



# Seton Catholic School Middle School Handbook 2024-2025

*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.*



*Updated 8.13.24*

## 2024-2025 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 assignments on the day a student is absent, though 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 available 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 they 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 2024-2025 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 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. If you are in the bathroom and unable to get to a classroom, stay in the bathroom, lock yourself in a stall, and stand on the toilet. 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. Aside from participating in prayers and music, you should be at voice level zero, and your behavior must be exemplary.
- 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, cross your arms over 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

- We see our uniforms as a way to express self-respect, professionalism, and equality. Our goal is to balance 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.

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 skort</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	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
Pants	<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
Shorts	<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)	<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)	<ul style="list-style-type: none"> <li>• Plaid Skort <b>only</b> for Grades K-5</li> <li>• Middle School (Grades 6-8) 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 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</li> <li>• <b>A dress code shirt must always be worn under sweatshirt or sweater</b></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 3rd-8th 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
Hair	<ul style="list-style-type: none"> <li>• Proper grooming is required</li> <li>• Hair must be neat and clean</li> <li>• No dyeing 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
Make-up	<ul style="list-style-type: none"> <li>• Non-obvious or non-noticeable makeup</li> </ul>	None
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	<ul style="list-style-type: none"> <li>• Middle School Students will be provided their 1st House Shirt.</li> <li>• 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.</li> </ul>	Same
2024-25 Theme T-shirt	<ul style="list-style-type: none"> <li>• The designated theme t-shirt of the current school year may be worn on Tuesdays with uniform bottoms.</li> </ul>	Same

## Approved Uniform Vendors and Items

- Shaheen's (plaid #54)  
<https://www.shaheens.com/school-uniforms.html?tags=1127>
- French Toast - only these items are compliant
  - [Adaptive straight leg pant](#)
  - [Relaxed fit pants](#)
  - [Adaptive bermuda shorts](#)

- [Plaid jumper](#) (select burgundy plaid)
- [Plaid skort](#) (select burgundy plaid)
- [Khaki skort](#) (middle school only)
- Land's End - Preferred School Number: 900101684  
<https://www.landsend.com/co/account/school-uniforms?launchSearch=true>
- Seton Shop – The Seton Shop will open for a window of time several times throughout the year. This is the best place to obtain polos, hoodies, PE attire, and other pieces with the Seton logo.
- Facebook Uniform Exchange Group – make sure any pieces you acquire are still uniform compliant, as some items have changed over the years.  
<https://m.facebook.com/groups/550311695851947/>

## Out of Uniform Dress Code

On days when “out of uniform” is permitted, the students must be dressed appropriately. Please adhere to the following guidelines:

- **Out of uniform passes may only be used on Fridays.** Passes must be presented in the office upon arrival.
- **No pajama pants** (unless it is a designated “Pajama Day”).
- 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 a student arrives at school out of uniform or in violation of the uniform code, the following steps will be taken:

- On the first offense the student will be sent to the office. A call will be made to the parent asking them to bring in the appropriate items. The student will be given a warning.
- 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 (middle school) and/or other consequences.

## Seton Catholic School Discipline Policy 2024-2025

- 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
- 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

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.

- 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

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**

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

### **Traveling to Encore Classes**

- Students will travel to Band/Guitar and Spanish via the back stairwell.
- Students will travel to STEAM, Art, and PE via the front stairwell.
- When traveling to P.E., students will meet the teacher in the downstairs rotunda and will travel at VL 0 to the gym.
- Students must transition to all Encore classes at VL 0 in order to avoid disturbing the elementary classes which will be going on in the hallways where Encore classes are located.

### **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 **quickly** 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 (shirts tucked back in, etc.) before re-entering the building.

## Chromebook Procedures

- Students and parents must review the Electronic Device Handbook (found at [www.setonstars.com](http://www.setonstars.com), under the Current Families tab), sign the Acceptable Use Policy contract, 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 will not be tolerated at Seton.
- Bullying is unwanted, aggressive behavior among peers that involves a real or perceived power imbalance. **The behavior is repeated, or has the potential to be repeated, over time.**
- Bullying can include, but is not limited to:
  - 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 (Additional information can be found in the Parent-Student Handbook.)
- Consequences of bullying are clearly outlined in the Parent-Student Handbook.





August 14, 2024

Parents and Students:

Attached please find the 2024-2025 Seton Middle School Handbook. This is an addendum to the Parent-Student Handbook which details additional policies and procedures that pertain specifically to the middle school. All of the topics in this handbook will be discussed with the students at school over the coming days, but we also ask that you read and review them at home, as a family. After reading and reviewing, **please sign and return this page to your homeroom teacher**. Make sure you keep the remainder of the Handbook at home for ongoing reference.

Thank you for your cooperation,  
The Seton Middle School Team

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We have read and reviewed the 2024-2025 Seton Middle School Handbook and understand that the stated policies and procedures will be enforced by every Middle School team member throughout the academic year.

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

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

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

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

Date \_\_\_\_\_

Please sign and return this page by **Monday, August 19, 2024** to your homeroom teacher.