



Diocese of Rochester
Catholic Schools

Faith. Academics. Community.

STUDENT PARENT/GUARDIAN HANDBOOK

Seton Catholic School 2024-2025



165 Rhinecliff Drive
Rochester, NY 14618



Accredited by Middle States Association

Pastor: Fr. Gary Tyman

Email: fr.gary.tyman@dor.org

Principal: Mrs. Mary Kate Koecheler

Email: mary.kate.koecheler@dor.org

Administrative Assistant: Mrs. Andriana Scott

Email: andriana.scott@dor.org

School Email: setondcs@dor.org

School Office: 585-473-6604 ext. 0

School Fax: 585-473-3347

Finance Manager: Mary Kase

Phone: 585-450-2999 ext. 300

Email: mary.kase@dor.org

Website: www.setoncs.org

2024-2025

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

TABLE OF CONTENTS

1.00 WELCOME

- 1.01 • STUDENT EXPECTATIONS
- 1.02 • PARENT/GUARDIAN EXPECTATIONS

2.00 SCHOOL ADMINISTRATION

- 2.01 • SCHOOL HOURS
- 2.02 • SCHOOL FACULTY & STAFF
- 2.03 • SCHOOL DRESS-CODES AND UNIFORMS
- 2.04 • SCHOOL CLOSINGS & WEATHER EMERGENCIES
- 2.05 • DIGNITY FOR ALL STUDENTS
- 2.06 • ATTENDANCE & ABSENCE

3.00 SCHOOL ADMISSION

- 3.01 • AGE REQUIREMENTS
- 3.02 • IMMUNIZATION
- 3.03 • NONDISCRIMINATION
- 3.04 • LEAD TESTING FOR PRE-SCHOOL STUDENTS
- 3.05 • TRANSFERS

4.00 SCHOOL CURRICULUM

- 4.01 • CURRICULUM
- 4.02 • HOMEWORK
- 4.03 • PERFORMANCE ASSESSMENTS
- 4.04 • FIELD TRIPS
- 4.05 • ACADEMIC INTERVENTION SERVICES (AIS)
- 4.06 • PROMOTION
- 4.07 • SPIRITUAL ACTIVITIES

5.00 STUDENT HEALTH AND SAFETY

- 5.01 • ADMINISTRATION OF MEDICATION AT SCHOOL
- 5.02 • EMERGENCY TREATMENT
- 5.03 • STUDENT PREGNANCY
- 5.04 • CHILD PROTECTIVE SERVICES ACT
- 5.05 • DRUGS, ALCOHOL, AND TOBACCO
- 5.06 • WEAPONS ON SCHOOL PREMISES
- 5.07 • CODE OF CONDUCT
- 5.08 • RIGHTS AND RESPONSIBILITIES
- 5.09 • PROHIBITED STUDENT CONDUCT
- 5.10 • DISCIPLINARY PROCEDURES AND CONSEQUENCES
- 5.11 • DISCIPLINE COMMUNICATION
- 5.12 • HOME TO SCHOOL CHAIN
- 5.13 • MATRIX OF BEHAVIORAL EXPECTATIONS
- 5.14 • PROGRESSIVE DISCIPLINE
- 5.15 • PROGRESSIVE STEP SYSTEM
- 5.16 • MINOR AND SEVERE INFRACTIONS
- 5.17 • CONSEQUENCE

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

- 5.18 • BULLYING
- 5.19 • WHAT BULLYING IS NOT
- 5.20 • CYBERBULLYING AND INTERNET SAFETY

6.00 FINANCIAL

- 6.01 • TUITION
- 6.02 • PARISHIONER STATUS
- 6.03 • DELINQUENT ACCOUNTS

7.00 TECHNOLOGY

- 7.01 • ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY
- 7.02 • USE OF ELECTRONICS – CELL PHONE

8.00 PARENT INFORMATION & COMMUNICATION

- 8.01 • COMMUNICATION FLOWCHART



Mission Statement

The Diocese of Rochester Catholic Schools offer families an authentic Catholic education rooted in the Gospel of Jesus Christ and the teachings of the Roman Catholic Church.

Our schools:

- ***Guide*** students to be disciples who know and live the Catholic faith;
- ***Inspire*** a learning community to foster academic excellence; and
- ***Empower*** young people to fulfill the two great commandments of Jesus Christ by loving God and being service-oriented, responsible, and self-disciplined neighbors to others.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

1.00 WELCOME

Welcome to Seton Catholic School! At Seton, students are provided with a strong instructional program centered on spiritual growth, academic excellence, and service to others. Our dedicated faculty and staff inspire our young men and women to achieve their highest academic potential and live a life rooted in kindness. In partnership with families and the community, we strive to provide students with experiences that encourage individuality and the development of mind, body, and spirit. Our goal at Seton is to guide and empower students to become successful members and future leaders in our community.

The policies and procedures included in this Seton Catholic School Handbook are intended to create a safe school environment that promotes spirituality, academic success, respect for others, and order.

Mission

Our Academic Mission

At Seton Catholic School, we strive to help every child grow to be the best version of themselves by learning and living with kindness. We guide students in the love and service of others and educate spiritually, physically, intellectually, emotionally and socially. We know the importance of connecting a student's home, education, and faith into one community.

Faith-based Education

At Seton, we are a community dedicated to the common goal of providing a quality faith-based education that you and your child can believe in.

A Diverse Community

At Seton, we are proud to host students from multiple districts such as Rochester City School District, Pittsford, Brighton, Rush Henrietta, Greece, East Irondequoit, and Palmyra-Macedon School Districts. We find that it takes a wide variety to make a great collection.

A Caring Administration

Seton provides a strong academic foundation in Language Arts, Math, Social Studies and the Sciences. We also focus on our student's social and emotional learning to foster honesty, responsibility, respect, and kindness. It is our goal for our children to develop the desire to make a difference in the world through community service, personal and social awareness, and respect for diversity.

Extracurriculars

As our community is both faith and learning based, so are our extracurricular activities. We realize the importance of growth outside of the classroom, which becomes part of our educational tapestry.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

1.01 STUDENT EXPECTATIONS

By registering at Seton Catholic School, students agree to abide by this handbook and parents agree to assist their children in following the policies and procedures of the school. All Seton Catholic School students have the responsibility to adhere to each of the expectations outlined below.

- Contribute to maintaining a school environment conducive to learning and to show respect to other persons and to property.
- Follow Seton Catholic School Student/Parent Handbook policies, school rules, and this Code of Conduct.
- Refrain from negative and harmful verbal or physical acts towards others.
- Attend school every day unless legally excused.
- Be in class on time and prepared to learn.
- Work to the best of their ability in all academic and extra-curricular activities and strive toward their highest possible level of achievement.
- Complete all assignments as directed.
- Keep parents informed of school-related matters including class and homework assignments as well as school events and ensure that parents receive communications that are sent home by teachers and school staff.
- Help maintain a school environment free of tobacco, weapons, illegal drugs, and alcohol.
- React positively, proactively, and responsibly to directions given by administration, teachers, staff, and volunteers.
- Avoid using cell phones, smart watches, and other personal electronic devices not provided by Seton during the school day.
- Display their emotions in an appropriate manner and communicate using respectful, appropriate language both written and verbal.
- Ask questions when they do not understand.
- Seek help in solving problems that may lead to discipline.
- Dress according to the Seton Uniform Policy for school and school-related functions.
- Accept responsibility for their actions.
- Conduct themselves as representatives of Seton Catholic School when participating in or attending school-sponsored extracurricular events (e.g., fieldtrips, enrichment), while on the school bus, or on school grounds.
- Hold themselves to high standards of conduct, character, and sportsmanship.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

1.02 PARENT/GUARDIAN EXPECTATIONS

The philosophy of the Diocese of Rochester Catholic School community is to proclaim the Gospel message of Jesus, educate the whole child, guide students in the love and service of God and others, and integrate Christian virtues (love, faith, hope, courage, reconciliation, and justice) into the curriculum.

By registering your child/ren at a Catholic school, parents/guardians become members of the school community of students, faculty, and staff that recognizes the mission of building Christ-like presence in our schools by instilling Christian values in our young men and women who will shape our future. By registering at a Catholic school, parents/guardians agree to uphold the policies, procedures, and decisions of the school as a partner in the education of each child. This partnership obligates all of us to share in the responsibilities for the education of children by agreeing to the following oath:

- I (We) fully understand the importance of guiding my (our) children's faith development, acting as a good Christian role model, actively participating in church membership and attending weekly Mass or church services.
- I (We) fully understand the importance of attending Parent Teacher Conferences at the teacher's request, cooperating with school staff, and being present at other school events to support my child/ren.
- I (We) understand the importance of reviewing my child/ren's homework daily.
- I (We) support and work with the faculty and staff to ensure a nurturing learning environment.
- I (We) agree to volunteer for events and projects within the school year.
- I (We) will ensure that students are picked-up from school and from school events on time.
- I (We) will register dissatisfactions and complaints in a reasonable and fair way, will not gossip, and will give everyone the benefit of the doubt by assessing the facts before passing judgment. Solutions to specific classroom issues must be sought at the level of the teachers before approaching the administration. ***The school expects that students and parents/guardians are respectful of one another, the faculty, and staff, including verbal, written, and face-to-face communications. Inappropriate and slanderous comments and/or social media behavior will not be tolerated and addressed appropriately by the school principal.***
- I (We) will fulfill financial obligations to the school in a timely manner, including the payment of tuition, fees, and other expenses.

This promise is designed to implement the blessings of the Church-Family-School relationship. The Catholic school becomes a faithful atmosphere with the positive interaction of students, parents/guardians, teachers, administration, and support staff.

DIocese OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

RESOLVING QUESTIONS OR CONCERNS

The mark of a Christian society is the way in which conflicts are resolved. Virtue and respect for others demand that questions or concerns be addressed directly to those involved and not discussed with others, requires an understanding that sometimes people have to “agree to disagree”, and that they not be presented to higher levels of authority unless previous attempts at resolution have been unsuccessful.

All interaction with faculty, staff, and administration should be by appointment. Parents/Guardians should not expect availability on a “drop-in” basis. **For the safety and security of all students and staff, visitors must report to the main office and be escorted throughout the building and abide by all safety policies and procedures set forth by the school.**

- Questions regarding classroom order, expectations, grading, and other classroom related issues should be discussed directly with the teacher to address concerns.
- General questions regarding academics should be addressed to the teacher and then the Principal.
- Disciplinary issues should be addressed with the Principal.
- Financial questions should be addressed with the Business Office.

PARENT/GUARDIAN VOLUNTEERISM

We have an active group of volunteers – Volunteers are the main support system of every Catholic School. Please become involved in some capacity. The Principal expects every family will become involved in one of our celebrated events to support their child/ren and the school.. In service to the children and the school, your gifts will be realized and valued.

All parent/guardian volunteers must complete the online Diocese of Rochester’s Creating a Safe Environment (CASE) for Volunteers Training (before volunteering at any event where students are present). Information is provided below:

Diocese of Rochester Volunteer Requirements

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

1. Participate in or complete online a Creating a Safe Environment Training course (<https://www.dor.training/home.aspx?pagename=volunteer-training>).
2. Complete and sign a Diocese of Rochester Volunteer Code of Conduct Form.
3. Complete the Criminal Record Check process.
4. If driving children, complete the Volunteer Driver Information Form and have driving record checked. This must be completed every year.

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

2.00 SCHOOL ADMINISTRATION

2.01 SCHOOL HOURS

The K-6 School Day begins at 8:00 AM and ends at 2:15 PM. For safety and security reasons, students are not allowed to enter the school building or be on school grounds before 7:30 AM or after 2:30 PM, unless attending an authorized school program or function. **Any student arriving at school after 8:00 must be signed in in the main office by their parent or guardian. The student will then receive a pass to travel to their classroom.**

Preschool Hours are from 8:45 AM-11:15 AM (Half Day) and 8:45 AM -2:15 (Full Day)

We do offer a Wrap Around Care program that runs from 7am-8am and 2:30-6:00pm

If your student needs to be excused early, their parent or guardian must notify the school and then come into the main office to sign them out. The student will then be called down to the main office for dismissal.

2.02 SCHOOL FACULTY & STAFF

The key to our successful climate for growth is the faculty and staff. Each teacher and support staff member is a highly committed and qualified professional – one who loves children and works to foster their growth. All of our core teachers are highly trained educators who provide our students with both academic excellence and spiritual growth.

2.03 SCHOOL DRESS-CODE AND UNIFORMS

Our Seton Catholic School uniform is a way to show pride for our school! It helps to unify our student community and allows focus to remain on academics rather than apparel. Please be sure your children are dressed in the required school uniform each day. If a student is out of uniform, the Main Office may call to have the appropriate items brought in, or have the Nurse provide a change of uniform supplies.

Dress Code for Grades K-6

- * School uniforms are to be worn the 2nd DAY of school in September by all children in Grades K-6;
- * We ask your cooperation in STRICTLY enforcing these uniform regulations.
- * SHIRTS and BLOUSES MUST BE TUCKED IN AT ALL TIMES.
- * Gym uniforms are to be worn on gym days. If there is a school Mass on your child's gym day, they may wear their gym uniform to Mass.
- * **ALL clothing should be labeled with the student's name** - unclaimed clothing will be placed in the Lost and Found and then given to charity.
- * Good Taste - Modesty - Cleanliness - Propriety - will be expected at all times.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

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

Hats & Outerwear

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

Uniform Infractions

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

Suggested Retailers

USED UNIFORM ROOM- *Our room full of gently used uniforms sold at reasonable prices is accessible all school year long. PTA organizes a back to school sale which will be communicated via email.*

LOCAL RETAILERS

- **Stitchworks Uniform & Sportswear**
297 Culver Parkway
Rochester, NY 14609
Ph: 585-654-7522
<http://www.stitchwork.com>

NATIONAL RETAILERS (In Stores and Online) Some offer rebates if Seton Catholic School is mentioned - please check with retailer

- Lands End
- Gap
- Old Navy
- Target
- JCPenney

**All polo shirts need to be cotton material.
Performance fabric polos will not be allowed.

**DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK**

	Boys Uniform	Girls Uniform
Uniform	<p><u>TOPS</u> -Solid White or Pale Blue Cotton Polo Shirt - Short or Long Sleeve (No insignias, trim or crests) -Solid White Cotton Turtleneck (Optional for winter)</p> <p><u>SWEATERS/SWEATSHIRTS</u> -Navy Pullover Sweater, Sweater Vest or Crew Solid Color, Tailored - Not oversized -Navy Seton Cotton Sweatshirt (May be worn in school in place of sweater based on weather) Uniform shirt collar is to be worn <u>outside</u> of sweatshirt collar</p> <p><u>BOTTOMS</u> -Navy Twill or Corduroy Tailored Pants NO cargo pockets, embellishments, denim or sweatpants -Navy Tailored Dress Shorts No cargo pockets or embellishments <u>(Shorts- Weather Permitting May Only Be Worn During the Months of September, October, May and June)</u></p>	<p><u>TOPS</u> -Solid White Round Collar Blouse - Short or Long Sleeve -Solid White Cotton Polo Shirt - Short or Long Sleeve (No insignias, trim or crests) -Solid White Cotton Turtleneck (Optional for winter)</p> <p><u>SWEATERS/SWEATSHIRTS</u> -Navy Crew Cardigan or Zip Sweater, Pullover Sweater or Sweater Vest Solid Color, Tailored - Not Oversized -Navy Seton Cotton Sweatshirt (May be worn in school in place of sweater based on weather) Uniform shirt collar is to be worn <u>outside</u> of sweatshirt collar</p> <p><u>BOTTOMS</u> -Navy Twill or Corduroy Tailored Pants Straight Leg or Boot Cut (Flare not wider than 9 inches & NO cargo pockets, slits, bell bottoms, embellishments, hip huggers, denim, yoga pants, leggings worn as pants, or sweatpants) -Navy Tailored Dress Shorts or Skorts (No cargo pockets or embellishments) <u>(Shorts and Skorts - Weather Permitting May Only Be Worn During the Months of September, October, May and June)</u></p>
Grades 5 & 6 ONLY	White oxford dress shirt (optional Mass Dress) -Navy Blue Tie (optional Mass Dress)	Plaid #76 kick pleat or jumper skirt with bib removed Hemline should be appropriate to the age of the child
Grades K-4 ONLY		76 Plaid V-Neck Jumper Hemline should be appropriate to the age of the child
Accessories & Shoes	<p><u>BELTS</u> -Navy, Black or Brown belt</p> <p><u>SOCKS</u> -White or Navy Ankle Socks Plain, ankle style - <u>No Sport Socks</u> -Socks must cover entire ankle and be able to stay in place -Sport ankle socks that tend to slip below the ankle are not allowed</p> <p><u>SHOES (boys)</u> -Proper School Shoes (navy, black or brown - good dress style -low heeled) or athletic shoes in good condition</p>	<p><u>ACCESSORIES</u> -Navy, Black, Brown, White or #76 Plaid belt -Navy, Black, Brown, White or #76 Plaid headband</p> <p><u>SOCKS</u> -White or Navy Ankle or Knee Socks Plain, cuffed, ankle style or knee socks - <u>No Sport Socks</u> Socks must cover entire ankle and be able to stay in place -White or Navy Tights or Leggings (must only be worn under skirt or jumper; not on their own.)</p> <p><u>SHOES (girls)</u></p>



DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
 SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

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

**DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK**

2.04 SCHOOL CLOSINGS & WEATHER EMERGENCIES

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

Seton Sent Text Message

Seton Sent Email

Channel 13 (specifically)

2.05 DIGNITY FOR ALL STUDENTS ACT

Seton Catholic School adheres to the New York State’s Dignity for All Students Act (“The Dignity Act”) which seeks to provide a safe and supportive environment free from discrimination, intimidation, taunting, harassment, and bullying on school property, a school bus, and/or at a school function. All Diocese of Rochester Catholic Schools have implemented the Olweus Bullying Prevention Program, which is based on over 35 years of research, dedicated to effecting positive change at schools by utilizing four essential social environments: community, school, classroom, and individual. The Olweus Bullying Prevention Program effectively trains our school leaders and school teachers on the latest research regarding bullying and effective methods to prevent it and address it. Diocese of Rochester Schools have pledged to eliminate bullying and harassment as best as possible by not only posting and enforcing school wide rules against bullying and harassment, but by applying our key instrument: involving parents/guardians.

2.06 ATTENDANCE & ABSENCE

Regular attendance is a big step toward success in school and life. Children who are regularly tardy or absent have additional challenges. When excessive whole or partial absences are noted a School Attendance Notice will be sent home. If attendance continues to be an issue, parents will be notified and a meeting arranged to address the situation and seek the best solutions. Regular absences and/or tardiness may result in a referral to Child Protective Services. Parents/Guardians must notify the Main Office at 473-6604 to report student absences.

Approved excused absences are defined as:

- Sickness
- Serious family illness
- Death of a family member or close friend
- Religious
- Medical or Dental Appointment

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

- Court
- Approved school-related program
- **Tardiness**

A student is considered tardy after 8:00 a.m. Students arriving late must report directly to the main office and be signed in by their parent/guardian. Parents/ guardians are responsible for ensuring their child arrives on time.
- **Excused & Unexcused Absences**

Please call the school before 8:00 am and speak to someone in the school office/leave a voice mail if your child will be absent, arriving late, or leaving early. Please state the reason for the absence, late arrival or early dismissal. If you know in advance, send a written excuse/email for the absence. Otherwise, send in a written excuse/email explaining the absence, late arrival, or early dismissal upon your child's return to school. Excused absences include illness, doctor appointments, funerals, court, religious observance and approved school visits (shadowing). Please schedule routine doctor and dentist appointments during non-school hours. Vacations are considered unexcused absences. Students are responsible for completing any work missed due to absences.

If your child is absent due to contagions such as strep throat, pink eye, lice, or any symptoms related to COVID-19, please make the school nurse aware. If your child has a temperature of over 100 degrees Fahrenheit, please keep your child home and share this information with our school nurse. Medical information about a child may be shared with staff on a "Need to Know" basis to ensure the safety of your child. If there is information you do not want shared, please contact the school nurse to discuss the matter at 473-6604. If your child's doctor requests activity restrictions for any reason (illness, injury and the like) please provide a doctor's note stating specific restrictions. The homeroom teacher, PE teacher, and school nurse all need to be aware.

Attendance and After School Activities If a student is absent for more than half the school day, he/she may not participate in any after school activities.

2.07 FACTS FAMILY PORTAL

FACTS Family Portal is a private and secure parents' portal that allows parents/guardians to view academic information specific to your children, while

DIocese of Rochester – Department of Catholic Schools Seton Catholic School – Student/Parent Handbook

protecting their information from others. It is the responsibility of parents/guardians to keep the information (email, phone numbers, address, etc.) in FACTS current and up to date. At Seton, our FACTS Family Portal is also used to order lunch, update enrollment, view the gradebook (grades 4-6), among other things. Information shared in FACTS Family Portal is secure. Use of this information is for internal use only (accessing the family directory, etc), not for business or solicitation purposes.

2.08 LUNCH

All students eat lunch in the cafeteria. Students may bring their own lunch or purchase lunch and milk through the school. Hot lunch will be available through various outside vendors each day. The hot lunch program will begin at the end of September. Families will be notified via email with the menu options, pricing, and ordering details.

All students have the opportunity to order milk for lunch during the school year. 2% milk is provided free-of-cost for the first two weeks of school. Milk ordering for the rest of the year will be shared after.

2.09 CLASSROOM SNACKS AND TREATS

We recommend healthy and nutritious snacks whenever possible. Please check with your student's classroom teacher for more specific information regarding snacks.

We love celebrating birthdays! On your student's birthday you have the option to bring in a store-bought and nut-free snack for the class, or a small trinket. If home made items are brought to school, they will be sent back home.

2.10 RECESS

Recess has global benefits for a child's cognitive, social, emotional, and physical development. It provides children with opportunities to play cooperatively, imagine, think creatively, problem-solve, interact with peers, navigate social conflicts, and engage in physical movement. The unstructured social environment that recess provides enables children to navigate a variety of social situations, often requiring them to apply learned social skills and competencies.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

Due to the multitude of benefits that recess provides, we strive to ensure that students have the opportunity to go outdoors for recess daily. However, to promote student safety and wellness, recess will be indoors when the “Feels Like” temperature is 96°F or above or 15°F and below. This adheres to the Brighton Central School District’s guidelines. We will send students outdoors for recess in most other circumstances. Please be sure that your child is dressed appropriately for outdoor play. During the winter months, students must have snow pants, hats, gloves or mittens, and boots. If students are not dressed appropriately for the weather, they will not be permitted to go outside or play in certain recess activities. When recess cannot be outside due to the weather, students will have supervised indoor recess.

A. GENERAL RECESS GUIDELINES

- Students are expected to be respectful and kind at all times and to every individual whether they are peers or adults.

B. SPORTCOURT GUIDELINES

- Students must stay on the blacktop and surrounding grass areas within the fence. Students may not climb on trees or go behind the bushes.
- During winter, students are not permitted to climb on snow piles or to throw snow. This is a safety concern.

C. PLAYGROUND GUIDELINES

- Students should utilize the playground equipment appropriately. They are not permitted to sit on top of any playground equipment.
- Students are not permitted to climb up the slides, walk on the rails, or sit atop or jump off of the monkey bars.
- During winter, students are not permitted to climb on snow piles or to throw snow. This is a safety concern.

3.00 SCHOOL ADMISSION

Seton Catholic School accepts children of any race or religion – as long as they fully participate in religion classes and celebrations. At the time of registration and if there are openings, students meeting academic requirements are admitted in the following order:

- 1) The family has a child currently attending a Diocese of Rochester Catholic school

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

2) The number of years the family enrolled children in a Diocese of Rochester Catholic school

3) The family is a registered member of Our Lady of Lourdes/St. Anne's

4) The family is a registered member of any Diocese of Rochester Catholic parish

****It is the policy of Seton Catholic School Preschool that children entering preschool in September are fully and completely toilet trained. This includes both the three and four-year-old preschool classes. Completely toilet trained includes:**

*Recognizing the need to use the toilet without frequent reminders.

*Being able to remove the necessary clothing to use the toilet.

*Cleaning private areas with toilet paper after using the toilet.

*Dressing self before exiting the bathroom.

*Washing hands after using the toilet. The use of a "Pull-Up" or similar brand of underwear is not a substitution for being toilet trained. Please let us know if there is any reason your child needs to wear a "Pull-Up" during the school day.

Seton is aware that at this young age, accidents sometimes happen. In the event of an accident the following procedures will occur: *The child will take his/her fresh clothes into the bathroom to change. Your child will be given a plastic bag to put his/her wet clothes in.

*If a change of clothes is not in the child's back pack, the child will be taken to the nurse and a relative/guardian will be contacted to bring a change of clothes.

*In an accident involving feces, a relative/guardian will be called to change the child as we do not have the proper facilities to clean them thoroughly.

*If accidents are frequent, we would ask that you re-evaluate your child's readiness to be enrolled in preschool. Your child's teacher can help you in that decision making process.

3.01 AGE REQUIREMENTS

DIocese OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

New York State Law requires children entering Kindergarten must be five years of age on or before December 1 of the entering year. Similarly, children entering a pre-school program for four-year-olds must be four on or before December 1 of the entering year. The same rule applies for three-year-olds.

3.02 IMMUNIZATION

The Diocese of Rochester and its Affiliated Employers follow New York State Public Health Law requires every student entering school to be immune to diphtheria, tetanus, pertussis, measles, mumps, rubella, poliomyelitis, hepatitis B, varicella and meningococcal in accordance with Advisory Committee on Immunization Practices (ACIP) recommendations, NYS Public Department of Health Immunization Laws and Regulations. Exceptions may be granted for medical or religious reasons.

3.04 NONDISCRIMINATION

Title IX – Nondiscrimination, Harassment, and Bullying: Diocese of Rochester and its Affiliated Employers personnel must follow regulations of Title IX and the guidelines of the nondiscriminatory policy of the Federal government. Diocese of Rochester and its Affiliated Employers will not discriminate in the administration of their educational policies, admission policies, scholarship and financial aid programs, athletic and other school-administration programs. It is the responsibility of the principal (Title IX Coordinator), teachers and staff, students and parents/guardians to create an environment free from harassment, bullying and discrimination.

All students have equal educational opportunities at Seton Catholic School without regard to any legally protected category under federal or state law. Moreover, harassment against students on the basis of a protected category will not be tolerated.

If you believe you or another person has been discriminated against, harassed or denied an opportunity on the basis of any protected category, please promptly contact Mary Kate Koecheler the Title IX Coordinator, at 585-473-6604 to report your concerns. All concerns reported will be promptly and thoroughly investigated/ reviewed. Confidentiality will be maintained to the greatest extent possible under the circumstances. Retaliation against persons who raise concerns is strictly prohibited. If you believe you have suffered reprisal for raising concerns, please contact the Title IX Coordinator to report your concerns.

**DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK**

3.05 LEAD TESTING FOR PRE-SCHOOL AND KINDERGARTEN STUDENTS

New York State Public Health Law requires proof of lead testing for admission to preschool and kindergarten in order to be compliant with the New York State Lead Poisoning Act.

TRANSFERS

Students with past due balances will not be accepted at any other Catholic school within the Diocese of Rochester until the past due amount is resolved.

3.07 PROPER PLACEMENT OF STUDENTS

The Administration and Faculty of Seton Catholic School realize that the progress and growth of each child differs during their school career. Therefore, it is imperative that the proper placement is attained for each child. It would be unfair and improper for Seton Catholic School to admit or retain any student for whom the school did not have an appropriate program. To determine the proper placement of all students entering Seton Catholic School the following procedures are required:

1. academic screening
2. review of previous school records
3. consultation with parents/guardians

For continued proper placement of all students currently in Seton Catholic School the following procedures are followed:

1. The faculty is required to monitor each child's progress in relationship to the class norm. (This process is done through performance assessment, standardized testing and quarterly reports.)
2. The Administration and parents/guardians are to be informed of any student who, in the teacher's judgment, is significantly below the class norm. (Further diagnostic evaluation may be recommended.)
3. Results of all evaluations will be shared with parents/guardians. The administrator in consultation with staff and parents/guardians, will make appropriate placement.

4.00 SCHOOL CURRICULUM

Our curriculum is unique to the individual teacher and school as it integrates our faith and includes all teaching and learning experiences. All curriculum in our schools meets and exceeds the minimum learning standard requirements set forth by New York State. Teachers are expected to use a variety of resources to devise lesson plans and tailor instruction to the individual needs of their students. Teachers of all subject areas are encouraged to collaborate to show the connection between subject areas and allow for students to apply knowledge and skills in preparation for college and careers.

Religion is taught daily as a core subject as well as integrated into all subject areas and aspects of the school day. Prayer occurs multiple times daily and the integration of religious values within other subject areas is the constant responsibility of all faculty and staff.

Shared Expectations for Excellence in Development guides curriculum and instruction in our schools. The document is available online at the Diocese of Rochester Department of Catholic Schools' website (www.dorschools.org)

4.01 CURRICULUM

Our curriculum adheres to the New York State Education requirements incorporating Catholic faith, principles, virtues and practices. Students are required to take the entire core and specials subjects. The core subjects are Religion, ELA, Mathematics, Social Studies, and Science. The core subjects are enhanced with specials subjects, which include Music, Art, Physical Education, Technology, and Library.

4.02 HOMEWORK

Homework is an important follow-up to daily learning. It reinforces and expands classroom instruction and helps promote independence and responsibility. Reading and study assignments are equally as important as written assignments. Satisfactory completion of homework assignments is an integral part of determining students' grades. A quiet, well-lit work area, away from distractions should be provided at home. Establishing a daily homework routine is helpful to students. It is very important that parents understand and support the school homework policy. Homework assignments can be found in the student planner or online through google classroom. Homework should not

**DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK**

normally exceed a half hour a day for grades 1-2 and 1 hour a day for grades 3-6. Occasionally there are bigger projects or studying for a test that requires some additional time. Please work with students to plan accordingly.

If a student is sick for a day they will receive missed work upon their return. If a student is out sick for multiple days they can request work from the teacher. If a student is out due to an unexcused absence (vacations, sporting event, etc.) they will receive missed work upon their return.

4.03 PERFORMANCE ASSESSMENT- DAILY SUBJECTS

We adhere to the New York State testing requirements. At the school level, our teachers use a variety of methods to assess students' achievement. This includes I-Ready Benchmark Assessments, unit tests, quizzes, oral and written reports, special projects and homework, as well as other methods. All grades are entered into the online FACTS Grading Program. There are four grading quarters each school year. Report cards are made available electronically at the end of each quarter through FACTS. The fourth quarter report card is the only report card that is sent home as a hard copy. Math, ELA, Science, Social Studies, Religion, and Health are given report card grades each quarter. Physical Education, Technology, Art, and Music are given report card grades once per semester, at the end of the second and the fourth quarter.

Grades PK - 2

These grades will be un-weighted using the following marking codes:

E = Exceeds Grade Level Diocesan Standards

M = Meets Grade Level Diocesan Standards

W = Working Towards Grade Level Diocesan Standards

N = Not Yet Meeting Grade Level Diocesan Standards

X = Not Evaluated at This Time

Grades 3-5

These grades will be weighted using the following system:

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

Projects, Tests, Quizzes (50%)

Classwork (35%)

Homework (15%)

Grades for 3rd – 5th grade students will be entered as percentages.

95-100 Excellent: Indicates superior performance, initiative and independence in academic study.

90-94 Very Good: Indicates commendable performance in academic study.

85-89 Good: Indicates above average performance in academic study.

80-84 Very Satisfactory: Indicates a tendency toward above average performance in academic study.

75-79 Satisfactory: Indicates average performance in academic study.

65-74 Unsatisfactory: Indicates weakness and difficulty in the understanding of content and the application of skills in academic study.

Below 65 Failure: Indicates a marked lack of understanding of content and ability to apply skills in a subject area.

All students receive the following grades for learner behavior skills:

N = Needs Improvement

I = Improving

S = Satisfactory

E = Exemplary

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

4.04 FIELD TRIPS

Each class has field trips as part of their curriculum. Students must have a permission slip signed by their parents to go on a field trip. Confirmation by phone is not permissible. Transportation for local trips is provided by bus. All chaperones must complete Creating A Safe Environment and authorize a background check.

4.05 ACADEMIC INTERVENTION SERVICES (AIS)

The Seton Catholic School community is blessed to have several assisting teachers dedicated to helping fulfill the needs of our children for support in ELA and math. Academic Intervention Services (AIS) teachers will have open communication and involvement of parents in all stages of assistance.

4.06 PROMOTION

The Diocese has established specific criteria for grade advancement. Students must satisfactorily complete all academic areas of study according to grade level. While parents are consulted throughout this serious decision-making process, the final decision to promote or retain a child rests with the school.

4.07 SPIRITUAL ACTIVITIES

Many spiritual opportunities are given to students so what is learned in class can be put into action.

A. Prayer Together

Every morning we gather as a school community to pray together as part of our morning program. We celebrate mass once a month and during all holy days of obligation. Students also say grace before snack and lunch.

B. School Liturgies

Our celebrations to worship God are just that - celebrations! Students are active in both the planning and the execution of these masses and times of prayer. Family and friends are encouraged to join us. All students are to participate fully and reverently.

C. Outreach

Caring for others is put into practice through a variety of outreach activities. We participate in many service projects throughout the school year to help and

**DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK**

give back to our community. Offerings of gifts, groceries, and prayers for families in need are collected throughout the season.

5.00 STUDENT HEALTH AND SAFETY

5.01 ADMINISTRATION OF MEDICATIONS AT SCHOOL

Prescribed medications will only be dispensed by the school nurse, doctor, or other health professional when the “Parental Authorization for Administration of Medications in School” is completed and returned to the school. In the absence of the health care professional, there will be a designated staff member who has been properly trained to administer medication, in most cases the administrative assistant or the principal. Additional document includes a written order from a health care professional stating the drug to be given and the time and dosage. In keeping with New York State law, medications must be transported directly by the parent/guardian to the school (medications CANNOT be transported on the school bus).

5.02 EMERGENCY TREATMENT

If a student becomes ill during school hours, the parent/guardian will be notified. Each year an “Emergency Treatment of Students” form must be completed and returned to the school. This form summarizes emergency contacts, medical conditions, medications, and allergies.

5.03 STUDENT PREGNANCY

The Diocese of Rochester maintains a pastoral approach to ministering to the needs of female and male students involved in a pregnancy as well as to their families. Each such case will be treated individually by the Principal and Pastor/Pastoral Administrator in consultation with the family.

5.04 CHILD PROTECTIVE SERVICES ACT

Under the New York State Child Protective Services Act, school personnel who “suspect” that a child coming before them in their “professional capacity” is being abused, maltreated, and/or neglected are mandated to report this suspicion to the New York State Central Register for Abuse and Maltreatment. All school faculty and administration are mandated reporters. All Diocese of Rochester

**DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK**

Schools are legally and morally bound to make such reports and will contact the local Department of Social Services when necessary.

5.05 DRUG, ALCOHOL, AND TOBACCO

Student use, possession, sale, conveyance, distribution or manufacture of controlled substances (as defined by New York Penal Law and Title 21 of the Code of Federal Regulations) and/or illegal drugs is expressly prohibited on parish, school, or diocesan (including vehicles) property. Underage possession or use of alcohol and tobacco on parish, school, or diocesan (including vehicles) property is strictly prohibited. Students shall not be under the influence of alcohol or other prohibited substances on parish, school or diocesan grounds or at parish, school or diocesan-sponsored events.

School authorities (minimum of two adults) may conduct a search of a student's book bag, locker, and/or a personal search of a student when there is sufficient cause to believe that drugs, alcohol, tobacco, weapons or other materials are hidden.

Local police must be called to investigate suspicion of a violation of this policy. Anyone on school premises who is taking drugs prescribed by a physician, dentist, or other licensed practitioner which may affect their ability to function in the school environment, should bring this information to the attention of the principal. Prior to the ingestion of any such prescribed medication every student must provide to the principal a written statement from the prescribing practitioner that identifies any restrictions that the medication may necessitate.

New York State Law prohibits smoking in all parish and diocesan buildings as well as anywhere on school grounds. Students may not smoke on school grounds at any time. For purposes of this policy, smoking includes the use of any tobacco products, such as lighted or unlighted cigarettes, cigar, cigarillo, pipe, bidi, clove cigarette, spit/spitless tobacco and any other smoking or tobacco product. The use of e-cigarettes and any other products containing nicotine is also prohibited.

Compliance with this policy is a condition of enrollment, and any student who engages in any such behavior may be subject to disciplinary action, up to and including expulsion.

**DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK**

5.06 WEAPONS ON SCHOOL PREMISES

No implement that can be construed as a weapon (e.g., firearms, knives, large sticks, matches, lighters, or the like) will be allowed on school or parish grounds. Appropriate disciplinary action should be taken if a weapon is found including contacting the police, if the student possessing the weapon is considered to be jeopardizing the safety of themselves and/or others. In the event of contacting the police, the Diocese (Department of Catholic Schools and the Chancellor's office) must be notified immediately.

School officials must cooperate with law enforcement officers who come to the school for purposes of questioning pupils. Cooperation with police will be done in such a way as to protect the legal rights of each individual student.

5.07 CODE OF CONDUCT

Seton Catholic School and the Diocese of Rochester Department of Catholic Schools take the safety, well-being, as well as character building of our students very seriously. The Code of Conduct addresses and aligns with the guidelines in accordance with the Dignity for All Students Act in terms of issues of discrimination, harassment, and bullying. The guidelines in this law reinforce our commitment to building a strong, Christian character in all of our students as well as employees. Our goal is to encourage a Christian community where all students and staff respect the uniqueness of each person, develop an increased sense of respect for oneself and others, and create an atmosphere that enables students to grow in self-discipline. Provisions are in place that prohibit discrimination, bullying (including cyber bullying) and harassment against any student by employees or students on school property, school bus, or at a school function, that creates a hostile environment by conduct with or without physical contact and/or by verbal threats, intimidation or abuse, of such a severe nature that:

1. has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional and/or physical well-being or:
2. reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

Provisions for responding to acts of discrimination, harassment and/or bullying against students by employees or students on school property or at a school function are described in the contents of this handbook.

5.08 RIGHTS AND RESPONSIBILITIES

The Seton Catholic School Community is committed to safeguarding the rights accorded to all those in the Seton community under local, state, and federal law. The mission of Seton is to serve God by providing a challenging academic education integrated with Catholic values and morals. We develop the whole child spiritually, intellectually, emotionally, physically, and socially. In order to promote a safe, healthy, disciplined, and respectful school environment; students, parents, teachers/staff, and volunteers have rights as well as responsibilities. A. Seton catholic School Community's Rights:

All Seton Catholic School Community members have the right to:

1. Take part in all school activities on an equal basis regardless of age, race, religion, color, national origin, sex, sexual orientation, disability, or socio-economic status.
2. A school that is free of tobacco, alcohol, and drugs.
3. A clear, fair, and consistently-administered discipline code.
4. Courtesy and respect from one another (including students, parent/guardians, teachers/staff, and volunteers).
5. Share his/her side of the situation in regards to important events, at an appropriate time, to school personnel (principal, teachers, and staff).
6. Access to the school rules and the code of conduct, and when necessary, receive an explanation/reminder of those rules from school personnel (principal, teachers, and staff).

B. Student Responsibilities:

All Seton Catholic School students have the responsibility to:

1. Contribute to maintaining a school environment conducive to learning and to show respect to other persons and to property.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

2. Follow all Seton Catholic School handbook policies, school rules, and this Code of Conduct.
3. Refrain from negative and harmful verbal or physical acts towards others.
4. Attend school every day unless they are legally excused, and be in class on time, and prepared to learn.
5. Work to the best of their individual ability in all academic and extra-curricular activities and strive toward their highest possible level of achievement.
6. Complete all assignments as directed.
7. Keep parents informed of school-related matters including class and homework assignments as well as school events and ensure that parents receive communications that are sent home by teachers and school staff members.
8. Help maintain a school environment free of tobacco, weapons, illegal drugs, and alcohol.
9. React positively, proactively, and responsibly to directions given by principal, teachers, staff, and volunteers.
10. Avoid using cell phones, smart watches, and other personal electronic devices during the school day.
11. Display their emotions in an appropriate manner and communicate using respectful, appropriate language both verbally and in written form.
12. Ask questions when they do not understand.
13. Seek help in solving problems that might lead to discipline.
14. Dress according to the Seton Catholic School uniform policy for school and school functions.
15. Accept responsibility for their actions.
16. Conduct themselves as representatives of Seton Catholic School when participating in or attending school-sponsored extra-curricular events (such as

**DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK**

but not limited to fieldtrips and enrichment activities), while on a school bus, or on school grounds and to hold themselves to high standards of conduct, character, and sportsmanship.

C. Parent/Guardian Responsibilities

All parents/guardians are expected to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents, the students, and the school community.
2. Send their child(ren) to school prepared to participate and learn.
3. Ensure their child(ren) attend school regularly and on time.
4. Ensure absences are excused and properly documented.
5. Insist their child(ren) be dressed and groomed in a manner consistent with the Seton Catholic School uniform policy.
6. Help their child(ren) understand that in a democratic society, appropriate rules are required to maintain a safe and orderly environment.
7. Know Seton Catholic School rules and help their child(ren) understand them.
8. Convey to their child(ren) a supportive attitude toward education and the mission of Seton Catholic School.
9. Build relationships of mutual respect and dignity with the principal, teachers, staff, other parents, and their child(ren)'s friends.
10. Help their child(ren) deal effectively with peer pressure and communicate any problems being faced by your child to the teacher and principal.
11. Inform the Seton Catholic School office staff of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study, necessary tools, and ensure assignments are completed.

13. With your child(ren), check daily the school website including teacher pages, planners, and take home folders for updates and information.

5.09 PROHIBITED STUDENT CONDUCT

Rules concerning student conduct and sanctions for major infractions are clearly discussed with the students and parents in the beginning of each school year. Administration of disciplinary action is the primary responsibility of the classroom teacher. Every effort is made to assure that consequences are fair and proportionate to the infraction. Parents will be informed if students persist in misbehaving. Exceptional cases are referred to the principal. Students may be subject to disciplinary action if they engage in any conduct that is disorderly, insubordinate, disruptive, or violent; endangers the safety, morals, health, welfare, or educational rights of themselves or others; or goes against the student responsibilities listed in this Code of Conduct.

5.10 DISCIPLINARY PROCEDURES AND CONSEQUENCES

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that is reasonable and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline, responsibility, and awareness of other people. This discipline policy is intended to encourage and cultivate a caring and respectful Christian community. Disciplinary action, when necessary, will be firm, fair, and consistent to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to carry out disciplinary consequences will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.
4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate.
6. Other circumstances.

As a general rule, discipline will be progressive. This means that a student's first infraction will usually merit a lighter penalty than later infractions. [Examples of lighter consequences: verbal warning for first offense, and written warning for second offense.]

5.11 DISCIPLINE COMMUNICATION

We strive to ensure that all disciplinary matters are communicated with parents in a timely manner so that we continue to work as a unit on teaching students about behavior, choices, and consequences, in a Catholic and Christ-centered manner.

Teachers and principals will document all infractions with a description of the infraction, the disciplinary response, and the communication made to parents, whether written or verbal.

5.11 HOME TO SCHOOL CHAIN

The Catholic Schools Office encourages parents to discuss their interests regarding their children's education as early and as directly as possible. The following steps should be followed:

1. Discussion with the Teacher
2. Discussion with the Principal
3. Submission of the concern in writing to the Superintendent of Schools.

Most concerns can be dealt with at the source, and this is the best place to seek solutions.

**DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK**

5.13 MATRIX OF BEHAVIORAL EXPECTATIONS

Behaviors listed in this Code of Conduct are examples and are not an all-inclusive list.

All Settings	Classroom	Hallway Stairway	Lunch	Playground	Bus	Bathrooms
Be Safe <ul style="list-style-type: none"> • Follow the safety procedures of the school • Move safely at all times 	-Walk/move safely -Use materials and supplies safely -Follow classroom expectations	-Walk safely	-Follow instructions of monitor -Follow schedule -Walk in appropriate areas	-Stay on school grounds -Play safely	-Be on time -Allow others their space -Follow bus rules	-Flush after use -Report problems to the office
Be Responsible <ul style="list-style-type: none"> • Care for school & personal property • Be truthful and honest • Recognize and appreciate individual qualities 	-Be ready & on time -Be on task and attentive -Work for success -Listen to, and follow, instructions	-Carry your own supplies -Keep the area clean	-Clean up after you eat -Follow the schedule -Use appropriate voice and language	-Follow instructions of monitors -Take care of your things -Be responsible with equipment	-Listen to and follow driver's instructions	-Respect people's privacy -Clean up after yourself
Be Respectful & Kind <ul style="list-style-type: none"> • Use appropriate voice & language • Follow adult directions • Assist others in need of help 	-Respect other's property and space -Respect other's right to learn -Use polite and quiet voice -Work cooperatively with others	-Use quiet voice -Listen carefully to instructions -Walk single file in hall -Do not disturb other classes	-Use good manners -Be and act kind to all -Respect other's space -Be sensitive to other people's feelings	-Keep playground clean -Share equipment -Keep hands and feet to self -Include others. -Show good sportsmanship	-Stay in assigned seat -Wait in designated area	-Wash hands -Respect people's privacy

5.14 PROGRESSIVE DISCIPLINE

The school's Code of Conduct has been communicated to students and parents. Discipline actions arising as a result of students not adhering to the Code of Conduct will be based on the notion of progressive discipline with the last possible erosion of instructional time depending on the severity of the infraction. When investigating behavior issues, we must adhere to the facts as they are presented to us.

5.15 PROGRESSIVE STEP SYSTEM

This system is a whole-school approach that utilizes interventions, supports, and consequences to address inappropriate student behavior and to build upon strategies that promote positive behaviors. When inappropriate behavior occurs, disciplinary measures will be applied within a framework that shifts the focus from one that is solely punitive to one that is both corrective and supportive. These interventions, supports, and consequences include learning opportunities for reinforcing positive behavior while helping students to change their behavior and make good choices.

Step 1

After a minimum of 3 minor infractions in a short period of time a student completes a Reflection Sheet. Teacher sends the form home to be signed and returned.

Step 2

If behavior continues, teacher calls parent to discuss behavior and ways to support student at home and at school.

Step 3

If behavior continues, parent/teacher/student conference requested. Parent, teacher, and student develop a plan. School Services may become involved to support change in student behavior.

Step 4

If behavior continues, teacher, student, parent, and principal meet to discuss behavior and review plan.

**DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK**

Step 5

If behavior continues, principal may consider serious consequences such as suspension and/or expulsion.

*A student can progress quickly through the steps for more serious infractions such as fighting, defiance, bullying, consistent use of disrespectful language, etc.

5.16 MINOR AND SEVERE INFRACTIONS

All infractions and interventions result in communication with parents/families.

<u>Tier 1 Infractions</u>	<u>Tier 2 (Serious) Infractions</u>	<u>Tier 3 (Severe) Infractions</u>
Teacher Intervention	Teacher + Principal Intervention May result in suspension or expulsion	Teacher + Principal +Pastor Intervention May result in expulsion
Disrespect to Adults (defiance)	Disrespect to Adults (repeated defiance, intentional refusal)	Bullying
Dress Code Violation	Verbal Aggression	Physical Aggression
Inappropriate language	Fighting	Inappropriate physical contact
Property damage/misuse	Technology violation	Weapons
Cell phone use	Inappropriate physical contact depending on severity	Tobacco/Alcohol
Lying/Cheating	Tier 1 Infractions that are repeated after Intervention become Tier 2 Infractions	

In some circumstances, short-term suspension may be needed. In the case of a serious incident, expulsion may be the response that is required. If two students are disciplined for the same infraction but one of the students has had a previous Reflection Sheet(s), the consequence(s) may look different for that student.

In considering the most appropriate response to address inappropriate behavior, the following will be taken into consideration:

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

- The particular student and circumstances (e.g., mitigating or other factors) such as; student's age, maturity and special needs (if any-such as intellectual, physical, sensory, emotional and behavior disability)
- The nature, severity and frequency of actions of the behavior
- The impact on the school and classroom climate
- In all matters the principal will make the final determination regarding consequences up to and including continued enrollment.

5.17 CONSEQUENCES

When inappropriate behavior occurs, the school will utilize a range of interventions, supports, and consequences that are developmentally appropriate and should include opportunities for students to focus on improving behavior. Consequences may include, but are not limited to, meeting with the parent(s), student, teacher, and principal; focus on repairing relationships (restorative justice), loss of recess time, detentions, in-school suspension time, or loss of privileges including school and class trips or special celebrations.

The range of consequences increases with each visit to the office and may result in out of school suspension time or expulsion.

5.18 BULLYING

Bullying can be physical, verbal, or emotional. Bullying happens everywhere in all different forms. There are six primary types of bullying:

- Physical bullying – using strength and size to overtake a victim
- Verbal bullying – using harmful words, cursing or name calling to intimidate a victim
- Sexual bullying
- Relational bullying – working to destroy someone's reputation and make their friends turn against them
- Reactive bullying – convincing others to take part in bullying, completely overpowering and outnumbering the victim

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

- Cyberbullying

In considering the most appropriate response to address bullying, the following will be taken into consideration:

- The particular student and circumstances
- The nature and severity of the bullying incident, as well as how long the bullying has been going on
- The impact on the school and classroom climate
- The school will take all reasonable steps to prevent retaliation against a student who has made a complaint about behavior that is a breach of the code of conduct.

5.19 WHAT BULLYING IS NOT

The incidents on this list are **NOT** considered bullying:

- Not liking someone – It is natural that people do not like everyone around them and, as unpleasant as it may be to know someone does not like you, verbal and non-verbal messages of “I don’t like you” are not acts of bullying. However, in a Christian environment, our teachers will do everything they can to build relationships between students, teaching tolerance, patience, and understanding for those different from ourselves.
- Accidentally bumping into someone – When people bump into others, the reaction sometimes depends on the bumped person’s mood. If they are having a bad day, they may think it is an act of aggressive behavior. If they are having a good day, they smile back and attract an apology. This is also relevant for playing sports on the playground. It is important to understand that some accidents happen without bad intention and should not turn into a big conflict.
- Making other kids play a certain way – This is natural behavior in terms of development and is not an act of bullying. Teaching students to use their voice, make some compromises, and learn to set boundaries for themselves during play and sharing is part of the educational process.
- Arguments – These disagreements between two (or more) people are also a natural part of development, especially when students are together all day, every day. It is appropriate for people to have different interests and disagree occasionally.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

All of the above behaviors are unpleasant and need to be addressed, but they are not to be treated as bullying. Sometimes students will fight, name call or argue, but will talk the next day after they've made their apologies or have moved on from the incident.

Teachers will use various strategies to teach students life skills needed to work cooperatively with others, develop self-advocacy, and, most importantly, keep Christ at the center of their dealings with each other. All classrooms are currently using Caring School Community, along with their religious curriculum and strong Catholic Identity, to continue to teach, model and practice values that support the development of a responsible, self-sufficient, and productive graduate who has empathy and compassion for others, with Christ as the guiding force in his/her life.

5.20 CYBERBULLYING AND INTERNET SAFETY

The Acceptable Student Use of the Computer Network and Internet Policy was outlined for parent approval and signature in the Technology (7.0) section of the Student Handbook. This section pertains to bullying and threats using social media and the internet.

Many incidents involving inappropriate student behavior while online occur outside of school. However, these problems often spill into the school in the form of bad feelings, arguments, and disruption. What we see most frequently includes cyberbullying or cyber threats via instant messaging or in chat rooms, the posting of hurtful messages, the sharing of hurtful text messages, embarrassing comments, and inappropriate photos and videos being uploaded to social networking sites such as Facebook, YouTube, Instagram, Snapchat, and more.

Most of these incidents occur without the knowledge or consent of parents, who aren't aware of their children are doing when they go online either in their own home or at a friend's house.

Cyberbullying will be treated in a serious manner and students who partake in hurtful images or messages will be dealt with accordingly.

We encourage parents and families to support, learn and monitor what your child is doing online.

- Communicate with your child about what they are doing online.
- View your child's instant messaging and social media sites
- Check your child's files and photos to see what images are being sent
- Learn how to adjust/increase privacy settings

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

6.00 FINANCIAL

6.01 TUITION

- All registered families' tuition is tracked through FACTS Management System. FACTS accounts must be in the parent(s) or guardian(s) name that is on the registration form. Accounts are not allowed under other relatives' names. Tuition payments should be made directly through the FACTS system.
- The 2024-2025 tuition at Seton is \$5,410.00 for parishioners and \$7,225.00 for non-parishioners. A multi-student discount is available. Preschool Tuition rates range depending on half day or full day and how many days the student attends.

6.02 PARISHIONER STATUS

Families are granted parishioner status by Pastor/Pastoral Administrator authorization. Neither Seton Catholic School nor the school principal has the authority to grant parishioner status.

Should a discrepancy arise regarding a family's parishioner status, it must be resolved through their home parish. It is the responsibility of the family to resolve the discrepancy with the Pastor/Pastoral Administrator, not Seton Catholic School or the school principal.

6.03 DELINQUENT ACCOUNTS

Families that are one payment in financial delinquency will be notified by **FACTS** as being past due. The Pastor/Pastoral Administrator, Business Manager/Finance Director and Principal will be notified of the past due status.

Families with balances greater than 60 days past due will not be permitted to return to school until the outstanding balance is resolved.

Seton Catholic School will pursue every avenue to obtain tuition and extended care payment, including collection agencies and legal options. Academic records and transcripts will not be released until the outstanding balance is paid in full, as well as any collection fees incurred.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

7.00 TECHNOLOGY

7.01 ACCEPTABLE USE OF THE COMPUTER NETWORK AND INTERNET POLICY

It is the policy of Seton Catholic School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the "Seton Catholic School Acceptable Use of the Computer Network and Internet Policy." Access privileges may be revoked, administrative disciplinary action may be taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

Internet Terms, Conditions, and Regulations

Acceptable Use

Use of the Internet and related technologies must be in support of education and research and consistent with the educational objectives of Seton Catholic School. Use of other organizational networks or computing resources must comply with the rules appropriate for these networks.

Unacceptable Use

Transmission of any material in violation of any national, state or Diocesan policy or law is prohibited. This includes, but is not limited to, copyright materials, threatening, violent, or obscene material or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, unauthorized chat or chain letter communication or political lobbying is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, or like material.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user, or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access sign-on and/or password and/or accounts, and/or files is prohibited.

Privileges

The use of the Internet and related technologies is a privilege, not a right. Inappropriate use may result in cancellation of those privileges. Each user, who is provided access to Internet and related technologies, will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administrator or designee to deny, revoke, or suspend a specific user access to the Internet and related technologies due to unacceptable use.

Warranties

The educational programs governed by Seton Catholic School make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damage's users may suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

obtained via the Internet and related technologies is at the user's own risk. The educational program governed by Seton Catholic School specifically denies any responsibility for the accuracy or quality of information obtained through its services. The computer user will be responsible for any financial obligation incurred through the use of Internet and related technologies that are not previously approved as part of the school budget.

Acceptable Student Use of the Computer Network and Internet Policy

Rules and Responsibilities:

Access to the Internet will enable students to explore thousands of school-related libraries, databases, and research media. While Seton Catholic School's intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable material as well. Seton Catholic School believes that educational benefits to students from accessing the Internet, in the form of information, resources, and opportunities for collaboration, exceed any disadvantages.

To that end, Seton Catholic School has set the following standards for acceptable student use of on-line information sources via the Internet.

1. Students are responsible for good behavior on school computer networks, just as they are in the classroom. Communications on the network are often public in nature. The Internet network is provided for students to conduct research and communicate with others as a regular part of the curriculum. Access to Internet network services is given to students who agree to act in a responsible manner. Parental permission is required, and access is a privilege - not a right.
2. Network administrators and teachers may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network storage areas will be monitored regularly. Users should not expect that files used or stored on school computers or servers would always be private.
3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio, and other potentially offensive media.
4. The following list describes behaviors and/or actions that are not permitted. The principal, as school administrator, has final authority to determine what behaviors and/or actions are unacceptable:
 - Sending, displaying, or downloading offensive messages or pictures;
 - Using obscene language;
 - Harassing, insulting, or threatening others;
 - Damaging of computer systems or computer networks;
 - Violating copyright laws;
 - Submitting documents from the Internet as a student's personal work;
 - Using another person's sign-on and/or password;

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

- Trespassing in someone else’s folder, work, or files;
 - Intentionally wasting limited resources;
 - Using the network for commercial purposes;
 - Revealing a personal phone number, name or address of one's self or another;
 - Any other form of cyber bullying.
5. Violations will result in loss of access as well as other disciplinary action as determined by the school principal.

7.02 USE OF ELECTRONICS – CELL PHONE AND OTHER ELECTRONIC DEVICES

Neither the Diocese of Rochester nor the school is responsible for any electronic items brought to school; including cell phone, tablets, or any digital equipment. All electronic communications devices are subject to the Acceptable Use of the Computer Network and Internet policy.

- At Seton Catholic School, it is recommended that all personal electronic devices be left at home. This includes cell phones, tablets, smartwatches, or any digital equipment. The school is not responsible for any of these items.
 - If they are brought to school, they must remain stored away in the student’s backpack for the entire day.
 - If a personal electronic device interferes with the student’s school participation, it will be turned into the principal and the parents will be called to pick it up. The device will not be released to the student.

**DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK**

8.00 PARENT INFORMATION & COMMUNICATION

8.01 COMMUNICATION FLOWCHART

As a Catholic school community, we recognize the role of parents/guardians as the primary educators of their children. Therefore, we value communication as a key to the success of all children entrusted to our care. This communication flow chart serves as a guideline and should assist parents/guardians and school community members in contacting the appropriate school staff members with questions or concerns. We encourage you to contact the staff member most immediately involved with your question or concern as the first contact. If the issue is not resolved, please progress through the flow chart below.

Questions/ Concerns	First Contact	Second Contact	Third Contact
Academics	Teacher	Principal	
Athletics/CYO	Coach	Athletic Director & Principal	Director of CYO Sports
Behavior	Teacher	Principal	
Extra-Curricular Activities	Club Advisor	Teacher	Principal
Financial Aid	Business Office	Principal	Pastor/ Pastoral Administrator
Medical	School Nurse	Teacher	Principal
Religion	Teacher	Principal	Coordinator of Curriculum & Instruction
Safety	Teacher	Principal	
Special Education	Teacher	AIS Teacher & Principal	K-8 th : District of School Location; Pre-K: District of Residence
Transportation/ Bus Behavior	Driver	Principal	Transportation Department of District of Residence
Technology	Teacher	School Technology Coordinator	Principal
Tuition Payment	Tuition Management Company, <i>if applicable</i>	Business Office	Principal
Use of Facilities	Parish Office	Principal	Pastor/ Pastoral Administrator

Additionally, the Superintendent of Schools is the Fourth Contact.

DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS
SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

Acceptable Student Use of the Computer Network and Internet Policy

Parent/Guardian Agreement Form

Parents/guardians are asked to complete this form after reading and discussing the “*Seton Catholic School Acceptable Student Use of the Computer Network and Internet Policy*” with their child(ren). This document will be kept at the school for the duration of the student’s attendance.

Parent/Guardian Support for Acceptable Computer Network Guidelines:

As the parent and/or guardian of _____, I have read and will support terms described in the “*Seton Catholic School Acceptable Student Use of the Computer Network and Internet Policy*.” I have instructed my son/daughter to cooperate with and support the rules and guidelines set forth in the “*Seton Catholic School Acceptable Student Use of the Computer Network and Internet Policy*.” I understand my son/daughter will be held responsible for any non-compliance with the stated policy’s rules and responsibilities.”

Signature of Parent / Guardian

Date

Student Support for Acceptable Computer Network Guidelines:

As a student, I have read/discussed and will follow the guidelines of the “*Seton Catholic School Acceptable Use of the Computer Network and Internet Policy*.” I understand I will be held responsible for any non-cooperation with the stated rules and responsibilities.”

Student Signature

Date

Student Signature

Date

Student Signature

Date

***Seton Catholic School Handbook
Parent/Guardian Agreement Form***

Student Parent/Guardian Handbook Acknowledgement

As the parent and/or guardian of the following students at Seton Catholic School, I have read and will support the rules and procedures outlined in the Seton Catholic School Student Parent/Guardian Handbook. I have also instructed my child/children to cooperate with and support the guidelines set forth in this handbook.

Student Name _____

Student Name _____

Student Name _____

Parent/Guardian Name _____

Signature of Parent / Guardian

Date