



# Seton Catholic School Middle School 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.*



Revised August 2022





August 2022

Parents and Students:

Attached please find the Seton Middle School 2022-2023 Policies and Procedures. All of these policies and procedures were discussed in homeroom, and we ask that you read and review them again, at home, as a family. After reading and reviewing, please sign and **detach the bottom of this cover page** and return to your **1st period teacher** by Monday, August 15, 2022. Make sure you **keep the Policies and Procedures at home** so that you can review as needed.

Thank you for your cooperation,  
The Seton Middle School Team

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We have read and reviewed the 2022-2023 Seton Middle School Policies and Procedures and understand that the stated policies and procedures will be enforced by every Middle School team member throughout the academic year.

Student signature \_\_\_\_\_

Parent signature \_\_\_\_\_

Date \_\_\_\_\_

Return bottom only of this page by **Monday, August 15, 2022.**  
**Return to your 1st period teacher**



## 2022-2023 Middle School Policies and Procedures

### Procedure for Absences

- During an absence, students should check Renweb and Google Classroom for homework and/or assignments. On Renweb, it is important to check the Lesson Plan section for information regarding what was done in class that day, as well as Homework Assignments. Students are responsible for making up class work as well as homework.
- It is NOT necessary for parents to retrieve them on the day a student is absent. Arrangements may be made for another student to collect and deliver.
- When returning from an absence, the student MUST gather handouts or instructions according to the procedure established by the individual teacher. If not found online, handouts will be given to the student upon return.
- When submitting late work digitally, the student must inform the teacher that the late assignment has been completed and submitted.
- When absent during a test, lab, or activity, it is the student's responsibility to see the teacher the day **upon your return** to schedule a make-up time. Tests **MUST** be made up within one week of returning to school. Projects are due on the date of your return.
- Extended absences will be addressed individually.
- Additional information about absences can be found in the Parent-Student handbook.

### Schoolwork Policy

- For the 2022-2023 school year, Seton middle school students will operate on a block schedule. All homework is to be completed and turned in on the specified due date.
- Late assignments will not receive full credit. Teachers will communicate how credit will be deducted for lateness.
- Upon return from an excused absence, students should complete assignments missed during an absent in a reasonable amount of time agreed upon with the teacher in consideration of the nature of the absence.
- Projects and papers assigned before the absence are due on the day of return to school.

### Middle School Grading Scale

- A 93 - 100%
- B 85 - 92%
- C 78 - 84%
- D 70 - 77%
- F 69% and below

### Procedures for Severe Weather/Emergency Drill

- During a Fire Drill: Remain silent and walk quickly in a single file line out the classroom door and proceed to the location designated for the classroom you are in. The last person out of the room should close the door.
- During a Tornado Drill: Remain silent and walk quickly in a single file line out the classroom door and down the stairs. The class will proceed to the location designated for the classroom you are in. Once you are in your location you should get in the appropriate position. Remain silent and in position until we have been given permission to return to the classroom.

- During a Lockdown: If you are in the hall, go immediately into the nearest classroom. Follow the teacher's instructions. Remain silent.

### **Mass Procedures**

- If you are in a Mass ministry, you must check in with your homeroom teacher before going to the church. Please plan to participate fully in your ministry practice.
- Be aware that you are acting as a role model for younger students. Your behavior in Mass must be exemplary and at voice level zero.
- When entering the pew at church, venerate the altar (bow).
- On your way to receive the Eucharist, hold your hands open in front of you, or if you are not Catholic, your arms are crossed across your chest.
- When Mass is over, please remain silent and leave church reverently when dismissed.
- **The Mass is a Celebration! We, the assembly, are called to fully participate in all of the prayers and music.**

### **Uniforms**

- See Parent-Student handbook for dress code policy.
- Students are expected to be in complete uniform for the entire day.
- Students will be given a verbal warning the first time they have a uniform violation, and each time thereafter will be a Level 1 demerit, which will be communicated to parents through email.

### **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 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
- 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 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 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
- Threats of harm made against an individual, a group, or the School
- Cheating or plagiarism
- 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 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.

### **Lunch Procedures**

- Students will walk to lunch with their 6<sup>th</sup> period class and teacher.

### **Recess Procedures**

- After the whistle has been blown to return to class, students should line up in the appropriate area and go to VL 0 immediately.
- Students will enter the building at VL 0.
- Students will be back in proper uniform before re-entering the building after recess. (Shirts tucked back in, etc.)

### **Traveling to Encore Classes**

- Students will travel to all Encore classes via the front stairwell.
- When traveling to P.E., students will meet the teacher in the center rotunda and will travel at VL 0 to the gym.

### **Chromebook Procedures**

- Students and Parents must review the 1:1 Device Handbook (found at [www.setonstars.com](http://www.setonstars.com), under Current Families tab) sign the agreement, and turn it in to the student's homeroom teacher.
- Middle school students are required to follow all policies outlined in the Handbook. Acceptable Use Policy signed in computer class during the first week will ensure that students understand the expectations.
- Any violation of these policies will result in a demerit or automatic detention at the teacher's discretion.

### **Cell Phone and Smart Watch Procedure**

- Cell phone and/or smart watch usage is not permitted during the school day.
- Cell phones and smart watches should be kept in the student's backpack and turned off, for the duration of the day.
- If cell phones and/or smartwatches are found, seen, or heard at any time during the school day while on campus through dismissal, they will be confiscated and turned over to the Principal.
- The device will be held until a parent can retrieve it.
- See discipline policy for further consequences.

### **Bullying Policy**

- Bullying is not tolerated at Seton.
- Bullying can include (but is not limited to) purposefully and continually-teasing, name-calling, threatening, excluding, embarrassing, physical harm, sending threatening or hurtful electronic communications, etc.
- Consequences of bullying are clearly outlined in the Parent-Student Handbook.