



PARENT & STUDENT
HANDBOOK

2021-2022

*#1 Seton Court, Saint Charles, MO 63303
636.946.6716 □ 636.946.2670 (fax)*

[Type here]

[Type here]



PARENT & STUDENT HANDBOOK

July, 2021

All policies are formulated in accordance with policies of The Archdiocese of St. Louis and are in compliance with Title IX (Gender Discrimination)

Any reference in this document to “parent(s)” also refers to the legal guardian(s).



Dear Parents of Seton Regional Catholic School,

It is with great pleasure that I welcome you to the 2021-2022 school year and the Seton Regional community. It will be exciting to see the faces of our new students and to observe the changes apparent in the returning children as our new year begins. Many thanks for entrusting your children to the faculty and staff of our parish school. In making your decision to provide your child with a Catholic education in our regional school setting you are affirming their opportunities for spiritual, academic and personal growth. Although there have undoubtedly been many exciting events over the summer, the best excitement may be just beginning as you observe your children “grow in wisdom, age and grace” throughout this school year.

As we begin our forty-seventh year, I believe that we are fielding a team of dedicated and caring professional educators who will continue the tradition of quality Catholic education that began in 1975. It is our intention to celebrate all of the many positive aspects of Seton Regional. I am confident that you will be favorably impressed with the educational background, experience and excellence of each member of our instructional staff. I know that it is the desire of all faculty and staff to provide the best educational formation for the students of Seton Regional Catholic School.

It is without a doubt that on many occasions during the school year we will ask for your assistance and support. Our mutual goal is the spiritual and educational enrichment of the children of our regional school. It is with renewed dedication and commitment that we welcome our students to a year of growth and development at Seton Regional. Welcome to a proud tradition of quality, regional-based Catholic education. I personally believe this is a gift that your child will treasure for a lifetime.

Sincerely yours,

Kenneth Morr

Seton Regional Catholic School
Faculty/Staff for 2020-2021 Academic Year

ADMINISTRATION

Fr. Bob Burkemper
Pastor
St. Elizabeth Ann Seton Parish
636-946-6717 kmorr@setonrcs.org
frbob@setonscene.org

Mr. Kenneth G. Morr
Principal
636-946-6716 ext. 243

Deacon Phil King
Parish Life Coordinator
St. Robert Bellarmine Parish
636-946-6799

Linda Rathz
Coordinator of Religious Education
636-946-6716 ext. 242

lrathz@setonrcs.org pkking@strbellarmine.co

[m](#)

Fr. John Seper
Pastor
St. Peter Parish
636-946-6641
jseper@stpstc.org

OFFICE STAFF

Lynn Pannullo
Administrative Assistant
636-946-6716 ext. 244
lpannullo@setonrcs.org

Greg Reckamp
Receptionist/Secretary
636-946-6716 ext.247
greckamp@setonrcs.org

CAFETERIA STAFF

Autumn Burr
cafeteria@setonrcs.org
636-949-6716 ext. 249

CUSTODIAL STAFF

Jeff Hermann
jhermann@setonscene.org
314-971-9047
Kevin Walters

FACULTY & STAFF DIRECTORY

Grade Level	Teacher's Name	Room No.	Voice Mail	Email Address
KINDERGARTEN	Mrs. Jaclyn Downey	302C		jdowney@setonrcs.org
GRADE ONE	Mrs. Christy Nenninger	303C		cnenninger@setonrcs.org
READING RESOURCE	Mrs. Molly Wells	304C		mwells@setonrcs.org
GRADE TWO	Mrs. Debbie Brennan	305C		dbrennan@setonrcs.org
GRADE THREE	Mrs. Leslie Welchko	205B		lwelchko@setonrcs.org
GRADE FOUR	Mrs. Shannon Purvis	104A		spurvis@setonrcs.org
GRADE FIVE	Ms. Jessica Bredeck	105A		jbredeck@setonrcs.org
GRADE FIVE	Mrs. Kathleen Goetges	102A		kgoetges@setonrcs.org
GRADE SIX	Miss Emilie Dougherty	108A		edougherty@setonrcs.org
GRADE SEVEN	Mrs. Lynn Holbrook	107A		lhobrook@setonrcs.org
GRADE EIGHT	Mrs. Martha Young	106A		myoung@setonrcs.org
MIDDLE SCHOOL SCIENCE	Mrs. Mary Stoecklein	Science Lab		mstoecklein@setonrcs.org
ART/COMPUTER	Mrs. Liz Bickel	306C		lbickel@setonrcs.org
EDUCATIONAL TECHNOLOGY COORDINATOR	Mrs. Kelly Lamb	301C		klamb@setonrcs.org
LEARNING CONSULTANT	Ms. Mary Kay Brandt	204B		mbrandt@setonrcs.org
MUSIC K-8	Mrs. Cindy Llorico	101A		cllorico@setonrcs.org
PHYSICAL EDUCATION	Mrs. Natassia Ott	School Office		nott@setonrcs.org
RELIGIOUS ED. COORD.	Mrs. Linda Rathz	School Office		lrathz@setonrcs.org
SPANISH	Mrs. Nelly Pawlak	206B		npawlak@setonrcs.org
TEACHER AIDE	Mrs. Diane Brown	110A		dbrown@setonrcs.org
TEACHER AIDE	Mrs. Jackie Falato	110A		jfalato@setonrcs.org
TEACHERAIDE	Mrs. Sheila Fuegner	110A		sfuegner@setonrcs.org

**SETON REGIONAL CATHOLIC SCHOOL
SCHOOL BOARD**

EX OFFICIO MEMBERS

Fr. Bob Burkemper
Pastor
St. Elizabeth Ann Seton

Deacon John Schiffer
Parish Life Coordinator
St. Robert Bellarmine

Fr. John Seper
Pastor
St. Peter

Mr. Kenneth G.
Morr Principal
Seton Regional Catholic School

BOARD MEMBERS

**ST. ELIZABETH ANN SETON
PARISH REPRESENTATIVES**

Andrea Covilli
Member

Mr. Ryan Conley
Member

TBA
Member

**ST. ROBERT BELLARMINE
PARISH REPRESENTATIVE**

Mrs. Jackie Falato
Member

Mrs. Martha Pate
Member

**ST. PETER
PARISH REPRESENTATIVE**

Mrs. Casey Wikeria
Member

NON-PARISHIONER REPRESENTATIVE

**HOME & SCHOOL ASSOCIATION
OFFICERS**

President
Vice-President
Treasurer
Secretary
Parliamentarian

Mrs. Linda Denison
Ms. Melissa Cracraft
Mrs. Stephanie Horan
Mrs. Ann Wier

CORE VALUES & KEY ATTRIBUTES

EMBODYING FAITH-IN-ACTION!

SRCS strives to promote an outstanding Religious Formation program that blends the Gospel and Lived Faith tradition of the Catholic Church.

ENCOURAGING COMMITMENT!

SRCS parents, teachers and staff partner in providing a caring and committed learning environment for our students.

ENLIGHTENING MINDS!

SRCS offers a solid academic curriculum with programs enhanced by a variety of enrichment and resource opportunities.

EXPLORING INNOVATION!

SRCS's strong technology program supports the students' mastery of curricular goals and advances the learning experience.

EMPOWERING LEADERSHIP!

SRCS encourages students to participate in leadership opportunities throughout the school year.

PHILOSOPHY OF EDUCATION

WE BELIEVE Catholic elementary education:

- Has Jesus Christ at its center.
- Builds a foundation for living in the world.
- Is faith-based learning.
- Creates life-long learners.
- Respects the dignity of all persons.
- Is the responsibility of everyone in our community.
- Assists parents in their role as first educators.
- Promotes a partnership between parents and teachers.
- Forms the whole child.
- Is unique in its setting and purpose.

MISSION STATEMENT

At Seton Regional Catholic School, our Mission is:

- To affirm students' basic goodness, to promote their dignity, to honor their fundamental rights, and to develop their gifts to the fullest;
- To educate students to live responsibly, with God's help, for the fullness of life that God wills for self and others;
- To convince and mold students to live as if their lives are worthwhile and have historical significance, and that their every good effort advances the well-being of all.

Contents

ADMINISTRATION	II
FACULTY & STAFF DIRECTORY	III
CORE VALUES & KEY ATTRIBUTES	2
PHILOSOPHY OF EDUCATION	2
MISSION STATEMENT	2
ACADEMIC HONESTY	6
ACCREDITATION	6
ADMISSIONS	6
Guidelines:	6
Waiting List Policy.....	7
Fees.....	7
Transfer students from Catholic Schools.....	7
Transfer students from Non-Catholic Schools	7
Transfer of Records.....	7
APP	8
ARRIVAL & DISMISSAL.....	8
ARRIVAL PROCEDURES.....	8
STUDENT PICKUP PROCEDURES.....	9
ATHLETIC PROGRAM	11
ATTENDANCE.....	11
BIRTHDAY CELEBRATIONS.....	12
BIRTHDAY INVITATIONS / GIFTS	12
BIRTHDAY LUNCHESES	13
CANDY & GUM.....	13
CELL PHONES	13
CHRISTIAN SEXUALITY PROGRAM.....	13
CLASS INTERRUPTIONS.....	14
CLASSROOM PARTIES.....	14
COMMUNICATIONS WITH SCHOOL STAFF	14
COMPUTERS.....	14
DUAL ENROLLMENT	14
DISCIPLINE.....	15
A. DISCIPLINE REGULATIONS.....	15
B. DISCIPLINARY CODE.....	15
C. INCENTIVE PROGRAM FOR STUDENTS.....	15
D. INFRACTIONS.....	15
E. DETENTION.....	16
F. SUSPENSION.....	17
G. PROBATIONARY STATUS.....	17
H. WITHDRAWAL FOR CAUSE.....	17
EARLY DISMISSAL OF INDIVIDUAL STUDENTS	18
ELECTRONIC DEVICES.....	18
EXTRA-CURRICULAR ACTIVITIES	19
A. AFTER SCHOOL ENRICHMENT PROGRAMS.....	19
B. ATHLETIC ASSOCIATION.....	20
C. BAND.....	20

D. CHOIR & CANTORS.....	20
E. CROSS COUNTRY.....	20
F. D.A.R.E. PROGRAM.....	20
G. STUDENT COUNCIL.....	20
H. YEARBOOK.....	21
FAITH FORMATION.....	21
FIELD TRIPS.....	21
GRADING SCALE.....	22
GUESTS & VISITORS.....	22
HANDBOOK MODIFICATIONS.....	22
HEALTH.....	23
HIGH SCHOOL SHADOWING POLICY.....	24
HOME AND SCHOOL ASSOCIATION.....	24
HOMEWORK.....	25
HONOR ROLL.....	26
ILLNESS.....	26
INCLEMENT WEATHER.....	27
INTERNET ACCEPTABLE USE POLICY.....	28
INSURANCE PROGRAM.....	28
LEARNING CONSULTANT.....	28
LITURGY.....	29
LOST AND FOUND.....	30
LOCKERS.....	30
LUNCH TIME BEHAVIOR.....	30
MEDICAL EMERGENCIES.....	31
MORNING PRAYER, PLEDGE & ANNOUNCEMENTS.....	31
MOVIE POLICY.....	31
NON-CUSTODIAL PARENTS.....	32
OUT-OF-UNIFORM DRESS GUIDELINES.....	32
PARENTAL WITNESS STATEMENT.....	33
PARTIES.....	34
PROMOTION & RETENTION.....	34
PROTECTING GOD’S CHILDREN.....	34
REPORTING ABUSE.....	34
SACRAMENTS.....	35
SACRAMENTAL PREPARATION PROGRAM.....	35
SAFETY PATROL.....	35
SCHOOL BOARD.....	35
SCHOOL LUNCHESES.....	35
SCHOOL PRIVACY.....	36
STANDARDS OF BEHAVIOR.....	36
STUDENT RECORDS.....	38
STUDENT RESPONSIBILITY.....	38
STUDENT SAFETY.....	38
TESTING.....	38
TRANSFERS (<i>please also see Admissions</i>).....	39
TUITION POLICY.....	39

Seton Regional Catholic School Tuition and Home & School Fees 2018-2019	41
UNIFORMS	42
BOYS—GRADES K-8.....	43
GIRLS—GRADES K-5	44
GIRLS—GRADES K-8	45
GIRLS—GRADES 6, 7 & 8	45
UNIFORM VIOLATIONS	46
VACATIONS TAKEN DURING THE SCHOOL YEAR.....	46
VIOLENCE POLICY	47
VISITORS.....	47
VOLUNTEERS	47
WEBSITE	48
WELLNESS POLICY	48
WITHDRAWAL FROM SCHOOL	48
HANDBOOK DISCLAIMER	48
School Board Policies	49
School Board Operations	50
Students.....	50
Curriculum and Instruction	50
Non-Instructional Operations.....	50
SCHOOL BOARD OPERATIONS.....	51
LP 2402.2.....	51
STUDENTS	51
LP 4200 Attendance	52
CURRICULUM AND INSTRUCTION.....	53
LP 5100 Curriculum	53
LP 5502 Field Trips	54
NON-INSTRUCTIONAL OPERATIONS.....	54
LP 6700 Firearms and Weapons.....	54

ACADEMIC HONESTY

The consequences for a violation of the school's policy concerning academic honesty are at the discretion of the faculty. These consequences could include detention warning, and/or a zero on a test, homework, or classroom assignment. Academic "dishonesty" includes, but is not limited to, the passing of answers on quizzes, tests or classroom assignments; talking during tests or exams, the seeking, receiving, or transmitting of specific information about questions/answers on a test; the lending or copying of homework; use of cheat sheets or their possession in the testing room; and acts of plagiarism.

Electronic resource users must be prepared to give credit in the bibliographic format to any source obtained from electronic searches. Claiming ownership of any material cut or copied from the Internet is prohibited.

ACCREDITATION

Seton Regional Catholic School is accredited by the Missouri Nonpublic School Accrediting Association and the National Federation of Nonpublic School State Accrediting Associations. This accreditation ensures that the school meets the state standards for teacher qualification, curriculum, student services and facilities. Accreditation standards are reviewed and a plan of action is submitted yearly.

ADMISSIONS

Seton Regional Catholic School will admit students of any race, color, religion, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at this school. The school will not discriminate on the basis of race, color, national and ethnic origin in admission policies, scholarships and loan programs, and athletic and other school administered programs. The Principal, with proper consultation with the Pastors in accordance with the School Board policy (LP 4104), will admit students to the school according to the norms set by the Archdiocesan Board of Education and accepted educational procedure. Cooperation of parents with their church and school can be important criteria in determining acceptance of the application for admission.

Guidelines:

- Enrollment is open *first* for children of parents who are registered members of St. Elizabeth Ann Seton, St. Peter, or St. Robert Bellarmine Parishes and who actively practice their Catholic faith. The parents are expected to fulfill their financial responsibility for church/school support.
- After an initial enrollment period for parishioners, enrollment will be open to non-parishioners to fill any vacant seats. This schedule is posted on the school website in early January
- All book fees/ tuition from the previous school year must be paid.
- A Baptismal record and Birth Certificate are required for initial registration.
- A complete physical or health record, meeting state immunization requirements, is necessary for enrollment or continued attendance.
- A child may be admitted into Kindergarten who is five years of age by August 1.

- A child may be admitted into Grade One who is six years of age by August 1.
- A birth certificate will be required to certify age.
- All children entering our school in either Kindergarten or Grade One must have a complete physical examination. Health forms for this purpose may be obtained from the school office and must be submitted before the opening of school. **Children will not be permitted to begin school without an updated physical form on file** in the school office.
- Children entering Seton Regional Catholic School Regional School must provide a transcript, medical record, and behavioral report as well as their current report card from the last school attended.
- Students wishing to enter grades 6 and 7 must present school records and a letter of recommendation from the former school principal. In addition, a meeting with parents, student and school administration is required.
- Students are *generally* not accepted for admission at the 8th grade level.

Waiting List Policy

Please see School Board Policy LP 4104

Fees

- Registration Fee is \$100.00 per child, Kindergarten through Grade 8, payable at the time of registration. Registration Fee is non-refundable.
- Home & School Association Family Fundraiser Buy-out: \$100 per family included in tuition.

Transfer students from Catholic Schools

A family desiring to transfer from one Catholic school in the Archdiocese to another may be accepted after the receiving parish obtains the necessary information from the Pastor/Principal of the sending parish.

Transfer students from Non-Catholic Schools

A student desiring to transfer from a Non-Catholic school, public or private, may be accepted into a Catholic school after a thorough inquiry regarding the religious motivation for the request for admission.

Transfer of Records

We will assist you in transferring your child's records to another school should the occasion arise. Please have the signed transfer form sent to our school at #1 Seton Court, St. Charles, MO 63303. All tuition/fees must be paid in order for any records to be sent. Please contact the bookkeeper or your respective Pastor for further assistance.

Tuition

Please see tuition information and policies as stated under TUITION in this handbook.

APP

Seton Regional Catholic School Regional School Robert has a school App which can be accessed from any smart phone or tablet. Calendar items, lunch menu, contact information, and online access to students' grades are available. Simply search under our school name from your smart device.

ARRIVAL & DISMISSAL

Early arrival is available from 6:30 to 7:15 AM for a fee of \$5 per day, and includes a light breakfast. Please contact the school office for registration forms.

All students are to go to the gymnasium from 7:20-7:40 AM. The school day begins at 7:50 AM with Morning Prayer and announcements. Dismissal is at 3:00 p.m. Walkers must leave the parking lot at dismissal time with a teacher to ensure their safety. They are to follow the directions of the crossing guards. Dismissal will be at 12:00 noon on half days.

Parents are asked to call the school office if arriving more than five minutes past dismissal time.

If parents do not call the office, students not picked-up by 3:15 will be sent to Aftercare and fees will be assessed.

ARRIVAL PROCEDURES

- Drivers are asked to enter the parish grounds by the drive next to the rectory.
- Circle around the perimeter of the parking lot and towards the school when you are about half-way across. (Please be aware that preschool parents will be parking near the concession stand to walk their children into the building.)
- Pull up to the designated stop sign or follow behind other cars.
- Students must exit vehicle on the RIGHT hand side only. The safety patrol will assist in this process.
- Students should enter gym between 7:20-7:40 AM.
- Students arriving after 7:40 AM must enter the school through the front doors only. All other doors will remain locked during school hours.
- **Please do not drop-off students in front of school between 7:20-7:40 AM**

SPECIAL CIRCUMSTANCES:

When parents wish to come into the school with their child:

- The driver is asked to park in designated parking area (*same as for weekend Masses*).
- Hold your child's hand or keep your child very near you.
- Cross the flow of traffic **ONLY** at the crossing guard zone. Safety patrol will have hand-held stop sign. Please cross only with the assistance of the safety patrol.
- If you arrive between 7:20-7:40 AM, you and your child must enter through the gym.
- If you arrive after 7:40 AM, you and your child may enter the school through the front doors only. All other doors will remain locked during school hours.

The instructional staff highly recommends that students enter the school on their own to promote independence and responsibility. Parents are welcome to escort their child into school when special circumstances warrant it.

When parents drop off a member of the safety patrol for weekly duty:

Safety patrol members assigned for weekly duty (including siblings and/or ride group) may be dropped off at the front doors of the school at 7:15 AM. Patrol members will pick-up their safety equipment and then prepare for duty. Siblings or carpool may wait in the cafeteria hall until the gym opens at 7:20 AM

STUDENT PICKUP PROCEDURES

Drivers are asked to pull carefully onto the lot and park in lanes. The cars are parked bumper to bumper, all facing the same direction, heading toward the school gym. The lanes are set up in straight lines the full length of the parking lot with a small empty space between each car lane. Parents planning to visit in the school are asked to park in the lane closest to the fields.

When all students are safely in their cars, the parking lot supervisor will release the first lane of cars. Once that lane is clear, the second lane of cars will be dismissed. This procedure will continue for each lane until the final lane of cars has been released. **For the safety of all children, cars should never leave the lot until they are dismissed by the supervising teacher.**

If your lane of cars is released and your child or carpool is not in the car you must follow the lane of cars out, turn left in front of the rectory and pull back in line either where you originally were parked or at the end of the last lane of cars. Remember, once the cars are being dismissed, no child will be released until the lot is clear. Children will remain with the teacher by the concession stand until the teacher feels it is safe for them to go to their car.

Please do not park in front of the rectory, church or chapel to pick up students at dismissal time. This area is reserved for parishioners conducting parish business in the rectory or making a visit to church. We ask that you inform all those who may pick up your child during the year of these restrictions. On the rare occasion that you need to leave the parish grounds immediately, please contact the school office and make arrangements to take your child out of school 15 minutes before the regular dismissal time. *Each school family is expected to observe student pickup procedures in order to ensure the safety of all the students of the Regional School. We thank you in advance for your cooperation in this matter.*

**SETON
GYM**

CONCESSI

_____	_____	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
_____	_____	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
_____	_____	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
_____	_____	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
_____	_____	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
_____	_____	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
_____	_____	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
_____	_____	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

ATHLETIC PROGRAM

An athletic program is sponsored by the Parishes, and administrated by the Athletic Association of St. Elizabeth Ann Seton, St. Peter, and St. Robert Bellarmine. Registration for soccer, volleyball, basketball, T-ball, softball, and baseball will be announced in Parish bulletins. Programs are available for both boys and girls.

ATTENDANCE

A. ABSENCE:

- Missouri State Law requires parents to have school-age children at school in regular attendance. A student's absence from school interferes greatly with his or her progress.
- Should a child become ill at school, his or her parents will be contacted. Should the school not be able to reach the child's parents, a designated emergency person will be contacted to pick-up the ill child.
- Under no circumstances may a child go home without reporting to the school office and without the parent's permission. If a child needs to leave school early, a note should be sent to the teacher, and the child must be picked up by a parent and signed out at the office.
- Parents must send a written excuse with their child when he or she returns from an absence. The note should state the following: Date or dates of absence; Reason for absence and Signature of parent.
- If a child misses an excessive amount of days in a quarter, his/her report card may be withheld until make-up work is completed and/or readiness for the next grade level has been evaluated.
- Parents **must** provide the school with up-to-date emergency numbers so that a parent or someone designated by the parent can be reached at all times.

B. ILLNESS

If a child is ill, it is the responsibility of the parent to notify the school office by:

- calling the school office (946-6716) between 7:30-8:15 AM, or
- sending a note to the school office with a sibling or carpool member

If a child's illness is not reported to the school office by 8:15 AM, a secretary will attempt to contact the parents.

C. MAKE UP WORK

- In the case of absence, it is the responsibility of each student to ask the respective teachers for the work missed. Work will not be given ahead of time.
- The student will have one school day per every school day missed to complete the work missed. If the amount of work missed is extensive, the report card may be withheld until the work has been completed.
- Tests are to be made up the day the student returns to school unless other arrangements have been made with the teacher.

D. TARDINESS

- The school puts great stress upon prompt and regular attendance. Parents are asked to aid the school in teaching promptness as well as regular attendance. Students who leave school at lunch and do not return will be considered absent for half a day.
- If a child is late for school, the child should stop by the school office for a tardy slip which, when completed, is given to the homeroom teacher. A child is considered tardy who arrives after 7:50 AM.
- When doctor or dentist appointments during school hours are unavoidable, a note signed by the parent or doctor and giving the reason for his/her leaving early or coming in late must be presented to the homeroom teacher. A child, who misses school to go to a doctor, is considered absent for that day.
- When a student is absent, tardy or dismissed early from class, he/she is responsible for any work missed, and is expected to inquire what is assigned.
- Upon a student's fifth unexcused late arrival, or "Tardy" in a single academic quarter, the student will be required to serve a Detention. Parents will be notified via e-mail after the third Tardy. A Detention Notice will be sent home after the fifth Tardy.
- Students who accumulate five unexcused tardies during the school year will not be eligible for Perfect Attendance.

BIRTHDAY CELEBRATIONS

Parents wishing to observe the celebration of their child's birthday at school are asked to provide healthy snacks (raisins, granola bars, popcorn, fruit snacks, fruit roll-ups, etc.). In order for our school to be in compliance with the Wellness Policy established by the Catholic Education Office, the following items may NOT be brought to school for student birthday distribution: *soda, drinks containing caloric sweeteners, sports drinks, iced teas, fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners, or beverages containing caffeine.* Please be aware that we must now limit the foods/beverages served at classroom parties to no more than one food or beverage that does not meet nutrition standards established by the Federal government.

We now have several children with life-threatening allergies to various food products. For this reason, birthday snacks in Kindergarten through Second grade must be nut free (both peanut and tree nut), and dairy free.

Parents wishing to observe the celebration of their child's birthday at school are asked to do so with consideration for all children in the classroom: We ask that you follow these expectations:

- The school urges party favors rather than treats.
- Birthday treats should be somewhat healthy, such as raisins, popcorn, fruit snacks, pretzels, etc.
- The following items are not allowed: Soda, sports drinks, iced tea, caffeine, treats with excessive icing.
- Some classes have very strict guidelines for treats due to life-threatening allergies. The teacher will provide this information at the beginning of the school year. Treats that do not conform to the criteria will not be distributed.

BIRTHDAY INVITATIONS / GIFTS

Private party invitations should not be passed out at school unless each child (or at least each boy or each girl) in a class receives one. Parent-to-student and student-to-student gift giving is not appropriate in the

school setting. This includes, but is not limited to mylar balloons and floral gifts. Please make these presentations at home.

BIRTHDAY LUNCHES

Birthday lunches are observed on the third Wednesday of every month. Parents are invited to join their child for lunch on this occasion. Parent and non-school sibling lunches are \$4.40. **Parents are asked not to bring in unhealthy fast food for birthday lunches; such as no soda, deep fried foods, or high sugar content. Students are not permitted to leave campus for lunch with parents, relatives or friends.**

BUZZ BOOK

The Home and School Association creates a Buzz Book of contact information for school families. Each family is asked to complete a form with the information they wish to be included in the Buzz Book. This information is for social purposes only, such as parties and car pool arrangements. It may never be used for commercial purposes.

CANDY & GUM

Candy and gum are forbidden during classes. No candy is to be stored in a classroom desk. Gum is never allowed in the building or on the school grounds during school hours.

CELL PHONES

Students attending Seton Regional Catholic School are strongly discouraged from bringing a cell phones or any other electronic device to school. **Students are not allowed to make or receive calls from a cell phone or to send or receive text messages during school hours. Students may not take pictures/videos with a cell phone during school hours. Any cell phone brought to school must be turned off and remain in the student's backpack during school hours.** Students and parents are cautioned that Seton Regional Catholic School is not responsible for the use, misuse, or loss of cell phones brought to school.

Anytime a student is seen with phone, it will be confiscated and the student will receive an automatic infraction. The student's parent may pick up the phone in the school office after the detention is served. Together, the principal and the parent may review the contents of picture/video files prior to the phone being returned to the parent.

*Additional information may be found under **ELECTRONIC DEVICES & SCHOOL PRIVACY***

CHRISTIAN SEXUALITY PROGRAM

We use the text recommended and approved by the Archdiocese of St. Louis for use in the Catholic elementary school. It is taught in conjunction with the Religious Education Program. The title of the program is *Family Life* and is published by Benziger/McGraw-Hill. A permission form will be sent home to parents with children in grades 4-8 in March and the program will be taught in May. Parents may always request to see a copy of the materials being used. Teachers will integrate the study of Human Sexuality with other subject areas as the year progresses. Parents should be aware that the only material that will be used in this program has been recommended and approved by the Archdiocese of St. Louis. Any questions pertaining to this area should be directed to the Seton Regional Catholic School Coordinator of Religious Education (CRE).

CLASS INTERRUPTIONS

Instructional time is important for all of our students. In addition, students must be supervised at all-times by an adult. To assist us in honoring instructional time, we ask that parents/others refrain from going to classrooms during the day. In an emergency we will notify children immediately. Students will not be permitted to make phone calls during the school day for forgotten items. The exception to this is items of a medical nature (including glasses) and lunch.

CLASSROOM PARTIES

Room parents planning for classroom holiday parties are asked to provide healthy snacks (raisins, granola bars, popcorn, fruit snacks, fruit roll-ups, etc.). In order for our school to remain in compliance with the Wellness Policy established by the Catholic Education Office, we will no longer allow the following items to be brought to school for student birthday distribution: *soda, drinks containing caloric sweeteners, sports drinks, iced teas, fruit-based drinks that contain less than 50% real fruit juice or that contain additional caloric sweeteners, or beverages containing caffeine*. Please be aware that we must now limit the foods/beverages served at classroom party to no more than one food or beverage that does not meet nutrition standards established by the Federal government.

COMMUNICATIONS WITH SCHOOL STAFF

Communication with faculty and staff regarding your child is always encouraged. When you have a question, please first contact *your child's homeroom teacher or the specific teacher involved with your concern*. The teacher will always be your best source of information. If the matter has not been appropriately resolved in your discussions with the teacher, you may feel free to contact the Principal. Following a discussion of your concern with the teacher and then, if necessary, the Principal, you may address the matter with your respective Pastor.

Back to School Night and Parent/teacher conferences are held in the fall. *It is required that at least one parent of every child attends these meetings*. Spring conferences are available on request.

It is the responsibility of the parent or guardian to read all information sent home by the school office and the individual teachers.

COMPUTERS

Seton Regional Catholic School students have access to computers and other electronic media in both labs and classroom settings. Each year, students and parents must review and sign the school's "Acceptable Use Policy". Student violations of this policy will result in termination of electronic media privileges and, if warranted by the violation, further disciplinary action.

DUAL ENROLLMENT

Dual enrollment is possible only in another accredited school. The Catholic school is the primary educational provider; the other school is a supplemental provider. The Catholic school is responsible for instructing the student in the core curriculum (religion, language arts, mathematics, science and social studies). A student is not considered absent from the Catholic school when in attendance at the other school. In determining whether dual enrollment is a viable option for meeting a student's educational

needs, consideration should be given to the impact of the student's absence to attend the supplemental program on the student's learning the core curriculum in the Catholic school.

DISCIPLINE

Our philosophy of education clearly states that the education of our children is a shared responsibility between parents and school. Excellence in education requires discipline in many ways. Parents choose to send their children to Seton Regional Catholic School knowing that our educational practices are based on the teachings of Jesus Christ. In all of our dealings with students, faculty members, and parents, the overriding virtues binding us together are genuine love, concern, and honor for one another. We are, in the truest sense, members of the Catholic Christian community.

As our children grow through Catholic education, we seek to develop the values that build in each child a responsibility for their actions, self-discipline, and respect toward others. With the above goals in mind, we have created a policy that allows us to assist in the development of responsible behavior in our children. Each teacher reviews this policy with the students at the beginning of the school year, and parents are asked to do the same. Successful implementation of any policy relies on full parental support.

A. DISCIPLINE REGULATIONS

In striving to educate the whole child, Seton Regional Catholic School places an emphasis on good behavior that creates an environment where all are able to learn. Because we recognize that children will make mistakes, less serious infractions will be corrected by the teacher. Each teacher/grade level team has a procedure in place to ensure behavior that reflects good order and safety for all. The teachers will review their discipline procedures with parents during the *Back-To-School* night presentations conducted during the first few weeks of school.

B. DISCIPLINARY CODE

All items below apply to a period of one academic year. The following disciplinary code applies exclusively to behavioral issues. Academic issues such as missing assignments are treated separately and addressed elsewhere in this handbook.

C. INCENTIVE PROGRAM FOR STUDENTS

The faculty uses various ways to monitor student infractions; however, all grade levels work on the same discipline system. Each homeroom teacher will make details concerning his/her incentive program available during the first week of school. This plan will be reviewed with parents during the *Back-To-School* night presentations conducted during the first few weeks of school.

D. INFRACTIONS

If a rule is broken, the parent(s) will be notified by e-mail and/or a written form.

Students may receive an infraction from anyone in authority: teachers, aides, cafeteria workers, playground workers, administration, etc.

Infractions accumulate throughout the academic year.

Students in Grades K-8 who receive three (3) infractions will be required to serve a detention.

When a student accumulates 4 detentions, she/he will be required to serve a suspension.

Detentions accumulate throughout the academic year.

Infractions may be issued for the following behaviors, including but not limited to:

Talking/Disruptive behavior	Disrespect toward adults/peers
Not following directions	Out-of-uniform
Dangerous action	Disobedience
Gum/Candy	Not being prepared for class
Truancy	

Automatic detentions may be issued for the following behaviors that are considered to be disruptive to the community, including but not limited to:

Disrespect	Disobedience
Disruptive behavior	Destructive behavior
Offensive language/gestures	Forgery
Harassment	Inappropriate church behavior
Disregard for others' property/rights	Bullying
Dangerous	Rules violation

E. DETENTION

Upon receipt of a third infraction, a Detention Notice will be issued. Parents are required to sign the Detention Notice and return it to the homeroom teacher the next school day.

Detention will be a supervised time of absolute silence on Wednesdays as follows:

Detention for grades K-8 will be for forty minutes	7:00-7:40
--	-----------

Any student who is late for detention must serve the complete detention on the following week. A detention notice will be sent home notifying the parents of the student's need to serve a detention. The parents will sign the detention notice and the student will return the detention notice the next school day. Students will serve their detention on the assigned day. In the event of an extraordinary family-related circumstance, a parent may write a note at least two days before the assigned detention requesting that the detention be served the following week. The delay of detention cannot be extended beyond a one-week

period. Students who miss an assigned detention will be required to serve detention on the following two consecutive Wednesdays.

F. SUSPENSION

In lieu of serving a fourth detention, a student who continues to exhibit poor judgment regarding behavior will be placed on a day of suspension, location of which is at the principal’s discretion. Students returning from suspension will do so on a probationary basis. A meeting of the student, his or her homeroom teacher, a parent, and the administration will be completed prior to the student returning to classes.

Suspensions may be issued for one day or for a number of days depending on the offense. Students will receive no credit for class work, assignments or tests during his or her period of suspension. The following is a partial list of behaviors that may warrant suspension:

Please Note: Possession or use of a weapon or a threat of violence will be handled according to the

Fighting (physical harm and/or screaming) Vandalism	Drugs and/or Alcohol
Truancy	Pornography
	Stealing
	Cheating

Violence Policy later in this handbook.

G. PROBATIONARY STATUS

When a student completes a period of suspension, a meeting of the student, his or her homeroom teacher, a parent, and the administration must occur prior to the student returning to classes. Students returning from suspension will be allowed to return to school only on a probationary basis. The conditions for a student to return to school on a probationary basis include the student not receiving an additional detention or suspension during the academic year.

H. WITHDRAWAL FOR CAUSE

The pastor of the child’s parish, with the recommendation of the principal, may dismiss a student permanently for repeated serious infractions. A student who has received two suspensions will be subject to withdrawal for cause. The pastors and principal will review each of these cases on an individual basis. Generally speaking, a student withdrawn for cause from a Catholic elementary school may not be readily admitted into another Catholic elementary school. School procedures relative to student withdrawal will be in compliance with archdiocesan policy 4302.3

- The student will be placed on probation and the parent and students are notified that withdrawal for cause is being considered.
- The principal will consult with staff members, students, or others to obtain information about the student’s behavior leading to consideration of withdrawal for cause.

- The principal will consult with the appropriate member of the Catholic Education Office staff to review the situation before a decision is made.
- The principal will recommend to the pastor of the parish that withdrawal for cause is the appropriate action given the student's behavior, and is in the best interest of the school community.
- A conference will be held with parents of the student, and the student if deemed appropriate, for the purpose of discussing the behavior that led to the recommendation of withdrawal for cause.
- Following the conference, a decision will be reached by the pastor and communicated to the parents in writing. The Catholic Education Office will be informed of this decision.

~~"Withdrawal for cause" will be recorded as the student's cumulative record, along with the~~

EARLY DISMISSAL OF INDIVIDUAL STUDENTS

Parents are urged to make children's doctor and dentist appointments outside school hours and on school holidays. If it is necessary for any student to be dismissed earlier than the regular dismissal time for an appointment, etc., a note of explanation/permission must be cleared through the school office before 9:00 a.m. **Parents must sign out the student in the school office.**

ELECTRONIC DEVICES

Students attending Seton Regional Catholic School are not allowed to bring any electronic devices to school including, but not limited to, iPads, iTouch, MP3 players, cameras, video recorders, etc. In order to protect the welfare of our students, Seton Regional Catholic School cannot permit student-owned electronic devices equipped with 3G/4G capability. Students are not allowed to bring devices to school that could bypass school's network security and archdiocesan-approved web filtering and connect directly to the Internet.

See *E-Reader conditional use* in box below.

Students are not allowed to send or receive text messages or telephone calls during school hours to include arrival and dismissal. Students may not take pictures with cell phones, cameras, video recorders or other recording devices during school hours. Students and parents are cautioned that Seton Regional Catholic School is not responsible for the use, misuse or loss of electronic devices brought to school.

Students are not allowed to send or receive text messages or telephone calls during school hours. Students may not take pictures with cell phones, cameras, video recorders or other recording devices during school hours. Students and parents are cautioned that Seton Regional Catholic School is not responsible for the use, misuse or loss of electronic devices brought to school.

The first time a student is seen with an electronic device, it will be confiscated and the student will receive an infraction. The second time (or more) a student is seen with an electronic device, the student will receive an automatic detention. The student's parent will be able to retrieve the electronic device after

the detention is served. The principal and the parent will review the contents of any picture/video files prior to the electronic device being returned to the parent.

Students with a physician's written recommendation on file at school may be allowed to use certain electronic devices for instructional purposes. Decisions regarding these matters will be made on a case by case basis. Parents should discuss this matter with the principal before allowing their child to bring an electronic device under this medical exemption.

E-reader Conditional Use:

Students may bring an e-reader to school under the following conditions:

- The student may not access wi-fi or internet through their e-reader device.
- The student will need the teacher's permission to use his/her e-reader in the classroom setting.
- The student's parent will need to sign an *e-reader assurance form* indicating that:
 - the parent will periodically check their child's e-reader to ensure that the content is appropriate for use in a Catholic elementary school;
 - the student will request teacher permission to use the e-reader in a classroom setting;
 - the e-reader may only be used inside the school building and under teacher supervision;
 - the student will use the e-reader for school-approved educational purposes only;
 - the parents and students will be expected to comply with any additional regulations necessary to ensure the appropriate use of a student-owned e-reader in the school setting;
 - students and parents are cautioned that Seton Regional Catholic School is not responsible for the use, misuse or loss of e-readers brought to school.

EMERGENCY INFORMATION

Each year, parents must complete an emergency form indicating where they can be reached during the school day. It also includes information regarding whom to contact when they are unavailable. This form must be completed and returned to the school office within the first week of school. Please also notify the office of any changes during the school year. Students will not be permitted to stay in school unless the parents provide adequate and correct emergency information.

EXTRA-CURRICULAR ACTIVITIES

A. AFTER SCHOOL ENRICHMENT PROGRAMS

Various after school enrichment programs are offered throughout the school year. The school office will notify families of these programs as they become available. Programs may include: Art, Science, Math Facts Scholars, Chess, Bricks 4 Kidz, etc. There is an additional fee associated with the after school enrichment programs.

After school care is available through the Extended Day Care program. Please contact the office for additional information.

B. ATHLETIC ASSOCIATION

An organized sports program is sponsored by the Parishes and administered by the Athletic Associations of St. Elizabeth Ann Seton and St. Robert Bellarmine, and St. Peter. The main function of the “Athletic Association” is to coordinate athletic programs that are provided as a vehicle for recreation and development of the youth of St. Elizabeth Ann Seton, St. Robert Bellarmine, and St. Peter Parishes within an atmosphere of Catholic philosophy and good sportsmanship and teamwork.

Registration for soccer, volleyball, basketball, T-ball, softball and baseball will be announced in parish bulletins. Programs are available for both boys and girls.

C. BAND

Seton Regional Catholic School students in Grades 4-8 may participate in CCSB (Catholic Consolidated Schools Band) program. Band is an after-school activity that is directed by a staff member of Duchesne High School. There are three levels of band: Beginner, Intermediate and Advanced Band. The Beginner Band is open to any Fourth through Eighth grade student who wishes to learn to play an instrument. The Advanced Band is open to any Fifth through Eighth Grade student who has prior experience on his/her instrument. Each band meets once a week and performs in two concerts each year. Students in band may provide their own instruments or rent one during trial night at Duchesne High School in September. There is a monthly fee for band members. Contact person: Collen Churma.

D. CHOIR & CANTORS

Students in Grades 4-8 may participate in a liturgical choir. This group sings at the weekly all-school liturgies as well as para-liturgical services throughout the school year. They meet weekly for a practice with the director. Information is available to students at the start of school on how to join the choir.

E. CROSS COUNTRY

In addition to the sports program and teams administered by the athletic association, Seton Regional Catholic School offers all middle school students the opportunity to participate in a Cross Country program. Cross country running is a sport in which teams of runners compete on a two mile course of open fields, hills, grass, woodlands, etc. to complete the route faster than other teams. It is a sport where the participants will compete both as an individual and a team member. This team operates in conjunction the exploratory program and as an after-school extra-curricular activity. Students and parents must commit themselves and adhere to the practice schedule. The team competes in approximately six meets with other middle schools throughout the fall season. Contact person: Mrs. Natassia Ott

F. D.A.R.E. PROGRAM

The D.A.R.E. program is an exciting 10-week program for Fifth Graders designed to familiarize the students with recognizing and resisting the pressures that influence them to experiment with tobacco, alcohol, marijuana, inhalants, or other drugs. Parent participation is an important part of the D.A.R.E. curriculum. The program culminates each year with a spring graduation ceremony and reception. A refresher course is taught in the spring for students in Grade 7. Contact person: Grade 5 Homeroom teacher.

G. STUDENT COUNCIL

Students in Grades 5-8 may be selected to serve a one-semester term as a Student Council classroom representative. Student Council Officers campaign and are elected to serve in the following positions: President, Vice-President, Secretary, Treasurer, and Publicity Chairperson. In order to expand leadership

opportunities for our students, Student Council Officers will serve in their elected position for a term of one semester. Elections are held in the spring of each school year. Contact persons: Mrs. Kathleen Goetges & Mrs. Natassia Ott.

H. YEARBOOK

This is a joint faculty and student project and is part of the student leadership and exploratory programs. The purpose of the publication of a yearbook is to capture and print the memories of the school year. Contact person: Mrs. Nelly Pawlak & Mrs. Liz Bickel.

Additional enrichment opportunities, both before and after school, are provided throughout the school year. Information will be sent home as it is available.

FAITH FORMATION

Seton Regional Catholic School reflects the spirit of Catholic life and learning. SRCS offers students a complete program of spiritual activities, including daily religion instruction as a core subject. Catholic doctrine is presented at each grade level in a relevant and meaningful manner. Our Catholic faith is celebrated through regular prayer services, the weekly celebration of the Eucharist, and special feast day liturgies. Parents are always welcome to join the school community in prayer.

In all spiritual activities, the school recognizes that parents play the primary role in the moral and spiritual training of the child. The example of the parents is the key factor for the spiritual development of the child. It is expected that parents and children attend weekly Sunday Mass and participate in parish life.

FIELD TRIPS

During the school year, teachers will plan educational field trips to places of interest. Official permission slips must be returned to school in order for the student to participate. Students are to be reminded that they are representatives of Seton Regional Catholic School while on the trip and our Discipline Policy is in effect. All students wear the school uniform on field trips, unless it has been determined that the uniform will hinder the event. Archdiocesan guidelines specifically prohibit field trips involving water activities.

Any adult who wishes to volunteer as a driver and/or chaperone for a field trip must complete "Protecting God's Children" through the Archdiocese.

GRADING SCALE

Kindergarten	1	Sati
	2	sfac
	[Blank]	Not vet
Grades 1 & 2:	O	93 - 100
	VG	85 - 92
	S	78 - 84
	NI	70 - 77
	U	0 - 69
Grades 3-8:	A+	99-100
	A	95-98
	A-	93-94
	B+	91-92
	B	87-90
	B-	85-86
	C+	83-84
	C	80-82
	C-	78-79
	D+	76-77
	D	72-75
	D-	70-71
	F	0-69

GUESTS & VISITORS

All visitors and parents are required to enter the school by using the School Office doors. Once a visitor enters the school he or she should sign in at the receptionist's desk and receive a visitor badge that is to be worn the entire duration they are in the school. Students and faculty have been instructed to inform the office if they observe anyone in the building who does not have a visitor badge. Visitors are also required to sign out at the receptionist's desk when they leave school. Normally, visitors/parents may not visit teachers or students during school hours unless previously approved by the Principal. Appointments/requests will be taken in the office and relayed to the teachers involved. *Meetings with teachers must be scheduled in advance.*

HANDBOOK MODIFICATIONS

The Administration of Seton Regional Catholic School may modify or amend the annual *Parent & Student Handbook* in whole or in part at any time. Any such modifications or amendments shall be consistent with the Policies and Procedures of the Archdiocese of St. Louis and the Seton Regional Catholic School Board. Students and parents will be given prompt notification if changes are made.

HEALTH

A. The taking of medication during school hours is to be discouraged. However, if it is necessary, the medication must be taken to the school office in the prescription container (**label on bottle and physician's prescription must be the same and current**), by a parent, along with a written note of instructions by the parents. Parents are asked not to send medications in their child's lunch box, but to follow the above guidelines. If these guidelines are not followed, medication will not be administered. These guidelines apply to both topical and oral medications.

B. All students must have up to date immunizations according to the Missouri State Department of Health regulations and have physician verification of these immunizations in their health records at school. The month, day, and year administered are needed for all immunizations. It is unlawful for any child to attend school unless the child has been immunized or guardian has placed on file with the school administrator a statement of exemption.

All students must have an up to date immunization record on file in the school office by August 1. Students not in compliance will not be permitted to attend classes. All students entering Kindergarten, grades 3 and 6 must have a physical before the beginning of that school year. Forms must be on file in the school office no later than August 1.

C. Medical exemptions: A child shall be exempted from the immunization requirements of this rule upon certification by a licensed physician that either such immunization would seriously endanger the child's health or life or, if in the physician's medical judgement, the child has become naturally immune to a specified disease by virtue of having had that disease. The Department of Health Form IMM. P12 must be on file with the school immunization health record for each child with a medical exemption. This need not be renewed annually.

D. Routine Procedures for Handling Body Fluids: Since infections can be transmitted by blood and body fluids, the school will adopt routine procedures for handling blood and body fluids (urine, stool, vomitus).

Those procedures include:

- A revised health form will be instituted to inform school officials of any illness which may place the child in a high group for acquiring AIDS or any other communicable disease, i.e. hemophilia or other disease requiring frequent transfusions.
- Any open lesions on infected persons should be covered.
- Good hand washing after exposure to blood or body fluids should be observed.
- Caretakers should wear disposable gloves if open lesions are present. Such disposable gloves will be available in classrooms, the school office, and the cafeteria.
- Soiled surfaces should be promptly cleaned with a disinfectant. One (1) part bleach to ten (10) parts water is acceptable.
- Disposable towels or tissues should be used whenever possible.
- Mops should be rinsed in disinfectant after cleaning the floor.
- Soiled disposable material should be discarded in plastic bags.
- Cleaning personnel should be aware of the risk of exposure to disease when handling any blood or body fluid, and how to protect themselves in the case of open lesions (gloves).

E. Inside Recess (Kindergarten through Grade 6 only)

Staying in at recess is the exception and not the rule. If your child is sick and needs to stay in at recess or be excused from Physical Education, please send a note with your child to school. If the

period of time that a child needs to stay inside is extended beyond three (3) days, a doctor's notice is required.

F. Excused from Physical Education Class Due to Illness or Injury

Please send a note with your child to school. If the period of time that a child needs to stay inside is extended beyond three (3) days, a doctor's notice is required.

HIGH SCHOOL SHADOWING POLICY

The following policy refers to Eighth Grade students *only*. Seventh Grade students who choose to shadow at a high school will be considered absent.

Eighth grade students attending Seton Regional Catholic School may elect to shadow at a prospective high school and not be counted as absent within the following guidelines:

- ❖ The parent of an eighth grade student wishing their child to shadow at a high school will inform their child's homeroom teacher in writing of the date and time of the high school visit one week prior to the event. A telephone call to Mr. Reckamp, the school receptionist, at 636-946-6716 on the day of the absence would also be appreciated.
- ❖ Class assignments and homework must be turned in to the appropriate teachers upon the student's return to school. The student must make up all tests and quizzes within twenty-four hours of his or her return to Seton Regional Catholic School *It is the responsibility of the student to secure class assignments and class notes given during their absence.*
- ❖ The student will be limited to two one-day high school shadow experiences as an excused absence. The faculty and administration encourage eighth grade students to use scheduled days off and monthly noon student dismissal days for their high school shadowing experiences.
- ❖ An eighth grade student following the guidelines listed above will be considered on an excused absence while participating in a high school shadow experience. All other student absences will be considered unexcused.

HOME AND SCHOOL ASSOCIATION

Seton Regional Catholic School Home and School Association exists for the purpose of helping parents and teachers acquire an ongoing understanding and appreciation of a Catholic education. The purposes, objectives, and restrictions of the Association are:

- To provide a channel of communication between parents and school, for the sharing of information which would be of benefit to the children and the school.
- To provide service to the school.
- To support (*not establish*) the rules, regulations, and Administration of St. Elizabeth-St. Robert Regional School.

Active membership will be open to mothers, fathers, and guardians of the student of Seton Regional Catholic School, and other parishioners interested in the welfare of the school. All school families are assessed a \$100 fundraiser buy-out fee payable at the time of registration. Only active members are

eligible to vote. Up to four meetings of the Home & School Association may be held during the school year.

All parents are strongly encouraged to become active in this organization. Please contact one of the officers for further information.

HOMEWORK

Homework, by definition, is schoolwork that is assigned by the teacher to be completed at home and brought back to school on a specific due date.

Homework provides students with the opportunity to practice and reinforce skills taught during the school day. In addition, homework provides parents with information about what is being taught at school. Homework is the responsibility of the student.

Encouraging even the youngest student to complete homework and return it on time teaches the child to be responsible. Homework may range from reading with parents, studying spelling words, going over the times tables, or more involved projects which require research.

All teachers, including those who teach Art, PE, Music, Computer, or Spanish give homework at times during the school year.

Teachers will do their best to space tests/long-term assignments so that the student has ample study time.

Teachers have the right to expect homework to be completed and turned in on the date due and that assignments will be done in a neat, orderly way. Students have the right to expect that all assignments will be looked at by the teacher and comments and/or a grade given.

To these ends, the Administration has established the following Homework Policy for the 2018-2019 school year.

♦Primary Department (Kindergarten-2):

Students must complete homework/practice work as assigned. Students who consistently do not complete work will receive consequences at the discretion of the teacher.

♦Intermediate Department (grades 3-4-5):

It is expected that students will complete assignments and turn them in on the date due. Students who do not turn in work *or* turn in work that is not completed will receive a **Missing Assignment Slip**. This notice, signed by the parent and student, is due the next school day along with the assignment. In addition, a student will receive a 10% grade reduction for each day it is late. On the third day, the student will be required to have a working lunch/recess period in order to complete the assignment

When a student has accumulated **three notices in a quarter**, a parent/teacher/student conference may be required.

♦Middle School (grades 6-7-8):

It is expected that students will complete assignments and turn them in on the date due. Students who do not turn in assignments or turn in work that is not completed will receive a **Missing Assignment Slip**. This notice, signed by the parent and student, is due on the next school day along with the late assignment. In addition, a student will receive a 10% grade reduction each day it is late. On the third day, the student will be required to have a working lunch/recess period in order to complete the assignment

When a student accumulates **three notices in a subject area**, she/he will receive an Academic Detention. Serving two or more of these detentions in a quarter will result in a conference with the homeroom teacher, the subject area teacher(s), the parent and the student. Accumulation of four Academic Detentions within a quarter will result in a day of suspension. Please note: **School detention and suspension policies will be followed in these cases.**

Extenuating circumstances within a family setting will always be considered. Please inform the teacher involved of any special circumstances that exist. The Administration reserves the right to amend this policy as necessary for individual cases.

In addition, please see “Student Responsibility” in this handbook.

HONOR ROLL

An Honor Roll has been established for students in Middle School (Grades 6-8). Criteria for the various levels of honor are as follows:

FIRST HONORS

Students are eligible who:

- earn all “A”s in the major subjects (one B+ allowed) (*)
- have no grade lower than a “C” in special subjects (**)
- have no detentions during the quarter

SECOND HONORS

Students are eligible who:

- earn all “A”s and “B”s in the major subjects (*)
- have no grade lower than a “C” in special subjects (**)
- have no detentions during the quarter

(*) The major subjects are: Religion, English/Spelling, Literature, Math, Science, and Social Studies.

(**) The special subjects are: Art, Computer, Music, Physical Education, and Spanish.

ILLNESS

For the protection of your child, other students, faculty, and staff, your child will not be admitted if he or she displays any of the following symptoms:

*Temperature of 100.4 degrees and above	*Eye or ear discharge
*Intestinal distress	
*Any type of non-treated communicable	

A child is never sent home before a parent is contacted. Emergency cards are kept on file in the office. Parents are asked to keep the school office informed of changes in information such as phone number, doctor, or the person to be contacted when they are not at home. Communicable diseases should be reported to the school office. Students should be fever-free for 72 hours before returning to class. Students are excluded for the following illnesses, but may be re-admitted after the time required:

<u>Illness</u>	<u>Time Required</u>
Chicken Pox	Exclude until one (1) week after the eruption of the first crop of lesions and all lesions have crusted
Pink Eye	Exclude until under medical care and drainage from eyes has cleared
Fifth Disease	No exclusion if rash is diagnosed by a doctor
Impetigo	Exclude until under treatment, lesions are healing and no new ones appear
Mononucleosis	Exclude until under medical care and physician approves return
Mumps	Exclude until swelling or other symptoms have disappeared
Head Lice	Exclude until treated and no eggs are present in the hair
Ringworm	Exclude until under medical treatment
German Measles	Exclude until 5 th day after onset
Scarlet Fever	Exclude until 24 hours after antibiotic treatment has begun
Strep Throat	Exclude until 24 hours after antibiotic treatment has begun

When the school has reliable information regarding the diagnosis of a communicable disease within a class, the school will contact parents of students of that class via e-mail with pertinent information. Seton Regional follows the guidelines set by the St. Charles County Health Department.

INCLEMENT WEATHER

When inclement weather is forecasted by the National Weather Service, the Principal will make every effort to determine the best course of action. The safety of the students is paramount in this decision-making process. All cancellations and schedule changes will be announced on the school's website, www.setonrcs.org, on local TV news, KMOX radio, and broadcast directly to parents with the Alma parent communication system.

Snow Schedule:

9:15 a.m. Drop-off at gym (students go directly to classrooms)

9:30 a.m. School Begins

3:00 p.m. Dismissal

Once school is in session, there will be no early dismissal for inclement weather. If you choose to pick your child up early if weather begins to deteriorate, you must come to the school office and sign your child out. Only those children listed on your emergency form as a member of your carpool will be allowed to leave with you.

Please do not call the rectory or parish offices for school closing information.

Drop-off and Pick-up during dangerous weather

If you experience severe weather when you arrive at school in the morning, you may wish to keep your child in the safety of your car until it is safe to be outside. In such cases, your child will not be marked *Tardy* on their permanent record.

At dismissal times, in case of a dangerous weather situation, such as high winds, heavy rain or hail, lightening, etc., students will be kept inside the building until it is safe for them to be outside. This decision will be made by the principal. We will do our best to notify parents by text or phone call as soon as information is available.

INTERNET ACCEPTABLE USE POLICY

To ensure safety for the students and teachers, guidelines are necessary and must be followed for accessing the Internet and Network. Seton Regional Catholic School has taken precautions to ensure the safety of each student. A software program has been installed to block information that is considered inappropriate for our students. Students and parents will be presented with the guidelines for the Internet Acceptable Use Policy at the beginning of each school year. The guidelines should be read and discussed and the permission form returned to the school signed by parent and student. Only students who have signed the Acceptable Use Policy Permission Form may access the Internet.

LEARNING CONSULTANT

Seton Regional Catholic School employs two Learning Consultants to assist students who have been diagnosed with a learning difference by the public school district, the Archdiocesan Special Education Department or a private agency. The Learning Consultant is able to provide information to teachers and parents regarding testing and completion of forms for diagnosis. She also attends Individual Educational Plan (IEP) conferences with the homeroom teacher. This ensures that all parties understand the needs of

the particular student and what specific modifications in the school program must be done by law to ensure the child's success in school.

If time permits, the Learning Consultant will also assist students who are having difficulty in school but who have not been diagnosed. Time will be allotted on the basis of teacher recommendation and lower than average test scores.

In all cases, parents will be notified/consulted before children are admitted to programs.

Teachers are always free to consult the Learning Consultant for advice with any student and for information regarding different teaching methods, which may enhance learning.

In all cases, parents should be informed by the homeroom teacher first regarding referral to the Learning Consultant. The Learning Consultant will then make a follow-up call to the parents.

Parents should also feel free to contact the Learning Consultant with questions or concerns.

When a doctor or testing agency requires forms to be filled out by the classroom teacher or others on the faculty/staff the following procedure is used:

- The faculty member makes the Learning Consultant aware of the request and the form.
- The form is filled out and reviewed by the resource teacher.
- The faculty member makes a copy of the form.
- The original is mailed to the requesting agency.

The copy is kept in the student's permanent file in the office.

Under no circumstance may these forms be hand carried to the requesting agency. We will be happy to fax or mail all forms to the requesting agency.

LITURGY

Student attendance at Mass will be scheduled by the Pastors, Principal, and Religion Coordinator to facilitate maximum benefit to the students.

- Students in grades K-8 will celebrate Mass together Fridays and Holy Days at 9:00 AM.

Students and parents will be notified in the monthly school newsletter of special days that do not follow the above schedule.

Parents and friends are strongly encouraged to join us throughout the year for all student liturgies and para-liturgies.

LOST AND FOUND

Articles that have been found anywhere on the premises will be kept in a “Lost and Found” box. Children/adults may claim articles any day when school is in session.

Scarves, sweaters, sweatshirts, jackets, gloves, overshoes, lunch boxes, and thermoses should be marked with the child’s name. Lost articles can be directed immediately to the owner if there is a mark of identification on them. The Lost & Found container is located in the school cafeteria.

LOCKERS

Lockers have been installed in Grade 2-8 classrooms. They are provided for the convenience of students. They are, and remain, the property of Seton Regional Catholic School. The faculty and administration has the right to inspect and search the lockers. Students are expected to keep them clean, orderly and in good repair. Any adhesives that will damage the finish are prohibited. Inappropriate materials may not be displayed in or on them. Students are responsible for damage to lockers. Grade 2-8 classroom rules will govern student use of all lockers.

LUNCH TIME BEHAVIOR

Lunch and recess monitors consist of Seton Regional Catholic School teacher aides and parents. These individuals are responsible for the supervision of the students during lunch and at recess. Students are to show all those in authority the same respect that they have for their classroom teachers and each other. The attitude and actions of the students while on the playground should reflect the quality Christian education that they receive both at school and at home. Courtesy and concern for others should be the rule, not the exception.

Due to time and space limitations, teachers are not able to microwave food items brought from home.

It is vital that the students have a safe lunch/recess period, so the following rules have been established to ensure the safety of the students. This list includes, but is not limited to the following:

- Students shall be seated at an assigned table during lunch.
- Reasonable talking is permitted.
- Proper table manners are expected and must be maintained.
- All students are responsible to clean up after themselves.
- During outdoor recess, students will play only in the areas designated by the supervisor.
- Dangerous and rough activities, such as tackle football, rugby, piggy-back riding, and wrestling are not permitted.
- Absolutely no abusive behavior (fighting, kicking, pushing, etc.) will be tolerated. Disputes may be settled with the lunch and recess monitors. There are many options open to students in settling arguments, but fighting is not one of them. Students may

be suspended for fighting in class or on the playground. No distinction is made as to “real” or “play” fighting.

- Students may not leave the assigned recess area without permission.
- Students who are injured while playing should report to one of the lunch monitors. They will provide treatment for minor wounds and will send the student to the office for treatment, if necessary. As usual, parents will be notified of any injury that may need further attention.
- Infractions of the rules will result in disciplinary consequences.

In general, it is expected that the behavior and language of each child would reflect the Catholic teachings that parents and teachers try to instill in all of the Seton Regional Catholic School children.

MEDICAL EMERGENCIES

Parents are called for all medical **emergencies**, and are encouraged to take their child to their family physician or hospital for immediate help, when warranted. If necessary, emergency personnel (911) are called before parents are notified. If a child is injured while at school, parents will be notified according to the numbers listed on the *family emergency sheet* kept on file in the office. **It is absolutely essential that telephone numbers are kept current on the family emergency sheet.**

MENTAL HEALTH

Seton Regional Catholic School recognizes that student mental and emotional health are important for their overall growth and learning. A counselor from St. Louis Counseling of the Archdiocese of St. Louis is available to work with students at school who need support from a professional counselor. These services are paid for by the United Way. Students may be referred by family members, faculty and staff, or self-referral. Paperwork must be signed by parents before the counselor can meet with a student, except in cases of emergency. If the Principal feels a student is in imminent danger, the signature requirement may be waived.

MORNING PRAYER, PLEDGE & ANNOUNCEMENTS

Prayer, both formal and informal, is an integral part of the school day. Students and teachers begin the day with prayer led by middle school students, and pray together at other appropriate times. Individual, private prayer is also encouraged throughout the day. Classes may spend time in Eucharistic Adoration in the Perpetual Adoration Chapel.

MOVIE POLICY

Movies or videos of educational worth may be shown in classrooms at times during the school year. The following policy will be followed by all faculty members:

- All such materials will be previewed by the teacher to insure appropriate content prior to the classroom viewing.
- All materials will be rated “G”.
- Teachers will state the instructional objectives in their weekly lesson plans before using the video in the classroom.

At certain times of the year, movies/videos of an entertaining nature may also be shown in the classroom. Use of movies or videos will be limited and the same standards stated above apply.

NON-CUSTODIAL PARENTS

Seton Regional Catholic School honors the rights of non-custodial parents as outlined in the most recent court order (custodial plan). If a court order specifies there is to be no information given or that a child may not have contact with the non-custodial parent, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Parents should furnish the school with a copy of the custody section of the divorce decree. An official copy of the most recent court order (custodial plan) must be on file in the school office for each child.

OUT-OF-UNIFORM DRESS GUIDELINES

On the occasion when students are permitted to “dress-out” and not wear the school uniform, the following guidelines are in effect for all those in Kindergarten through Grade 8:

- Shoulder-straps of a tank top must be three-fingers wide.
- Shirts must be modest. No: Halter tops, tight-fitting, low cut, midriff style, off-the-shoulder, spaghetti straps, see-through, etc.
- Clothing with offensive or violent pictures/sayings may not be worn.
- No clothing that promotes or depicts alcohol, smoking, drugs, or profanity is allowed.
- Shorts and/or skirts and dresses must be modest in length (at or below the finger-tip when standing). Shorts must have a 4-inch in-seam.
- Sandals, boots, high-heels clogs, crocs, Birkenstock-style shoes, flip-flops or any other shoe that would be a safety hazard for students are not permitted.
- Sweat pants, yoga pants, leggings, jeggings, gym shorts, or volleyball shorts of any length may not be worn.
- No jeans with holes may be worn.
- Pants or slacks must be worn with a belt at the natural waistline.
- No artificial hair coloring may be used.

The school reserves the right to determine whether a student’s dress and appearance satisfies our requirements.

PARENTAL WITNESS STATEMENT

For Those Whose Children Attend Catholic Education Programs

One of the supreme gifts of marriage is bringing forth new life. God entrusts children to parents who have a primary right and duty to educate their children in the practice of their faith. Parents carry out this responsibility by creating a home full of love, forgiveness, respect, and fidelity. The family is the community in which, from childhood, one honors God and learns moral values.

In the rite of the sacrament of Baptism, parents receive the call from God to evangelize their children, as here summarized:

You have asked to have your child baptized. In doing so you are accepting the responsibility of training him (her) in the practice of the faith. It will be your duty to bring him (her) up to keep God's commandments as Christ taught us, by loving God and our neighbor... You will be the first teachers of your child in the ways of the faith. May you be also the best of teachers, bearing witness to the faith by what you say and do, in Christ Jesus our Lord.

No wonder, then that the Church understands the home to be the domestic church. It is in the intimate environment of the family that parents are, by word and example, the first heralds of the faith with respect to their children. This environment is enhanced and deepened through the parish Eucharistic community that is the heart of the spiritual life for Christian families.

Catholic school and parish religious education programs are in partnership with the family in proclaiming and witnessing to the person and life of Jesus Christ. They assist parents in fulfilling their responsibility as the primary religious educators of their children.

Aware then, of the dignity of this holy parental call, and with a reverent awe for that responsibility which is mine, I commit myself to be, in word and deed, the first and best teacher of my children in the faith. Practically, this means I should:

- **regularly participate in the Sunday Eucharist (if not Catholic, regularly participate in worship and prayer) with my family.**
- **commit to speak more with my children about God and to include prayer in our daily home life.**
- **participate in and cooperate with School or Parish School of Religion programs that enable me as a parent to take an active role in the religious education of my children including sacramental preparation for Catholic children.**
- **support the moral and social teachings of the Catholic Church to ensure consistency between home and school.**
- **teach my children by word and example to have a love and concern for the needs of others.**
- **meet my financial responsibilities in supporting the Catholic School or Parish of Religion.**

PARTIES

Class parties and/or celebrations are scheduled throughout the school year as follows:

- Christmas Celebration
- Mardi Gras or Valentine’s Day

Dates for parties and celebrations are published in the school calendar.

Party times on a full day of school:

- Grades K-5 (2:00-2:45 p.m.)
- Grades 6-8 (2:00-2:45 p.m.)

Party times on a half-day of school:

- Grades K-5 (11:00-11:45 a.m.)
- Grades 6-8 (11:00-11:45 a.m.)

Class parties for Grades K-6 are held in the classrooms.

Class parties for Grade 7 may be held in the cafeteria.

Class parties for Grade 8 may be held in the gym.

Classroom parties are the result of decisions made mutually by the homeroom teachers and room parents during the September Home & School meeting. Continuing consultation between homeroom teachers and room parents will insure a successful classroom event.

PROMOTION & RETENTION

Students advance to each succeeding grade upon the satisfactory completion of work required for the preceding level. In some cases a child may not be considered mature enough to have mastered the content and skills sufficiently to advance to the next level. If this is the judgment of the principal and teacher(s) involved with the student, the child may be retained or be required to attend and satisfactorily complete an approved summer school or tutoring program before promotion to the next grade level.

A final grade of “U” (*K-Grade 2*) or “F” (*Grades 3-8*) in two major subjects results in failure of the required work for that year. The student in this case will be asked to meet certain requirements such as enrollment in an approved summer school and/or tutorial programs before consideration will be given for promotion to the next grade level at Seton Regional Catholic School.

PROTECTING GOD’S CHILDREN

All volunteer adults must fulfill the requirements of the Archdiocese in regard to keeping our children safe. A background check must be completed and all adults are required to attend a “*Protecting God’s Children*” workshop. If you or a family member wish to volunteer in a classroom or in the school, or chaperone a party field trip, you must take this class.

REPORTING ABUSE

Faculty and staff are required by law to report to the Division of Family Services any situation that indicates neglect or abuse towards a child in our care. This includes, but is not limited to: physical or sexual abuse; cyberbullying—using technology to intimidate, threaten, or harass; verbal abuse; or

physical neglect. As Mandated Reporters, the faculty and staff may not allow personal opinion or judgement to interfere with this requirement. Parents may or may not be notified of the report, depending on the circumstances.

SACRAMENTS

Sacraments are Parish celebrations and each Parish may choose different preparation programs. Information will be sent home from the individual Parishes to the parents. Students in grades 2 –8 are given the opportunity to receive the Sacrament of Reconciliation during school year. Questions may be addressed to the Seton Regional Catholic School Coordinator of Religious Education (CRE).

SACRAMENTAL PREPARATION PROGRAM

Seton Regional Catholic School provides opportunities for students to prepare for and receive the Sacraments of Holy Eucharist, Reconciliation and Confirmation within the Catholic community of prayer and worship. The Sacraments of Reconciliation and Eucharist are ordinarily received in the second grade, while Confirmation is received in eighth grade. Preparation for the celebration of these sacraments is a joint effort of parents and religious education staff at all Parishes. Parish-based periodic meetings and activities are scheduled throughout the year.

SAFETY PATROL

The students of Grade 5 serve the Seton Regional Catholic School community each year as members of the Safety Patrol. Students who demonstrate the qualities necessary to ensure the safety of the school children are assigned by their respective homeroom teachers to fulfill this important task. Members will participate in an induction ceremony during a school Mass at the beginning of the year.

On their assigned day, Safety Patrol Members should arrive by 7:15 AM and enter the school by the office door.

SCHOOL BOARD

School Board meetings are held at 7:00 PM in the rectory meeting room at St. Elizabeth Ann Seton Parish. The Board normally meets the first Monday of the month in September, October, January, February and May. If the first Monday is a holiday or holy day of obligation, the meeting will be held the following Monday. All meetings are open to interested parishioners of the Regional School Community.

The School Board is an advisory body operating educational programs at Seton Regional Catholic School, subject to such regulations that proceed from the Archbishop of the St. Louis Archdiocese, the Archdiocesan Superintendent of Schools, the Archdiocesan Board of Education, and the State Board of Education. The purpose of the Board is to advise and assist the Administrative team in making plans and policies pertaining to the Regional School.

School Board Policies are listed in the *Appendix*.

SCHOOL LUNCHES

Cafeteria services are provided by Food Service Consultants. Several lunch choices are available for students each day:

- Hot Lunch (hot entrée, vegetable and fruit) with alternate entrée available.
- Salad Plate
- Soup
- Ala Carte
- Grab & Go (sandwich, fruit & vegetable)

Lunch and beverage prices will be announced at the beginning of each school year.

For those students who bring their lunch, milk will be available each day. A monthly cafeteria menu will be included in the school newsletter that is sent home to each family via the School Messenger parent communication system and posted on the school web page.

Contact information: Direct phone number: 636-946-6716 ext. 249. E-mail: cafeteria@setonrcs.org

SCHOOL PRIVACY

Seton Regional Catholic School understands that students/parents have access to technology that enables them to record, either visually or audibly, a student of the school or a member of the school staff.

Out of respect for the students in our school, students and parents are not to publically post any videos, pictures or audio recordings of students at school events unless the student/parent(s) have the express written permission from the school to do so. This includes, but is not limited to, online photo-sharing, FaceBook, and posting videos to YouTube or similar applications.

Additionally, in order to ensure the privacy of members of the school staff, students and parents are not to record a member of the school staff without the express permission of the staff member. As such, students and parents are prohibited from recording classroom lessons/discussions and are prohibited from photographing or videotaping teachers without the teachers' permission. Likewise, students and parents shall not publicly post any videos, pictures, or audio recordings of staff members unless the student/parent(s) have the express written permission from the school staff member. This includes, but is not limited to, online photo-sharing and posting videos to YouTube or similar applications.

All parents must complete the Media Authorization form at the beginning of each school year.

STANDARDS OF BEHAVIOR

Students attending Seton Regional Catholic School are expected to behave in a Christian and courteous manner, treating each other and the staff with the respect that each person is due.

Parents are expected to support the staff and cooperate with the school in its efforts to provide a safe and respectful environment for each and every student and staff member.

At Seton Regional Catholic School we believe discipline is an attitude and a response cultivated in a climate characterized by respect that is conducive to positive self-growth and dynamic learning.

It is the role of faculty, staff, and parents to be positive role models and to be "maintainers" of the climate. Maintenance of climate is accomplished through unity of purpose, clear directives and age-appropriate expectations. Consistency, fairness, compassion, love, and humor become key tools.

Gospel values and Catholic Christian attitudes and choices, which are taught in a solid religion curriculum, help shape and define the desired climate and standard of behavior code at Seton Regional Catholic School. The school's standard of behavior code is further shaped and defined by the following Archdiocesan statements on Harassment and Violence and the Threat of Violence:

Harassment (4303.6)

Catholic schools shall maintain a learning environment that is free from all forms of harassment. No student in the school shall be subjected to any type of harassment. Catholic schools forbid harassment because it is not in keeping with the Gospel message of Jesus Christ.

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes conduct that is verbal, physical, or visual.

Each Catholic school investigates every harassment complaint thoroughly and promptly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know. If, after investigation, the school determines that a student has engaged in sexual or other forms of harassment, appropriate disciplinary action, up to and including suspension and expulsion, will be taken.

Violence and the Threat of Violence (4303.3)

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of the Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons which is necessary for respect, the interdependence of all persons that is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace which are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violence is not tolerated in Catholic schools.

Violence consists of words, gestures, and actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, harassment; assault, possession, and/or use of a weapon; and theft or vandalism of property. A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school/parish premises is not permitted.

Using technology to harass or threaten a member of the Seton Regional School community.

Using technology to harass, threaten, intimidate, or impersonate members of the Seton Regional Catholic School community has the potential to adversely affect the safety and well-being of students, faculty, staff, and parents. Such behavior may also harm the learning atmosphere of the school. As a result, any harassing, threatening, and/or intimidating use of school technology of any member of the SRCS community, including students, parents, faculty, and staff will result in disciplinary action up to, and including, expulsion.

Furthermore, SRCS reserves the right, in circumstances it deems appropriately serious, to investigate claims by students, parents, faculty, and staff of harassing, threatening, and/or intimidating uses of technology, even though they may take place outside of school, after hours, using non-school

equipment. Where the school determines that such conduct has harmed the learning environment and/or adversely affected a member of the SRCS community, disciplinary action may be taken by the administration.

STUDENT RECORDS

A cumulative record of each student is kept on file in the school office. The student record includes final averages of grades from each year, test results, health records, any auxiliary information provided, and school entrance information. A student's record may be transferred to another school only with the appropriate approval of the parent until such student is a legal adult. The *Withdrawal from School Form* must be completed and submitted to the school office prior to records being sent to the receiving school.

STUDENT RESPONSIBILITY

Fostering responsibility is a goal of our school. To accomplish this we ask that all children have a special place in the home where school materials are kept. It is also important that children have a place in the home for study purposes. Students should spend a few minutes each evening gathering items necessary for the following day.

Children will not be permitted to make phone calls for forgotten items during the school day. The exceptions are limited to items of a medical nature (including glasses) and lunch. Other than the specified items, parents are asked not to bring forgotten items to school.

Please do not ask staff members to make exceptions to our policy. Emergency situations may be discussed with the school administrator.

STUDENT SAFETY

Student safety is one of our most important concerns. Students and parents will notice that the outside doors, except the front doors near the school offices, are kept locked all day. Parents and students are asked to follow these guidelines:

- All students should enter the building as soon as they arrive in the morning.
- Students/adults should report any strangers in the building or on the playground to a teacher or playground supervisor. Adults who are visiting will wear a visitor badge.
- Students who are not picked up immediately after school may come to the office to call someone for a ride. Children wait inside until the ride arrives.
- Teachers need to know where students are at all times (in case of an emergency). Students are to let their teacher know exactly where they are going when they leave the classroom. Students may not go anywhere in the building without the permission of a teacher.

TESTING

Seton Regional Catholic School children participate in the **Iowa Assessment** testing program as determined by the Archdiocese of St. Louis in the fall of each school year. This provides for achievement and performance testing for Grades 2-8. Students in the Kindergarten class participate in ITBS testing in the spring of the school year.

Results of the tests are used not only to help obtain an overall picture of individual student achievement, but also to help the school assess curriculum and instructional needs. Individual student results are sent home with an explanation of the scoring.

Students in Grades 5 and 8 participate in the **ACRE testing program**. ACRE is an acronym for Assessment of Catholic Religious Education. The test assesses the knowledge of our students in the Catholic faith in the areas of Doctrine, Scripture, Tradition, Sacraments and Morality.

TRANSFERS *(please also see Admissions)*

If a transfer to another school should become necessary the following procedure will be used:

- Our school office will request school records from, or forward cumulative records to any parochial or Catholic school in the Archdiocese of St. Louis.
- If transfers are made to a public school or a Catholic school outside the Archdiocese, records will be sent upon request from the receiving school. The request for student record form must contain the signature of the parent.
- Children leaving our school will be given report cards when all financial obligations are current and any partially used workbooks belonging to them.
- Archdiocesan policies will be followed for all students transferring into the Regional School.
- Transfer of records will not be completed until all monetary obligations to the school have been fulfilled. In the event of financial difficulties, parents are advised to make an appointment to speak with the Pastor of their respective Parish.
- All records will be mailed. Student records may never be hand-carried to the receiving school.
- Students transferring into the middle school will need standardized test scores/report cards sent to the office, a recommendation from the previous school Principal and an interview with the grade level teachers and administrator. Parents are welcome to be present at this interview.

Parents will be notified as to the acceptance status as soon as possible.

TUITION POLICY

The Parish Finance Committees of St. Elizabeth Ann Seton, St. Robert Bellarmine, and St. Peter are responsible for the development of policy pertaining to tuition. A tuition structure and formula is then recommended to the Pastors for final approval. This tuition policy applies to families who have child(ren) enrolled in the kindergarten through the eighth grade of Seton Regional Catholic School for the 2018-2019 academic year.

All families are required to make tuition payments according to one of the two payment plans. Each family's preference of payment plan must be submitted each year at the time of registration on the "Tuition Payment Contract."

All families will be asked to create a FACTS account on the new FACTS platform. More information will be provided after registration.

Option 1 **Full Payment:** The entire amount of tuition is paid on or before August 1 to their parish office. Non parishioners pay directly to the school. A tuition discount of \$100.00 will be applied to any family choosing Option 1. **If full payment is not received by August 1, the discount will not be given. The contract is thus considered void, requiring a new contract including the FACTS payment plan.**

Option 2 **Monthly Payments:** The entire amount of tuition is paid monthly over an 11-month period beginning in August. **This method is paid only through FACTS**, an online Tuition Management Plan. This plan is an automatic cash transfer of tuition funds from your checking statement or savings account (ACH) or by credit card. Those choosing this plan will authorize their bank to make automatic monthly payments to FACTS on either the 5th, 10th, 15th or 20th of the month. There is no longer a fee for this service. If you miss a monthly payment due to insufficient funds, you will automatically be charged a \$30.00 missed payment fee from F.A.C.T.S. and an insufficient funds penalty will occur from your own banking institution. FACTS registration information will be provided after the school registration period.

Late registration

Families registering after August 1st shall be expected to fulfill their tuition obligation according to the tuition policy stated above. Tuition for students registering on or after the first day of school shall be prorated based on academic quarters, according to the school calendar.

In case of multiple households

If parents are not married, each parent must complete and sign separate Tuition Payment Contract, indicating the percentage for which they are responsible. Each parent will then create a FACTS account. If one parent defaults on their tuition, the parent with primary legal custody is responsible for all tuition.

Late payments

Should you incur some financial crisis; the rectory can call the FACTS management to stop an automatic withdrawal—if enough notice is given to us. It is the responsibility of each school family to inform the parish office of their need to make any changes in their preferred tuition payment plan at least 5 working days before payment is due. The FACTS plan is very flexible and can be adjusted if necessary.

It is the obligation of each school family to keep tuition payments current during the time of enrollment. Failure to make payments is a serious matter. If payments are not made within the allotted time and suitable arrangements have not been made, you will be informed that your child(ren) will not be readmitted to school according to the “Non-Admission” specifications of this policy. Furthermore, students will not receive report cards until tuition payments are current.

Tuition assistance

For those who desire a Catholic elementary education for their child(ren), but are not in a position to make full payment of tuition at this time, tuition assistance is available through the Beyond Sunday Grant

and the Alive in Christ Tuition Assistance of the Archdiocese of St. Louis. Catholic families may also seek aid through their parish of registration. However, there is an application process that must be entered into for this assistance to be received. These forms are available online only at www.ttef-stl.org. We urge you to complete the form as soon as possible after January 28, 2018 since funds are distributed on a first-come, first-served basis. Please see the enclosed information from the Archdiocese for details. Only one application is required for both Archdiocesan and parish tuition assistance. Once the Archdiocese has made its determination of aid awarded, the parish office will refer the request to the committee designated to assist the Pastor in this regard.

Tuition Delinquency

Children of school families who fail to pay tuition and/or fees according to the contract that they have made with the parish will not be re-admitted to our school. All families must be current in their payment of tuition:

By August 14th:

If tuition is delinquent on August 14th, student(s) will not be admitted on the first day of school.

By December 20th:

If tuition is delinquent on December 20th, student(s) will not be re-admitted on the first day of class in January.

By May 1th

If tuition is delinquent on May 20th, permanent records including report cards will not be released by the school administration. A student in the eighth grade whose tuition is delinquent by the above date will not participate in the graduation ceremony.

In cases where there is an unpaid balance and the student(s) does not return to St. Elizabeth-St. Robert Regional Catholic School records shall not be forwarded to any new school until all unpaid balances have been paid in full. All unpaid accounts, which have not been satisfactorily resolved with the parish office, will be sent to a collection agency.

Tuition is pro-rated by academic quarter.

If a student is enrolled in and attending SRCS for any part of an academic quarter, parents are responsible for payment for the full quarter. Tuition will not be pro-rated because of missed school due to extended absences or vacations.

*Seton Regional Catholic School
Tuition and Home & School Fees
2021-2022*

One Child	Two Children	Three or More Children
\$5959	\$8417	\$10,186

A Registration Fee of \$250 per child is due at the time of registration.

UNIFORMS

If a student needs a uniform exception for reasons such as a cultural celebration, religious observance, theatrical performance, etc., parents must contact the Principal in advance.

The Seton Regional Catholic School uniform is important to the overall spirit and sense of discipline of our school. Our uniform represents our Catholic School and therefore our faith. Uniforms help to create a sense of community, equality and school identity. Students demonstrate their commitment to school spirit and community by choosing and wearing uniform items that meet the dress code. Uniforms are traditional attire, not subject to the whims of fashion. It is business attire for those whose vocation is learning. Its hallmark is neatness and modesty.

Students are expected to be in complete uniform each day unless an “out-of-uniform day” has been designated. Students may dress out of uniform to celebrate his/her birthday or his/her half birthday (students having birthdays during the summer months of June, July and August).

For all school dress down days, students may wear casual clothing-jeans, skirts, slacks, shorts and dresses. (Please see Out-Of-Uniform Guidelines on P. 34.)

Students not in compliance with dress code requirements will contact a parent to request that appropriate items of clothing be brought to them at school.

The faculty and students of Seton Regional Catholic School enjoy the dress down days. In order to assure a positive, serious, learning environment, it is very important for the above regulations to be followed. Your cooperation helps to make our dress down days a positive experience for all! We thank you in advance for your assistance and support in this matter.

Students who choose to be in noncompliance with our uniform code will be given consequences according to our Discipline System. Parents will be contacted to supply the correct uniform items for that day. In addition, a parent conference may be requested for those students who continually do not follow our uniform policy.

- Shirts must be tucked neatly into pants, shorts or culottes. The only exceptions may occur during recess, PE class, or during specified activities.
- Uniform culotte skirts/jumpers must be reasonable in length, no shorter than three (3) inches from the top of the knee.
- Undershirts must be all white and may not hang out from the sleeves of the uniform shirt. No logos on shirt.
- Sweatshirts worn during the school day must be uniform sweatshirts.
- Uniform shirts, pants, and shorts may not be oversized in the “grunge” or “hip-hop” style.
- Socks must be visible on the student’s foot.
- For the safety of the students, flip-flops may not be worn at school.
- Hats and head scarves may not be worn unless specified for an Out-Of Uniform day.

The Administration reserves the right to make decisions on current clothing fads as deemed necessary in conjunction with the uniform code.

BOYS—GRADES K-8

PANTS	Navy blue pants. These may be purchased from Fischer's or any department store. Pants may not be faded.
SHIRT	Either a plain white, short or long sleeved knit polo shirt (with NO emblem or contrast trim) or a plain white, long-sleeved knit turtleneck. Maroon polo, short or long sleeved, with the school logo must come from Fischer's.
SWEATER	Plain, maroon cardigan, pullover, or crew neck style.
SWEATSHIRT	Gray sweatshirt with official embroidered SetonRCS logo only. Sweatshirts may not be worn around the waist. Sweatshirts may be purchased at Fischer's.
FLEECE PULLOVER	Gray fleece pullover with embroidered SETONRCS logo may be worn. May be purchased at Fischer's.
BELT	Dark colored and must be worn with pants that have belt loops.
SHOES	Tennis shoes of any color OR basic black, brown, navy blue, or white dress shoe may be worn. The following are not permitted: High-tops, athletic sandals, sling-backs, clogs shoes, flip-flops, Birkenstock-style shoes, platform shoes or tennis shoes with flashing lights or wheels. Tennis shoes must be worn on Physical Education days
HAIR	All hair must be a standard male haircut. Hair length is to be no longer than the top of the collar, top of the eyebrows and top of the ears. Hairstyles inappropriate with the school uniform may not be worn. Hair must be a natural color. Boys must be clean-shaven: No facial hair.
SCOUT UNIFORMS	May be worn on meeting days, but jeans may not be worn.
BOYS ACCESSORIES	Small post earrings may be worn. A watch and/or small religious medal under the shirt may be worn. Other jewelry including plastic and rubber wristbands may not be worn.
SOCKS	Plain white, black, gray, or maroon socks are permitted. Socks must be visible on the student's foot.
SUMMER UNIFORM	Navy blue dress shorts of appropriate length may be worn. Shorts may be purchased from Fischer's, J. C. Penny or Sears. Short-sleeved white knit polo shirt with no emblem or maroon polo shirt from Fischer's.

Summer uniform may be worn in August, September, October, April, and May.

GIRLS—GRADES K-5

JUMPER	Gray/maroon plaid jumper. Jumpers may be purchased at Fischer's.
BLOUSE	White, plain, short or long sleeved—Peter Pan or pointed collar. Maroon polo shirt, short or long sleeved, with the school logo must come from Fischer's. Knit polo shirts may be worn as well as white long-sleeved turtlenecks.
SWEATER	Plain, maroon cardigan, pullover, or crew neck style may be worn with the jumper.
SWEATSHIRT	Gray sweatshirt with official embroidered school logo only. Sweatshirts may not be worn around the waist. Sweatshirts may be purchased at Fischer's.
FLEECE PULLOVER	Gray fleece pullover with embroidered school logo may be worn May be purchased at Fisher's.
BELT	Dark colored and must be worn with pants that have belt loops.
SLACKS	Navy blue slacks may be worn with school blouse and a uniform sweatshirt or sweater. These may be purchased at Fischer's. Slacks may not be faded.
SOCKS	Plain white, maroon, black, or gray socks are permitted. Socks must be visible on the student's foot. Tights or ankle-length leggings are permitted but should match uniform colors. Nylons are not permitted.
SHOES	Tennis shoes of any color OR basic black, brown, navy blue, or white dress shoe may be worn. Shoelaces must be black or white and should be tied appropriately. The following are not permitted: High-tops, athletic sandals, sling-backs, clogs shoes, flip-flops, Birkenstock-style shoes, platform shoes or tennis shoes with flashing lights or wheels. Tennis shoes must be worn on Physical Education days
HAIR	Unusual hairstyles or styles inappropriate with uniforms may not be worn. Hair must be a natural color.
SCOUT UNIFORMS	May be worn on meeting days, but jeans may not be worn.
OTHER	Nail polish, artificial nails and make-up are not permitted.
GIRL'S ACCESSORIES	Small post earrings may be worn. A watch and/or small religious medal under the blouse may be worn. Other

jewelry including plastic or rubber wristbands may not be worn. Appropriate hair ribbons may be worn. Hair accessories must be of a school uniform color (white, gray, navy blue, maroon or yellow).

RECOMMENDATION Girls may wish to wear navy blue shorts under their uniform skirt.

BELT Dark colored and must be worn with shorts and pants with belt loops.

SUMMER UNIFORM Please see “GIRLS GRADES K-8” below.

GIRLS—GRADES K-8

ALTERNATE UNIFORM Navy blue dress shorts or navy blue scooter skirt, of appropriate length may be worn.
Shorts may be purchased from Fischer’s, JC Penny, or Sears.
Socks must be visible on the student’s foot.

This uniform may be worn all year

GIRLS—GRADES 6, 7 & 8

CULOTTE-STYLE SKIRT Gray/maroon plaid culotte skirt must be reasonable in length. Must be no more than three (3) inches above the top of the knee. Culottes may be purchased at Fischer’s.

BLOUSE All white, plain, long or short-sleeved—Peter Pan or pointed collar. Knit polo shirts may be worn as well as white long-sleeved turtlenecks.
Maroon polo shirt with school logo from Fischer’s Uniforms.

SWEATER Plain, maroon cardigan or pullover crew neck.

SWEATSHIRT Gray sweatshirt with official embroidered school logo only. Sweatshirts may not be worn around the waist. Sweatshirts may be purchased at Fischer’s.

FLEECE PULLOVER Gray fleece pullover with embroidered school logo may be worn. May be purchased at Fischer’s.

SLACKS Navy blue slacks may be worn with school blouse and a uniform sweater or sweatshirt. If slacks have belt loops, a dark colored belt must be worn. May be purchased from Fischer’s. **Slacks may not be faded.**

SOCKS	Plain white, gray, maroon or black socks are permitted. Socks must be visible on the student's foot. Tights or ankle-length leggings are permitted but should match the uniform colors. Nylons are not permitted.
SHOES	Tennis shoes of any color OR basic black, brown, navy blue, or white dress shoe may be worn. The following are not permitted: High-tops, athletic sandals, sling-backs, clogs shoes, flip-flops, Birkenstock-style shoes, platform shoes or tennis shoes with flashing lights or wheels. Tennis shoes must be worn on Physical Education days
HAIR	Unusual hairstyles or styles inappropriate with uniform may not be worn. Hair must be a natural color.
SCOUT UNIFORMS	May be worn on meeting days, but jeans may not be worn.
OTHER	Nail polish, artificial nails and make-up are not permitted.
GIRL'S ACCESSORIES	Small post earrings may be worn. No more than two earrings per ear. A watch and/or small religious medal under the blouse may be worn. Other jewelry including plastic or rubber wristbands may not be worn. Hair accessories must be of a school uniform color (white, gray, navy blue, maroon or yellow).
ALTERNATE UNIFORM	SEE GIRLS—GRADES K-8 on previous page

UNIFORM VIOLATIONS

Teachers will check to see that all students are in uniform each day. Consequences will be issued to students as warranted for dress code violations.

VACATIONS TAKEN DURING THE SCHOOL YEAR

A. Assignments requested in advance

When a child is sick and is absent from school, or if there is a family emergency, school work will be brought to the office at 2 PM for a parent to pick-up, or it will be sent home with a sibling. **When a child is absent for any other reason, work will not be given ahead of time.** Students or parents should contact the teacher in advance to discuss what the student could work on so as not to fall too far behind. Teachers will no longer give specific assignments in these circumstances. In all cases of a student absence, they will have as many number of school days as they were absent to complete all assignments. (Ex. 3 days of absence = 3 school days to complete all school work.) After that time, late penalties will be given.

B. Make up work requested upon return from vacation

It is the responsibility of the students to find out what work needs to be made up when he/she returns to school. The student will have one (1) school day per every school day missed to complete the work missed, after which time he/she will be given no credit for the work.

VIOLENCE POLICY

Violence consists of words, gestures, or actions that result in or have the potential to result in hurt, fear or injury. Violence includes threats of injury, harassment, assault, possession and/or use of a weapon, and theft or vandalism of property.

Seton Regional Catholic School follows the policy on violence as written in the Catholic Education Office Policy Manual. This policy includes the following:

- Remove the child suspected of violence from any contact with the school.
- Contact appropriate Archdiocesan officials.
- Contact both Pastors.
- Contact the parents and inform them of the incident and ask them to remove the child from the school until a mental health professional gives reasonable assurance in writing that the child is not a threat to herself/himself and to others.
- Parents will be informed that the police will be notified.
- Contact the police.
- Communicate with the staff or children (and their parents) who may have been the target of the violent threat.
- Inform the larger community, if necessary.

VISITORS

All visitors must enter at the front doors closest to the school offices and sign in with the school receptionist. A “Visitor” Badge will be issued. When leaving, visitors must sign out at the receptionist’s desk. This is important in cases of an emergency nature when individuals in the building would need to be reported to officials.

Visitors may be asked to provide a driver’s license for screening when signing in. This is only to ensure the safety of our students; no private information will be seen or disclosed.

VOLUNTEERS

Opportunities for volunteering time include working as classroom aides, assisting the teachers with classroom activities or projects as requested and chaperoning on field trips. ***Adults over 18 wishing to volunteer time where children are present must comply with Archdiocesan guidelines by attending a Protecting God’s Children workshop, reading and signing the Archdiocesan Code of Ethics, and submitting Child Abuse Screening forms. This includes parties, field trips,***

The presence of pre-school siblings can sometimes inhibit parent volunteers from helping where needed. **Parents should always check with the coordinator of an activity or the classroom teacher about bringing non-school siblings.** We strongly encourage parents who want to volunteer and yet have pre-school children to form rotational babysitting co-ops. It is a great way for “future classmates” to get to know each other, and also let volunteer parents give full attention to their older children’s activities.

WEBSITE

In depth information about the school may be found on the school website.

WELLNESS POLICY

The Catholic Education Office has developed a Wellness Program to achieve the following goals:

- Students will have access to a variety of affordable, nutritious and appealing foods in the school setting.
- Students will be physically active in the school setting.
- Students will be provided with health and nutrition education and physical education to foster life-long healthy-eating and physical activity.

WITHDRAWAL FROM SCHOOL

The school office should be notified in writing if it becomes necessary to transfer your child to another school during the academic year. Classroom teachers will be informed and records will be prepared for transfer to the new school if all financial obligations are satisfied.

HANDBOOK DISCLAIMER

The Parent and Student Handbook contains established policies and procedures for the 2018-2019 school year. Since it is not possible for a Handbook to address every situation that may arise during a school year, the school administration reserves the right to amend or revoke the policies and procedures in this Handbook at any time as circumstances may require. When changes are made to the Handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

Seton Regional Catholic School

School Board Policies

In the Spring of 2017, St. Peter School merged into St. Elizabeth-St. Robert Regional School. The name of the school has changed to Seton Regional Catholic School. A new school board consisting of members from all three parishes plus an individual representing our non-Catholic families, has been convened. An updated version of the Board policies will be provided to each family as soon as it is available.

School Board Operations

- 2402.1 Purpose
- 2402.2 Operation
- 2402.3 Official function
- 2402.4 Meeting notification
- 2402.5 Ex-officio members

Students

- 4104 Admissions
- 4200 Attendance
- 4202 Tardiness
- 4400 Confidentiality and Privacy
- 4600 Discipline
- 4601 Harassment
- 4602 Uniforms
- 4702 Medication
- 4703 Immunizations
- 4704 Communicable Diseases
- 4800 Child Custody Visitation Rights

Curriculum and Instruction

- 5100 Curriculum
- 5206 Band
- 5401 Calendar
- 5501 Class Size
- 5502 Field Trips
- 5503 Homework
- 5504 Mass Attendance

Non-Instructional Operations

- 6500 Exit Interviews
- 6700 Firearms and weapons

Policy numbers correspond to the numbering system used in the Administrator's Manual published by the Catholic Education Office of the Archdiocese. All local policies are prefaced with "LP."

SCHOOL BOARD OPERATIONS

LP 2402.1

The purpose of the Seton Regional Catholic School Board is to advise and assist the administrative team in making plans and policy for parish educational and school programs. (3/04)

LP 2402.2

The operation of the School Board is governed by the Constitution and By-Laws adopted by the parishes in accord with Archdiocese guidelines. (1/97)

LP 2402.3

The School Board usually meets the first Monday of the month in September October, January, February and May, unless it is a day when school is not in session. In those cases, the meeting is held the following Monday. Occasionally, additional meetings are necessary and scheduled as needed. (9/07)

LP 2402.4

The secretary of the School Board shall notify all board members and ex-officio members of special functions and meetings. (3/04)

LP 2402.5

The ex-officio members of the board shall be the pastor and associate pastor or their designate, and the school principal. (1/97)

STUDENTS

LP 4104 Admissions

For admission into Kindergarten a child must be first years of age by August 1. For admission into first grade a child must be six years of age by August 1.

The Seton Regional Catholic School Board has approved the following registration guidelines for all grade levels (K through 8)

1. Consideration will be given first to children of members of St. Elizabeth Ann Seton, St. Peter, and St. Robert Bellarmine parishes and non-parish members already attending Seton Regional Catholic School Registration will be open to those groups during the month of February.
2. After in-school registration deadline, if the class has not reached maximum capacity, registration will be accepted in the following order:
 - a. Parishioners with siblings already enrolled.
 - b. Members of Seton Regional Catholic School parishes not currently enrolled.
 - c. Siblings of non-parish members already enrolled.
 - d. Members of other Catholic parishes.
 - e. Other non-Catholic families

3. Once registration for a particular grade level reaches 90% all non-parish members will be placed on the waiting list. After June 15, any open spaces will be filled from the waiting list according to #2.
4. Non-parish students currently enrolled will not lose their place.
5. If maximum capacity is reached, refer to original order of policy #2.
6. In case of conflict of parishioners wishing to enroll their children, the space will be filled based on date and time of school registration.
7. In case of conflict of non-parishioners wishing to enroll siblings, the space will be filled based on participation in the school as determined by the principal.
8. A non-refundable deposit of \$200 per child [first time enrollment and reenrollment within designated “early registration” period] is required at the time of registration. The money will be applied toward tuition upon acceptance of the child at SETONRCS. (3/05)

LP 4200 Attendance

If a child is not in school, it is the responsibility of the parent/guardian to notify the school office. If no word has been received regarding the child, the parent/guardian will be contacted. (1/97)

LP 4202 Tardiness

Out of concern for student safety, students arriving after the start of the school day should enter through the school office. Unexcused tardiness can be subject to disciplinary action. (1/97)

LP 4400 Confidentiality and Privacy

The academic and personal records of each student will remain private. Only the Administration, faculty and staff (paid personnel) who are directly involved with the child will have access. The file of the student is school property. Guidelines set forth by the Archdiocese will be followed. The elementary school shall maintain a cumulative record for each student enrolled in the school. Parents/guardians have the right to inspect and review their child’s cumulative record. In exercising this right, parents/guardians shall follow the procedures established by the school. There should be no release of student cumulative records without the prior written consent of the parent/guardian. Records are not released to parents, but transferred directly from one school to another. (3/04)

LP 4600 Discipline

Seton Regional Catholic School will administer a consistent school-wide discipline program. Discipline should be maintained to provide a healthy learning environment for all students while providing for continued development of responsibility. School staff and volunteers who come in contact with students in the school must use the disciplinary program of the school consistently and fairly. The discipline program must be clearly communicated so that each student is aware of his/her rights and responsibilities as well as the consequences of inappropriate behavior. (3/04)

LP 4601 Harassment

Seton Regional Catholic School shall maintain an environment that is free from harassment. Harassment is any continuous unwanted physical, verbal or sexual behavior. All instances of harassment, whether they occurred on or off of the school or parish premises, shall be addressed in a timely, serious and appropriate manner according to the requirements of state and local laws and accepted educational

practice. The safety of the school community is to be given paramount consideration when making decisions regarding the discipline of persons who violate this policy. (3/04)

LP 4602 Uniforms

Uniforms contribute to a comfortable, non-competitive learning environment. While school recognizes the individuality of each student, uniforms allow the special talents of each student to be the focus of their school experience. Seton Regional Catholic School requires all students from Kindergarten through eighth grade to routinely wear their uniforms to school. (1/97)

LP 4702 Medication

School Policy will follow the Archdiocese Policy (4704) and its guidelines. (3/04)

Archdiocesan Policy: “School personnel should not dispense prescription or non-prescription medication of any kind to a student in school without 1) the direct order of a licensed physician, signed and properly filed with the school; 2) the written permission of the parent to dispense medication; and 3) proper training on medication administration. All medication sent to the school must be kept in a secure place under the supervision of the administration. Students may not carry medication on their person. One staff member must be assigned to administer medication. Proper documentation must be kept on every dose given.” (4702)

LP 4703 Immunizations

In order for any child (i.e. incoming Kindergarten or transfers from other schools) to enroll at Seton Regional Catholic School, their health records must comply with the State of Missouri immunization guidelines before they are allowed to attend any classes. (1/97)

LP 4704 Communicable Diseases

Seton Regional Catholic School will follow the policies and procedures on communicable diseases established by the Missouri Department of Health. (1/97)

LP 4800 Child Custody Visitation Rights

Parents involved in custody issues must inform the Administration of custodial rights and must furnish copies of appropriate documentation of custodial rights for the school files. The parent without legal custody is not allowed visitation rights on the school premises. School is not a site for visitation. (3/04)

CURRICULUM AND INSTRUCTION

LP 5100 Curriculum

The formulation of the school curriculum and instruction improvement is the responsibility of the Administration and must concur with Archdiocese guidelines. (1/97)

LP 5206 Band

Students in grade four through eight are eligible to participate in the Catholic Consolidated School Band of St. Charles. Each student participating in the band is assessed a yearly fee to help offset the cost of the program. The Band Parent Organization shares the balance of the cost and the schools served. (5/98)

LP 5401 Calendar

The school calendar will exceed the Archdiocesan guidelines in both hours and days. The finalized school calendar will be presented to the School Board by the April school board meeting. (3/05)

LP 5501.1 Class Size

The maximum class size as set by the Catholic Education Office of the Archdiocese of St. Louis is 35 students. Seton Regional Catholic School will provide a teaching and learning environment as supported by the school families. Specific grade level plans are as follows: Kindergarten and first grade will accept 26 students per class. Grade 2-8 will accept up to 28 students per class. Teacher aides will be assigned at the discretion of the Administration in consultation with the Pastors and the faculty. Additional students registered will be placed on a waiting list. (5/04)

LP 5502 Field Trips

Filed trips should be planned in support of the curriculum and approved by the administration. Each field trip should include all classes of a particular grade. For safety and liability reasons, transportation must be provided by an insured driver per guidelines set forth by the Archdiocese. (5/04)

LP 5503 Homework

Homework is an important part of the student's learning experience and contributes to the systematic education of the whole child. Therefore homework will be assigned at the discretion of the teacher on an "as needed" basis. (1/97)

LP 5504 Mass Attendance

As regular Mass attendance is an integral part of a comprehensive Catholic education, students are required to attend Mass on all designated School Mass days. (1/97)

LP 5505 Graduation

Each year a special Mass will be celebrated with the eighth grade. Certificates of Achievement will be presented to the students. (5/98)

LP 5506 Handbook

A school handbook will be printed and issued by the Administration to all parents of school children. It will include school policies, school rules and other pertinent information. (5/04)

LP 5507 Internet Acceptable Use

There will be an Internet Acceptable Use Policy. It will be established by the Administration in accordance with Federal, State and/or Local regulations as well as any Archdiocesan guidelines. Each school year, both student and their parent/guardian must sign an Internet Acceptable Use Contract before the student may access the Internet. (5/04)

NON-INSTRUCTIONAL OPERATIONS**LP 6500 Exit Survey**

The school Administration will conduct a confidential exit survey with all families upon notification of their intent not to continue at St. Elizabeth/St. Robert Regional School. The surveys are to be made available to the School Board for the purposes of marketing and budgeting. (5/04)

LP 6700 Firearms and Weapons

In order to provide a safe environment, the carrying or possession of any type of firearm or other dangerous weapon on the premises of Seton Regional Catholic School is strictly prohibited. This prohibition expressly includes those persons licensed to carry concealed firearms. (6/04)



WITNESS STATEMENT: CALLED TO BE CATHOLIC
*For students who attend Catholic Schools and Parish
Schools of Religion*

PRE-KINDERGARTEN AND KINDERGARTEN

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

**GOD LOVES ME.
I LOVE GOD.**

**GOD MADE EVERYTHING GOOD.
I WILL PRAISE AND THANK GOD.**

**GOD MADE ME SPECIAL.
I WILL ACT AS A CHILD OF GOD.**

**GOD MADE ME PART OF HIS FAMILY.
I WILL BE KIND TO ALL OF GOD'S FAMILY.**





WITNESS STATEMENT: CALLED TO BE CATHOLIC
*For students who attend Catholic Schools and Parish
Schools of Religion*

GRADES 1-2

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I PROMISE TO LOVE GOD BY:

- LEARNING ABOUT JESUS AND HIS LOVE FOR ME.
- PRAYING EVERYDAY.
- SPEAKING GOD'S NAME WITH RESPECT.

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

- OBEYING MY PARENTS/GUARDIANS AND TEACHERS.
- BEING HONEST AND TRUTHFUL.
- DOING WHAT IS RIGHT.

GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

- BEING RESPECTFUL OF OTHERS.
- HELPING OTHERS IN NEED.
- BEING KIND AND INCLUDING OTHERS WHEN I PLAY.





WITNESS STATEMENT: CALLED TO BE CATHOLIC
*For students who attend Catholic Schools and Parish
Schools of Religion*

GRADES 3-4-5

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I PROMISE TO LOVE GOD BY:

- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- SPENDING TIME PRAYING EACH DAY.
- LEARNING MORE ABOUT GOD'S LOVE FOR ME AND THE TEACHINGS OF JESUS.
- RESPECTING GOD'S NAME AND HIS CHURCH.

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

- LEARNING WHAT JESUS EXPECTS OF ME.
- RESPECTING MY BODY AS A GIFT FROM GOD.
- BEING A PERSON WHO IS TRUTHFUL AND FAIR.
- BECOMING THE BEST PERSON THAT I CAN BE.

GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

- HELPING OTHERS WHEN I KNOW THEY ARE IN NEED.
- GIVING GOOD EXAMPLE AS JESUS DID.
- PAYING ATTENTION TO THE WISDOM AND GUIDANCE OF MY PARENTS/GUARDIANS, TEACHERS AND CHURCH.
- BEING RESPECTFUL AND NOT HURTING OTHERS OR MAKING FUN OF THEM.





WITNESS STATEMENT: CALLED TO BE CATHOLIC
For students who attend Catholic Schools and Parish
Schools of Religion
GRADES 6-7-8

Graced and blessed by God, I am called to respond to God's gifts by living the life of a Catholic Christian. Catholic School/Parish School of Religion will help me grow in the Catholic Faith. I believe that:

GOD LOVES ME.

I PROMISE TO LOVE GOD BY:

- STUDYING ABOUT GOD-FATHER, SON, AND HOLY SPIRIT- AND HIS CHURCH.
- PARTICIPATING IN THE MASS AND SACRAMENTS, ESPECIALLY SUNDAY EUCHARIST.
- DEVELOPING MY LOVE FOR JESUS CHRIST THROUGH DAILY PRAYER.
- FOLLOWING THE COMMANDMENTS AND BEATITUDES.
- READING SACRED SCRIPTURE TO HELP ME UNDERSTAND GOD'S PLAN OF SALVATION.

GOD CREATED ME.

I PROMISE TO LIVE AS A CHILD OF GOD BY:

- TREATING MY BODY AS A TEMPLE OF THE HOLY SPIRIT.
- BEING A PERSON WHO, LIKE MARY, IS A TRUSTED FOLLOWER OF JESUS CHRIST.
- TAKING MORE RESPONSIBILITY FOR MY LEARNING AND BEHAVIOR.
- VALUING MY SELF AND DEVELOPING MY GIFTS.
- LIVING THE GIFTS OF THE HOLY SPIRIT.

GOD MADE ME PART OF HIS FAMILY.

I PROMISE TO LOVE OTHERS BY:

- SHARING MY CATHOLIC BELIEFS WITH OTHERS AND HELPING THEM LIVE RESPONSIBLY.
- RESPECTING ALL PERSONS, PLACES AND THINGS AS GIFTS FROM GOD.
- GROWING IN COMPASSION BY SERVING THOSE IN NEED.
- BEING A FRIEND LIKE JESUS TO THOSE WHO HAVE NONE.
- WORKING WITH OTHERS TO HELP MAKE (School/PSR) AND PARISH A BETTER PLACE.

