

# Seton Catholic School

## Student Handbook



**CHANGES APPROVED BY THE SCHOOL ADVISORY COUNCIL and Seton Staff**

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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), full-time 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 Christ's teachings to encourage the students' development of a deep sense of love for God and 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 well-being of students through academic excellence, charitable service and commitment to Christ's teachings.

## ***ORGANIZATION***

The pastor and the principal run the school. The Epiphany of the Lord Parish supports 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 from the parish and individuals who are not from the parish (These members may be parents from the school, from the community, from other local Catholic parishes, and/or they may be non-Catholic).

All Seton parents and parishioners are welcome to attend the school advisory council meetings. If a parent wishes 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. Fines 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 The Epiphany of the Lord 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 PHONES/SMART WATCHES***

Students are not permitted to use cell phones, smart watches, or other devices of this kind during the school day. If students must carry a cell phone, smart watch, or other devices of this kind, they must be kept in their backpacks and turned off throughout the day. The school is not responsible for any lost, stolen, or broken cell phones, etc. The first offense for violation of this cell phone, etc. usage policy will result in the item being confiscated and the student's parent or guardian must come to the office to retrieve it. If there is a second offense, the child will be prohibited from bringing the item to school at all.

## **FINANCES AND TUITION**

### ***TUITION PAYMENT SCHEDULE***

Diocesan Policy allows families to pay their tuition either annually (in August) **or** by using the FACTS Management Co. tuition payment program. FACTS enables families to deduct automatically a specified amount from a checking or savings account over the course of ten months, usually August through May.

### ***FAILURE TO PAY***

The school reserves the right to pursue legal action if any school family fails to pay their tuition account according to their agreement with the school, or who has been unwilling to make suitable alternative arrangements with the school. Also, returning students will not be readmitted to the school until all outstanding financial obligations from the previous school year are met. In addition, **Eagles' Nest payments** are due when the bill is received. Students will not be able to attend the following month if the previous Eagles' Nest bill has not been paid in full by the parent.

### ***SCHOLARSHIPS AND TUITION PAYMENTS***

**Application of Scholarships toward Tuition** - Scholarship monies awarded are contingent upon the recipient assuming responsibility for their portion of the tuition. The portion of instructional days covered

by the scholarship begins when the portion of instructional days for which the recipient is responsible ends. The portion of the tuition for which the recipient is responsible may be spread out through monthly FACTS payments, but it must be paid in full by the end of the school year.

**Transfer from Seton before Scholarships are Applied toward Tuition** - In the event that a student leaves Seton before the end of the school year and before their scholarship monies begin, then the student's family is responsible for the full cost of tuition based on the portion of the school year that the student attended. **Example 1:** If a student receives a scholarship that covers one-fourth of the annual tuition, the family is responsible for three-fourths of the annual tuition. If that student leaves after three-fourths of the school year is completed, that family owes three-fourths of the annual tuition.

**Example 2:** If that student leaves after half of the school year is completed, that family owes half of the annual tuition.

**Transfer from Seton after Scholarships are applied toward Tuition.** In the event that a student leaves Seton before the end of the school year but after their scholarship monies begin, then the student's family is still responsible to complete payments for the portion of the school year that the student attended before scholarship monies began.

### ***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* identify families in need of tuition assistance; there are no eligibility requirements nor a pre-determined amount of aid granted. Applications are sent home to families via the weekly Friday Folder and are available on the website.

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

From July 1 to June 30 of the year, each family will have the option to participate in the "Scrip Loaves and Fishes" gift card program. All participants will need to generate \$50 in profit each school year before they will be able to earn benefits for themselves. This will cover the processing/handling fees of the program. An agreement form must be signed and on file for your family to get credit by July 1st 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. For each gift card purchased, a percentage of the amount (depending on the gift card) will be applied toward the \$50 requirement. If you earn more than the \$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



Some gift cards 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 The Epiphany of the Lord Parish, or in the parish offices during the week. Other gift cards may be ordered through the extended order form or through the RaiseRight app.

### **COMMUNICATION**

Parents are invited and strongly encouraged to initiate communication with Seton's staff for any reason. Parents may visit the school, telephone, email, 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 email system will be used in place of some hard 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; and speech therapy. 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 deemed necessary. 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.

### **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 has a talented, dedicated teaching staff which is composed of classroom teachers and special class teachers (art, music, physical education, computer, and 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 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 email, 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 emails. 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.

### ***CURRENT GRADING SYSTEM FOR REPORT CARDS***

**Grade 1-8:** A 93-100%; B 85-92%; C 76-84%; D 69-75%; E 0-68%

Seton also uses 1-4 in some subjects and with standards - **4** Advanced - Consistently above the standard; **3** Proficient - Consistently meets the standard; **2** Basic - Making progress toward the standard; **1** Experiencing difficulty with the standard; **NA** - Not Assessed

**Responsibilities of the Learner** in the areas of respect, responsibility, and safety etc. are also evaluated.

**\*\*Kindergarten** uses a 1-3 scale on their report cards. **Preschool** uses checklists only.

## ***HOMEWORK/GREEN SLIPS***

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 teacher per grading period - Wednesday detention

**(Green slips** will be received for each missing assignment in some cases - teacher discretion. The green slips will include when the assignments were due. Also, the green slips must be returned the next school day, with one day of grace, or the student will earn a silent lunch. Three silent lunches = one detention. )

### **Grades 6, 7 & 8**

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

**(Green slips** will be received for each missing assignment in all cases. The green slips will include when the assignments were due. Also, the green slips must be returned the next school day, with one day of grace, or the student will earn a silent lunch. Three silent lunches = one detention.) Students in middle school who receive a green slip during the week will not be able to participate in Fun Friday at the end of that week.

Our goal is to teach each child to be responsible for his/her own actions. 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. Some homework may also be sent electronically.

## ***PLAGIARISM***

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 1st of that school year. Students need 5 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.

### ***CURRICULUM***

Seton uses the Diocese of Erie curriculum guides and approved textbooks. The Erie Diocese curriculum can be accessed at [www.eriercd.org](http://www.eriercd.org) under the Catholic Schools Office Curriculum Standards 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 Church.

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 choose to allow their child to bring one of these devices to school.

## ***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. 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 are recognized in students in grades 6 through 8 each semester.

Middle School 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/GREEN SLIPS**

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.

**Green slips** for unacceptable behavior (especially in middle school) may be given. Two green slips from the same teacher in a grading period will equal a detention. Some behavior issues will require immediate detentions. Decisions will be made by the teacher and/or the principal on a case by case basis. Green slips will state the unacceptable behavior exhibited. Also, the green slips must be returned the next school day, with one day of grace, or the student will earn a silent lunch. In addition, students in middle school who receive a green slip during the week will not be able to participate in Fun Friday at the end of that week.

In addition, three silent lunches (lunch detentions) for students in any grade will require an after school detention.

Should circumstances warrant an after school detention, a student will be issued a detention slip that will need to be signed by the parent and returned to school. Parents must also sign green slips when they come home. In most cases, detentions are held every Wednesday from 3:00- 3:45 with the principal. Parents will need to make arrangements for transportation.

**Additional Consequences:** Grade 6, 7, & 8 (and other grades with the recommendation of the teacher and principal) - 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 or other inappropriate 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 after school 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 leads 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 website.

### **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
- Cyberbullying 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, scrunchies, 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.**

## ***SCHOOL UNIFORM DRESS CODE***

### **Girls in K-8th**

**K-3rd Grade** - Jumper - black/red/white/gold plaid (plaid #63)

**4th-5th Grade** - Jumper, kilt skirt or skort - black/red/white/gold plaid (plaid #63)

**6th-8th Grade** - Kilt skirt or skort - black/red/white/gold plaid (plaid #63)

Skirt Length can only be 1"-2" 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 and plain 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, WHEELIEYS, PLATFORMS, SANDALS, OR SHOE BOOT STYLE SHOES ARE PERMITTED WITH UNIFORMS.)

### **MASS UNIFORM**

**K-3rd Grade** - Jumper - black/red/white/gold plaid (plaid #63)

**4th -5th Grade** - Jumper, kilt skirt or skort - black/red/white/gold plaid (plaid #63)

**6th-8th 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 (No Sweatshirts on Mass Days.)

**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-8th**

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 or plain 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 shoe, 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 WITH UNIFORMS.)

### **MASS UNIFORM**

Plain White Button Down Shirt - long or short sleeved

Navy blue v-neck, cardigan or crew sweater with or without monogram - optional (No Sweatshirts on Mass Days.)

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-5th Grade** - dark colors, minimal print - optional

**Tie 6th-8th 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 3rd – 8th**

Oxford Grey T-shirt (Seton Logo or Plain)

Navy or Black Shorts

Tennis Shoes/Sneakers and 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 uniforms 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

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

**Seton has extra, gently worn uniform parts available for sale before the beginning of the school year (not all sizes may be available) and by appointment during the school year. Please contact the school office if needed.**

### **CONSEQUENCES FOR UNIFORM VIOLATIONS**

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

**Second Offense:** Students will call home or work to notify parents 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, opportunities 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 and clothing that is too tight are not permitted (i.e. tank top, bare midriffs, and halter-tops, yoga pants/leggings without the bottom of the student covered).

NO Pajama Pants except on special PJ days.

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. **FOR DRESS DOWN DAYS ONLY** - CROCS, SANDALS WITH STRAPS, and SHOE BOOTS are acceptable.)

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. \*\*Special permission is given for holiday hats, etc. on dress down days that are near holidays.

### **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 3:00 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 Church 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 a.m.**

Staggered dismissal times begin at 2:40 p.m. with dismissal of Conneaut School District students. Penncrest School District Students are dismissed at 2:45 p.m. All other bus riders are dismissed at 2:55 p.m. and wait in or near the art room at designated tables until the teacher calls their bus number. Walkers are dismissed at 2:50 p.m. and car rider doors (Door #4 by the alley) open at 2:55 p.m. **Car riders wait in the gym for parents to come for them and sign them out. 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 before 2:00 p.m. These changes 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 or email, 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 pre approved by the principal. Failure to obtain pre approval for an absence for *Educational Travel* will result in an unlawful absence. Permission is given on a case-by-case basis.** With at least a two week notice, teachers will do their best to send some work, at the teachers' discretion, that will be missed by the student. Work should be completed upon the child's return. If there is a conflict, please notify your child's teacher. If a student needs to be away for more than five days for extenuating circumstances, it must be pre-approved 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. Finally, if a child is out of school due to illness for **three or more consecutive days, then a medical excuse is required when the child returns to school.**

## ***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, and parent/guardian must sign them in.

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 OF 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 to 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 reasons. 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 and utensils. 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 and Energy Drinks are not allowed. If a lunch is forgotten, a call will be made to see if someone can bring in a lunch. The school will provide lunch for a fee in emergency situations.

### **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 the 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, we do the following screenings:

Pediculosis (head lice)	Students in school only if needed
Vision	All students in school
Hearing	Kindergarten, Third Grade
Height/Weight	All students in school
Scoliosis	Grade 6
Physical Exams (parent responsibility)	Kindergarten, Grade 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 **100 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 (neither prescription nor over-the-counter), will be administered to students by Seton staff unless written authorization including the signatures of parent/guardian **and physician (with prescriptions)** are provided with correct dosage instructions. The only exception is cough drops - only a parent note is required.

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. The 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 now live lice.

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

#### ***EXCLUSIONS:***

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. The nurse or other school official shall notify the parent/guardian of the head lice infestation by telephone and/or by a confirming letter.
2. 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.
3. 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.
4. Following the third (3rd) 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, the 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, 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 *Eagles' Nest*, for Seton Catholic School students in preschool through grade 8. Seton teachers/staff work *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 5:15 p.m.** (New Time - as of 2025-2026 school year). Billing for *Eagles' Nest* care is sent to parents at the end of each month. Register for *Eagles' Nest* in the Seton office. Car rider students who are not picked up by 3:10 p.m. go to *Eagles' Nest* and the daily fee is charged. **There is no *Eagles' Nest* on early dismissal days, the last day of school before Christmas vacation, Grandparents' Day in April, and the last day of school.**

#### **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, working in the cafeteria during lunches, and assisting with a variety of maintenance and development projects for the school. All volunteers will need to complete the appropriate paperwork 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 EXTRACURRICULAR 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 INAPPROPRIATE 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/PIAA***

Seton participates in boys' and girls' basketball if volunteer coaches are available. Seton is also involved with PIAA, so that interested middle school students can join Meadville Area Middle School (MAMS) for some athletic programs that are not offered at Seton.

### ***CROSS COUNTRY/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 7th and 8th 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 holds elections to choose four students from each 6th, 7th, and 8th grade. Officers are then elected (president, vice-president, secretary and treasurer).

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. They perform at the spring concert each school year.

## **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 and through email about concert dates and clothing requirements.

### ***BOOK FAIRS***

Seton 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 PENANCE SERVICES***

School Masses are celebrated weekly. Local priests preside at the liturgies which take place at St. Agatha Church. School prayer and penance services that mark special occasions are sometimes 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 indicates 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 for lunch.

### ***HONORS BREAKFAST***

A breakfast 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. Awards for academic achievement are presented.

### ***SPORTS BANQUET***

A dinner may be held after the season to recognize the achievements of student athletes.

### ***GRADUATION***

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

### ***FUNDRAISING PROGRAM***

Over the last several years, Seton has implemented a variety of general fundraising 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 and Student Council also conduct fundraising over the course of the school year. Each group's participants determine the use of these proceeds.

## **TITLE IX**

Applies to Catholic Schools in the Diocese of Erie

Changes to the law were made in May 2020

Sexual Harassment now falls under Title IX.

Under Title IX: Sexual Discrimination/Sexual Harassment/Retaliation

**While reserving the right to make religious exceptions as provided by law and in accord with Catholic religious belief, the Catholic Schools within the Diocese of Erie do not discriminate on the basis of sex. This includes being excluded from participation in, being denied the benefit of, or being subjected to discrimination under any education program or activity on the basis of sex.**

Please address your concerns to the school principal, or contact the parish -based school Title IX Coordinator, Laura Blake, [lblake@eriercd.org](mailto:lblake@eriercd.org), or 814-824-1247.



## SUICIDE AWARENESS AND PREVENTION POLICY

The purpose of the school's suicide awareness and prevention policy and procedures are to protect the health, safety, and welfare of its students and maintain a safe school environment.

Our *Suicide Awareness and Prevention Policy* includes prevention education for the school personnel and students on the actions and resources necessary to promote the well-being and prevent suicide. The policy also includes detailed intervention procedures to be followed in event of a threat or attempt of suicide among school-aged youth. You can review the full policy on the Seton website, [www.seton-school.com](http://www.seton-school.com).

If you or someone you know is having suicidal thoughts, immediate help can be found by calling the **National Suicide & Crisis Lifeline at 988 or 1-800-273-TALK (8255) or through our local crisis center - Mental Health Crisis Line (in the area) at 814-724-2732 or 800-275-7009.**

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:

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

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

Approved \_\_\_\_\_

Denied \_\_\_\_\_

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

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 Catholic School Advisory Council.

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

Christine Hess  
School Principal

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

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

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