

St. Elizabeth Ann Seton School



Junior High Student/Parent Supplement

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This Junior High Student/Parent Supplement is an adjunct to the Family Handbook. All policies, rules and guidelines in the Family Handbook also apply to the Junior High Student.

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St. Elizabeth Ann Seton School Junior High Classroom Management

As a member of our junior high, you will have up to six different teachers on a weekly basis. While all of your teachers are unique individuals and their styles of teaching and classroom management will differ, presented below is the basic junior high format that all of your teachers will follow:

Teacher Responsibility:

1. To treat you with respect and care as an individual
2. To provide you with a moral and ethical, classroom environment
3. To teach you the skills of self-discipline
4. To create a positive learning climate
5. To teach the required subject content

Student Responsibility:

1. To treat your teachers and fellow students with respect and care
2. To take responsibility for what you say and do
3. To practice the skills of self-discipline
4. To study and to complete your homework and in class assignments
5. To learn the required subject content

Classroom expectations:

1. You are expected to demonstrate respect for yourself and your fellow classmates by being supportive and positive.
2. You are to be already seated when the bell rings. You are to have your text and homework when applicable for class, your notebook for the class, a pen or pencil, and your planner on your desk as the bell rings.
3. You are to be prepared to hand in homework at the beginning of class.
4. You are responsible for obtaining and completing all assignments and information which you miss due to an absence.

Homework

Homework is not an option. Each assignment is graded as an important part of student's learning.

All homework must be completed and of acceptable quality (sloppy, quick work will be subject to lower grading.) Work is considered late if it is not turned in during the class *and time* it was collected.

It is the students' responsibility to verify all homework and assignments on the school website (<http://school.seastucson.org>), as well as to use the planner. The most reliable source of homework assignments is a completed planner. Students can check their completed assignment grades on RenWeb. If a student's record of grades / assignments differs from Ren Web, the student must contact the teacher before the end of the grading period.

Cheating and Plagiarism

Cheating and plagiarism are serious offenses that have become prevalent with the advent of the Internet and the availability of information. SEAS students are personally, morally and fully responsible for all academic work.

Plagiarism, to take ideas, writings, and cited sources from another source and representing it as your own work, is also considered a serious form of cheating.

Dishonesty, whether it be evidenced by students cheating in class by copying other students' work or by sharing homework answers or asking and giving answers or information from a test or assignment to another student, and / or plagiarism will result in a failing grade for both students and possible disciplinary measures being taken against the student(s).

Absenteeism

Students are to avoid being absent if at all possible. They are to remember that in high school, if they are absent more than 8 days in any one semester, they will not receive credit for the class. Our students must begin now to develop the habit of consistent school attendance.

(In accordance with Diocesan Policy #2130)

Students are allowed an amount of makeup time for missed work equal to the number of days absent. For example if a student is absent two days, they must turn in all work two days after they return. If they are absent three days, they must turn in all work three days, etc. This will not exceed five days. (i.e.: If a student misses school on Tuesday, his/her work is due on Thursday. If a student misses Monday and Tuesday, his/her work is due on Friday.)

All long term projects are due on the day they are due. There will be no extra days allowed for absences.

Tests

Our junior high teachers give three to four days' notice for each major test. There will be two weeks notice for finals. Students are responsible for being prepared for the tests on the days they are given. If a student is absent on the day a test is given, they must make arrangements with the teacher(s) to make up the test and any missed work. Quizzes may be given without prior notice.

TEST TAKING POLICY:

During a test, your paper will be removed from you and you will receive a 0 **IF:**

1. You communicate to anyone (other than the teacher) with words, actions, facial expressions or gestures.
2. You look on someone's paper or responder or let someone look on yours.
3. You have in your possession or on your person, notes or information pertaining to the test. This includes exposed notes and material on the floor around your desk area.
4. You use information from any external source, either from another student or of your own doing. All work during test time must be the product of your own brain.

To prevent the appearance of absence of integrity you must:

1. Face the front of the room while sitting properly in your seat with your feet on the floor.

2. Keep your hands on your desktop.
3. Keep your eyes focused on your own paper.
4. Come prepared for the test.

Electronic Devices Policy

NO electronic devices such as cell phones, hand held games, any music playing devices, personal digital assistants (PDAs), Blackberry devices, pagers, iPhones and any other electronic devices shall be visible or audible at any time during the school day. This applies to any time during the school day including, but not limited to, lunch, passing periods, bathroom breaks, before / after care, sports practices and games, to and from the car and while waiting for parents. See E-Reader AUP and agreement on Ren Web.

Any teacher / school staff member has the authority and responsibility to confiscate any electronic device heard or seen during school hours and the device will be turned into the SEAS principal or Assistant Principal.

The device must be claimed by the parent. The first offense results in the device being kept for 24 hours. If it is confiscated on a Friday it may be picked up on Monday. The second offense results in the device being kept for 1 week.

It is expressly forbidden and a violation of teachers' rights to record or photograph, make any audio or video recording, or download any pictures or video of teachers without written permission of those teachers for each instance.

Any examples of photos, videos or audio recordings of teachers will result in the student(s) facing disciplinary measures as it is a direct violation of SEAS school code and may be reported to local officials.

Discipline

Christian values and the tenet of our Catholic faith are the bedrock of the Junior High Honor Code. Here at SEAS we recognize that life skills must be taught and modeled, and that students need guided opportunities to practice these developmental skills. When a student is in need of such a growth opportunity, staff will exercise options to teach skills and redirect the student to self-discipline. When a student is unable or unwilling to demonstrate progress in practicing a skill, staff reserves the right to defer to the school administration for further action. Staff response will be geared toward individual need, but the following plan exemplifies a potential course of action:

STUDENT ACTION

Student is not practicing self-discipline or contributing positively to the learning environment.

Student continues inappropriate or unproductive behaviors.

Student is still not practicing self-discipline skills, despite staff redirection and self-corrective opportunities.

RESPONSE

Staff gives a non-verbal cue as an opportunity for redirection.

Staff gives a verbal cue.

Student will complete a behavior record. Some behaviors will warrant immediate disciplinary action.

Student repeatedly shows lack of self-discipline as a regular pattern.

Satisfactory progress has not been achieved.

An in-depth conference with the teacher(s) will be held to help the student formulate a Skills Adjustment Plan. The plan must be signed by all parties, including the student's parents. The administration will be notified of the stipulations of the plan.

Student will attend a conference with his/her parents, teachers, and school administrator to devise a growth plan for the student.

Administrative intervention may be called upon at any time in the skill refinement plan.

Three Junior High Behavior Forms in a quarter will result in an X for Conduct, resulting in a student being ineligible for Honor Roll.

Junior High Behavior Record

Name _____ Date _____ Homeroom _____

Student description of the behavior:

Please answer **yes** or **no** to each question:

- Was this an appropriate behavior? " Yes " No
- Was this an appropriate time for the behavior? " Yes " No
- Was this an appropriate place for the behavior? " Yes " No

Student signature _____ Date _____

Teacher action:

Teacher signature _____ Date _____

Parent signature _____ Date _____

(Please sign and return one copy, keeping the other copy for you)

***Please note if this signed form is not returned to the issuing teacher on the day after it is signed by the teacher, detention will be served.**

St. Elizabeth Ann Seton Junior High Skills Adjustment Plan

Name: _____ Homeroom: _____

Date Assigned: _____ Date Due: _____

The purpose of this assignment is to help you see the full impact of your choice of behavior. This is an opportunity for you to reflect, to accept responsibility and to determine future decisions. This is also a time for you to monitor and adjust specific skills of self-discipline.

Answer the following questions with no fewer than 25 words for each question. Attach your answer sheets to this paper. Make sure that your parents have signed the bottom of this page before you turn it in. All incorrect, poorly written, unintelligible or incomplete answers will be rewritten. Assignment is to be completed at home on the day that is given and turned in the next day. If the assignment is not turned in the next day, student will spend the day serving in-school suspension and completing the assignment.

1. Examine and explain the skills not practiced which requires you to do this assignment.
2. How did this affect the other students?
3. How did this affect the teacher?
4. What was the reason for your not practicing the skill?
5. List below some steps you intend to use to practice this skill?
6. How will you know if you have learned to model this skill appropriately?
7. Do you need to make amends? If so, what is your plan?

Student Signature: _____

Parent Signature: _____

Teacher Signature: _____

**St. Elizabeth Ann Seton Junior High
Conference Sheet**

Student: _____ Homeroom: _____

Conference called by: _____ Date: _____

Reason for conference: _____

Student perceived strengths and weaknesses: _____

Student perception of the problem: _____

Teacher perception of the problem: _____

Parent perception of the problem: _____

How teacher can help: _____

How parent can help: _____

How student can help: _____

Student Signature: _____

Parent Signature: _____

Teacher Signature: _____

St. Elizabeth Ann Seton Junior High Conflict Resolution Policy

At St. Elizabeth Ann Seton School, we have been called to live as Jesus lived and to practice what Jesus taught us. In the course of our daily living together, conflict, confrontation, and hurtful words and behavior occur. These incidents occur among teachers, students, parents and administrators. When this occurs, it is important that we “forgive us our trespasses as we forgive those who trespass against us.”

The resolution of personal conflicts, personnel issues and educational matters at St. Elizabeth Ann Seton School is addressed through a reconciliation process.

Reconciliation Process:

- a.) State the problem; (Each individual gives his/her perception of the issue.)
- b.) Each person must “own” part of the problem;
- c.) Each person decides how to forgive the other;
- d.) Statement of apology or forgiveness from each person that acknowledges three positive traits of the other student; (along with consequences, if needed.)
- e.) Decision about a future relationship with each other or among the group.

The process of reconciliation as a sacrament and as conflict resolution are exactly the same. It is in this spirit that SEAS School is committed to creating and maintaining a positive Catholic environment for all individuals who participate in the educational process.

Conferences

In Junior High, formal conferences are held with core teachers, parents, and with the student present. The exception being the Junior High Parent/Teacher Conference Day held in the Gymnasium at the end of first quarter.

St. Elizabeth Ann Seton Junior High

Disciplinary Actions

Probation:

1. Probation refers to the supervision and evaluation of the student's conduct and academic progress for a specified period.
2. Probation can occur because of serious or continued misconduct or serious academic deficiency.
3. All junior high students who are new to St. Elizabeth Ann Seton will have at least a six week probationary period.
4. Probation for misconduct shall include an agreement in writing. The students, parent and principal will address the student's misconduct. The duration of probation, corrective measures to ensure compliance and the consequences of any violation of the terms of the probation will be stated. The agreement, signed by all concerned parties, will be given to the parents and a copy will be kept on file in the school office.
5. Subject to compliance with the terms of the probation agreement, probation shall not exceed two semesters.

(In Accordance with Diocesan Policy #2320-B2)

Suspension:

1. Suspension refers to the isolation of students from some or all school activities.
2. The student may be required to attend school, but be separated from his/her classmates (in-school suspension). The student may be required to be off campus (out of school suspension).
3. Whether in-school or out-of-school, suspension shall not exceed five days, except in extraordinary circumstances. Suspension encompasses extracurricular activities.
4. Reasonable efforts to notify parents or guardians are to be made prior to any suspension. However, in situations in which immediate suspension is warranted, parents or guardians are to be notified as soon as is practical under the circumstances. Suspended students shall only be released to a parent or legal guardian.
5. Parents are to be informed of the reasons and decision for the suspension.
6. A conference must be held with the parents before the student returns to his/her classroom.
7. A written record of the suspension including date, reasons, and conference with the parents will be kept on file in the school office.
8. The suspended student is held responsible for school work missed during the time of suspension. Credit for work completed during the suspension will be determined by the principal prior to the beginning of the suspension.

(In Accordance with Diocesan Policy #2320-B3)

St. Elizabeth Ann Seton Junior High Probationary Contract

Student: _____ Homeroom: _____

Date Probation Begins: _____ Date Probation Ends: _____

Reason for Probation: _____

Corrective Measure to be made by Student: _____

Terms of the Probation: _____

Consequences of Violation of Terms: _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Teacher Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Expulsion – Required Withdrawal

1. Expulsion refers to the permanent dismissal of a student from school.
2. Expulsion is an extreme measure to be taken when attendant circumstances of crime, scandal, immorality, or disruption constitute a threat to the physical or moral welfare of other students.
3. A record shall be kept of previous measures of mediation, counseling, probation, conferences, and/or suspensions. This documentation should include written communication between the school and the family. In the case of serious circumstances as defined in line 2 above, the student shall be immediately suspended out of school until the process has been followed.
4. Parents shall be informed of the expulsion by written notice that expulsion is being contemplated.
5. The pastor will be consulted on expulsion issues.
6. A conference shall be held with the parents, student, principal, and teachers at which time the grounds for dismissal will be presented.
7. A decision regarding expulsion will be determined only after consultation with the Superintendent of Catholic Schools. The final decision to expel a student rests with the principal, with the knowledge and consent of the pastor and Superintendent of Schools.
8. Prior to expulsion, parents ordinarily shall be given a maximum of two school days to voluntarily withdraw the student from school. In the absence of such voluntary withdrawal, however, the student may be expelled.
9. Once the decision has been made to expel a student, written notification of the decision must be sent to the parents and a copy forwarded to the Superintendent of Catholic Schools.
10. The principal shall properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentation shall be maintained in a file separate and apart from the Student's Permanent Record.

(In Accordance with Diocesan Policy #2320)

Student Withdrawal on Grounds of Parental Behavior

1. Normally, a child is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be requested to remove their children from school for any of the following reasons:
 - Refusal to cooperate with school personnel;
 - Refusal to adhere to the Diocesan or local policies and regulations; or
 - Interference in matters of school administration or discipline.
2. In such cases, reasonable effort to elicit the minimum requisite parental cooperation shall be made and documented.
3. If such effort does not correct the situation, then, after consultation with the pastor and the Superintendent of Catholic Schools, the principal may recommend to the parents that they withdraw their children.
4. Documentation signed by the principal and parents, as well as any other information or evidence of consultation with the parents on the matter, must be retained on file.
5. If the parents refuse to accept the recommended withdrawal, the procedures for expulsions shall be followed, as previously outlined.

(In Accordance with Diocesan Policy #2320-5)

Tobacco, Alcohol and Drugs

1. Possession, use, or being under the influence of tobacco, alcohol, or illicit drugs is prohibited on school premises and at all school sponsored activities.
2. The possession, use, sale, or attempted sale of tobacco, alcohol, or illicit drugs will result in suspension and/or expulsion from the school and/or notification of the proper authorities.

(In Accordance with Diocesan Policy #2340)

Weapons

Possession or use of a weapon (including knives) on school premises or at school sponsored activities will result in suspension and/or expulsion from school and/or notification of the proper authorities.

(In Accordance with Diocesan Policy #2350)

Searches

1. The principal, pastor, the Department of Catholic Schools may conduct a search of the school plant and every aperture thereof, including lockers and desks. A student assigned a locker or desk has use of, but not proprietary right to the locker or desk. Lockers and desks are school property.

2. School searches must be reasonable and related to the school official's responsibilities.
3. Inspections will occur when there is a suspicion of a threat to the health, welfare or safety of students. Inspection of personal property (i.e. pockets, handbags, book bags, etc.) should not be conducted without the student's permission. If permission is given, the search must be made in the presence of at least two school officials.

(In Accordance with Diocesan Policy #2400)

Pregnancy

1. Students who become pregnant may remain enrolled in the school at the discretion of the principal, provided the principal consults with and obtains the approval of the Superintendent of Catholic Schools and pastor prior to making a final decision. In every case, the best interest of both the student and the school must be considered.
2. Pregnant students who remain enrolled in the school must undergo outside, formal, professional counseling.
3. This policy also applies to the father of the child if he is a student in the school.

(In Accordance with Diocesan Policy #2360)

Promotion and Retention

Promotion

Promotion of students shall be based on the completion of academic work and demonstration of some mastery of academic skills. The teacher will make the evaluation of the student's progress and will consider the social, emotional, physical, moral, and academic development of the student.

(In Accordance with Diocesan Policy #2160-A)

Retention

A student shall be retained on the recommendation of the teacher and the principal. When making an evaluation of the student's progress, the teacher will consider the social, emotional, physical, moral, and academic development of the student.

1. The teacher must be reasonably certain that repetition of a grade by a particular student will be beneficial to him/her.
2. If, in the teacher's judgment, retention is probable, the case must be discussed with the principal and the arrangements made for a conference with the parents. This will be done no later than the beginning of the second semester. A written summary of this conference will be kept.
3. A follow-up conference with the parents will be held to evaluate the progress of the student.
4. A student who is retained in seventh or eighth grade will not be permitted to attend St. Elizabeth Ann Seton School the subsequent year.

(In Accordance with Diocesan Policy #2160-b)

Service Hours

In order to promote a sense of Christian responsibility and to prepare our junior high students, we require that they perform Community Service for both 7th & 8th years. Twelve hours of service is to be given in 7th grade and twenty-five (25) in 8th. There may be up to a drop of one full grade in Religion if this is not done. Failure to complete Service Hours will result in an X on the SLE Form which makes a student ineligible for Honor Roll.

A service hour is one where a student, on his/her own time, helps an individual or group and receives no payment or reward. A student must give of his/her time and talent. Both of these elements must be utilized before a service can be counted.

There are many opportunities for community service hours. The following list contains just some suggestions:

1. Babysitting without pay (brothers and sisters are not to be considered as a service hour)
2. Doing yard work for a neighbor
3. Visiting rest homes
4. Working as a volunteer at a community home
5. Visiting with a shut-in
6. Walking the dog of an elderly person
7. Participating in a community walk-a-thon, jog-a-thon, bike-a-thon, etc.
8. Picking up trash from a community area

(Please note that work at home is not considered a community service. We emphasize to the students that they must participate in the up-keep of their home because they are members of their families. As family members their work in and around their home is not a service, but a responsibility. This includes working for a family business.)

Jr. High Service Hours

Name: _____ Teacher: _____ Hours: _____

Description of Service:

Reflection of Service:

Describe your reactions, feelings, & insights. Please be thoughtful in your reflection.

Signature of Student

Date

Signature of Adult

Date

Jr. High Service Hours

Name: _____ Teacher: _____ Hours: _____

Description of Service:

Reflection of Service:

Describe your reactions, feelings, & insights. Please be thoughtful in your reflection.

Signature of Student

Date

Signature of Adult

Date

Dress Code Philosophy

St. Elizabeth Ann Seton Junior High will strictly enforce the school's dress code. We feel that it is important that students learn to "dress for success". Studies have shown that higher standards of dress reinforce higher standards in academic and behavioral achievement. Furthermore, one of our goals is to have our students be successful not only at SEAS, but in their future high schools, colleges and careers. It is important that they learn how to dress appropriately for a variety of occasions.

The dress code has been established in order to maintain a level of modest and appropriate dress for the students of St. Elizabeth Ann Seton School. A student's appearance cannot serve as a distraction from the learning environment created within our classrooms. Students are expected to dress cleanly and modestly without being reminded to do so. One's appearance should exemplify respect for oneself and others within the community. SEAS expects parents to offer and serve as the best counsel to their children in this matter.

Compliance with the dress code is a school rule. Violation of this school rule will result in the student immediately being removed from the classroom until the student can comply. The school administration makes the ultimate interpretation of the proper SEAS attire.

The consequences for dress code non-compliance are as follows:

- Students will be given a written dress code violation.
- Students who are non-compliant with dress code rules will be given a written dress code violation, which must be signed by both parent and student.
- Three dress code violations will result in lowering the Service SLE grade.

Uniform Requirements

All clothing except socks and shoes **must be purchased online from Garment Graphics or Lands' End**. The uniform requirements for St. Elizabeth Ann Seton School Junior High are as follows:

Girls

- School logo polo shirts
- Peter Pan collar blouse
- Plaid skirt, tan skirt, tan shorts, tan long pants, tan capri pants
- Skirt, skirt, and shorts must be at or below the knee in length
- School logo hunter green polar fleece vest, cardigan, sweatshirt
- School logo nylon hooded jacket or school logo polar fleece jacket
- Scrunchies, flowers, and headbands in school plaid and school colors or JH specific approved colors; no additional hair adornments may be worn

Boys

- School logo polo shirts
- Oxford shirts (worn under v-neck cardigan, vest or sweatshirt)
- Tan long pants or tan shorts
- School logo hunter green polar fleece vest, cardigan, sweatshirt
- School logo nylon hooded jacket or school logo polar fleece jacket
- Hunter green tie

Junior High

- Students in Jr. High may wear the above dress code selections or the Jr. High shirts (black, grey for 7th grade & black, grey, pink for 8th grade) and outerwear.
- Additionally, Jr. High students may wear black pants, shorts and capris.
- **The black polo may NOT be worn in combination with the black pants / shorts / capris.**

Footwear

- Traditional dress shoes and tennis shoes, in colors that compliment or coordinate with the school uniform are to be worn.
- Boots, sandals, shoes with wheels or any shoe with more than a 1 ½" sole/heel are not permitted.
- Socks, hosiery or tights in hunter green, black, grey, tan, white or brown must be worn.

Miscellaneous

- Belt in solid black or brown must be worn by boys on Mass days.
- Tattered and / or torn clothing is not allowed.
- Undershirts must be white, tan, green, grey or black and must be tucked in or not visible at the hem.
- Female students may wear one pair of small post earrings. The only other jewelry that may be worn is one small religious medal or crucifix (necklace), and a watch. Rings, bracelets, key chains, etc. are not a part of the dress code.
- No excessive hairstyles, no make-up or tattoos. The only acceptable shades of nail polish that may be worn are pearl white, pearl pink, clear or a traditional French Manicure.
- Boys' hairstyles may not be longer than the shirt collar. Students must wear their hair in such a manner that their face is visible at all times.
- **Shorts, skorts and capris may not be worn to Mass.**

Students may mix and match the above items in combinations of their choice. Other than footwear and belt, they must wear only St. Elizabeth Ann Seton uniform items and these items may **ONLY BE PURCHASED ONLINE FROM GARMENT GRAPHICS OR LANDS' END.**

Diocesan After-School Sports Program

Sports Eligibility Statement

The Diocesan after-school sports program offers volleyball, basketball and track & field to any 7th and 8th grade students who demonstrates a sincere desire to develop his/her athletic skills in preparation for high school. All athletes must demonstrate and maintain academic competence throughout each season of participation.

Description of Program

The program is divided into two levels: the Varsity level and the Junior Varsity level.

Varsity

The varsity level is designed to prepare the athlete for high school level competition. The team is formed on a try-out basis. Any 7th or 8th grader is welcome to try-out.

***Please note:** According to Diocesan “Play Like a Champion” policy, 8th graders who try out will be placed at the varsity level. Any 7th grader who does not make the varsity team, plays on the junior varsity team.

Junior Varsity

Junior varsity level is designed to have more time spent on skill development and game awareness in preparation for the varsity level.

***Please note:** Any 7th grader who tries out for the varsity level but doesn't make the varsity team **must** play junior varsity for that season. He / She may try out for the varsity team again in their 8th grade year.

The following items must be turned into the Athletic Director prior to or on the first day of practice:

1. Physical examination form (once per year)
2. Sports information packet
3. Sports fee (due each season)

If these are not turned in to the Athletic Director the student will not be allowed to participate.

PE / Sports Dress Code

Physical Education

- Lands' End solid black knee length shorts
- Garment Graphics Physical Education T-shirt
- Solid white sock above the ankle below the knee
- Tied athletic shoe
- Cold weather: solid black sweat pants (no logos, no yoga pants, or spandex pants)

NO EXCEPTIONS

Practice Uniform

- Lands' End solid black knee length shorts
- Any spirit shirt or SEAS Practice shirt that may be ordered through Mrs. Caldwell
- Solid white sock above the ankle below the knee
- Tied athletic shoe

If a student is out of dress code, they will be sent to the After Care Program and the Parent will be charged for After Care.

NO EXCEPTIONS

Team Uniform

- Lands' End solid black knee length shorts
- SEAS School team shirt that may be ordered through Mrs. Caldwell
- Solid white sock above the ankle below the knee
- Tied athletic shoe

NO EXCEPTIONS