opportunity and encouragement to explore ways in which to change his/her behavior so that the rule will not be broken again.

Should circumstances warrant an afterschool detention, a student will be issued a detention slip that will need to be signed by the parent and returned to school. Detention is held every Wednesday from 3:00-3:45. Parents will need to make arrangements for transportation.

Consequences:

Grades 6, 7, & 8-If a student receives two or more behavior detentions per grading period, he/she will not be able to participate in the social event/trip for that grading period and may be subject to further disciplinary action.

### **Seton Catholic School 10 Commandments**

- Students shall not fight.
- Students shall not use vulgar language.
- Students shall not write, mark, or damage any school property.
- Students shall not bring any toys (unless for "Show and Tell") to school including, but not exclusive to; hand-held video games, trading cards, and electronic devices.
- Students shall not threaten or bully other students or adults.
- Students shall follow the rules of the classroom, playground, lunchroom, hallways, and bathrooms.
- Students shall follow directions immediately and not talk back.
- Students shall not humiliate.
- Students shall be responsible.
- Students shall be respectful.

The following consequences to enforce violations of school rules will be used at the principal's and/or teacher's discretion.

NOTE: The order of listing does not necessarily represent the order of consequence.

- Warning
- Apology
- Parent Conferences
- Work Assignments
- Removal from Class
- Limited Privileges
- Behavior Contracts
- Payment for Damages
- After School Detention
- In School Suspension
- Out of School Suspension
- Suspension of Bus Privileges

- Parent Conference with Pastor
- Expulsion
- Other Consequences Deemed Appropriate

Students are expected to act in a respectful and appropriate manner including physical displays of affection. Inappropriate contact is not allowed in a school environment. We are asking you as parents to reinforce this at home when the situation arises. Students who do not abide by this rule will be given an afterschool detention. Should the behavior continue, the students risk detention and/or an in school suspension as a consequence. Students are reminded that they are to be young ladies and gentlemen.

## **BULLYING/CYBERBULLYING POLICY**

Seton Catholic School is committed to providing a safe, positive learning environment for our students. The school recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning, and may lead to violence that is more serious. Therefore, the Seton Catholic School prohibits bullying and cyberbullying.

### Definitions

***"A person is bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself."*** Dan Olweus

Bullying is an intentional electronic, written, verbal or physical act or series of acts directed at another person or group of people.

Bullying, also includes cyberbullying. Cyberbullying is an intentional electronic act or series of acts, through the utilization of computers, the Internet, interactive and digital technologies, or electronic devices that are directed at another person or group of people.

This definition includes three important components:

- 1) Bullying is aggressive behavior that involves unwanted, negative actions.
- 2) Bullying involves a pattern of behavior repeated over time.
- 3) Bullying involves an imbalance of power or strength.

When bullying occurs in a school setting, that is severe, persistent or pervasive, it has the effect of doing any of the following:

- 1) Substantial interference with a student's education.
- 2) Creation of a threatening environment.
- 3) Substantial disruption of the orderly operation of the school.

By definition, a school setting includes the school building itself, school grounds, school vehicles, designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

### Reporting

Seton encourages students who have been bullied to promptly report such incidents to a teacher or school principal. In addition, any student, school employee, or person associated with the school is requested to report bullying that is observed.

All complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

Every teacher will review this policy annually with students. The policy shall be posted on the school web site.

### Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action, which may include, but shall not be limited to:

- 1) Counseling within the school
- 2) Parental conference
- 3) Loss of school privileges
- 4) Exclusion from school-sponsored activities
- 5) Detention
- 6) Suspension
- 7) Expulsion
- 8) Counseling/Therapy outside of school
- 9) Referral to law enforcement officials

### **INTERNET & SOCIAL MEDIA USAGE**

The following are prohibited by students, guardians, or school employees on any personal websites, blogs or social networking sites:

- Threats or disparaging remarks about the school, its employees or its students.
- Cyber bullying or sexual harassment or any behavior that is ill-mannered or disrespectful.

The consequences for the above will be handled by the administration and priests on an individual basis.

### **PROCEDURE FOR COMMUNICATION**

There comes the time when questions arise in all households about circumstances and procedures in the classroom. At such times parents are asked to communicate **first with the teacher**. We encourage you to feel free to contact teachers. Open communication is always the best solution.

If parents feel the need for further discussion, please come secondly to the principal. A third recourse, if needed is to meet with the Pastor.

## **SCHOOL CALENDARS**

### **ANNUAL SCHOOL CALENDAR**

At the beginning of each school year, Seton provides each family with its annual school calendar. Because many students rely on public school transportation, the Seton School year calendar generally follows Crawford Central School District's (the district from which the most students are drawn) calendar. Seton also follows Crawford Central School District's decision to close or delay school openings due to inclement weather. Make-up days for school closings due to weather are listed in the order in which they are used on the annual school calendar. Parents can learn of school closings or delays via the **LOCAL RADIO & TV STATIONS**. **If Crawford Central School District is closed, Seton Catholic School will also be closed.**

### **MONTHLY SCHOOL CALENDAR**

Before or at the beginning of each month, the school office issues a monthly calendar to each family. The calendar lists a variety of school-related events and their scheduled times, such as athletic events, meetings, concerts, field trips, days when students attend Mass, days when school is not in session, etc. Parents are always invited and encouraged to join us for any event.

## **SCHOOL UNIFORM POLICY**

Seton Catholic School has a uniform code to provide direction and cohesion in school attire and to promote a non-competitive atmosphere to unify the image expected of a Seton Catholic School student. Students are expected to wear uniforms that are clean and neat while appropriately fitting. Shirts must be tucked in at all times unless they are wearing a banded shirt. All head coverings, unless they are worn for religious purposes, must be removed when entering the building and remain off until exiting, including any dress down days. All hats must be removed when entering the building. Boys need to wear a belt on pants that require one (pants with belt loops). Hairstyles and colors are to be moderate. Simple jewelry and make-up for girls is acceptable. Dangling earrings present a safety concern and are not permitted; hoops may not extend much past the ear lobe. Any jewelry that is a safety hazard, or hairstyle that is a distraction to the educational process, are not allowed. Only ear piercings are allowed. Visible tattoos, permanent or temporary are prohibited. Hair accessories should be limited to barrettes, headbands, combs, scrunches, and ponies with colors limited to black, white, navy, red, or plaid (same as the jumper). **Mass uniforms shall be worn on days that the students attend Mass, Stations of the Cross, Penance Celebrations, and May Crowning.**

### **Girls in K-8<sup>th</sup>**

- **K-4<sup>th</sup> Grade** - Jumper – black/red/white/gold plaid (plaid #63)
- **5<sup>th</sup> Grade** - Jumper, kilt skirt or skort – black/red/white/gold plaid (plaid #63)
- **6<sup>th</sup>-8<sup>th</sup> Grade** - Kilt skirt or skort - black/red/white/gold plaid (plaid #63)
- **Skirt Length can only be 1” above the knee, no shorter**, all the way around the skirt. Girls are not permitted to roll skirts to shorten them throughout the day
- Plain White Blouse – short or long sleeved; no eyelet, no ruffles, no lace
- Turtleneck – white or red
- Plain White or Red Polo – short or long sleeved; no eyelet, no ruffles, no lace
- Pleated or plain front dress slacks – navy **NO CARGO PANTS – NO SIDE LEG POCKETS**
- Pleated or plain front walking short – navy (April through October)
- Navy or Red V-neck, cardigan or sweater with or without school monogram
- **ONLY** Seton School logo sweatshirts – navy or red
- Navy Blue Fleece
- **Tie** - dark colors, minimal print - optional
- **Socks:** navy, red, or white tights or knee socks, white ankle socks (Must cover ankle, no advertising)
- **Shoes:** Dress loafer or Mary Jane type shoes in black, brown, tan or navy – Must be a flat shoe or no more than a 1 inch wedge heel or sneaker. **(See below for more information on sneakers)** (NO CLOGS, CROCS, WHEELLEYS, PLATFORMS, SANDALS, OR SHOE BOOT STYLE SHOES ARE PERMITTED)

### **MASS UNIFORM**

- **K-4<sup>th</sup> Grade** - Jumper – black/red/white/gold plaid (plaid #63)
- **5<sup>th</sup> Grade** - Jumper, kilt skirt or skort – black/red/white/gold plaid (plaid #63)
- **6<sup>th</sup>-8<sup>th</sup> Grade** - Kilt skirt or skort - black/red/white/gold plaid (plaid #63)
- Plain White Blouse – short or long sleeved; no eyelet, no ruffles, no lace
- Long sleeved navy or red V-neck, sweater or cardigan with or without school monogram – optional
- **Tie** - dark colors, minimal print – optional
- **Socks:** navy, red, or white tights or knee socks, white ankle socks (Must cover ankle, no advertising)

- **Shoes:** Dress Tie, loafer or Mary Jane type shoes in SOLID black, brown, tan or navy, no more than a 1 inch wedge heel, - NO OTHER COLORS, NO SNEAKERS, NO glitter, sparkles or anything shiny

### **Boys in K-8<sup>th</sup>**

- Plain White or Red Polo – long or short sleeved
- Plain White Dress Shirt – long or short sleeved
- Pleated or plain front dress trousers - navy NO CARGO PANTS - NO SIDE LEG POCKETS
- Pleated or plain front dress shorts – navy (April through October)
- Turtleneck – white or red
- Navy or Red V-neck, cardigan or sweater with or without school monogram
- ONLY Seton School logo sweatshirts – navy or red
- Navy Blue Fleece
- **Tie** - dark colors, minimal print - optional
- **Socks:** navy blue or black dress socks. White socks may be worn with shorts. (Must cover ankle, no advertising)
- **Shoes:** Dress loafer, tied type shoes, slip on dress shoe in black, brown, tan or navy – or sneakers. (See below for more information on sneakers) (NO CLOGS, CROCS, WHEELLEYS, PLATFORMS, SANDALS, OR SHOE BOOT STYLE SHOES ARE PERMITTED)

### **MASS UNIFORM**

- Plain White Button Down Shirt – long or short sleeved
- Navy blue v-neck, cardigan or crew sweater with or without monogram - optional
- Pleated or plain front dress trousers-navy
- **Socks:** navy blue or black dress socks.
- **Shoes:** must be SOLID black, brown, tan or navy tie or slip on dress shoe- NO OTHER COLORS, NO SNEAKERS
- **Belt:** black, brown or navy
- **Tie K-5<sup>th</sup> Grade** - dark colors, minimal print – optional
- **Tie 6<sup>th</sup>-8<sup>th</sup> Grade** - dark colors, minimal print – mandatory

### **Uniform rules for wearing sneakers:**

- No shoes with characters on them (Sneakers can be any color)
- No lighted shoes
- No platform or clog type sneakers
- No slip in sneakers
- Sneakers must be a full shoe; with tops and backs on them
- Any shoe deemed as inappropriate will not be permitted

### **Basic Gym Uniform Girls and Boys Grades 3<sup>rd</sup> – 8<sup>th</sup>**

Oxford Grey T-shirt

Navy or Black Shorts

Tennis Shoes

Socks (must cover ankles, no advertising)

Optional: Navy crewneck sweatshirt

Optional: Navy or Black sweatpants

\*Gym uniform is available at Schoolbelles and Lands' End

\*Gym uniform cannot have any designs, logo, or print other than designated Seton logo. Shorts cannot be spandex or tight biking type shorts.

**Schoolbelles** – [www.schoolbelles.com](http://www.schoolbelles.com) School Code S0749

**Land's End School** – [www.landsend.com/school](http://www.landsend.com/school) School Code 9001-2080-9

## **CONSEQUENCES FOR UNIFORM VIOLATIONS**

**First Offense:** Verbal warning to students with parent notification via prepared form that parents must sign and return.

**Second Offense:** Student will call home or work to notify parent of infraction. Parents must make arrangements with school to bring in proper attire. If this cannot be done, the student will serve a lunch detention.

**Subsequent Offenses** will result in after school detention.

## **DRESS CODE FOR DRESS DOWN DAY**

Several times throughout the year, opportunity will arise in which students do not have to wear their uniforms. The following guidelines must be followed during a dress down day to ensure appropriate dress during school activities:

- Students must wear clothing that fits appropriately and is not offensive to others.
- **Shorts and skirts should be no shorter than fingertip length with arms extended.**
- Revealing clothing is not permitted (i.e. tank top, bare midriffs, and halter-tops). Shoulder strap must be at least 3 fingers wide,
- Clothing with obscene or suggestive language, advertising tobacco or alcohol products is not permitted.
- Appropriate footwear must be worn. See above for shoe requirements.
- Pants must be worn at the individual's waistline.
- Skirts and pant legs must be shorter than floor length.
- Hats are not to be worn in the building.

## **SCHOOL SUPPLIES**

Parents supply their child(ren) with basic school supplies such as pencils, pens, crayons, glue, scissors, etc. The school list of supplies is sent home to families with the last report card of the year for the following year. It is also on the website. Students in grades 2 through 8 must obtain a Seton assignment book for their grade level in the Seton office.

## **DAILY ARRIVAL/DISMISSAL**

School hours are between 8:00 a.m. for elementary school and 2:55 p.m. for all students. School buses pick up and drop off students in the bus lane in front of the school on Pine Street. **It is imperative that no other vehicles use the bus lane directly in front of the main entrance during arrival and departure times.** Parents dropping their children off are asked to use Liberty Street or Chancery Lane (the alley between Seton and St. Agatha's parking lot). Please do not use the area immediately in front of the Pine Street gymnasium entrance; this is part of the bus lane.

Students arriving at school, are to wait in the cafeteria. Students should use this time to review schoolwork, read, play educational games, or socialize quietly. No toys, CD players, pocket video games, nor trading cards are allowed at school. **Students are not to arrive before 7:30.**

Staggered dismissal times begin at 2:40 p.m. with dismissal of Cambridge Springs, Maplewood, Saegertown, and Conneaut Lake students. All other bus riders are dismissed at 2:55 p.m. and wait in the art room at designated tables until the teacher calls their bus number. Walkers are dismissed at 2:45 p.m. and car riders are dismissed at 2:55 p.m. **Car riders wait in the gym for parents to come for them. Any car rider left at 3:10 p.m. will be sent to after school care (Eagles' Nest), and parents will be charged accordingly. Parents are not to pick their child/ren up in the classrooms.**

Parents/guardians must provide advance notification on any day that their child's regular dismissal will change. These alterations from the norm include: someone other than themselves or a regularly designated person is picking up their child; the child is going home with a friend (permission slips from both households must be provided); the parent is picking up their child early from school (parents must sign the child out in the office). **Parents should provide a written notice**, in advance to remove their child from school to attend medical/dental appointments. Although exceptions may be made in emergency situations, parents should notify the office in writing prior to a requested change in the regular dismissal.

### **SCHOOL BUS TRANSPORTATION**

Students will be expected to follow the rules and regulations set forth by the School Bus Company and driver.

If a student will be taking another form of transportation home or they are staying after school, the school needs to be notified either in writing or by phone by 2:00pm.

### **STUDENT ABSENCE/TARDINESS**

Seton Catholic School affirms that regular attendance at school is important to student development, readiness to learn, and social and academic progress. Seton is committed to providing a school environment that enforces the compulsory attendance law through proactive cooperation among students, parents, administrators, teachers, district judges, juvenile probation, and the Office of Children and Youth. **Seton Catholic School is responsible for monitoring and maintaining records of the attendance of students.** We want every child to succeed in school. If a child is not here, they are missing valuable information and instruction. Please have your child here on time every day.

#### **Lawful Excuses**

Absences/tardiness is considered excused when a student is prevented from attendance for mental or physical illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, and educational travel of five or fewer days.

For educational travel, **parents must submit an *Educational Travel* application (Appendix A) for advance permission from the principal for a child to miss school.** These days (up to five full days), count as part of the ten days absent without a doctor's excuse. **All requests must be submitted two weeks prior to the student's absence and be preapproved by the principal. Failure to obtain preapproval for an absence for *Educational Travel* will result in an unlawful absence. Permission is given on a case-by-case basis.** All missed assignments will be given upon the child's return to the school.

If a student needs to be away for more than five days for extenuating circumstances, it must be preapproved by the school principal.

In addition, lawful absences include student attendance at court hearings related to the student's involvement with the Office of Children and Youth or juvenile probation. It is the responsibility of Seton Catholic School to determine the validity of all excuses.

### **Cumulative Lawful Absences**

A maximum of ten days of cumulative lawful absences verified by written notification are permitted during a school year. All absences beyond ten cumulative days require a written excuse from a physician.

### **Unlawful absences**

An absence for which the school has not received a written excuse from the parent/guardian and is not listed as a lawful excuse or has advance permission to be away for educational travel, is considered an unlawful excuse. If an excuse is not received within three days of the absence, the absence is permanently counted as unlawful.

### **Truancy**

A student is considered truant when he/she is absent for three or more days without a valid excuse. After three unexcused absences, the truant officer for Crawford Central Schools and Children and Youth Services will be contacted. The truant officer will issue fines if deemed necessary. The public school district is responsible for enforcing the State's compulsory attendance laws.

### **Tardiness**

Students are considered tardy if they are not in their classrooms by 8:10 am. Tardy students must obtain a tardy slip from the office before going to their classrooms. Tardiness due to bus delays is not counted against the student; however, the student must report to the office prior to reporting to the classroom to let staff know of their arrival.

### **Consequences for Unexcused Tardiness**

After the child has been considered tardy three times, except for the exceptions previously listed, he/she must stay for detention to make-up-missed work. For every 300 total minutes that a child is late due to tardiness that is not excused, one unexcused absence will be assessed.

Students must attend school a full day of school in order attend any extra-curricular activities on that day. Exceptions to the above are those students who have pre-excused absences such as doctor or dental appointments, funerals, or other approved personal reason. A student will be considered to have attended a full day if he or she is in attendance by 9:30 am and attends the remainder of the day.

## **SCHOOL LUNCH PROGRAM**

Students must bring their own lunches. White and chocolate milk are available for purchase along with a variety of snacks. Students can use microwaves.

We encourage students to bring lunches that contain healthy choices to school. Pop is not allowed.

## **SCHOOL HEALTH PROGRAM**

If a child is injured or becomes ill at school, the teacher, staff, and/or school nurse will assess your child and determine if parent/guardian needs to be notified. If the school nurse is not in the building, she may be called to be consulted. If the parents are not available, then the person designated to be called in an emergency will be contacted. Emergency contacts need to be in our area so their response time does not endanger the child. Be sure to keep the school informed of any changes in telephone numbers, addresses, places of employment, and emergency contacts.

Please contact the school to discuss any health problems or attendance concerns.

Our goal is to assist all children to be as healthy as possible so they may profit the most from being in school. With this goal in mind, each fall, we do the following screenings:

- |                           |                        |
|---------------------------|------------------------|
| • Pediculosis (head lice) | All students in school |
| • Vision                  | All students in school |
| • Hearing                 | Kindergarten – Third   |
| • Height/Weight           | All students in school |
| • Scoliosis               | Grade 6                |
| • Physical Exams          | Grades K and 6         |

Following the screening, your child will bring home a paper informing you of their participation. The school nurse, following the screening, will retest anyone who does not pass the initial screening. You will be notified at that time if there is a need for any further evaluation.

### **ILLNESSES, HOSPITALIZATIONS, ETC.**

A confidential health record is kept for each child. Please let the nurse know if your child's health status changes or if your child is on any medications. The nurse, along with the teacher, can make any necessary adjustments to ensure your child's safety and continued participation in school.

Seton requests that students be kept home from school when the child has a fever of **99 degrees Fahrenheit or higher, or is experiencing vomiting or diarrhea**. A parent will be required to pick a child up from school should he or she experience such during the school day.

### **MEDICATIONS**

Medication should be administered to students during school hours **only when necessary**. No medication, **including cough drops** (neither prescription nor over-the-counter), will be administered to students by Seton staff unless written authorization including parent/guardian's **and physician's signatures** is provided.

Medication must be provided in the **original pharmacy or over-the-counter container** properly labeled with the child's name.

Remember the nurse is willing to answer any questions or concerns you may have regarding your child's health. No medications, including over-the-counter as well as prescribed drugs are to be kept in student desks, gym bags, book bags, or pockets.

## **HEALTH MATTERS**

The following are Pennsylvania Department of Health requirements regarding school attendance and communicable diseases. If you suspect your child has one of the following, please consult a physician before sending him/her to school. If your child has been diagnosed by a physician as having one of the following conditions, your child is to be kept home from school for the indicated period of time. The school, if they suspect one of the following conditions, may require you to obtain a note from the physician before returning to school.

- **Mumps, Measles and Rubella** – Diagnosis and recommendation by physician necessary.
- **Chicken Pox** – Six (6) days from last crop vesicles.
- **Scarlet Fever** – Not less than seven (7) days from the onset or 24 hours from the institution of antibiotic therapy.
- **Pink Eye** – Must be excluded from school until the eye is clear or has been diagnosed by a physician to determine it is no longer contagious.
- **Impetigo** – Physician diagnosis and treatment indicated. Child may return to school with written notification from the doctor that the condition is no longer contagious.
- **Tonsillitis or Strep Throat** – 24 hours from the beginning of antibiotic therapy.
- **Scabies** – 24 hours after treatment.

- **Ringworm** – Until judged non-infectious by a physician.
- **Pediculosis Capitis (head lice)** – If you have treated your child for head lice, it is mandatory that all nits (eggs) be removed from your child’s hair before they can return to school. The lice shampoo must be repeated again in 8 to 10 days, as this will kill any nits that may have been missed, have hatched, and are not now live lice.

### **GUIDELINES: PEDICULOSIS CAPITIS (HEAD LICE)**

#### **Exclusion:**

1. A child shall be excluded from school as soon as evidence of nits or lice is found. Exclusion shall be until after he/she has been treated with a pediculicide and all lice and nits are removed.
2. The nurse or other school official shall notify the parent/guardian of the head lice infestation by telephone and/or by a confirming letter.
3. If a child has been identified as having a head lice infestation, every attempt will be made to contact parent/guardian to provide transportation home for the child. If the parent/guardian has no transportation or is unable to be contacted by the school, the child will be excluded from the classroom for the remainder of that school day and an alternative study area will be provided. The student will be sent home at the regular time on the regular route.
4. Public School District Policy applies in this situation and allows for no more than three (3) days of absence per incidence of head lice infestation and treatment. Additional days absent will be counted as unexcused/illegal and citations for absences may be filed as per district attendance policy. Students may be allowed to make up all schoolwork missed during their absence.
5. Following the third (3<sup>rd</sup>) occurrence of Pediculosis Capitis all subsequent exclusions from school for Pediculosis Capitis will be deemed illegal/unexcused absences. Citations for illegal/unexcused absences will be filed as per district attendance policy. Students may be allowed to make up schoolwork missed during their absence.

#### **Readmission:**

1. The student must receive appropriate treatment with a pediculicide.
2. The student must have all of the live lice nits (eggs) removed from their hair.
3. The student may not ride the bus or attend classes until after he/she has been rechecked by the school nurse. Therefore, parent/guardian must bring the student to be checked by the school nurse after the head lice are treated and the child is free of lice and nits. The parent/guardian is expected to stay at the school until the head lice examination is completed by the school nurse.
4. The parent/guardian must provide documentation of the pediculicide and the date it was used.

#### **Follow Up:**

1. The school nurse shall recheck all infested students before they may re-enter the school and encourage parent/guardian to repeat pediculicide application per product instruction.
2. The school nurse shall check an infested student’s school-age siblings.
3. The school nurse will check classmates, best friends, and relatives as warranted.
4. The school nurse will recheck students within 7-10 days from readmission.

## **AFTER SCHOOL CARE**

Seton provides after school care, known as the Eagles’ Nest, for Seton Catholic School students in preschool through grade 8. Seton teachers staff the Eagles’ Nest, providing a snack, opportunities for physical activity, games, and homework help. The Eagles’ Nest operates every school day, Monday through Friday from 3:00 p.m. to 5:30 p.m. The cost is \$8 per day for one child, \$12 per day for two children, and \$15 per day for three children.

Billing for Eagles’ Nest care is sent to parents at the end of each month. Register for the Eagles’ Nest in the Seton office. Car rider students who are not picked up by 3:10 p.m. go to the Eagles’ Nest and the above daily fee is charged. There is no Eagles’ Nest on early dismissal days.

## **VOLUNTEER COORDINATION AND EFFORTS**

Seton enjoys significant volunteerism by parents and alumni. Parent volunteers serve as “Room Mothers and Fathers”, coordinating class parties, assisting as field trip chaperones, helping in the classroom, and assisting with a variety of maintenance and development projects for the school. All volunteers will need to complete the appropriate paper work which can be obtained in the school office or on Seton’s website. Volunteers will need to take the mandated reporter course, the Diocesan child abuse course, and obtain state criminal and child abuse clearances every five years.

## **ELIGIBILITY FOR SPORTS AND EXTRA-CURRICULAR ACTIVITIES**

### **Attendance**

Students must attend school a full day in order to practice or play in the events scheduled that particular day. Exceptions to the above are those students who have pre-excused absences such as doctor or dental appointments, funerals, etc. A student will be considered to have attended a full day if he or she is in attendance by 9:30 am and attends the rest of the day.

### **Incomplete Assignment and Conduct**

If a student has a detention for incomplete homework or inappropriate conduct, the students must sit on the bench for the next game. He or she must be in full uniform. The status of the student will be communicated by the teacher to the Principal who will notify the Athletic Director.

### **Grades**

If a student is failing, he/she will be put on probation for half a semester. At that time, the student’s progress will be reevaluated. If the child is still failing, he/she will not be able to participate at all on any sport’s team. Students must have passing grades for at least half a semester before they will be allowed to participate in sports.

### **Basketball**

Seton participates in boys and girls basketball on the junior varsity and varsity levels, playing other Catholic middle and high schools in the northwestern Pennsylvania area. Junior varsity teams are comprised of 5<sup>th</sup> and 6<sup>th</sup> grade students, while varsity teams are comprised of 7<sup>th</sup> and 8<sup>th</sup> grade students. The girls’ basketball season is from September into November, while the boys’ basketball season runs from November through February.

### **CrossCountry and Track and Field**

Seton offers Cross country in the fall and Track and Field in the spring for children in grades 1-8.

## **STUDENT CLUBS AND ORGANIZATIONS**

### **Pennsylvania Junior Academy of Science (PJAS)**

The goals of PJAS are to promote participation in scientific activities among youth and to improve achievement in sciences through research and originality. Seton's 7<sup>th</sup> and 8<sup>th</sup> grade students participate in regional competition at Penn State Behrend and at Penn State University in State College.

### **Yearbook**

Students assist in the preparation of the layout, graphics, and photographs for the Seton yearbook. The yearbook is sent to a publishing company for printing.

### **Student Council**

Student council is comprised of four students each from grades 6, 7, and 8. Following parliamentary procedure, officers (president, vice-president, secretary, and treasurer) are elected yearly.

Student council sponsors two major service projects each year to benefit the community, in the fall and spring. The group also sponsors other school events such as dress-down days and requesting donations, which benefit a variety of causes. Student council provides services throughout the school year during musical concerts, open house, Catholic Schools Week, and others. The group also sponsors middle school activities, parties, and a year-end picnic.

**Band/Orchestra/Choir** Band/Orchestra/Choir meet before and during school. Every year they perform at in the Christmas and spring concerts.

## **STANDARD EVENTS AND PROGRAMS**

### **Class Parties**

Class parties are held for Halloween, Christmas and Valentine's Day. Room mothers and fathers typically coordinate these events and provide food and activities in cooperation with the classroom teacher.

### **Musical Concerts**

Musical concerts are held in December and in the spring. Concerts include performances from each class, chorus, orchestra, and band. The music teacher will provide advance notice in students' Friday Folders about concert dates and clothing requirements.

### **Book Fairs**

PTO coordinates one or two book fairs each school year, usually held in the fall and spring. Each class attends at a designated time. Parents may send in with their children a list of books to be purchased or visit the Book Fair themselves.

### **School Masses and Prayer Services**

School Masses are celebrated weekly. Local pastors preside at the liturgies which take place at St Agatha, St. Brigid, and St. Mary of Grace Parishes. School prayer and penance services mark special occasions and are usually held in the gym or foyer. Families and friends of the Seton Catholic community are welcome to join the students and staff at liturgical celebrations. The monthly school calendar and church bulletins indicate when Mass and prayer services are scheduled.

**Catholic Schools Week**

Catholic Schools Week is a nationally organized event beginning the last Sunday of January. Seton students participate in various activities during the week.

**Relay Day**

Relay day is a school-wide, single-day event usually occurring in May. Students are divided into teams and participate in track and field and other fun sporting activities. Parent volunteers help run the event and families are welcome to attend.

**Honors Banquet**

A banquet recognizing the achievements of middle school students is held in May. Students in grades 6, 7, and 8 are invited to attend if their grades meet the honors requirements. A guest speaker is retained and awards for academic achievement are presented.

**Sports Banquet**

A dinner is held in the spring to recognize the achievements of student athletes.

**Graduation**

Graduates of the eighth grade are honored at a Mass and reception in June.

**FUND-RAISING PROGRAM**

Over the last several years, Seton has implemented a variety of general fund-raising programs. The proceeds from all of these programs are used for Seton's general operating budget and help keep tuition costs down. Affiliated organizations such as the PTO, Girl Scouts and Student Council also conduct fund-raising over the course of the school year. Each group's participants determine the use of these proceeds.



Appendix A  
**Application for *Educational Travel***

Student Name \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Contact Email Address \_\_\_\_\_

Date of the First Day of Student Absence \_\_\_\_\_

Date of Return to School \_\_\_\_\_

Location of Trip \_\_\_\_\_

Reason for Travel \_\_\_\_\_

Educational Opportunities and Objectives \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_

Denied \_\_\_\_\_

Principal/Pastor Signature \_\_\_\_\_



August 26, 2018

Dear Parents and Guardians,

The Seton Catholic School Handbook is continually being revised to encourage academic success, promote safety and to simply bring the handbook up to date. This handbook was composed and approved by the Seton School Board.

The Seton Catholic School Handbook may not cover every situation that we may encounter throughout the year. The school principal and/or Pastor retain the right to amend the handbook for just cause.

Please review the handbook carefully with your child. As a family that is enrolled at Seton Catholic School, you make a commitment to support our policies and agree to be governed by them. The handbook is on our website. If you do not have access to a computer, please contact the school and we will send a copy home with your child. We then ask that you sign the bottom of this form and return it to your child's homeroom teacher.

Thank you so much for your support.

God bless you!

Fr. Jeffrey Lucas  
Pastor

Laura Blake  
School Principal

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

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this letter signed by the student and the parent to the school office.**