



# Seton Catholic School Parent Student Handbook 2022-2023

*Seton Catholic School, an integral part of St. Elizabeth Ann Seton Parish and member of the Diocese of Lexington, serves students Pre- K through 8. We are committed to promoting spiritual awareness, academic excellence, and individual responsibility among our students, so they may live more fully in relationship with God and others.*



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**PLEASE NOTE:** All school related handbooks will be updated to reflect changes made due to the COVID-19 pandemic.

Enrollment at Seton Catholic School indicates acceptance and adherence to those terms and conditions.

## **ST. ELIZABETH ANN SETON PARISH MISSION STATEMENT**

St. Elizabeth Ann Seton Parish is a welcoming community steeped in Faith, nourished with the Eucharist and guided by the Spirit as we see Jesus in our gifts of forgiveness, compassion, hospitality, and service.

## **SETON CATHOLIC SCHOOL MISSION**

Seton Catholic School, an integral part of St. Elizabeth Ann Seton Parish, and members of the Diocese of Lexington, serves students Pre- K through 8. We are committed to promoting spiritual awareness, academic excellence, and individual responsibility among our students, so they may live more fully in relationship with God and others.

## **SCHOOL PHILOSOPHY**

Seton Catholic School is dedicated to excellence in education and to the spiritual development of youth within the framework of the Gospel and the Catholic faith. Our fundamental task is the education of the whole person, blending learning with faith and with daily life. We strive to instill responsibility and respect for others in our students, as well as a lifelong commitment to learning, Christian values, and community service. We are dedicated to achieving these goals in a safe and positive Christian community.

## **SCHOOL HISTORY**

In 1985 the first mass was celebrated in Saint Elizabeth Ann Seton Church. Eleven years later a survey was conducted to establish the need for a new school- 68% of the respondents supported building a new school. In August of 1998 SEAS School Steering committee formed. After a long process of zone changes, paperwork, the United in Faith Campaign and parking lots being built, SEAS had a groundbreaking ceremony in July of 2004 for the school construction to begin.

Seton Catholic School's first School Council was formed in September of 2004. After long hours of hard work, registration for the first year began that November. Seton Catholic School was completed in June of 2005 and opened the doors in August for 307 students, Pre-K through eighth grade.

In 2012 Seton Catholic School was honored to be named a National Blue Ribbon School of Excellence by the U.S. Department of Education. This award honors public and private schools where students perform at very high levels of achievement as measured by nationally normed standardized tests and standards of excellence are evident in daily and long-term planning.

## **STATEMENT OF NON-DISCRIMINATION**

Seton Catholic School admits students of any race color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. Seton Catholic School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies and admission.

## **ACCREDITATION**

Seton Catholic School is accredited through the Kentucky Non-Public Schools Commission.

## **SPIRITUAL DEVELOPMENT**

All students will receive daily religious instruction in the Catholic faith. Students in Pre-Kindergarten through eighth will attend weekly Mass. Prayer and Christian values are integrated throughout the curriculum, sacraments, and daily school life.

## **ADULT CHRISTIAN STANDARDS AND ISSUE RESOLUTION PROCEDURE**

The choice of the Seton Catholic School by parents for their children, includes a commitment to be governed by the school's policies, procedures, rules and our Catholic values. All parents / guardians, volunteers, and staff are expected to follow these policies, procedures, and rules in addition to conducting themselves in a respectful, professional manner in all areas involving the school, its students and personnel, and related school business. As a Catholic school, we consider it the responsibility of all adults to conduct themselves in such a manner that they serve as Christian models for our children. It is through our actions and behavior that our children learn how to conduct themselves. We must all share this responsibility and work together to provide our children with the best training and education possible for them to become strong Christian people.

If issues arise between parents/guardians and staff, they are to be addressed in a timely manner using the following issue resolution procedure:

- 1) Issues are to be discussed directly and privately with the staff/people closest to the issue. Ex: If an issue has developed in the classroom, the parent should first contact the teacher and request a conference. If the issue cannot be resolved to the satisfaction of either party, they are to proceed to step two (2).
- 2) The person(s) involved in the issue shall request a conference with the Principal. If the issue is not resolved at this level to the satisfaction of either party, they are to proceed to step three (3).
- 3) The person(s) involved in the issue shall request a conference with the Pastor.

## **PARENTS' ROLE IN EDUCATION**

We, at Seton Catholic School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to be the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Seton Catholic School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she can become.

### ***PARENTS AS PARTNERS***

As partners in the educational process at Seton Catholic School, we ask parents to set rules, times, and limits so that your child:

- Goes to bed early on school nights (8-11 hours of sleep recommended)
- Arrives at school on time and is picked up on time at the end of the day
- Follows the school and diocesan acceptable use policies regarding social media
- Dresses according to the school dress code
- Completes assignments on time
- Has lunch money or nutritional sack lunch every day
- To see that the student pays for any damage to schoolbooks or property due to carelessness or neglect on the part of the student

Seton Catholic Parents will be responsible

- To notify the school by emailing [attendance@setonstars.com](mailto:attendance@setonstars.com) when the student has been absent or tardy
- To notify the school office of any changes of address or important phone numbers
- To meet all financial obligations to the school
- To inform the school of any special situation regarding the student's well-being, safety, and health
- To complete and return to school any requested information promptly
- To read school notes and newsletters and to show interest in the student's total education
- To support the religious and educational goals of the school
- To support and cooperate with the discipline policy of the school
- To treat teachers with respect and courtesy in discussing student progress
- To use social media to promote Seton Catholic School in a positive light
- To follow the school and diocesan acceptable use policies regarding social media

## **GOVERNANCE**

### ***Diocese of Lexington***

Seton Catholic School is a member of the Diocese of Lexington and adheres to the policies and procedures set forth by The Catholic Schools Office. These policies may be viewed by visiting the Catholic School Office website at [www.cdlex.org](http://www.cdlex.org).

### ***Seton Catholic School Council***

The Seton Catholic School Council, an advisory board, shall provide policy direction for the educational program of the school, shall promote the implementation of said policies, and shall insure that all local policies are in accord with the intent and spirit of the policies established for the school system by the Diocese of Lexington Board of Education.

The School Council shall consist of a minimum of 9 advisory members, the pastoral leader of the parish, and the school administrator. The school council members should be appointed by the pastor or principal.

## **ADMISSION POLICY**

***“To whom much is given much is expected”  
Luke 12:48***

Being a Biblical Steward means we are registered and committed to being involved in the life of the parish. As Biblical Stewards of Saint Elizabeth Ann Seton parish, we are grateful for what we have received from God and eager to share our gifts out of love for God and one another. Therefore, we will give witness to the presence of Jesus' life within us by:

- Consistent attendance at Sunday Mass
- Complete the Stewardship commitment forms for Prayer, Ministry and Finance annually
- Nurture a life of prayer personally and within our family
- Sign up for and participate in at least one parish Ministry (includes Seton School volunteer)
- Consistent participation in the Sunday offertory

Families who have relocated from another Catholic parish outside the Lexington area may provide a letter from their pastor that verifies their active membership in their former parish.

A summary of ranking for admission to the school is listed below:

- 1) Current registered students who continue to meet school standards and their siblings
- 2) Registered, contributing parishioners of St. Elizabeth Ann Seton Parish
- 3) Registered, contributing parishioners from other parishes
- 4) Non-participating or non-Catholic students.

It is our hope that all children of Saint Elizabeth Ann Seton will be admitted to school after completing the registration required by the school office. However, some general conditions for admission include, but are not limited to, current class size, academic history, behavioral history, and special learning needs. All records must be submitted before final approval of acceptance is given. The administration holds the right to require assessment for entrance into its academic program. Seton Catholic School reserves the right to deny admission to any student.

### ***Application Process***

- 1) Complete and return New Student Application and Textbook Fee
- 2) Admissions Director will submit a Student Recommendation Form to your child's current school\*
- 3) Admissions Director will request student records from previous school\*
- 4) Admissions Director will arrange for a school shadow day
- 5) Admissions Director will notify parents of acceptance or to request further information

Some students may be required to complete additional academic testing

By applying for admission to Seton Catholic School, you are granting permission to request information regarding your child from any of their previous schools.

Children entering Kindergarten must be 5 years old by August 1 of the year they are admitted. Those students entering Kindergarten must complete the Brigance Screening process. Any student with a birthday after August 1 needs a score of 85% or above to be considered for acceptance.

### ***Admission and Enrollment of Students with Disabilities***

Prior to admitting, or maintaining enrollment of a student with a diagnosed disability, our school must consider:

- 1) The severity and degree of the disability.
- 2) The level of support needed from special services or any special equipment the student may require.
- 3) The number of students with disabilities currently enrolled in an assigned class.
- 4) The school's resources such as available support personnel, class size, accessibility of school facilities.

The principal may consult with the school's Leadership Team and faculty to assist in determining whether a student's educational needs can best be met at Seton Catholic School.

## **FINANCIAL OBLIGATIONS**

### ***Tuition Information***

Current annual tuition rates and fees are available on the school's website and will be provided with registration packets.

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- Consistent attendance at Sunday Mass
- Complete the Stewardship commitment forms for Prayer, Ministry and Finance annually
- Nurture a life of prayer personally and within our family
- Sign up for and participate in at least one parish Ministry (includes Seton School volunteer)
- Consistent participation in the Sunday offertory

***“To whom much is given much is expected”***

***Luke 12:48***

Each Biblical Steward family is to be actively participating in the parish through prayer, ministry, and finance. As a parent of a Seton Catholic School student, this criterion will be used in giving the reduced Stewardship Rate for tuition. We invite you to contribute according to your means by using your envelopes or via bank draft as well as volunteering at school, become an active volunteer, and attend Mass each week. This stewardship profile will be reviewed semi-annually, and tuition rates will be adjusted according to your active involvement.

### **Financial Obligation**

- A \$200 non-refundable instructional support fee is due upon registration or re-enrollment.
- The remainder of the instructional support fee will be withdrawn via FACTs in 2 equal installments on May 1 and June 1.
- No portion of the instructional support fee will be refunded for any reason after June 30.
- Any student enrolling after May 1, will be responsible for all fees due at the time, as well as any tuition payments. These must be submitted for the student's enrollment to be considered complete.
- Enrolling your child at Seton Catholic School is a commitment to paying all tuition and fees.
- All tuition and fees must be paid in a timely manner and accounts should be kept current.
- The school reserves the right to withhold school records and report cards should a family have a delinquent account or an account in arrears.
- The school reserves the right to refuse enrollment or re-enrollment to any student who has a delinquent account with any former school or school in the Roman Catholic Diocese of Lexington.
- The school reserves the right to remove a student from enrollment for a delinquent account.
- Should alternate financial arrangements be required, it is the responsibility of the parent/guardians to meet the Parish Business Manager and create a written financial agreement, which will be approved by both the Principal and the Pastor.
- All enrolled families are responsible for the full tuition amount upon enrollment. Should a family choose to withdraw their student after June 30, they are still responsible for the full amount of tuition and fees.

Exceptions include:

- Job changes over a 20-mile radius

- Significant change in financial circumstance (i.e., death or job loss-reason must be approved by Pastor and Principal)
- If enrollee requires Financial Aid and the Financial Aid offered is not adequate, enrollee will be released from contract and refunded all fees
- Other situations are on a case-by-case basis as approved by the Pastor/Principal

***Payment Options***

- 1) **Payment in Full** – Tuition paid in full must be received no later than the first day of school for your child to start school.
- 2) **Monthly Payment Plan** – Monthly payments can be made through FACTS Tuition Payment Plan. Re-enrollment will be completed by the office. Only new enrollees need to register with FACTS. FACTS forms need to be submitted with a voided check no later than April 15th of the prior school year to allow for a 12-month payment cycle. Payments run from June – May and will be automatically drafted from your bank account each month.  
Please contact the school bookkeeper if you have questions regarding tuition payments.

***Withdrawal Policy***

- Families must notify the Principal in writing if a student is withdrawn from the school.
- The school will not forward records for students who withdraw with an outstanding balance.
- Records of students transferring to other schools will only be sent through the US Mail or via Fax to the other school. No records will be given to parents to transport to the new school.
- See enrollment contract with additional conditions.

**AFTER SCHOOL CARE**

Seton Catholic School is pleased to offer a Preschool and K-8<sup>th</sup> Grade Aftercare program, with limited enrollment space available, for students in grades K-8 that will provide students with a supervised location offering homework monitoring, healthy snacks, games, reading, and outdoor activities. The program hours are 2:50 p.m. to 6:00 p.m. Any student who remains at 6:00 pm will be considered a late pickup and will be charged \$2.00 per minute. If student is not picked up by 6:15 p.m., the program director will call the contacts to arrange pickup. Aftercare drop-ins **will** be permitted during the 2022-2023 school year. You must enroll your child in Aftercare no later than August 1 to secure a spot. Please contact the front office to enroll in Aftercare.

Afterschool services are also available for Preschool students from 2:30-6:00 pm. Preschool Aftercare is a licensed program. The same fees apply for late pickup as the K-8<sup>th</sup> grade program. See Aftercare enrollment forms for additional details.

**SCHOOL VISITORS**

School visitors who are volunteering to work around students must complete the CMG Connect program through the diocese and have a background check. <https://cdlex.org/safe-environment/>

## **INSTRUCTIONAL SCHOOL DAY – Grades K-8**

Students attend school for 177 instructional days per year as prescribed by Kentucky State Law. The school day begins at 7:50 AM and ends at 2:50 PM. The building opens each morning at 7:30 AM. *Students are not to be on school property prior to 7:30 AM.*

### **Morning Arrival to School and Afternoon Dismissal from School**

#### Arrival by students:

All K-8 grade students will utilize the front entrance each day for arrival. Upon entry, students have the option to purchase a prepackaged grab-n-go breakfast and are to immediately report to their classroom/homeroom. Students should not visit with friends in the hallways or visit other classrooms.

#### Morning Drop Off

**Preschool** drop off will be in the Preschool lot which is the last entrance on Squires Oak Drive. Drivers will back their vehicle into a parking space and walk the child to the preschool entrance, where they will be greeted by a staff member and escorted to their room. You can begin dropping off at 7:30 and class begins promptly at 7:50, so please plan to bring your child before 7:50. If you need to arrive later than 7:50, you will have to enter through the main doors of the school.

**Kindergarten – 5<sup>th</sup> grade** drop off will be in the main parking lot. You may begin dropping off at 7:30 and class begins promptly at 7:50. Enter the main parking lot off Summerhill Drive and pull up to the doors of the school. Staff will be outside to assist.

**Middle School** drop off will be in the church lot which you can enter off Squires Hill Lane. Please do not leave until a staff member is present. You may begin dropping off at 7:30 and class begins promptly at 7:50. If you arrive later than 7:50, you will have to enter through the main doors of the school.

**It is highly advised that parents take student temperatures at home before driving to school to avoid returning to school to pick up a child with a fever. If your child has a fever or is not feeling well, please do not send them to school.**

#### Late Arrivals/Drop Off of Materials

- Students arriving after 7:50 a.m. must enter the school building through the main entrance and check in at the front office.
- Forgotten materials can still be dropped off in the office. A staff member will collect the materials and deliver them to the classroom.

Students arriving at school after 7:50 but before 11:20 am, are counted TARDY.

Students arriving after 11:20 are counted absent ½ day.

Students leaving prior to 11:20 are counted ABSENT.

Students leaving after 11:20 are counted absent ½ day.

#### Afternoon Dismissal

**Preschool** - Pick up for Preschool is at 2:30 in the preschool lot. Drivers will form a line and display carpool numbers (this will be given out at the back-to-school bash) in the windshield. Children will be brought to the car. Please let the office know if you need extra copies of your carline number.

**Kindergarten (and siblings of Kindergartners)-** Pick up for Kindergarten (and siblings of Kindergartners) will be at 2:50 and will be in the preschool lot. Drivers will form a line and display the carpool number (this will be given out at the back-to-school bash) in the windshield. Students will be brought to the car. Please let the office know if you need extra copies of your carline number.

**1<sup>st</sup>-8<sup>th</sup> Grade-** Pick up for 1<sup>st</sup>-8<sup>th</sup> grade will be in the main school parking lot. Drivers will enter off Squires Oak Drive and form a line. The carpool number (this will be given out at the back-to-school bash) will be displayed in the windshield. The office will call students down when dismissal staff see their number. If families are carpooling, be sure to display all the numbers you are picking up. Please let the office know if you need extra copies of your carline number.

**Aftercare – Aftercare pick-up will be in a new location this year.** Please enter the door in the K-2<sup>nd</sup> wing of the school (close to the parish hall). There will be a doorbell to ring when you arrive.

### **Preschool Instructional Day**

Preschool students will follow our same hours to enter the building following the above procedures. The half-day instructional day is from 7:50-11:30. The full day instructional day is from 7:50-2:30. See Preschool handbook for additional details.

### **ABSENCES**

Attendance at school should be a priority over all other activities as it is vital for the success of the students. **Excessive absences hinder student achievement.** If a child is absent from school, parents are to notify the school office by emailing [attendance@setonstars.com](mailto:attendance@setonstars.com) 8:30 AM.

- **Elementary**—Students may request make up work when they return from their extended absence.
- **Middle School** – All daily assignments are posted on the web at [www.renweb.com](http://www.renweb.com). It is the responsibility of the student to check RenWeb to see what assignments have been missed during the student’s absence.

It is recommended that students not be absent from school for vacationing and/or family trips. If a student is absent for more than one day students may ask for their assignments when they return from the absence. If make up work is not completed missed assignments will earn a grade of zero. Parents are to assume responsibility to assist the child with missed work and assignments.

Parents are to send a signed excuse to their child’s homeroom teacher for any day a child is absent. The excuse is to state the reason for the absence as required by Kentucky State Law and is due on the day the child returns to school. Excessive absences may affect promotion to the next grade level.

Please notify the office 24 hours in advance before any doctor appointments so that teachers may plan accordingly. Email this notification to [attendance@setonstars.com](mailto:attendance@setonstars.com)

### ***Tardies***

Tardies disrupt the entire class. Parents are responsible for getting their child to school on time. Students arriving after 7:50 AM will be considered tardy. The student must obtain a Tardy Slip from the receptionist to present to his or her homeroom teacher any day he or she arrives at school after 7:50 AM. Once a student has received 5 tardies they will meet with the guidance counselor to determine next steps. Please note that excessive tardies and/or absences may necessitate a conference with the teacher and/or principal to create a plan to achieve improvement.

### ***Pick-up and Drop off for Appointments***

- Students leaving school during the school day is discouraged.
- Parents will come into the office to sign their student out and wait until the student arrives from their classroom. Students will be called to the office once their parent is in the office vestibule.

## **ACADEMIC INFORMATION**

Report cards will be sent home electronically at the end of each trimester to report student's progress and attendance.

### **Grading Scale – Grades K-2**

M = Mastery                      P=Progressing                      AC=Area of Concern                      NA=Not Yet Assessed

### **Grading Scale – Grades 3-8**

A=93-100

B=85-92

C=78-84

D=70-77

F=69 and below

### **Skills Assessment Scale – K-8**

E=Excellent      G=Good                      N=Needs Improvement                      U=Unsatisfactory                      I=Incomplete

## **ASSESSMENT**

### ***Assessment of Children/Youth Religious Education (ACRE)***

The ACRE test is an assessment of religious education, proficiency, and practices given at Seton Catholic School in grades 5 & 8. The four major divisions of the Catechism present a succession of movements: The Church believing, celebrating, living, and praying.

### ***Measure of Academic Progress (MAP) Assessments***

To better understand each student's academic level MAP assessments will be given 3 times per year in the areas of Reading, Language Skills, and Math. The data provided from the on-line assessment provides educators with detailed information they need to drive instruction and meet their students' needs.

All students must complete MAP testing to be eligible to participate in co-curricular activities.

## **ENCORE CLASSES**

Seton Catholic School students are offered a wide range of programs available throughout the school day. These include:

- Art
- Band (grades 5-8)
- Library
- Physical Education
- Music
- STEAM/Project Based Learning
- Spanish

## **INTERVENTION and STUDENT SUPPORT SERVICES**

Seton's Intervention Program provides opportunities for academic intervention through specialized instruction in grades K-8<sup>th</sup> and is based on academic need.

### ***Intervention Program***

Our Academic Intervention Program provides extra assistance for students in reading and math. Students who are eligible for the services are those with a diagnosis or testing to state that learning challenges occur. Some students may receive services based on test scores or teacher recommendation.

Seton implements the Barton Reading and Spelling Program© for students who may have a diagnosis of dyslexia or students who may struggle with reading. The Barton Reading and Spelling Program© is a multi-sensory, explicit, systematic reading program to teach students who have difficulty with reading and spelling. Students using this program receive 1:1 or 1:2 tutoring during the school day. Seton also uses Learning Ally which provides audio books for struggling readers with learning differences.

### ***Academic Strategies***

Our Academic Strategies Class is a program geared for 6th-8th graders. This course teaches organization, study skills and strategies, test prep, etc. This program assists diverse learners in a small class setting with extra support from an intervention teacher.

### ***Speech and Language***

Seton Catholic School contracts with Associates in Pediatric Therapy to provide speech services, occupational therapy, and physical therapy during the school day. The Speech and Language Pathologist screens all Pre-Kindergarten, Kindergarten, 1st grade, and 5th grade students at the beginning of the school year. The SLP will provide feedback to the parents. Speech, OT, and PT services are available onsite, during the school day. Fees are worked out with APT, however, most insurance policies are accepted.

### ***Title I Services***

Students at Seton Catholic School who live within Title I districted Fayette County Public Schools may be eligible to receive Title I services. Students who have been identified in the areas of math or reading by their teacher, may receive small group instruction weekly. Teachers will recommend students based on class performance and standardized test scores.

### **HOMEWORK**

All students are expected to complete homework assignments and submit the completed work on the due date. If your child is spending an excessive amount of time on homework in the evening, please set up a conference with your child's teacher to discuss the issue.

### **CHEATING**

Cheating of any type will not be tolerated. Consequences for cheating may include a failing grade, detention, suspension and / or expulsion.

### **PROMOTION**

At the end of each school year, students are promoted to the next grade level based on their mastery of the academic skills for the present grade level and their readiness for more difficult academic material. In addition, the social and emotional maturity of the child is an important factor to consider. In some cases, it is in the best interest of the student to allow more time to learn the material and assume the responsibilities needed for learning and practicing skills. Consultation must occur with the parent/guardian and teachers prior to the principal making the final decision if there are questions regarding promotion of a child. Students with a failing grade will meet with the teacher and/or guidance counselor to put an improvement plan in place. Students with an F in any subject at the end of the school year **MUST** complete all the make up work in the school office, Monday-Thursday from 9:00 AM to 12:00 PM.

### **GRADUATION**

Eighth grade students who have successfully completed the required course work for middle school and are recommended for promotion will graduate at the end of the school year.

Requirements for participation in the Graduation Ceremonies include:

- Successful completion of required course work and Spring MAP testing
- Demonstration throughout the school year of appropriate behavior and adherence to school rules and policies
- Regular attendance and participation in classes (excused absences are acceptable)

### **EXTRA-CURRICULAR ACTIVITIES and ATHLETICS**

Extra-curricular activities are for the enrichment of our students' education program. These activities require a time commitment from both the student and parent. Students are expected to fulfill requirements of the extra-curricular activity if they are to benefit from the activity. It is also important for the student to understand they are making a commitment to the team and/or group which requires each member to do their part for the success of the group. Parental

help is needed for all extra-curricular activities. Parents should check with the sponsor of the group to determine how they can assist. Any student not picked up from an after-school activity within 10 minutes of its conclusion will be admitted to after care and will be required to pay the drop-in rate.

Students and parents need to remember that when participating in extra-curricular and/or athletic activities that they are representing Seton Catholic School and good behavior and manners are expected when participating.

***Eligibility for extra-curricular activities is as follows:***

- The student must maintain a “C” average in their graded subjects and have no failing grades.
- The student must comply with procedures and policies pertaining to appropriate school behavior.
- Students who have received demerits resulting in detention will be reviewed for eligibility. The teacher(s), parent, and principal may participate in the review of eligibility and the principal will make the final decision.
- Eligibility to participate may be re-evaluated on a weekly basis.
- If a student is absent from school on a particular day, they cannot participate in any extra-curricular activities on that same day. The principal may allow an exception for unusual situations such as attending a funeral, etc.
- Ineligibility to participate becomes effective immediately upon notification to the child.
- Failure to comply with the above policies will result in a two-week suspension from the extra-curricular activity.

Coaches, sponsors and supervisors of extra-curricular activities will be notified of students who are ineligible to participate in extra-curricular activities. Should a student’s behavior or academic standing prevent them from participating in a Seton activity, this may result in forfeiting any deposits or prepaid funds paid toward the activity.

**STUDENT RECORDS**

All student records are confidential. Release of copies will not be permitted without written parental consent. All parents and legal guardians have the right to review their child’s educational records. Requests for review of records may be addressed to the school principal.

Non-custodial parents are permitted to review their child’s records and obtain copies, unless a court order prohibiting this is filed with the school principal.

***Health & Medical Records***

The state of Kentucky requires all students to have up-to-date immunization certificates on file in the school. Students not having the proper immunization certificates or expired certificates may not be reenrolled in school.

***Requirements are as follows:***

1. A valid Kentucky Immunization Certificate.
2. Initial entry year of school Kindergarten, a physical, vision, and dental examination completed by a physician within one year of entry date or 30 days after entry.

***Requirements for Sixth Grade include:***

1. A valid Kentucky Immunization Certificate which includes two MMRs after first birthday.
2. Hepatitis B vaccine
3. A physical examination done within one year prior to entering sixth grade.

***Clinical Records***

An individual folder, separate from the permanent record folder, shall be kept for a student’s reports from psychological or clinical (Speech, OT, PT, Hearing, etc.) evaluations. These reports are confidential and will be maintained in the Records Room. The child’s teacher will have access to view these records. If the student transfers, or when they graduate, the school will forward these records to the child’s new school unless the parents request otherwise.

## **WELLNESS POLICY**

*Snacks:* Snacks served during the school day and during After School care will make a positive contribution to the student's diet and health, with an emphasis on serving fruits as vegetables as the primary snack and water as the primary drink.

*Celebrations:* Celebrations that involve food during the school day will be kept to 2-3 parties per year. Each party should include prepackaged, commercially prepared, and ready to serve food/drink items. Please check with the teacher regarding student allergies in the classroom so that all students may safely participate. Classroom celebrations/parties may only occur the final hour of the academic day.

*Soft Drinks:* Soft drinks are not permitted at lunch. Outside fast food is not permitted for lunch or breakfast.

## **SCHOOL LUNCH PROGRAM**

Seton participates in the Federal lunch program through the Diocese of Lexington. A hot meal will be served five days a week. Information regarding the cost for student lunch will be sent home at the beginning of the school year by the diocesan School Food Service office.

If a student chooses to bring a lunch the following guidelines should be followed:

- Pack a well-rounded healthy lunch
- Soft drinks are not permitted
- Facilities are not available for heating or cooling food
- Milk (white and chocolate) and bottled water are available daily for purchase
- Healthy snacks are available for daily purchase
- Please put your child's name on their lunch box
- Class birthday treats should not be brought to the cafeteria

## **DIVORCED AND SEPARATED PARENTS**

Divorced and separated parents must provide the school with a notarized copy of the custody section of the divorce or separation decree. It is the obligation of parents to update the school records with new court orders, time sharing, or custody agreements.

The school respects the rights of non-custodial parents. In the absence of a court order to the contrary, Seton Catholic School will, upon request, provide the non-custodial parent with access to 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 the school with an official copy of the court order.

## **MORNING DROP OFF PROCEDURES**

Please refer to current school year's plan on page 11 of this handbook.

## **AFTERNOON DISMISSAL PROCEDURES**

Please refer to current school year's plan on page 11 of this handbook. We reserve the right to request driver identification or refuse to release a student to an impaired driver.

Adults picking up their children should remain with their cars and not enter the school.

Preschool – dismissed at 2:30 p.m.

Elementary & Middle School– dismissed at 2:50 p.m.

## **CANCELLATION & DELAY OF SCHOOL**

In the event it is necessary to cancel school due to inclement weather and/or other emergencies, parents will be notified via the local television, radio stations, through RenWeb, and through the Remind app text alerts. Television channels are: 18, 27 & 36 and radio stations are 630 AM and 590 AM. In the event school is cancelled during the school day, television

and radio stations will be notified. Information regarding school closings and delays will also be posted on the school's website and sent to parents via the Remind text app.

The call to cancel school is made early in the morning and the five Lexington Diocesan principals make the call collectively. All TV stations will post the decision on the weather closing or delay, as well as on Seton's website. Parents can sign up for text messages from the TV stations. In the event of a one-hour delay or inclement weather happening during the day, students will not be considered absent if traveling becomes cumbersome for our Seton families. Safety is our primary concern and parents make the call on delays or early dismissal.

## **SNOW DAY PROTOCOL and NON-TRADITIONAL INSTRUCTION DAYS (NTI) LEARNING DAYS**

Guidelines:

Should school be closed unexpectedly, Seton Catholic School reserves the right to utilize NTI days. Guidelines for NTI snow days will be posted in the Fall.

Parents should make plans now to have appropriate technology and materials at home for your student(s) to make the transition to NTI as easy as possible should it need to take place.

## **HEALTH & SAFETY**

### **COVID-19/Pandemic Procedures (if required)**

- Please refer to the Seton Catholic School Health at School COVID-19 Handbook.

### **Remind Text Alerts**

All parents should sign up for the remind school text alerts at the start of the school year. Instructions will be provided annually.

### **Student Health**

It is expected that parents and school personnel will work together for the child's safety and that parents will keep the child's teacher and office personnel informed of new developments regarding the child's medical condition and medications. Please keep RenWeb updated with current telephone numbers to reach you at all times in case your child becomes ill or injured.

### Allergies

Students with allergies are expected to make the information known to the teacher and school office and to provide information about dealing with the child's allergic reactions. Especially important are the life-threatening allergies such as bee stings, peanut allergies, etc. Appropriate action will be taken to inform teachers, aides, cafeteria personnel, and all other supervisors of the child's needs. Precautions will be taken to protect students with allergies.

### Medication

Students are not permitted to keep medication in their personal belongings. The school secretary, school nurse, and the principal are authorized to administer medication. In the case of severe allergies or other health condition, another person may be authorized to administer medications in an emergency. All medication must be kept in the original container and must be accompanied by a Medication Administration Form or a note from the parent or doctor and will be kept in the school office. The note must contain the following information:

- Name of student
- Name of medication, times of administration, and dosages
- Signature of parent, guardian, or doctor

All medication, including cough drops, must be brought to the school office. At the end of the prescribed time, the medication will be returned to the parent. The school will not return unused medication to children. Over-the-counter remedies may be administered only by parent request.

## Student Illness

The main reasons for keeping your student home from school are he/she is too sick to participate comfortably at school or they pose a risk of spreading a contagious disease to other students. The following guidelines will help determine if your child should stay at home from school and/or will be sent home from school.

**1. Fever greater than or equal to 100.4 degrees F or 37.8 degrees C.**

A student with a fever is to remain at home until the temperature is normal for 24 hours without the use of fever-reducing medications such as ibuprofen or acetaminophen. If a student has a persistent fever for more than 48 hours, we require a doctor's note to come back to school.

**2. Vomiting or Diarrhea**

A student should be free of all nausea, vomiting, and diarrhea for 24 hours before returning to school.

**3. Drainage from a wound or eyes; heavy nasal congestion and/or frequent cough**

**4. Head Lice or Scabies**

Student should stay home until after treatment is complete. NO live lice or nits. Contact the health department or your doctor for treatment. The student must be nit and lice free to return to school.

**5. Unexplained Rash**

Student should stay home with an unexplained rash, a rash that is accompanied by a fever, or a rash that changes in behavior or appearance.

**6. If your child is diagnosed with a contagious illness, such as strep throat, Covid-19, Norovirus, flu, etc.**

Your child should be taking antibiotics prescribed by his/her Physician for at least 24 hours before your child returns to school. If your student has been diagnosed with a contagious disease, please contact the office so other student's parents and school staff may be alerted to of the symptoms. The principal may ask for a "Release to Return to School" form from your doctor before returning to school. Any student returning to school after surgery, or a hospitalization is required to present from their healthcare provider a "Release to Return to School" form and instructions for care if necessary during the school day (including PE modifications, the use of crutches and/or other medical devices).

## **FIRE, TORNADO, AND OTHER EMERGENCY DRILLS**

Fire, tornado, school lockdown, and earthquake drills are conducted at regular intervals to help provide for the safety of the children. It is essential and therefore expected, that all students participate in these drills in a silent and orderly fashion. The teacher in each classroom will provide students the directions and expectations for drills.

## **EMERGENCY MANAGEMENT**

The school staff is prepared to care for children in times of critical situations. Teachers review comprehensive emergency plans annually and practice with the students throughout the school year. Parents may review these plans in the school office.

Parents are asked to assist in the following ways:

- **Please do not call the school.** We must keep our phones lines open for emergency calls.
- Following an earthquake, tornado, or other emergency, do not immediately drive to school. Streets and access to the school may be cluttered with debris and must be kept clear for emergency vehicles.
- Listen to the radio or TV. As soon as we can communicate with the media, we will give information and directions. Check RenWeb if Internet service is available. Remember that Internet service may not be available at the school, even if your Internet service is available.
- If the school is about to dismiss and severe weather is occurring or about to strike, immediately proceed to safe areas within the building until the storm passes.
- If our campus is unsafe, teachers will escort students to a safe designated area.

- Parents should listen to the radio and TV for information about picking up the children. Students will have to be signed out with their child's teacher.
- Should the need arise to evacuate the Seton Catholic School campus, students and teachers will proceed to Squires Elementary School, our reunification spot. Squires Elementary is located at 3337 Squire Oak Drive

## **SCHOOL & FAMILY DIRECTORIES**

School and/or family directories may not be sold or used for commercial purposes. Family Directories are available online through the RenWeb-Parent's Web. If a parent does not want information published/viewable in the School Directory, they will need log in to RenWeb to format their profile.

## **COMMUNICATION WITH FACULTY**

Parents and school faculty/staff have various forms of communication.

### ***Conferences***

Conferences are scheduled with all parents in the Fall to discuss first trimester midterm progress and Fall MAP test scores.

### ***E-Mail***

This is that fastest and easiest form of communication. Every employee has an e-mail address. In most cases, use the first letter of the employee's first name, their last name, and then add: @cdlex.org. Example: Mrs. Patricia Dawson's email is: [pdawson@cdlex.org](mailto:pdawson@cdlex.org). Direct links are available from our school web site. Please allow 24 hours for staff to respond to emails.

### ***Telephone***

All faculty/staff members have a voice mailbox. Callers may leave a message for faculty/staff to return their call during planning blocks or at the end of the day. A staff directory can be found on the school website at [www.setonstars.com](http://www.setonstars.com)

## **GIFTS**

Students should not exchange gifts with students at school. This gesture may create hurt feelings. Invitations for parties will not be distributed at school unless an invitation is being given to every student in the class or grade.

## **FIELD TRIPS**

No student will be allowed to participate in off-campus activities without a signed, official school permission slip. Students must have a diocesan permission slip signed by a parent/guardian before they will be allowed to leave school on a field trip. Students may be denied the privilege of attending a field trip if there is a record of academic or disciplinary infractions. If parents prefer that their child(ren) not attend a field trip, they will be allowed to remain in school to work on assignments. Volunteer drivers must be 25 or older and must provide a valid driver's license number, proof of insurance for each trip, complete the Safe Environment certification program through CMG Connect, have a background check, as well as submitting a completed diocesan Code of Conduct and technology policy. Parents may be denied the privilege of driving students on a field trip due to their background check.

### ***Field Trip Volunteer Expectations:***

Before volunteering to assist with a class field trip, volunteers are required to meet all requirements for promoting a Safe Environment

- Chaperones should not talk on cell phones during the field trip, most especially when driving.
- Chaperones are expected to assist in supervising the children to provide for their safety.
- Smoking, vaping, use of tobacco products, drug, or alcohol consumption are not permitted by students or chaperones.
- Remember that the teacher is in charge on the field trip and makes decisions for the entire group.
- Make sure all students have and use a seat belt.
- Adhere to manufacturer's warnings regarding air bag safety.

- Because the intention of taking chaperones is to supervise the students, provide for their safety and assist the teacher, parents are not allowed to take siblings or other children on school field trips.
- Supervise children's behavior while being transported. Students are not allowed to hang out windows, gesture to other cars, or act in a way that is distracting to the driver.
- Supervise children's behavior while at the location. It is important that our students always represent our school with pride and respect.
- Follow the assigned route that the teacher(s) provide. Caravan with the rest of the group, staying together where possible.
- Go only to the location (s) that the permission field trip describes.
- Pit stops are not permitted.

## **Seton Catholic School Discipline Policy 2022-2023**

Our school desires every student to treat faculty, staff, fellow students and themselves with kindness and grace. This discipline policy is intended to provide accountability and communication in service of that goal.

When students violate the behavior policies of Seton Catholic School, they will receive a level 1, 2, or 3 demerit through FACTS SIS (Ren Web). This documentation will be communicated to parents via email and is accessible through the parent portal.

**Level 1 Behaviors/Demerits** – behaviors that disrupt the learning process but are generally not dangerous to self, others, or property.

The following are examples but are not meant to be an exhaustive list.

- Talking at inappropriate times
- Loud or disruptive behavior
- Use of profanity
- Unpreparedness for class, including not having assignments completed
- Chewing gum
- Dress code violation
- Unfocused, not on task during class
- Playing unassigned games during class
- Accumulation of two or more missing assignments at the end of a trimester
- Other behaviors not listed

Possible consequences for receiving a Level 1 demerit include a conversation between student/parent/teacher, sitting out of a special activity, or performing extra work.

**Level 2 Behaviors/Demerits** – behaviors that might be dangerous to self, others, or property or are intentionally disrespectful to God, oneself, or others. The following are examples but are not meant to be an exhaustive list.

- Disrespect for faculty or staff through words or body language
- Talking back to faculty or staff
- Rough physical play
- Disruption or unnecessary interruption of class
- Visible or audible cell phone or smart watch
- Passing notes
- Throwing things
- Disruptive or inappropriate behavior during Liturgy
- Out of class without permission
- Using computer for purposes other than class work during class
- Accumulation of 3 or more Level 1 demerits

Possible consequences for receiving a Level 2 demerit include all possible consequences for Level 1 demerits plus silent lunch, walking during recess, a written apology, and/or a 1–2-hour service project.

**Level 3 Behaviors/Demerits** – Deliberate actions that may intend to cause harm to self, others, or property, or that raise questions of safety of other students and/or the school. The following are examples but are not meant to be an exhaustive list.

- Exceeding the maximum allowed excused or unexcused absences/tardies
- Fighting
- Bullying
- Stealing
- Use of offensive verbal or written slur, obscene language, or hateful speech or pictures that contain offensive language or images
- Opening another student’s locker
- Skipping school
- Lying to a teacher or staff member
- Sexual harassment
- Forgery or falsifying of a signature
- Deliberate destruction of property
- Vaping, using drugs or tobacco, or consuming alcohol
- Viewing or sharing inappropriate content on any electronic device
- Accumulation of 3 or more Level 2 demerits

Possible consequences for receiving a Level 3 demerit include all possible consequences for Level 1 and Level 2 demerits, plus a 3-5 hour service project, detention, suspension, or expulsion.

Detention at Seton Catholic School

When detention is assigned, it becomes the responsibility of the student and their parent(s)/guardian to complete its requirements outside of school hours. Seton Catholic School is committed to teaching students servant leadership, and in that spirit students with detention must perform a service project under the supervision of an unrelated, non-residential adult. The teacher who assigned detention and/or the guidance counselor will set the parameters for the service, such as acceptable sites, acceptable supervisors, number of hours required, and the deadline. The students and parent will be responsible for completing these requirements, obtaining documentation from the supervisor, and returning the form to the appropriate teacher or guidance counselor.

**Seton Catholic School Uniform**

The Seton Catholic School uniform will be required during the 2022-2023 school year. Our focus is the overall comfort, ease, and financial burden on families.

A **clean** uniform, regardless of style, must be worn daily to reduce the risk of illness. This means freshly washed tops and bottoms each day. Thank you in advance for adhering to this policy.

Diocesan Uniform Vendors for the 2022-2023 School Year is Shaheens. [www.shaheens.com](http://www.shaheens.com)  
994 Breckenridge Lane Louisville, KY 40207 (502) 899-1550

Uniform Policy	Girls	Boys
Shirt	<ul style="list-style-type: none"> <li>• White or burgundy Seton Catholic School logo polo (short or long sleeve in combed cotton or pique)</li> <li>• A plain (no ruffles) white peter pan collar blouse. Option of plain or logo. Peter pan blouse may be worn with skirt</li> <li>• Middle School students may wear the official Middle School t-shirt with uniform bottoms (provided by school free of charge)</li> <li>• <b>Shirt must be worn tucked in.</b></li> </ul>	Same
Undershirts	Student may only wear white undershirts with no lettering or anything else showing through their uniform shirts. The sleeve and waist of the shirt must not be visible.	
Pants (Classroom Brand-Khaki – girls)	<ul style="list-style-type: none"> <li>• Khaki – may be purchased from any vendor, but must be traditional cut, long pants with belt loops.</li> <li>• No extra or outside pockets and no flared legs.</li> <li>• No visible brand logos are allowed.</li> </ul>	Same

(Elder Brand-Khaki-boys)		
Shorts (Classroom Brand – khaki-girls) (Elder Brand-Khaki-boys)	<ul style="list-style-type: none"> <li>• Khaki – may be purchased from any vendor, but must be traditional cut shorts</li> <li>• Hem of the shorts must fall at approximately the top of the knee or below with belt loops</li> <li>• No visible brand logos are allowed.</li> </ul>	Same
Jumper (Grades K-5) (Plaid #54)	<ul style="list-style-type: none"> <li>• Plaid Jumper – the hem of the jumper must fall at approximately the top of the knee or below</li> </ul>	None
Skorts, (Grades K-8) (Plaid #54) (3713 A-Line Khaki Skort)	<ul style="list-style-type: none"> <li>• Plaid Skort</li> <li>• Middle School girls may wear a solid khaki skort (the same style and brand as Lexington Catholic) or the plaid skort</li> <li>• The hem of the skort must fall at approximately at the top of the knee or below</li> </ul>	None
Sweatshirt/ Sweater	<ul style="list-style-type: none"> <li>• Seton burgundy sweatshirt with logo</li> <li>• Seton hooded sweatshirt</li> <li>• Gray or maroon Dry Fit zip top with school logo</li> <li>• Burgundy crew neck cardigan sweater with logo</li> <li>• Gray 3/4 zip fleece with Middle School logo (a dress code shirt must always be worn under sweatshirt or sweater)</li> </ul>	Same
Belt	<ul style="list-style-type: none"> <li>• Belts are recommended for students in grades K-1 and required for all students in 2<sup>nd</sup> -8<sup>th</sup> grade</li> <li>• Belts may not contain words/messaging</li> <li>• Permitted colors are brown, black, or Seton school plaid</li> </ul>	Same
Socks Tights Leggings	<ul style="list-style-type: none"> <li>• Solid white or black socks</li> <li>• Socks should show above top of tennis shoes</li> <li>• Socks should be without any brand logos</li> <li>• Solid burgundy, white, grey or black tights/leggings are allowed with skorts, skirts, and jumpers</li> <li>• Leggings MUST be ankle length</li> </ul>	Same
Shoes	<ul style="list-style-type: none"> <li>• Closed heel and toe shoes (e.g., sneakers) no raised heel greater than 1 inch</li> <li>• Shoelaces must always be tied</li> <li>• Shoes with roller skates/wheels, lights or sparkles/glitter are not permitted.</li> </ul>	Same
Jewelry	<ul style="list-style-type: none"> <li>• Students may wear one gold or silver necklace with a single pendant such as a cross</li> <li>• Earrings for girls must be post-type earrings and not dangly or drop down</li> <li>• No other type of necklace, such as beaded, stone or woven is allowed</li> <li>• Students may wear one bracelet and/or watch on each arm</li> <li>• Tattoos of any type are not permitted, temporary included</li> <li>• Accessories should not be a distraction from learning</li> </ul>	Boys may not wear earrings
Make-up	Non-obvious or non-noticeable makeup	None
Hair	<ul style="list-style-type: none"> <li>• Proper grooming is required</li> <li>• Hair must be neat and clean</li> <li>• No dying or bleaching of the hair is permitted</li> <li>• Boys' hair must be moderate in length in front, back, sides, and top</li> <li>• It may not extend below the top of the collar of a school shirt</li> <li>• Hair must be above the ears on the sides</li> <li>• Hair must be moderate on top and may not be bulky</li> </ul>	Same
Gym Uniform (on PE days)	<ul style="list-style-type: none"> <li>• Seton Catholic School sweatshirt</li> <li>• Gray or maroon dry-fit zip Seton top</li> <li>• Maroon dry-fit Seton top</li> <li>• Cotton PE t-shirt with school logo</li> <li>• Athletic shoes should be worn on PE days</li> <li>• On cool days gym pants should be worn instead of shorts</li> </ul>	Same
House Shirts	Middle School Students will be provided their 1 <sup>st</sup> House Shirt. If the student needs a replacement for any reason, the parents will have to purchase a House Shirt. Contact the school guidance counselor for details.	Same

## Out of Uniform Days Dress Code

2022

On days when “out of uniform” is permitted, the students must be dressed appropriately. Out of uniform passes may only be used on Mondays of each week. Passes must be handed directly to the teacher upon arrival.

- Skirts, dresses, and slacks with solid shirt, t-shirt, sweatshirt, or blouse are acceptable.
- The shirt, t-shirt, sweatshirt, or blouse may be striped or plaid, but may not have any inappropriate words, phrases and/or illustrations on it.
- No skirts or shorts shorter than 3 inches above the knee.
- Jeans may be worn provided they are hemmed, clean, and free of holes or tears.
- Tank tops, cutoffs, spaghetti straps, sandals with no back, or flip flops are not permitted. Toes should be covered.
- Shoes for out of uniform days must align with the general uniform code in the handbook. **This is for safety reasons.**
- Socks or stockings must be worn. Leggings that reach the ankle may be worn under skorts, skirts, or shorts.
- General guidelines for hair, make-up and jewelry must align with the general uniform code in the handbook.

### DRESS CODE VIOLATION

If the student arrives at school out of uniform or in violation of the uniform code, the following steps will be taken for elementary students:

- On the first offense the student will be sent to the guidance counselor. A call will be made to the parent asking them to bring in the appropriate items. If the parent cannot bring the item to school, a reminder letter will be sent home.
- If the violation is regarding overbearing or excessive jewelry, the student will be expected to remove the jewelry, and turn it in to the principal. The principal will keep the jewelry until a parent is available to pick it up or until the end of the day.
- A second or more offense will result in a Level 1 demerit and/or other consequences.

### ELECTRONIC DEVICE / CELL PHONE POLICY

All students must adhere to and sign the school’s Acceptable Use Policy regarding technology. All electronic devices must meet the school’s acceptable use policy. Electronic devices may not be used outside of the classroom. Students may not use cell phones or watches that can send/receive texts or access the internet at school during the school day. If brought to school, **cell phones and smart watches must be turned off and in lockers (or backpacks for Elementary students) during the school day. No exceptions.** Devices must be kept in the student’s backpack throughout the dismissal procedure. Phones or watches that text or access the internet may not be used until students leave Seton Catholic School property or until the dismissal process is complete and the student is in their car. If they are found, seen, or heard, they will be confiscated by the teacher and turned over to the principal. The principal will hold the device until a parent comes to pick it up.

### SAFETY POLICIES

#### *Weapons, Violent Behavior & Threats of Violence Policy*

No weapons are permitted on school property. Carrying, using, or possessing any firearms or other deadly weapons, including pocketknives, destructive devices, or explosives on school grounds, in any school vehicle, or at any school-sponsored activity is strictly prohibited. Students carrying a weapon may be expelled.

No violent behavior is permitted on school property or at school events.

No threats of violence to school employees or students are permitted. This includes mail, telephone, or electronic threats. If it is determined that a student has threatened violence, the parents will be notified immediately, and the student will be suspended until a written psychological evaluation deems that student safe to return to school. The principal and parent will meet to review the evaluation and a decision will be made by the principal regarding the enrollment of the student.

### ***Vaping/Smoking Policy***

Vaping or smoking is not permitted on campus. Students caught vaping or smoking will receive appropriate consequences per the Principal who may be advised by the school Council and/or Leadership Team.

### ***Drug Policy***

No illegal drugs or non-prescribed drugs are permitted on school property or at school sponsored events.

### ***Alcohol Policy***

No consumption or possession of alcohol is permitted on school property or at school sponsored events. Adult sponsored events that have obtained approval to serve alcohol are exempt. No students or adults who are under the influence of alcohol are permitted on school property or at school sponsored events. If a student is suspected of being under the influence of drugs or alcohol the parent will be notified immediately.

### ***School Property***

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full cost of repairs and labor or replacement. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### ***Gum***

Students may not chew gum at school or at school sponsored activities or events.

### ***Consequences:***

Students who violate school policies may be subject to the following consequences depending on the nature of the violation:

- Teacher conference
- Principal conference
- Parent/Principal conference
- Demerit
- Detention
- Suspension
- Expulsion

If a student violates civil law, the principal will notify the proper civil authorities, and the parents.

## **BULLYING POLICY**

The purpose of the bullying policy is to ensure that students learn in a supportive, caring and safe environment without fear of being bullied. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will students be able to fully benefit from the opportunities available at schools.

As found on the website, [www.stopbullying.gov](http://www.stopbullying.gov), bullying is defined as unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. **The behavior is repeated, or has the potential to be repeated, over time.** Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

Cyber bullying is bullying that takes place using electronic technology, like cell phones, computers, but also websites, chat groups, social media, or text messages. All forms of cyber bullying are also against the school's acceptable computer use policy and procedures.

The main types of bullying are as follows:

- Verbal – teasing, name-calling, taunting, or threatening to cause harm
- Social/Relational – leaving someone out on purpose, spreading rumors, embarrassing someone in public, or telling others to not be friends with a person

- Physical – Hitting, kicking, pinching, tripping, taking or breaking someone’s property, making mean/rude gestures
- Cyber bullying – sending/threatening to send mean emails/text messages, spreading rumors via social networking sites, sending embarrassing photos/videos.

If parents suspect bullying they should

- Communicate with your child
- Communicate with teachers, counselor and principal
- Encourage your child to report bullying
- Supervise social activities, internet activities, and phone activity

### **Consequences**

#### *First Offense*

1. Principal and/or counselor will interview the victim and the bully, and any teacher who is aware of the situation to gather as much information as possible.
2. Principal and/or counselor will communicate with the parents of both the victim and the bully.
3. When a case of bullying has been verified, the first offense will require a parent/student/counselor/principal conference to develop a behavior plan moving forward.

#### *Second Offense*

1. Principal and/or counselor will interview the victim and the bully, and any teacher who is aware of the situation to gather as much information as possible.
2. Principal and/or counselor will communicate with the parents of both the victim and the bully.
3. When a second case of bullying has been verified, a second parent/student/principal conference will be held, the previous behavior plan reviewed, and the student will be temporarily removed from group/classroom activities and will complete assignments under supervision.

#### *Third Offense*

1. Principal and/or counselor will interview the victim and the bully, and any teacher who is aware of the situation to gather as much information as possible.
2. Principal and/or counselor will communicate with the parents of both the victim and the bully.
3. A conference will be held with the parent, student, principal, pastor and counselor to review the student’s history with bullying. The student may be expelled.

### **Cyber Bullying**

Cyber bullying is any form of harassment over the internet or other forms of electronic communications, including cell phones. Students and staff will refrain from using communication devices or school property to harass or stalk another. All forms of cyber bullying are unacceptable and viewed as a violation of this policy and the school’s acceptable computer use policy and procedures.

In situations in which cyber bullying originated from a non-school device, but is brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be disruptive enough of the education process so that it markedly interrupts or severely impedes the day-to-day operation of a school.

Disciplinary action may include, but is not limited to, the loss of computer privileges, demerit, detention, suspension, or expulsion for verified perpetrators of cyber bullying. Discipline for cyber bullying will be handled on a case-by-case basis. In addition, when any kind of threat is communicated or when a hate crime is committed, it shall be reported to local law officials.

### **STUDENT PHOTOGRAPHS**

Seton Catholic School assumes permission to use any student's photograph or video in marketing purposes for the school (i.e., the school website, Facebook, print materials, etc.). **If you do not want any photo or video of your student(s) used for marketing or other school purposes, you must notify the school in writing, to the attention of the principal.**

### **PEST MANAGEMENT**

Seton Catholic School has implemented a special program of integrated pest management (IPM) to control pests in a way that minimizes economic, health, and environmental risks via a monitoring and inspection program and the judicious use of pesticides. Those individuals applying pesticides will be properly certified in keeping with applicable legal requirements for the IPM program. If a parent wishes to be notified twenty-four (24) hours in advance of a planned pesticide application, other than when bait is used, or as soon as possible when an emergency pesticide application is necessary, please register at the main office of the school or send in a written request to the attention of the St. Elizabeth Ann Seton Facilities Manager.

### **CHILD ABUSE LAWS**

Seton Catholic School abides by the Child Abuse Prevention, Adoption, and Family Services Act. This law mandates that all cases of suspected abuse and / or neglect be reported to Child Protective Services.

### **LOCKERS**

Each fifth grader and middle school student is assigned a locker in which to store coats, lunches, and book bags. To maintain a quiet atmosphere for class, the students can go to their lockers only at specified times. The school reserves the right to inspect lockers, cubbies, and/or back packs at any time. No locks will be placed on lockers. Students may not open another student's locker for any reason.

### **OFFICE RECORDS**

Parents / Guardians are requested to notify the school office in writing of any change of home telephone numbers and/or addresses, business telephone numbers, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date. Parents may also update records by logging in to RenWeb.

### **LOST AND FOUND**

Lost and found items will be kept on a table near the office and donated or thrown away at the end of each school year.

### **VOLUNTEERS**

Volunteers are a vital part of the Seton Catholic School. Many services are provided by volunteers that enrich the educational program for children. Every family is asked to donate time and/or talent to assist

the school in some way throughout the school year. This assistance can be helping in the cafeteria, office, library, health room etc., serving on a committee, driving on a field trip, sponsoring a club, providing computer / technology assistance, etc.

### ***Safe Environment***

Each parish and school in the Diocese of Lexington is required to maintain a file on their volunteers. The school Guidance Counselor facilitates and maintains the Safe Environment Program for Seton. Volunteer files should contain (forms are available on the school's website):

- Volunteer Application
- Proof of Safe Environment training through CMG Connect
- Background check (paid for by volunteer)
- Signed Technology Code of Conduct
- Signed Code of Conduct

### **GRIEVANCES**

Should a parent or guardian have a grievance, it should **first be addressed with the staff member directly** in a polite and respectful manner. If that communication does not bring some resolution, it may then be directed to the principal. Next, should there still not be a resolution, the grievance should be communicated to the Pastor. The final step in the grievance process is the Office of Catholic Schools at 1310 West Main Street.

### **RIGHT TO AMEND**

Seton Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent via the Star Mail and posted on the website.

## Seton Catholic School Service Project Form

The student must return this form to \_\_\_\_\_ by \_\_\_\_/\_\_\_\_/\_\_\_\_.

(Teacher Name)

This assignment requires the student to complete \_\_\_\_\_ hours of community service.

This is to certify that \_\_\_\_\_

(Student Name)

Has performed volunteer community service on the date(s) and location(s) listed below.

Name of Organization/Non-Profit/Event: \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

Date of Event	Time In	Time Out	Total Hours Per Day

Specific duties/Services Performed:

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Supervisor Name (Please Print) \_\_\_\_\_

(non-parent or guardian)

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Assigning Teacher Signature \_\_\_\_\_

Principal Signature \_\_\_\_\_

## Student Handbook Acknowledgement Form

This page is to be signed by all School Parents and all students in grades PreK-8 indicating that they have read this handbook. Note that this handbook contains policies on Acceptable Use of Technology, bullying, intervention program and school use of student photos. Print this page, sign it and return it to your child's homeroom teacher by **August 31, 2022**

I (we) have read the Seton Catholic School Handbook and will support the rules and regulations set therein.

Parent / Guardian Signature	Parent Name Printed	Date
Parent / Guardian Signature	Parent Name Printed	Date
Parent / Guardian Signature	Parent Name Printed	Date
Parent / Guardian Signature	Parent Name Printed	Date
Student Signature	Student Name Printed	Date
Student Signature	Student Name Printed	Date
Student Signature	Student Name Printed	Date
Student Signature	Student Name Printed	Date