

# Seton Catholic School

## Parent/Student Handbook



# 2018-2019

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## Introduction

The policies and procedures included in this Seton Catholic School Handbook are intended to create a safe school environment that promotes spirituality, academic success, respect for others, and order. By registering at Seton Catholic School, students agree to abide by this handbook and parents agree to assist their children in following the policies and procedures of the school.

This handbook may be accessed on the Seton Catholic School website and parents may obtain a printed copy in the Main Office. The Principal reserves the right to make changes to this handbook. Those changes will be communicated through the Principal's bi-weekly Newsletter, the Seton website, and subsequent editions of the handbook.

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Seton Catholic School  
Rochester, New York

A ministry of Our Lady of Lourdes † St. Anne Parishes  
Middle States Accredited

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**SERVING STUDENTS GRADES:** Pre-K – 6  
Extended Day Care PreK-6

**SCHOOL MOTTO:** “Building the City of God”

**SCHOOL COLORS:** Blue and White

**SCHOOL NICKNAME:** Eagles / Little Angels

**SCHOOL WEBSITE:** [www.setoncs.org](http://www.setoncs.org)

**SCHOOL LOGO:**   
CATHOLIC SCHOOL  
*at Our Lady of Lourdes † Saint Anne*

**SCHOOL SHUTTERFLY ACCOUNT:** [setonrochester.shutterfly.com](http://setonrochester.shutterfly.com)  
Password: Ask Main Office

**SCHOOL FACEBOOK:** [www.facebook.com/SetonDOR/](http://www.facebook.com/SetonDOR/)

**PTA MINUTES PAGE:** <http://www.setoncs.org/parents/pta-information/pta-minutes/>  
Password: Ask Main Office

## **HISTORY**

Seton Catholic School is named for the first American saint, Elizabeth Ann Seton, a nineteenth century woman of great faith and compassion who played a key role in the establishment of Catholic education in the United States.

Inspired by her vision and spirit, we strive to create a vital, faith-filled environment where each child is both cherished and challenged to be the best he or she can be.

Seton Catholic School is accredited by the Middle States Association of Colleges and Schools Commission on Elementary Schools.

## **STATEMENT OF MISSION**

Seton Catholic School is committed to "Building the City of God" by proclaiming the Gospel message of Jesus as taught by the Roman Catholic Church. Seton guides students in the love and service of others and educates the total child - spiritually, physically, intellectually, emotionally, and socially.

## **Belief Statement**

### **We Believe:**

1. Children are a blessing from God.
2. In the dignity and value of each child because they are created in the image of God.
3. In helping students develop a personal relationship with God.
4. Mind, body and spirit are nurtured through classroom and extracurricular activities that develop teamwork, fitness and creativity.
5. In helping students become responsible individuals, accountable for their actions.
6. In instilling the Catholic worldview by integrating Christian virtues (such as faith, hope, love, courage, reconciliation and justice) into the curriculum.
7. Seton challenges each student to develop his/her own intellectual potential.
8. Seton is a community of educators, (faculty, staff and parents) working toward the common goal of providing the best faith-based school for our children.
9. In assessing and adapting programs to maintain academic excellence and promote life long learning.
10. Providing a Catholic education requires a commitment and sacrifice that is shared by parents, families, educators, parishioners, and alumni.
11. Seton promotes the interconnectedness of home, school and faith community.



# SETON UNIFORM REQUIREMENTS

Students must be in the Seton Catholic School Uniform while in the school building.

## **Dress Code for Grades K-6**

- \* School uniforms are to be worn the 2<sup>nd</sup> DAY of school in September by all children in Grades K-6;
- \* Halloween, the day before Thanksgiving break, the day before Christmas vacation, Valentine's Day, the Friday before St. Patrick's Day and the last week of school will be non-uniform days. On these dress down days, students may wear holiday appropriate colors.
- \* We ask your cooperation in STRICTLY enforcing these uniform regulations;
- \* SHIRTS and BLOUSES MUST BE TUCKED IN AT ALL TIMES.
- \* Gym uniforms are to be worn on gym days. If there is a school Mass on your child's gym day, they may wear their gym uniform to Mass.
- \* ALL clothing should be labeled with the student's name - unclaimed clothing will be placed in the Lost and Found and then given to charity.
- \* Good Taste - Modesty - Cleanliness - Propriety - will be expected at all times.

***The Principal reserves the right to determine what is appropriate for dress and grooming.***

### ***Hats & Outerwear***

All types of hats, hoods, coats and non-uniform sweatshirts must be removed upon the entrance into Seton Catholic School. See the Uniform Chart below for acceptable sweater and sweatshirt requirements. Hats and hoods may not be worn before, during, or after the school day in Seton Catholic School.

***Gum Chewing*** - Gum chewing is not permitted at any time before, during, or after school by students at Seton Catholic School.

## Uniform Infractions


1. Written Warning The first uniform infraction will be a written warning that will be sent home, signed by a parent, and returned to school
2. Second Written Warning The second uniform infraction will be a written warning that will be sent home, signed by a parent, and returned to school
3. Third infraction will result in parents being called and having student sit out of class until proper uniform arrives to school.

## ***Suggested Retailers***

**USED UNIFORM SALE** - Seton Parents Association sponsors a Used Uniform Sale twice a year - at Supply drop off day in Sept. and during Primary Field Days in June - where gently used uniforms are available at a significant savings.

<p><b><u>LOCAL RETAILERS</u></b></p> <ul style="list-style-type: none"><li>• <b>Passantino Sports</b> 563 Titus Ave. Rochester, NY 14617 Ph: 585-544-9077 <a href="http://www.passantinos.com">http://www.passantinos.com</a></li><li>• <b>Stitchworks Uniform &amp; Sportswear</b> 297 Culver Parkway Rochester, NY 14609 Ph: 585-654-7522 <a href="http://www.stitchwork.com">http://www.stitchwork.com</a></li></ul>	<p><b><u>NATIONAL RETAILERS</u></b> (In Stores and Online) Some offer rebates if Seton Catholic School is mentioned - please check with retailer</p> <ul style="list-style-type: none"><li>• Lands End</li><li>• Gap</li><li>• Old Navy</li><li>• Target</li><li>• JCPenny</li><li>• Sears</li></ul> <p>**All polo shirts need to be cotton material. Performance fabric polos will not be allowed.</p>
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	<b>Boys Uniform</b>	<b>Girls Uniform</b>
<b>Uniform</b>	<p><b><u>TOPS</u></b>            -Solid White or Pale Blue Cotton Polo Shirt - Short or Long Sleeve (No insignias, trim or crests)            -Solid White Cotton Turtleneck (Optional for winter)</p> <p><b><u>SWEATERS/SWEATSHIRTS</u></b>            -Navy Pullover Sweater, Sweater Vest or Crew Solid Color, Tailored - Not oversized            -Navy Seton Cotton Sweatshirt (May be worn in school in place of sweater based on weather)            Uniform shirt collar is to be worn <u>outside</u> of sweatshirt collar</p> <p><b><u>BOTTOMS</u></b>            -Navy Twill or Corduroy Tailored Pants            NO cargo pockets, embellishments, denim or sweatpants            -Navy Tailored Dress Shorts            No cargo pockets or embellishments  <b><u>(Shorts- Weather Permitting May Only Be Worn During the Months of September, October, May and June)</u></b></p>	<p><b><u>TOPS</u></b>            -Solid White Round Collar Blouse - Short or Long Sleeve            -Solid White Cotton Polo Shirt - Short or Long Sleeve (No insignias, trim or crests)            -Solid White Cotton Turtleneck (Optional for winter)</p> <p><b><u>SWEATERS/SWEATSHIRTS</u></b>            Navy Crew Cardigan or Zip Sweater, Pullover Sweater or Sweater Vest Solid Color, Tailored - Not Oversized            Navy Seton Cotton Sweatshirt (May be worn in school in place of sweater based on weather)            Uniform shirt collar is to be worn <u>outside</u> of sweatshirt collar</p> <p><b><u>BOTTOMS</u></b>            -Navy Twill or Corduroy Tailored Pants            Straight Leg or Boot Cut (Flare not wider than 9 inches &amp; NO cargo pockets, slits, bell bottoms, embellishments, hip huggers, denim, yoga pants, or sweatpants)            -Navy Tailored Dress Shorts or Skorts (No cargo pockets or embellishments)  <b><u>(Shorts and Skorts - Weather Permitting May Only Be Worn During the Months of September, October, May and June)</u></b></p>
<b>Grades 5 &amp; 6 ONLY</b>	White oxford dress shirt (optional Mass Dress) -Navy Blue Tie (optional Mass Dress)	Plaid #76 kick pleat or jumper skirt with bib removed Hemline should be appropriate to the age of the child
<b>Grades K-4 ONLY</b>		76 Plaid V-Neck Jumper Hemline should be appropriate to the age of the child
<b>Accessories &amp; Shoes</b>	<p><b><u>BELTS</u></b>            -Navy, Black or Brown belt</p> <p><b><u>SOCKS</u></b>            -White or Navy Ankle Socks            Plain, ankle style - <u>No Sport Socks</u>            -Socks must cover entire ankle and be able to stay in place            -Sport ankle socks that tend to slip below the ankle are not allowed</p> 	<p><b><u>ACCESSORIES</u></b>            -Navy, Black, Brown, White or #76 Plaid belt            -Navy, Black, Brown, White or #76 Plaid headband</p> <p><b><u>SOCKS</u></b>            -White or Navy Ankle or Knee Socks            Plain, cuffed, ankle style or knee socks - <u>No Sport Socks</u>            Socks must cover entire ankle and be able to stay in place            -White or Navy Tights or Leggings (to be worn under skirt or jumper; not on their own.)</p>

<p><b>Accessories &amp; Shoes</b></p>	<p><b><u>SHOES (boys)</u></b>          -Proper School Shoes (navy, black or brown - good dress style - low heeled)          -clogs, jellies, flip flops, and crocs are <b>never</b> permitted on any day including non-uniform days          -Athletic Shoes must be worn on gym days and may be worn on non uniform days <b>only</b>          -All school and athletic shoes must have non-marking soles (as they track in dirt)</p>	<p><b><u>SHOES (girls)</u></b>          -Proper School Shoes (navy, black or brown - good dress style - low heeled)          -clogs, jellies, flip flops, and crocs are <b>never</b> permitted on any day including non-uniform days          -Athletic Shoes must be worn on gym days and may be worn on non uniform days <b>only</b>          -All school and athletic shoes must have non-marking soles (as they track in dirt)</p>
<p><b>Jewelry &amp; Hair</b></p>	<p><b><u>JEWELRY</u></b>          -Modest jewelry only may be worn (bracelet, ring, medal on chain)          -No Smart Technology Pieces may be worn          -Earrings must be one set only (close to the ear - post style only)          -Boys are <b>not</b> permitted to wear earrings          -Earrings may <b>not</b> be hoops or dangle</p> <p><b><u>HAIRSTYLES</u></b>          -Hair should be kept neat and clean          -Style should be well-groomed, evenly trimmed and may not cover eyes or extend below the top of the shirt collar or bottom of the ear lobe (males)          -No extreme styles including long hair, Mohawks, shaved designs, or elongated sideburns, etc. The Principal reserves the right to determine what is considered an extreme style.          -<b>Natural color of hair</b> must be maintained (Everyday -including any Non-Uniform Day)</p>	
<p><b>Physical Education Attire</b></p>	<p>The intention of the school physical education uniform is to standardize and simplify what is worn to gym class at Seton.</p> <p><b><u>MANDATORY PIECES</u></b>  <b>PE uniform to be worn on gym days</b>          100% Cotton Navy full front logo t-shirt          Plain navy mesh shorts (September, October, May &amp; June)          50./50 Navy sweatpants with left hip embroidered in white (November thru April)</p> <p><b><u>OPTIONAL PIECES</u></b>          Can be brought to school to be worn with the t-shirt and shorts in cold months          50/50 Navy Crew sweatshirt with white embroidered logo on left chest</p>	
<p><b>Non-Uniform Days</b></p>	<p><b>Non-Uniform Days</b>          -Good jeans or pants may be worn.          -For Girls - skirts, dresses (no mini skirts) good jeans or pants.          -NO - short shorts, cut off jeans, cropped shirts, Spandex, bike shorts, jeans or pants with holes, halter tops, sheer material, etc.          -No - clothing or accessories with inappropriate sayings.          -<b>Natural color of hair</b> must be maintained (Everyday -including any Non-Uniform Day or other Special Seton School Events)</p>	



## SCHOOL HOURS

### Grades K-6

**8:00AM-2:15PM-** Students may arrive at Seton Catholic School between 7:40AM-8:00AM and sit outside their classroom until their teacher lets them in.

### PreK Hours

School Day- **8:45AM-2:15PM**

AM Half Day- **8:45AM-11:15AM**

PM Half Day- **11:45AM-2:15PM**

### Wrap Around Care (WAC)

**7:00AM-8:00AM (or start of PreK)-** Before Care

**2:15PM-6:00PM-** After Care

**Tardiness: We pray together as a school community at 8:00 AM. Classroom doors are closed at this time. Students are considered tardy after the 8:00AM bell. *Please make every effort to bring your child to school on time.***

- Students arriving after 8:00 AM must report directly to homeroom.
- **Parents are required to sign their child in and submit a late slip.**
- Arriving late for school is a permanent part of a student's record.

**Excessive Unexcused Tardy Policy:** It is very important that your child/children arrive at Seton Catholic School on time every day. Our goal is to provide the best education possible for your child and having them prepared to start the day on time each day is a very important step.

While unforeseen events can sometimes happen, students who are habitually late are disruptive to the class and to their own academic success and can easily fall behind in their school work. Therefore, we have the following policy in place:

- If a student has more than 4 unexcused tardies in a month, the student will be given lunch/recess detention for one day.
- After 3 lunch/recess detentions for tardiness are given, the student will then be referred to the Principal for further discipline.

### During School:

- During the school day all Seton students are to remain in the classroom unless they are supervised by a teacher or assigned adult
- No student may be outside of a classroom without the permission of an adult.
- All students are expected to be in class on time.

### After School:

- **All students must leave the school grounds by 2:40 p.m.**, unless they are at a school-sponsored activity.
- **The playground is reserved for our WAC Program and will not be open for use until 5:30PM on school days.**
- At the end of the school day **by 2:40 PM**, all Seton students who do not leave on the bus or get picked up will report to Extended Day and will be billed for these services.
- All students must be picked up on time from all school events, activities, and practices or after school events. Students may not loiter on the Seton Catholic School campus.

## VISITORS & PARENTS

All visitors and parents must report to the Main Office, identify themselves, sign-in, and must wear a visitor's badge in the building. Visits by potential students and tours are arranged through the Main Office for the Principal.

## GENERAL POLICIES

### ATTENDANCE

There is a direct correlation between a student's attendance and academic performance.

**Parents/guardians must notify the Seton Main Office or the Nurse's Office by phone at (585-473-6604) between 8:00 AM and 8:30 AM to report student absences.**

Parents/guardians are required to send a note to school explaining all absences, tardiness, or early dismissals. Students who are out sick two (2) or more days should contact the teacher to arrange for assignments.

*The student and/or parent is responsible for contacting teachers (upon return to school) to arrange to make-up missed work.*

<u>Excused Absences:</u>	<u>Unexcused Absences:</u>
<ul style="list-style-type: none"><li>• Sickness</li><li>• Medical or Dental Appointment</li><li>• Serious family illness</li><li>• Court</li><li>• Death of a family member or close friend</li><li>• Approved school-related program</li><li>• Religious</li><li>• Participation in a school sponsored event</li></ul>	<ul style="list-style-type: none"><li>• Oversleeping</li><li>• Missing the school bus/weather related</li><li>• Late ride</li><li>• Family Vacation</li><li>• Traffic</li><li>• Non-Seton Trips</li></ul>

### TRUANCY

Any unauthorized tardy or absence from class or classes is an **unexcused absence** and considered truancy. A student who is truant will receive **ZERO** for all work missed while truant. Truancy will result in further disciplinary consequences.

### PARTICIPATION IN CO-CURRICULAR ACTIVITIES

Students must be in school on time and in attendance for the rest of the day in order to attend or participate in any co-curricular activity that day. A student who has a pre-scheduled medical appointment may be absent for the time of that appointment with a note from the doctor's office indicating the time that the appointment ended.

### INTERVENTIONS

Administrators and teachers demonstrate to parents and students the importance of promptness and regular attendance in educational, social, and business matters and set a positive example by their own promptness and regular attendance.

The Principal will schedule meetings with the student and parent when attendance interferes with academic progress. Together, the group will formulate an attendance improvement plan.

Consequences for unexcused absence/tardiness may result in additional disciplinary sanctions including suspension, probation, dismissal, and exclusion from co-curricular activities (**see Excessive Unexcused Tardy Policy p. 9**). The Principal may request a physician's note for cases of excessive absence.

### DETERMINATION OF CREDIT

To advance to the subsequent grade-level, the student's class absences cannot exceed 20 days. In extreme circumstances, please provide medical documentation.

## **MAKE UP ASSIGNMENTS DURING ABSENCE**

Parents of students who are absent for three or more consecutive days due to illness or other excused absence should contact the main office to arrange for getting the student's assignments. **If a sibling won't be bringing it home, it will be ready for pickup in the school office between 2:30 & 3:00 pm. Teachers' schedules do not allow them to gather homework material for specific pick up times.**

Students are responsible for contacting teachers on the day they return to school after an absence to make arrangements to make up assignments, homework, and tests missed on the day(s) of absence. All work must be made up within 3 days of the student's return or a grade of "0" will be assigned. Students are encouraged to email his/her teachers and check the course webpage for missed assignments.

*Students must submit long term assignments/projects/papers on the due date regardless of excused or unexcused absence.*

A student who is truant receives a grade of "0" for any work missed or due on the day of truancy.

## **EXTENDED MEDICAL ABSENCE**

The school nurse, in consultation with the administration, may require that a student not return to school until an acceptable health professional verifies that the student can do so without danger to self or others.

The professional would be asked to supply information on:

- Care being provided to the student
- Medications taken, either at home or at school
- Recommendations regarding class load or other considerations

*\*\*As a school policy, students must be free of fever symptoms for a twenty-four hour period, without the use of medication to return to school.*

## **APPOINTMENTS AND EARLY DISMISSALS**

A student who needs to leave school at any time during the school day must submit a note to the main office prior to the start of the day. The note must state the date, time, reason for dismissal, parent signature and name of person transporting student. A parent or guardian must sign the student out at the main office.

The same designation for excused and unexcused absences applies to early dismissal.

If something changes and you need to take your student out of school early or pick them up at dismissal time, please contact the main office immediately. ***Due to increase activity near dismissal, we cannot guarantee that emails or phone messages regarding dismissal changes will be retrieved after 1:30PM.***

Students may not make phone calls home regarding dismissal changes. If a teacher is asking for a student to stay afterschool for school work, the teacher will call home no later than 1:30PM.

## **FAMILY VACATIONS**

Parents are urged to be very conscientious about scheduling family vacations during school. Taking students away from class time is an illegal absence and very harmful to the student's progress. *Teachers are not responsible for missed work and teachers are not required to provide assignments preceding the vacation.* Students are responsible for collecting and completing work upon return.

## **SNOW DAYS & SCHOOL CLOSINGS**

**In the event of a weather related school closing, please be sure to check the following:**

**Seton sent Email**

**Seton Website**

**Seton Facebook**

**Channel 13 (specifically)**

## **FIELD TRIPS**

Field trips are an integral part of the learning process. Field Trips are privileges afforded to the students. A student can be denied participation in a field trip if they fail to meet academic or behavior requirements. Permission forms must be submitted for authorization. Parents reserve the right to refuse to allow their child to participate in a field trip. *Seton Catholic School does not assume the responsibility or the liability of an overnight field trip or to an amusement park.*

Parent drivers must possess a valid driver's license, insurance, and CASE training. **All drivers must go directly to and from the field trip destination.**

## **HEALTH OFFICE**

### **SCHOOL NURSE**

A school nurse is assigned to Seton Catholic School, full-time, 5 days a week. The nurse can be contacted at any time for an emergency.

### **PHYSICAL EXAMINATION**

According to New York State Education Law, a physical exam is required for all new entrants to the school at grades Pre-K, Kindergarten, 1st, 3rd and 5th grades. (Please Note the Change made by the NYS Education for the 2018-2019 school year). These physicals should be performed by your own physician as each child has the best assurance of proper attention to his or her health needs when examined by his or her own doctor. Physician exam forms need to be completed and returned to the school nurse.

*It is the responsibility of the parent/guardian to notify the school of any changes in a student's health, such as injury, illness, surgery, need for medication(s) at school.*

### **IMMUNIZATION**

New York State Law – Section 903 – stipulates that school officials shall NOT admit any child into school unless the parent/guardian presents evidence of immunization against polio, regular measles, German measles, diphtheria, mumps, Hepatitis B, and chickenpox.

Immunization status will be checked at the time of registration. Children are not considered registered until we have their immunization records signed by their physician. The school nurse examines each school record yearly for immunization status and advises parent/guardian if necessary.

### **RELIGIOUS EXEMPTION**

If a family submits a request for a medical exemption, the Public School district's Director of Health Services has to validate the request. The Diocese of Rochester will accept, with the required paperwork, a "religious exemption."

### **MEDICATIONS**

Prescribed medication may only be dispensed by the school nurse or a designated employee with proper completed forms. Parents/ Guardians must contact the nurse regarding required medications for Seton students.

**Children may NOT transport medication.** All medicines must be brought into and picked up from school by a parent (this includes refills for ongoing medications.) *All medications MUST be picked up by a parent on the last day of school in June.*

### **24 HOUR RULE**

An ill student may not return to school until:

- His/Her fever has been less than 100 degrees for 24 hours with out the use of acetaminophen or similar medication.
- If ordered, he/she has been on an antibiotic for 24 hours.
- Vomiting has not occurred for 24 hours.

## **ABILITY TO GO OUTSIDE FOR RECESS**

Seton follows NYS Guidelines on children's health in determining safety for outside play. Wind speed, rain, and extreme temperatures are all taken into consideration when deciding to have indoor recess. The school nurse or administration makes this decision.

Students should be dressed properly for outdoor play in the winter. Snowpants, hats, gloves and/or mittens and boots must be worn. Failure to come prepared will result in staying inside reading a book or doing schoolwork.

## **PEANUT ALLERGIES**

Seton Catholic School is a peanut/tree nut free school. There is a health and safety issue regarding a number of students in our school. These students have mild to severe food allergies to **PEANUTS** as well as other food allergies. *Strict avoidance* of peanut products and foods processed in factories with peanut products i.e. tree nuts, is the only way to prevent an allergic reaction from occurring by unintended direct ingestion or cross contamination. Reactions can be severe (hives, respiratory distress, extreme swelling of the face, throat swelling shut, heart failure, or anaphylaxis) which all would require emergency medical care. ***These allergies are very serious and life threatening.***

**Please note that this update to the Peanuts and Nuts Policy** is a reflection the desires of families with and without allergies. Peanuts, peanut butter, and tree nuts, cannot be brought to school. Products stating "may contain" or "made in a facility", but do not actually have peanuts or tree nuts listed as an ingredient, **are permissible**. Homemade treats **are permissible**. The families in each classroom will be asked to be sensitive to the needs of the children in that class. This policy also replaces the prior correspondence relating to birthday celebrations, class parties, and larger school functions.

## **ADMISSIONS POLICY**

As Seton Catholic School strives to integrate the Christian virtues of faith, hope, love, courage, reconciliation, and justice into the school curriculum, parents and guardians of prospective students are encouraged to integrate the same values at home. The Principal will make an attempt to meet with each prospective family, prior to a student's admission to the school.

A student seeking admission to Seton Catholic School will be assessed by our Academic Intervention Services (AIS) specialist to gauge academic ability. Such testing will evaluate the student's grade-level placement and ensure that the school can meet the unique academic needs of each student. ***All kindergarten and new students to Seton must take a screening test prior to entrance.*** A prospective student entering kindergarten must be five years of age on or before December 1<sup>st</sup> of the year entering school, ***no exceptions.***

Admission to Seton Catholic School is conditioned upon agreement by the parent or guardian of the prospective student to pay the tuition set forth by the Parish Finance Office, determined in cooperation with the Principal through FACTS tuition management services. Financial Aid is awarded on a needs-based system.

Prospective students who meet the above criteria shall be accepted for admission to Seton Catholic School using guidelines to determine priority. The guidelines are intended to respect those individuals or families who have made a commitment to Seton Catholic School or who have made a commitment to the school in the past. Seton Catholic School seeks to limit the size of each homeroom class to approximately 25 students in grades kindergarten through sixth grade.

## **NON-DISCRIMINATION TO STUDENTS**

Seton Catholic School admits students of any sex, race, color, nationality, religion, and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at Seton Catholic School.

Seton Catholic School does not discriminate on the basis of sex, race, color, national, religious, or ethnic origin in administration of the educational policies, admission policies, scholarship and loan programs, athletic and other school administered programs.

## **EDUCATIONAL RIGHTS AND PRIVACY ACT**

A request form for parents and legal guardians to examine records will be available at the school office. The school must be notified twenty-four hours prior to this request.

Such records are kept confidential and may not be released or made available to persons other than parents/guardians or students (over 18 years old) without the written consent of such parents or students. The Principal or authorized person must be present at the time these records are viewed to help interpret when necessary.

The school voluntarily abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, Seton Catholic School will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide Seton Catholic School with an official copy of the court order.

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the Principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known.

## **TRANSPORTATION**

Transportation forms are available by contacting the Seton Main Office. Please direct specific transportation questions to your local school district transportation office. Seton will not release any student during a school day without using the sign-out procedure. Parents/guardians must report directly to the Seton Main Office to sign students out.

## **CHANGE OF ADDRESS/ PHONE NUMBER**

It is critical that we have your correct address and phone number on file. Please notify the school main office at once when there is a change to either your address or phone number. This information is of the utmost importance should there be an emergency or if the Principal needs to contact a parent/guardian regarding a Seton student.

## SETON K-6 ACADEMIC OVERVIEW

The academic curriculum of Seton Catholic School incorporates the prescribed New York State Learning Standards and Common Core Curriculum requirements. Additionally, teachers challenge students to evaluate and comprehend information, while reasoning and generating new knowledge. This is accomplished through varied methods, which include:

- Emphasis on inspiration, debate, and project-based assessments, in addition to time-honored teaching methods;
- Practical academic skills for problem solving and inquiry;
- As detailed in the Common Core Standards, students will be able to read and write critically;
- Students will practice skills necessary for working cooperatively in groups, discussing concepts, and working independently;
- Students will be asked to incorporate organizational skills, as well as the ability to think critically;
- Seton Catholic School is committed to the expectation that Seton students develop into young boys and young girls of honor and principle, educated in a deep Catholic faith.

## GRADING POLICIES

### GRADE PROMOTION

The following are reasoning for grade advancement at the various levels:

Grades 5-6 – Completion of academic areas of study according to grade level.

A final average of C or 75% in the major subject areas combined.

- Major subject areas are Religion, English and Language Arts (Reading), Mathematics, Social Studies, and Science.

### MARKING SYSTEM

The marking system for Grades PreK-2 will be based on rubrics using 1-4 and using a progress code, such as:

E	=	Exceeds Grade-Level Diocesan Standards
M	=	Meets Grade-Level Diocesan Standards
W	=	Working Toward Meeting Grade-Level Diocesan Standards
N	=	Not Yet Meeting Grade-Level Diocesan Standards
X	=	Not Evaluated At This Time

Grades 3-6 Third through Sixth Grade utilize a percentile grade for all subject areas.

Assignment grades for students in Third through Sixth Grade will be reported using the following breakdown:

- 50% - Projects, Tests, and Quizzes
- 35% - Classwork
- 15% - Homework

### REPORT CARDS

Grades K-6 use a quarterly grade marking system. Report cards are only one vehicle of communication between teachers and parents.

Report cards will be distributed:

November	15
February	1
April	11
June	21

Interim Reports (as needed)

## **PARENT/ TEACHER CONFERENCES**

This is an opportunity for all parents to discuss their child's growth with their teacher on an individual level. Parent conferences are held on November 17<sup>th</sup>, during the day. Sign up sheets will be available at Parent Information Night (formerly Curriculum Night) on September 7<sup>th</sup>.

Conferences may be held any time during the year that is requested by either the parent and/or teacher. All parents have an opportunity to meet teachers on Parent Information Night (formerly Curriculum Night) (Parents only event) on September 7<sup>th</sup>.

## **HOMEWORK**

Homework assignments are a meaningful part of the learning experience. They should promote student growth in responsibility and sound study habits.

Teachers assign homework within the capabilities of the student so that each student can do the work independently, unless a specific direction requesting parental help has been made by the teacher. ***Homework may be given in the form of written and/or project-style assignments.*** Teachers give both nightly assignments and long term projects.

## **COMMUNICATION**

If you wish to confer with the teachers and/or the Principal about your child's progress at times other than the scheduled parent conferences, we will be glad to accommodate you. ***Please do not interrupt a teacher during class hours.*** We encourage you to contact the Main Office for an appointment with the teacher or Principal between the hours of 8:00 AM and 2:00 PM, or directly email the teacher and/or Principal.

## **BROWN/GREEN ENVELOPE**

Once school begins, the youngest child from each family will bring home a large brown envelope every other week as marked on a monthly calendar. This school year, our efforts, once again, will be to conserve and reduce unnecessary use of paper. If your envelope is not returned, we will assume that you have decided to go paperless for all Brown envelope information. If you find that you would like to again receive the paper version please call the office and we will provide you with new Brown Envelope. All documents are available on the Seton website for your review under the Parent Tab. This is our main form of communication home and contains important documents, including a bi-weekly letter from the Principal.

## **PARENT EMAIL BLASTS**

Another main way for our office to contact parents is through email. Reminders, Updates and other valuable information will be sent via email. Please be sure to read these emails with care.

## **PARENTAL INVOLVEMENT**

### **VOLUNTEER CONNECTION**

We have an active group of volunteers – Volunteers are the main support system of Seton Catholic School. A volunteer form will be sent home at the beginning of the school year requesting parent volunteers. Please become involved with Seton in some capacity.

The main Seton events include: the ***Marathon*** and ***BLAST*** among other events throughout the year. All require a great deal of organization and volunteerism.

***The Principal expects every family to become involved in these celebrated events to support their children and Seton Catholic School.*** As Jesus said, ***“I am the way and the truth and the life. No one comes to the Father, except through me”*** (John 14:6). In service to the children and the school, your gifts will be realized and valued. ***All families are obligated to submit a completed volunteer form.***



All parent volunteers must complete the Diocese of Rochester's *Creating a Safe Environment (CASE) Workshop* before volunteering at any event where students are present. If you have completed this workshop at a previous school or through your parish prior to 2016, you must become re-certified. All information regarding CASE Training is available in the Seton Main Office, as well as any Catholic Parish Office. Additionally, information is provided below:

### **Diocese of Rochester Volunteer Requirements**

Catholic school system or in its parishes and related ministries fulfill the following criteria:

1. Participate in or complete online a *Creating a Safe Environment (CASE) Training* course.
2. Complete and sign a Diocese of Rochester *Volunteer Code of Conduct Form*.
3. Complete the *Criminal Record Check* process.
4. If driving children, complete the *Volunteer Driver Information Form* and have driving record checked. This must be completed every year.

This is required to work with children in any capacity in our school - room parent, assist in the classroom, chaperone/drive on fieldtrips, athletic coach or assistant, assist at any social event where students are participating. All volunteers must participate in a renewal of CASE training as determined by the Diocese of Rochester.

### **PARENT/TEACHER ASSOCIATION**

The Seton Parents' Association seeks to unite all parents of Seton in assisting the Administration and Faculty with the education of students by raising funds for the school, improving the "quality of life" at the school, enhancing the community spirit of the school and providing activities not otherwise provided to students.

All parents of Seton students are members of the Parents' Association and are encouraged to attend its monthly meetings.

Officers of the Parents' Association are elected by members of the Association.

Class Liaisons are asked to serve by the officers; those interested in being a Class Liaison for the next academic year should contact the President.

### **ROOM PARENTS**

Homeroom parents are volunteers who assist the teacher with various class activities throughout the school year. They may be asked to accompany children on field trips, telephone other parents to drive for field trips, or bake healthy snacks, etc. At times they may be asked to assist teachers with an individual project, arrange special events, and assist with class parties.

*Parents ... are bound by most serious obligation to educate their [children] and therefore must be recognized as the primary and principal educators. The [parental] role in education is so important that only with difficulty can it be supplied where it is lacking. Parents are the ones who must create a family atmosphere ... in which the well-rounded personal and social education of children is fostered. Hence, the family is the first school (Declaration on Christian Education, #3, 1965).*

### **TEACHER REQUESTS/ PLACEMENT OF PUPILS**

The placement of a child in a grade is an important part of the educational process. We believe that each student is unique and each child learns at a different rate.

We believe that Seton should use every available means to identify a student's learning needs as early as possible. *If deemed appropriate, Seton will recommend additional educational services.*

The promotion-retention process involves parents, teachers, and the Principal. Every effort will be made to arrive at a decision that services the best interest of the child, determined by the Principal. Parents may request retention, when necessary. Grade promotion is determined by the school.

According to this process, the Principal will meet with the present and future teachers of each group of students, along with the AIS teachers and School Nurse.. The learning style, social development, and peer relations of each child will be taken into consideration during this meeting. Placement for each child will be made professionally and in the best interest of each child. To help facilitate our process, parents are welcome to contribute any information about personality or learning styles that you would like for our staff to consider according to the following guidelines:

- All information must be in writing and addressed to the Principal. Requests made to the child's teacher will not be considered as this places the teacher in a very awkward position.
- Teachers will not take personal appointments to discuss the child's placement.
- Requests for specific teachers will not be accepted.
- All information must be received by the Principal no later than the Friday of the first week in May (the deadline date will be sent out via hard copy letter to each family.) The Principal will not accept any written information from parents after the deadline.

**The staff will carefully review each child's needs individually and select the classroom in which we believe he/she will learn best whether parents have submitted a written consideration or not. Each child's classroom teacher for the upcoming school year will be identified in the August school packet.**

## **CHILD ABUSE POLICY**

Under the New York State Child Protective Services Act, school personnel who "suspect" that a child coming before them in their "professional capacity" is being abused or neglected are *mandated* to report their suspicion. **All school faculty and administration are mandated reporters.** We at Seton Catholic School are legally and morally bound to make such reports and will contact the Monroe County Department of Social Services when necessary

## **DISCIPLINE CODE OF CONDUCT**

The highest standards of respect and dignity are expected of Seton Catholic School students. Proper attitude and character development are fostered through many lessons during the school year.

Discipline means helping students to develop inner self-control, which teachers cultivate within each student. It is expected that student behavior reflect the high standards of good Christian living. Ordinarily, individual problems are handled by the classroom teacher as they occur. If necessary, students are referred to the Principal or designee (i.e. Teacher-In-Charge). Parents are notified when there are incidents that warrant a parent phone call and/or meeting.

Any form of discipline is effective only when it is reinforced within the home. If you have a question about your child's behavior or should you disagree with a procedure used, please first discuss this matter with the teacher. Problems are typically solved with sound communication between parent and teacher. If you are positive and supportive, your child will act in a similar manner with regards to school. ***Remember, each student is responsible for his/her own actions.***

The Principal is only able to discuss your child with you in conversation. **The Principal has the final decision in all matters and disciplinary circumstances.** The Principal/ Teacher-In-Charge become involved when a teacher refers a student. A teacher contacts the Principal regarding a student after having recognized inappropriate behavior and having attempted to correct the situation through classroom discipline.

The Principal reviews the incident(s), interviews the student, and assigns appropriate consequences that may include, but are not limited to, verbal and written apologies, detention, meetings with parents or guardians, in-school suspension (ISS), and/or out of school suspension (OSS).

### **DRUG AND ALCOHOL POLICY**

A student is liable to expulsion if they are selling, giving, dealing, using, possessing or are under the influence of drugs and/or alcohol in school, at a school-sponsored event, or off school grounds.

If one of the above infractions occurs, parents/guardians will be notified immediately. A suitable conference time will be arranged with student, parent/guardian, Principal, and Pastor. Suitable disciplinary action will be taken, which may include probation and/or expulsion from Seton Catholic School. Counseling may be recommended.

In addition, there is **no smoking on school property at any time.**

Drug and alcohol references are not tolerated at Seton Catholic School. These offenses will be dealt with on a case-by-case basis.

### **SETON CATHOLIC STUDENT RIGHTS AND RESPONSIBILITIES**

We believe that all children are a blessing from God and their dignity should be held in the highest regard, as each person is created in the image of God. Therefore, all students have a right to be an active part of a safe and orderly learning environment. All Seton students are expected to act in a Christian manner, proclaiming the gospel message in their words and actions.

### **BUS BEHAVIOR**

Conduct on the school bus is included as a form of off-campus behavior. Therefore, students are expected to act properly on and around the school bus at all times. **The behavior expected throughout the school day is also expected on the bus. Seton students will be held accountable for their behavior on the bus as if they were in school.**

Parents will be notified if a Seton student receives a bus referral. *If a student receives two (2) bus referrals in a given calendar year, he or she will be suspended from the bus.* The length of suspension is determined by the Principal. *After subsequent referrals, the Principal has the right to request alternate transportation for the student.* Please be advised, the bus is meant to be a form of safe travel for all of Seton's students. Please act accordingly and with sound judgment.

### **USE OF SCHOOL GROUNDS / STUDENT BEHAVIOR AT EVENTS**

Students are not allowed on school property before, during, or after school, unless they are under the direct supervision of an adult.

During all school-related functions, included but not limited to Open House, Winter Carnival, Art Show etc., **students must remain with their parents.** Regardless of school-age or level, all students must stay with their parents when on school grounds.

## **SCHOOL PROPERTY**

### **Including DESKS / LOCKERS / STORAGE WITHIN THE SCHOOL / “CUBBIES”**

All students are assigned a classroom desk and additional form of storage within the classroom and/or school building. **ALL desks and forms of storage units with Seton Catholic School are the property of Seton Catholic School and assigned to students for their use only.** Students may use only the desks/ storage units assigned to them. Students should not share storage units with other students, unless designated by the classroom teacher. Sharing personal storage space can create a potential liability to each of the students. Desks and other forms of storage are to be kept sanitary, free from graffiti, and organized.

The school Principal and/or designated school personnel have the right to search desks or any storage unit within the school at any time. Items that disrupt or interfere with the educational process may be confiscated from the student.

All personal belongings and school issued materials must be kept in the desk or storage unit. This includes all books and book bags.

Extreme care and good judgment should be exercised in the use of desks/ storage units and their contents.

## **LUNCH**

Students are required to bring a lunch to school or purchase a “hot lunch.” If a lunch is forgotten, a parent/guardian will be called and asked to provide a lunch by the student’s lunch period.

Students are expected to maintain proper behavior in the classroom or cafeteria at all times during the lunch period. Students that cannot follow proper procedures will be referred to the classroom teacher. Repeated lunch room offenses will be reported to the Principal.

Upon the completion of lunch, all desks/tables are expected to be clean and free of trash. Failure to do so will result in a referral to the teacher. Food is not allowed to be eaten in the hallways or any other room of the school without prior approval from the Principal.

Seton uses a *hot lunch* prepay program. Parents/guardians are responsible for setting up this account. Information is available from the Seton Main Office. Please email [setonlunch@gmail.com](mailto:setonlunch@gmail.com) with any additional ordering questions.

## **EMERGENCY EVACUATION PROCEDURES**

The school routinely conducts evacuation drills, important exercises that may save lives. Students are expected to act accordingly, silent at all times.

The signal for evacuation is a continuous tone. At the sound of the alarm, students must walk quickly and quietly, maintain order, and proceed to the area designated for their classroom.

***TAMPERING WITH THE ALARM SYSTEM IS A CRIMINAL OFFENSE.***

## **RIGHT OF THE SCHOOL**

***THE PRINCIPAL AND/OR ADMINISTRATION HAS THE RIGHT TO DEFINE, CLARIFY, ADD, OMIT, OR CHANGE SCHOOL POLICIES THROUGHOUT THE SCHOOL YEAR.***

**Handbook Effective July 1, 2018**



## Handbook Receipt 2018-2019

Please sign below acknowledging that you have read and reviewed our Student Handbook with your child. Please return this form to your child's teacher.

Thank you!

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

Parent Printed Name \_\_\_\_\_

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

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