



Diocese of Rochester  
**Catholic Schools**

Faith. Academics. Community.

STUDENT PARENT/GUARDIAN HANDBOOK

**Seton Catholic School 2023-2024**



165 Rhinecliff Drive  
Rochester, NY 14618

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2021-2022

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## ***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.

## 1.00 WELCOME

Thank you for choosing to be a part of the Seton Community! On behalf of the faculty and staff, I'd like to extend our welcome to your family. Please know we are here to work with you to ensure the best possible environment for every child. We strive to meet each student where they are, academically, socially, spiritually, and to support them on their journey to becoming their very best version of themselves!

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.

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

## 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.

## 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.

## **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. As Jesus said, “I am the way and the truth and the life. No one comes to the Father, except through me” (John 14:6). In service to the children and the school, your gifts will be realized and valued.

All 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 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.**

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

Mrs. Mary Kate Koecheler, Principal  
[mary.kate.koecheler@dor.org](mailto:mary.kate.koecheler@dor.org) (585) 473-6604

Mr. Mike Demlein, Teacher-In-Charge (TIC),  
[Michael.demlein@dor.org](mailto:Michael.demlein@dor.org) (585) 473-6604

Mrs. Bethany Samsonik, Dignity Act Coordinator (DAC),  
[bethany.samsonik@dor.org](mailto:bethany.samsonik@dor.org) (585) 473-6604

Mrs. Andriana Scott, Administrative Assistant  
[andriana.scott@dor.org](mailto:andriana.scott@dor.org) (585) 473-6604

Building Maintenance.....Mr. Rodney Beason  
.....Mr. Santos Rodriguez  
Lunch Coordinator.....Mrs. Susanne Mayausky  
Wrap Around Care Coordinator .....Ms. Dominique Castano

#### Seton Preschool

Preschool Teachers.....Mrs. Jennifer Koerner  
Mrs. Renee Smith  
Ms. Dominique Castano  
Preschool Assistants.....Mrs. JoAnn Figueiredo  
Sr. Madeline Rockwell  
Mrs. Suzanne Mayausky

#### Seton Primary

Kindergarten.....Ms. Katerina Nunez  
Grade One.....Mrs. Eve Fiorica  
Grade Two.....Mrs. Sara Stafford

#### Seton Intermediate

Grade Three.....Ms. Chelsea Chase  
Grade Four.....Mrs. Shelly Fragale  
Grade Five.....Mrs. Ann Campolieto  
.....Ms. Claudia Papalia  
Grade Six.....Mrs. Janet Holleran

#### Special Subject Areas

Art.....Mrs. Ann Bell  
Music.....Ms. Karen Snyder  
Technology.....Mr. Tom Rued  
Physical Education.....Mr. Mike Demlein  
Library.....Ms. Karen Snyder  
Academic Intervention Services (AIS) Mrs. Bethany Samsonik  
Mr. Tom Rued

## 2.03 SCHOOL DRESS-CODE AND UNIFORMS

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

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

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

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

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

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


### **Uniform Infractions**

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

### ***Suggested Retailers***

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

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



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

## **SCHOOL HOURS**

### **2.04 SCHOOL CLOSINGS & WEATHER EMERGENCIES**

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

Seton sent Email

Seton Website

Seton Facebook

Channel 13 (specifically)

### **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 student attendance is an integral factor in maintaining a quality educational program and is one of the most powerful factors of a student's success in school.

Parents/Guardians must notify the Main Office at 585-473-6604 to report student absences.

Approved excused absences are defined as:

- Sickness
- Serious family illness
- Death of a family member of close friend
- Religious
- Medical or Dental Appointment
- Court
- Approved school-related program

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

## **3.00 SCHOOL ADMISSION**

### **3.01 AGE REQUIREMENTS**

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.

### **3.03 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 Patricia Selig, 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.

### **3.04 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.

### **3.05 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.

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

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## **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](http://www.dorschools.org))

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

## **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 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.

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

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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.

### **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.

# DIOCESE OF ROCHESTER – DEPARTMENT OF CATHOLIC SCHOOLS

## SETON CATHOLIC SCHOOL – STUDENT/PARENT HANDBOOK

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### 6.00 FINANCIAL

#### 6.01 TUITION

##### **SETON ELEMENTARY (Gr. K – 6) - ANNUAL TUITION for 2023-24**

PER-CHILD RATE	PARISH SPONSORED	NON-PARISH SPONSORED
1 <sup>st</sup> child	\$5,100	\$6,800
2 <sup>nd</sup> child	\$4,000	\$5,200
Each additional child	\$2,700	\$3,600

- A \$500 per family, non-refundable registration fee is due at the time of Pre-K thru Grade 6 registration.
- “Parish Sponsored” families must meet certain expectations as set forth by their home Catholic Parish’s Pastor or Pastoral Administrator to qualify for Seton’s reduced Catholic Parish Sponsored tuition rate.

#### 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.

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### 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 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.



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### *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;
  - 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.

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### **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

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

Additionally, the Superintendent of Schools is the Fourth Contact.

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### 8.02 MEDIA RELEASE STATEMENT

Throughout the year, Seton Catholic School often takes photographs of its students engaging in classroom activities and participating in school events. The photographs are used for general marketing purposes in publications, public relations, promotions, and advertising – both in print and online. They are also posted on Facebook and on the teachers' classroom pages as a way to share the students' school day with Seton families.

To protect our students' identity, we will NOT use their full names and biographical information in conjunction with photographs designated for promotional purposes to the general public. However, internally distributed materials, such as the school yearbook and newsletter, will include our students' full name. In the event a third party wishes to publish a news-related story about our school, we will do our best to limit them to the use of the students' first name only.

#### Yes, Take Pictures of My Child(ren)

If you want photographs of your child(ren) to be published as specified above, then **no further action is required**. *No form on file will give permission to photograph your child(ren).*

#### No, Do Not Take Pictures of My Child(ren)

If you **DO NOT** want photographs of your child(ren) to be published as specified above, you must complete this form and return it to the main office with your registration paperwork.

### PHOTO OPT-OUT FORM

- ☐ I **DO NOT GIVE** Seton Catholic School permission to take photographs of my child(ren) for the following purposes:
- ☐ All Print and Online Marketing Initiatives (includes the school's Website)
  - ☐ School's Facebook & Instagram
  - ☐ Teacher's Classroom Page

Parent's/Guardian's Name: \_\_\_\_\_

CHILD'S <b>LAST</b> NAME	CHILD'S <b>FIRST</b> NAME	Grade

Parent's/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Note: Opt out is effective for one school year only.)

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*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.”

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*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.”

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*Student Signature*

*Date*