

St. Elizabeth Ann Seton Catholic School



2011-2012 Parents/Guardians - Student Handbook

This handbook is provided as a guide for both parents/guardians and students. By becoming familiar with our procedures, you will be able to cooperate with the school in our endeavor to educate your children. The students are expected to become familiar with the policies and regulations of the school, which are all intended to be a positive and motivating experience in your children's education at St. Elizabeth Ann Seton Catholic School.

The enrollment of a student at St. Elizabeth Ann Seton Catholic School is considered to be an agreement on the part of a student and his/her parents/guardians that they will comply with all the school procedures, rules, and regulations as set forth in this handbook.

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Mission Statement

Living, loving and learning in Christ and the Church.

School Vision

St. Elizabeth Ann Seton Catholic School seeks to foster the intellectual, spiritual, moral, physical, and social development of each child. Our goal is to produce students who are academically successful, strong in their faith, active in their stewardship, respectful of others, self-disciplined, and willing participants in their community. We will do this in conjunction with each student's family by modeling Christ as the teacher and imparting the core values of our Catholic faith.

Philosophy

The philosophy of St. Elizabeth Ann Seton Catholic School finds its values in the Gospel Message. It is based on the belief that each child has a right to an education commensurate to his or her own abilities and even more importantly, that each child has the right to seek the truth about himself, his life, and his God. St. Elizabeth Ann Seton Catholic School strives to teach the Roman Catholic faith and Christian values. We see our school as a place where children can strive for academic excellence and gain knowledge of themselves, their world, and God in an atmosphere permeated by the Gospel. We seek to teach our children that they are children of God, destined for eternal life with Him, and that each of them plays a special role in building a Christian society.

To accomplish our goals we have established a program that believes,

- All children are unique and deserve to be treated with respect.
- Children learn best in an environment of love and understanding.
- Religion should be integrated into the total curriculum.
- Children are educated jointly by their families, school, and church.
- The curriculum should be relevant to the children and child-centered.
- Children need a solid foundation of educational skills to be productive adults.
- All children's talents, abilities and achievements should be honored.
- A school should foster life-long learning.
- A school should develop the whole child - physically, socially, morally, intellectually and spiritually.

Non-Discrimination Policy

The Catholic Schools in the Archdiocese of Galveston-Houston, including St. Elizabeth Ann Seton Catholic School, admit all students to the rights, privileges, programs, and activities made available to the student body. They shall not discriminate on the basis of race, color, age, religion or national origin in the administration of its admission, loan, athletic, or scholarship programs.

Student Safety

The safety of our students is of prime importance to the administration of St. Elizabeth Ann Seton Catholic School. Children growing up in the 21st Century are faced with an

incredible number of dangers not faced by any other generation. As educators, our job is to help you prepare your children to deal with the world in which they live, but first we must insure their safety while they are in our care here at school.

We are constantly observing and evaluating our policies and procedures to insure the safest environment possible for all of our students. We teach our students about safety procedures through fire drills and weather drills. We guide their use of technology with training and supervision coupled with upgraded firewall protection. We ask our guests not to park in the front of the school building to maintain a clear fire lane and to provide our students with a safety zone next to our building. We are also actively involved in protecting our students from anyone who may pose a threat with programs like "Protecting God's Children" training for all faculty, staff, and volunteers and providing a computerized identification system (Raptor) for all guests entering our building.

The Raptor system will conduct a nationwide search for any sexual predator alerts on every person entering our building. Simply by scanning the driver's license of each visitor, we will be able to prevent your children from being exposed to an individual who has a history as a sexual predator. To respect and protect the privacy of our students, St. Elizabeth Ann Seton Catholic School requests that parents and guardians do not post student pictures from school functions online.

Catholic Identity

Catholic identity will be evident and visible in the classrooms, hallways, offices, and playing fields of St. Elizabeth Ann Seton Catholic School. We are first and foremost a Catholic school. All students attending SEASCS are required to participate in all religion classes and religious functions held during the school day or as part of any school program.

Capturing Kids' Hearts™

St. Elizabeth Ann Seton Catholic School is very excited about continuing our relationship building program to the community. All current staff members attend a three day, educator training called "Capturing Kids' Hearts"™. This program supports the philosophy that emphasizes capturing kids' hearts before you can capture their minds. This is a relationship building program that we believe you will experience for yourself this year. According to Flip Flippen, founder and president, "Without relationships you can achieve compliance in teachers and kids, but compliance isn't our goal-empowerment is". "For true learning to take place, the entire school, students and teachers alike should feel connected and cared for."

IRIS - Immediate Response Information System

In an effort to keep our families informed of upcoming school events, changes in scheduling, or school emergencies, St. Elizabeth Ann Seton Catholic School subscribes to the IRIS notification system. This system allows us to send simultaneous messages to families via email, cell phone and home phone. In order for this system to be effective, the school must have current contact information.

School Goals

At St. Elizabeth Ann Seton Catholic School we seek to accomplish the following goals:

To build and maintain a Catholic community of faith, worship, and value through:

- Attention to and integration of Catholic teachings and values into every curricular area;
- A strong, consistent, faithful program of religious education;
- The fostering of ongoing awareness of the interrelation of school, home, parish, and greater local community;
- A complete sacramental program and regular opportunities for the sharing of prayer, faith experience, and liturgy.

To provide excellence in education for every student through:

- A well-rounded curriculum that, at a minimum, meets state and archdiocesan requirements;
- Preparation of each student to meet the challenges of the future;
- Attention to individual learning styles and needs with provision of programs and techniques that allow for maximum growth;
- Concern and provision for the professional growth needs of faculty and staff.

To nurture and value each student through:

- A total school emphasis on character development;
- An awareness of and celebration of the giftedness of each member of the school community;
- A provision of support services to minister to the unique needs of students and their families;
- The role of advocacy for parents and students as needed.

To foster communication and an awareness of our place in the global community through:

- An open, welcoming spirit that permeates all we do;
- The sharing of resources, ideas, gifts, and of ourselves;
- An outreach in service to the community;
- Involvement in parish, neighborhood, community, city and state activities and services;
- Responsible use of available services, resources, and programs for the growth and enhancement of our community.

New & Returning Student Information

Requirements for Admissions

Children must meet the Archdiocesan age requirements as outlined below. The child's original birth certificate must be presented for proof of age.

- PreK3 – 3 years of age on or before September 1st
- PreK4 – 4 years of age on or before September 1st
- Kindergarten - 5 years of age on or before September 1st
- 1st Grade - 6 years of age on or before September 1st
- 2nd - 8th Grade - Successful completion of the previous grade level

Preference for enrollment will be given to siblings of current St Elizabeth Ann Seton students, St. Elizabeth Ann Seton Parishioners, and SEEDS students. Participation in parish stewardship will be used as criteria for determining active parishioners. Transfer students will be accepted based on the most recent standardized test scores, report cards, teacher recommendations, and placement test results. Additional policies are available in the student packets.

Documents needed for Application

Students applying for admission must complete and submit the application, along with copies of the following documents:

- Original Birth Certificate (Please bring original when applying)
- Baptismal Certificate (if Catholic)
- First Eucharist Certificate (if Catholic)
- Most Recent Report Card
- Most Recent Achievement Test Scores
- Immunization Record
- Signed Release of Records Form
- Current Court Order or Decree of Custody/Conservation (if applicable)
- Two Teacher Recommendation Forms

Baptismal certificates for children baptized in St. Elizabeth Ann Seton Church must be obtained from the Parish office.

The application form and all documents listed above must be in the office before any further action will be taken. A current immunization record must be in the file before any testing will be scheduled.

Admissions Testing

Students applying to grade 1-8 must take a placement test. Students applying to Pre-K4 and kindergarten will be administered the Gazelle test which assesses developmental readiness. A fee will be charged for all testing in grades PreK4-8. This fee is payable, in cash, on the day of testing.

Probation Period

All first time students entering St. Elizabeth Ann Seton Catholic School are accepted on a probationary basis for nine weeks during which time the school will assess if we will be able to meet the needs of each individual student.

Registration Fees

A non-refundable registration fee of \$250 for the 1st child and \$125 for each additional child is due upon acceptance. For current students, all tuition and fees must be paid to date at the time of registration for the next academic year. If a delinquent balance exists, the student will not be permitted to register for enrollment in the next academic year.

Book Fee

A book fee of \$250 per student is due by June 1st.

Supplies

Students are to purchase their own supplies and therefore are responsible for maintaining the necessary amount needed, as well as the labeling of the items with their names, if necessary. It is their responsibility to know where these items are at all times.

Delinquent Fees

If all tuitions, fees, and fines are not paid in full by May 10th of the current school year, the student will not be allowed to take final examinations. Report cards and transcripts will not be released until all tuition, fees, and fines are paid in full.

Class Assignments

The school will make every effort to place each child in the class that best suits the student's needs. Parents will not be able to select specific teachers or classmates for their student(s).

Financial Policies

Tuition

Tuition is due July 1st if paid in full. A discount of 2% is given to parents paying in full. Monthly tuition payments are due on the 10th or 20th of each month as per the SMART tuition arrangement. If paid after the due date, a \$25.00 late fee will be applied to your account. Report cards and/or transcripts will be held due to outstanding financial obligations. Any delinquent tuition balances on the books at the end of May will require you to continue to make payments to your SMART account until paid in full. Also, any late fees such as BASP, library books, late pick up fees, etc. must be paid directly to the school office.

Families registering as non-parishioners will retain the non-parishioner status for the entire school year.

2011-2012 Tuition Rates

The following tuition rates are applicable for the 2011-2012 school year.

Tuition Schedule for Parents paying in full by July 1, 2011

	1 child	2 children	3 children	4 children	5 children	6 children
Parishioner — Base Rate	\$5,960	\$10,728	\$14,900	\$17,880	\$20,860	\$23,840
Early Payment Discount (2%)	\$119	\$215	\$298	\$358	\$417	\$477
<i>Total Tuition</i>	<i>\$5,841</i>	<i>\$10,513</i>	<i>\$14,602</i>	<i>\$17,522</i>	<i>\$20,443</i>	<i>\$23,363</i>
Non-Parishioner — Base Rate	\$6,210	\$12,420	\$18,630	\$24,840	\$31,050	\$37,260
Early Payment Discount (2%)	\$124	\$248	\$373	\$497	\$621	\$745
<i>Total Tuition</i>	<i>\$6,086</i>	<i>\$12,172</i>	<i>\$18,257</i>	<i>\$24,343</i>	<i>\$30,429</i>	<i>\$36,515</i>

SMART Tuition

Parents/guardians wishing to pay tuition on a monthly schedule will utilize the SMART tuition payment plan. The SMART Company facilitates collection of all monthly tuition payments. Parents/guardians utilizing SMART will receive payment coupons or will receive a letter of confirmation regarding automatic deduction of payment, prior to the start of the school year. Monthly payments are due on the 10th or 20th of each month, July through April. SMART tuition will send weekly/monthly notices to all delinquent accounts. Any SMART account that becomes delinquent will be assessed a \$20.00 contact fee, in addition to the \$25.00 late fee (if paid after the due date) and will be applied to your account. If paying monthly, please follow the schedule below.

Tuition Schedule for Parents paying monthly (10 payments July – April)

	1 child	2 children	3 children	4 children	5 children	6 children
Parishioner	\$596.00	\$1,072.80	\$1,490.00	\$1,788.00	\$2,086.00	\$2,384.00
Non-Parishioner	\$621.00	\$1,242.00	\$1,863.00	\$2,484.00	\$3,105.00	\$3,726.00

Financial Assistance

Financial Assistance is available at St. Elizabeth Ann Seton Catholic School. Applications may be obtained online in the spring prior to the school year for which a family is seeking assistance. Tuition Assistance is awarded in June for the upcoming school year.

Fundraising

The Parent Teacher Organization requires all families are required to contribute \$150 per year.

Reimbursements

Approval from the principal is required. To receive a reimbursement on any expenditure, prior approval must be given and approved in writing using the form available in the bookkeepers' office. Reimbursement requests must be made within 30 days of the expenditure. No payment on a reimbursement request will be issued after 30 days from the date on the receipt.

Academic Programs

Academic Standards

St. Elizabeth Ann Seton Catholic School is staffed by caring, dedicated, and qualified teachers. The Catholic education received at St. Elizabeth Ann Seton Catholic School prepares students spiritually, mentally, morally, academically, and physically for high school. The academic standards for St. Elizabeth Ann Seton Catholic School are set by: the Texas Catholic Conference Education Department, the Texas Education Agency, the Catholic Archdiocese of Galveston- Houston, the Pastor, the Principal, and the Staff of St. Elizabeth Ann Seton Catholic School.

The excellence of the academic standards is derived from the following provisions:

- Degreed teachers who maintain professional growth through continuing education;

- Use of current texts and materials;
- A commitment to technology education for both faculty and students;
- Yearly standardized testing to measure student achievement grades 2-8;
- Ongoing improvements of instructional facilities;
- A growing enrichment program;
- A disciplined atmosphere where children show respect for others and attention to the task at hand;
- A positive environment that allows children to achieve growth through success and failure.

Accreditation Status

St. Elizabeth Ann Seton Catholic School is accredited by the Texas Catholic Conference Education Department. The department is a branch of the Texas Education Agency.

Attendance

Daily school attendance is the most effective way to assure continued academic progress. In compliance with the Texas Catholic Conference Education Department and the State of Texas Family Code, the schools of the Archdiocese of Galveston-Houston (and St. Elizabeth Ann Seton Catholic School) follow compulsory attendance laws. St. Elizabeth Ann Seton Catholic School publishes a calendar prior to the beginning of the school year and parents/guardians are expected to honor this calendar. Classes are in session a minimum of 180 days, in accordance with TCCED and Archdiocesan Guidelines. Any absences that exceed 10% of the required 180 days of school will place the student at risk for retention. Students are expected to be in school unless they are ill, or there is a family emergency. **Perfect attendance** is earned by students that do not have any absences (excused or unexcused), tardies or early releases. The exception to this is the 2 days allowed for shadowing by 8th graders to our Catholic High schools. Students must provide documentation of their attendance.

Students are expected to attend school unless sick or attending to a family emergency. Students missing more than 10% of the school year (18) days will have their records reviewed for promotion.

School Hours

- 7:45 AM -1st bell
- 7:50 AM -Tardy bell
- 3:00 PM –PK3-2nd Dismissal
- 3:15 PM -3rd-8th Dismissal

Absences

Absences from school are to be reported by phone to the school office on the morning of the absence. A written explanation must accompany the student upon his/her return. It is the responsibility of the student to request makeup work for the days missed.

A student's absence is excused only if he/she has a doctor's appointment, is ill, has a death in the family or a serious illness, or he/she is participating in an academic activity. All other absences are considered unexcused.

Middle school students must present a note to the front office to obtain an "Admit to Class" form after an absence.

If an absence is unexcused, the work will not be graded for credit. **This does not apply to tests.**

If the makeup work is not turned in on time, the late work policy is followed. A written note must be submitted for any student to not participate in P.E. activities. Students needing to be out of P.E. for more than 2 days will require a written doctor's excuse.

Students who miss two (2) hours of school will be considered absent for ½ day.

Parents/Guardians must submit a written request to the principal for extended absences other than family emergency/death in family or medical concerns. Student work will not be given prior to the absence. The reason for the absence and the number of days the student will be absent must be stated. The unexcused absence policy applies, and the student is responsible for scheduling any make-up tests or quizzes prior to the absence or immediately upon their return.

Make-up Work

After **two (2)** or more days' absence, parents/guardians may call the office (before 10:00 AM) to request make-up work for the days missed. These assignments can be picked up at the school office after 2:00 PM. When a student is absent (excused), it is his or her obligation to make arrangements with the teachers for make-up work. Students will be given one school day for each day absent to make up assigned work and tests. **Work that was assigned before and due the day of the absence is due immediately upon the student's return to class.** All tests will be made up either before, during, or after school, at the discretion of the teacher. Student make-up work will not be faxed in place of parent pick-up.

Tardiness

Students should be in their classrooms at 7:45 AM to begin preparing for class. Announcements begin promptly at 7:50 AM when the tardy bell rings. A student is considered tardy if they are not in their homeroom at 7:50 AM. Tardiness is not acceptable at St. Elizabeth Ann Seton Catholic School. A student who is tardy will not receive perfect attendance.

Students **arriving after 7:50** will be considered tardy and must be "Signed-In" by their parent/guardian. Students must obtain a "tardy" slip before going to class. Tardiness affects the entire class, causing the teacher to have to stop lessons to bring the late student up to speed. Therefore, any work that is missed due to tardiness will be made up after school or during recess time. Work made up due to unexcused tardiness will be graded as late work. Tardies are recorded on both Progress Reports and Report Cards.

Habitual tardiness seriously affects a student's overall academic performance. To discourage tardiness, the following consequences will be imposed.

5 tardies (calendar month) student will serve a lunch detention

10 tardies (calendar month) student will serve two or more lunch detentions

15 tardies (calendar month) student will serve an after school detention
*** After school detentions are held Wednesdays starting at 3:30***

Family Emergency

A Family Emergency, such as death in the immediate family or serious or prolonged illness, is always handled on an individual basis. Special care and consideration for the student and his/her family would dictate the procedure that the school would follow in such circumstances.

Leaving Campus

Students are not permitted to leave the school grounds without written permission from their parents/guardians and in addition, the approval of the Principal (or her representative). This also applies to students who participate in after-hours school activities. Written requests for early dismissal are taken to the office for approval before school. A homeroom teacher may not dismiss a student without permission from the office. Students who are dismissed early will be called from class once the parent/guardian arrives. They must be signed out and leave via the office. Please do not call the office ahead of time in order to have the student waiting in the office for your arrival. Parents/guardians are asked not to interrupt a class for any reason. Any student leaving campus without signing out in the office will be counted as a ½ day absent.

Unexcused Absence

Parents wishing to take their child home following a classroom party or volunteer activity will need to sign their child out early. Please remember that a student leaving campus early will be considered absent for part of the day and will therefore be unable to qualify for Perfect Attendance.

Grading and Testing

Grading Philosophy:

A Catholic philosophy of grading and reporting recognizes the role of parents/guardians as the primary educators for their child and the home as the most important educational institution. The impact of parents/guardians greatly influences the educational progress of a child. The Catholic School assists the educational process by endeavoring to educate the whole child and influence the religious, academic, social, emotional, and physical growth of your child. The report card indicates your child's progress both in relation to his/her ability and what is usually expected of a child in this grade.

Grading Scale

Outstanding A+ = 99 -100	A = 95 - 98	A- = 93 - 94
Above Average B+ = 91- 92	B = 88 - 90	B- = 86 - 87
Average C+ = 84 - 85	C = 80- 83	C- = 78 -79
Below Average D+= 76-77	D = 72-75	D- = 70 - 71
F = Failure	F= 60-69	

Grade Weighting

All grades for 1st-4th grade students are evenly weighted. In 5th grade, daily grades are worth 60% of the total term grade, and tests are worth 40%. In grades 6-8, tests are more heavily weighted, at 60%, compared to the 40% of daily grades.

Mid-term and Final Exams are administered to middle school students. 6th grade student exams are worth the equivalent of two regular test grades. In 7th and 8th grade, exams are worth 20% of the semester grade, and each quarter is equal to 40% of the semester total.

Curriculum

St. Elizabeth Ann Seton academic curriculum is based on the Galveston-Houston Archdiocesan guidelines and the Texas Essential Knowledge and Skills guidelines. The regular academic curriculum includes religion, language arts, math/algebra, science, computer, social studies, spelling, physical education, Spanish, music, and art. Middle School electives include drama, art, yearbook, choir, band and newspaper.

Conduct

General conduct is based on behavior in homeroom, hallway, lunch, recess, assembly and other transitional times. Students are also held accountable for their classroom behavior, and conduct grades will be given by each classroom teacher. Students not following school policies and procedures may be referred to the office for discipline. Students exhibiting chronic or severe behaviors for which an office referral is necessary will automatically receive an N in classroom conduct for that 9-week grading period. More than one office referral is an automatic U in Conduct on their report card.

Conduct: E = Excellent
 S = Satisfactory
 N = Needs Improvement
 U = Unsatisfactory

- Excessive N's or U's will result in the student being placed on Behavioral Probation.
- An S+ indicates that, with continued improvement in behavior, the conduct grade could become an E.
- An S- indicates that the conduct grade could change to an N because of declining behavior.

Extracurricular

Extracurricular activities are available for those students who desire these activities. Athletics, student council, liturgical ministries, choir, academic competitions, “Mad Science”, and middle school prayer group are a few of the activities available.

Textbooks

Textbooks used in the Catholic School System are on the Adopted Textbooks List for the State of Texas, and they conform to Archdiocesan Curriculum Guides. Religion textbooks must come from the approved list of texts published by the Office of the Continued Christian Education. The textbook fee is a rental fee. Textbooks are distributed to students at the beginning of the school year. Students in grades 3-8 keep a set of textbooks at home and utilize class sets while at school. The condition of the book is noted when it is assigned to the student. Students will be fined for damages beyond normal, expected wear. This includes writing in the text, broken bindings, torn pages or damage to the cover. Lost textbooks must be replaced at the full cost of the textbook, and this cost is therefore passed along to the parent/guardian.

Homework/Tests

Homework is part of the educational process. It should foster a habit of independent study. All students should recognize the difference between "Homework" and "Studying." A student may not always have homework to do, but he/she should always have studying. Students are expected to do their assignments and prepare for their classes every day. Parents/guardians are asked to supervise daily homework assignments to see that they are completed.

Students should expect to have homework assigned on a regular basis. Most students will be able to complete the assignments in the times listed.

Grades 6- 8	1-2 hours
Grades 3-5	45 minutes - 1 hour
Grades 1-2	30 minutes - 45 minutes
PreK3-Kindergarten	15 - 30 minutes

Late homework will be accepted the day after it is due with a **20-point** deduction and a **40 point** deduction on the second day it is late. **On the third day the student will receive a “0”**. All homework is due at the beginning of class. If it is not turned in at that time, it is considered late.

It is the policy of the school that homework be purposeful reinforcement or enrichment with **minimal** parent/guardian involvement. Homework is not used as an assessment tool for mastery, and parents/guardians are encouraged to monitor and check the work so the student gets immediate reinforcement. However, if your child needs excessive assistance, please notify the teacher for further teaching support.

No homework will be given on Fridays in grades PreK3-5th or over holidays except for long-term projects. However, if a student goes into a weekend with incomplete class work, it will be finished over the weekend and turned in on Monday. Students are encouraged to utilize weekend time for review, reading, preparing for the week ahead or

reinforcement of previous lessons. Grades 6-8 may be assigned homework, projects and test reviews over a weekend.

All middle school tests and projects will be scheduled on the master test calendar. There will be a maximum of three (3) tests or major grades per day in grades 6-8. No tests, quizzes or homework will be scheduled during Finals or Achievement testing. Middle school student projects are due to the teacher at 8:00 AM on the due date.

Students must follow teacher's guidelines for headings on all work.

Students in K-2nd grade will not have tests on Monday and students in 3rd-5th will have limited Monday testing. Students in 6th-8th grade will be tested Monday through Friday. In these circumstances, teachers will make every attempt to give advance notice to enable students to study prior to the weekend.

- Grades 6th-8th will have a maximum 3 tests per day.
- Grades 3rd-5th grade will have a maximum of 2 tests per day.
- Grades K-2nd will have a maximum of 1 test per day.

Progress Reports and Report Cards

Progress Reports are sent to parents/guardians the 4th week of the grading period. For students whose grade drops **more than one letter grade** after progress reports have been sent, the parents/guardians will be notified. Parents/guardians will be notified of a drop in conduct by telephone and/or discipline notice. Report cards are issued quarterly. All progress reports and report cards must be signed by the parents/guardians and returned. Pre-K and Kindergarten have their own developmental checklists that parents will receive. If a duplicate report card or progress report is requested, there will be a \$2.00 charge. It will be available for pick-up 48 hours after the request.

Honor Code

The following statement of honor was written and adopted by the staff and students of St. Elizabeth Ann Seton Catholic School. Each student is made aware of the honor code (as appropriate for their age and grade level.)

Statement of Honor

“Ad Majorem Dei Gloriam” which means, “All things we do should be done for the greater glory and honor of God.” The English or Latin version of the Statement of Honor will be handwritten in its entirety and not abbreviated by the student in grades 3-8 on every test, project or major assignment and will be signed by the student.

St. Elizabeth Ann Seton Catholic School Honor Code

The students of St. Elizabeth Ann Seton Catholic School are taught and are expected to follow the teachings of our faith, as presented in the Gospel and in the Catholic Social Teachings.

We are called to...

- Work, pray and grow with God;
- Respect ourselves and others;
- Treat one another with kindness;
- Hold ourselves to a high standard;

- Lead by word and by action.

These values are important to SEASCS students, and we believe that even if one member of our school violates these values, the whole school suffers for it.

Standards of Integrity

Cheating, plagiarism, dishonesty and aiding dishonesty are all violations of our standard of integrity. Students should do their own work at all times. Although studying with friends and classmates and receiving advice and guidance from parents is encouraged, the work should always be the student's own.

Violations would include, but are not limited to:

- Looking at or copying others work or allowing others to look at or copy yours;
- Changing a grade or an answer on a paper and submitting it as the original;
- Using or attempting to use unauthorized study aids (cheat notes, calculators, tests from previous years);
- Submitting work done (in part or in whole) by another;
- Doing work for someone else to submit as their own;
- Signing another's name (forging) on school documents;
- Not carrying your share of the workload on group projects;
- Directly quoting another (5 or more words) without citation;
- Using someone else's ideas without giving them credit;
- Sharing information about a test with those who haven't taken it;
- Taking something that isn't yours without obtaining permission;
- Accessing someone else's property (locker, backpack, binder, pencil pack, etc.) without permission.
- Using cell phones to text answers or record information from a test

Responsibilities

Students agree to follow the SEASCS Honor Code at all times.

Students will report any knowledge of another student violating the SEASCS Honor Code.

Faculty Members will consistently enforce the rules regarding the SEASCS Honor Code. Faculty Members will keep all matters of violations of the Honor Code confidential.

Parents will review the SEASCS Honor Code with their children.

Parents will support the school's efforts to enforce the SEASCS Honor Code.

Honor Roll

Academic achievement of students is recognized quarterly by the Principal's Honor Roll and the A/B Honor Roll in grades 4 - 8.

- Principal's Honor Roll- All A's and E's and S's; no less than S in conduct.
- A/B Honor Roll- All A's and B's; no less than S in conduct.

Conduct and attendance are recognized quarterly in grades PreK3-8.

- Conduct - all E's in conduct
- Perfect Attendance - No absences, tardies, or early dismissals (excused or unexcused).

1st semester honor roll recognition will be held at a breakfast with the Principal. Year-End honor roll recognition takes place at the End-of-Year Awards Assembly. The same standards as stated above will be applied to the semester averages.

The Achievement Test

The Iowa Test of Basic Skills Achievement Test (ITBS) will be administered to grades 2-8. Tests will be administered in early spring and are meant to give the teachers and the administrators information regarding the natural endowments, as well as the educational growth of the students.

Promotion/Retention

A student is promoted to the next grade if he/she has satisfactorily completed the work of the current grade. If a child receives a final grade below 70, the child fails the subject. If two major subjects are failed, the child will be recommended for retention. The major subjects are: reading, language, social studies, math, and science.

Service Projects

In agreement with our philosophy, we strive to instill a desire to serve others. Simple projects will be developed throughout the year both at the class and school levels. All middle school students are asked to provide documentation of service hours completed to the Service Hour Coordinator prior to exam week each semester. Beginning in 6th grade, students will be asked to perform 4 hours of individual service to the community per semester. As 7th graders, they need 6 hours per semester. 8th grade students will be asked to perform 8 hours of service per semester. All middle school students will be required to complete their service hours as a portion of their Religion grade. Any service performed as a grade level activity arranged by the school and performed as a group (such as a Day of Service activity) will not count toward these hours. These will be planned and implemented by the children and will be appropriate to the age of the students.

Daily School Operations

Student Records

If a parent/guardian wishes to view his/her child's records, the request must be made in writing and submitted to the school office 24 hours in advance.

The following items will be found in the student's file:

- Academic transcripts
- Academic testing
- Birth/baptismal records
- Court documents including divorce decree as pertaining to the student.

Communications

It is the goal of St. Elizabeth Ann Seton Catholic School to form a circle of communication between the parents/guardians and the faculty/staff/administration. Parents/Guardians are encouraged to contact teachers, staff, or administrators with questions or concerns regarding their student. Every effort will be made by the

faculty/staff of St. Elizabeth Ann Seton Catholic School to answer parent/guardian communications within 24 - 48 hours.

When questions or concerns arise, it is the policy of St. Elizabeth Ann Seton Catholic School to handle issues beginning at the teacher level. Parents/guardians should discuss concerns with the individual teacher/staff member.

If an issue is not successfully resolved at that level, the following personnel should be able to help.

- Assistant Principal-Discipline issues, curriculum, academic concerns
- Counselor -Achievement Testing, social issues, student accommodations
- Nurse- Screenings, medications, public/local health issues
- Bookkeeper- Financial records.
- Registrar- Student files, entrance testing, welcoming, tours, new student packets

If further assistance is required, the above Administration Team members will arrange a meeting with the Principal.

Conferences

Parents/guardians are urged to seek a conference with the teacher when there is a problem or concern. A conference can be scheduled with individual teachers by calling 281-463-1444 or via e-mail. Conferences **will not** be scheduled the week of Christmas dismissal or the last week of school.

Conferences are scheduled **twice** a year during the **first and third quarters**. These conferences are held with the homeroom teacher and parents/guardians (for students PK3-5), and the student may attend. Middle School parents/guardians have the opportunity to conference with some or all teachers.

During the year, there may be times where a request or recommendation for intervention with a student is needed. These conferences are referred to as Round Table Conferences because they include multiple resources, support personnel, administrators and teachers who have provided instruction during the school day.

Teachers are not available for "spur-of-the-moment" conferences or conferences during carpool, lunch or in the hallway. Please take the time to email the teacher or call the office and leave a message for that teacher. If possible, please allow the teacher one week to schedule your conference.

Parental/Guardian Rights

Parental/guardian rights extend to either parent/guardian unless the school is provided with a court order, statute, or legally binding document relating to divorce, separation, or custody that specifically revokes these rights. A copy of such document including cover page must be on file in the school office.

Special Needs Requiring Classroom Accommodations

St. Elizabeth Ann Seton Catholic School strives to assist parents and guardians in early intervention for students with learning differences. The School Counselor is the contact person for all students who are having learning difficulties that can't be resolved with the

classroom teacher. If you know or suspect your child has learning differences, attention deficit disorder, test anxiety or any other learning related issues, contact the Counselor to schedule an appointment. The Counselor will assess your situation, communicate with you regarding the arrangements the school can make and advocate for your child as needed.

If your child requires documentation from your child's teacher or counselor, please allow the school seven to ten business days to collect and send your documentation to your health care provider.

Student Transfers

If it becomes necessary to transfer a student from St. Elizabeth Ann Seton Catholic School to another school, parents/guardians must give written notification to the principal 48 hours prior to withdrawal. All textbooks, library books, and other school property should be returned to the teacher. The receiving school will request and be sent a copy of the permanent record card, which indicates the student's academic performance, behavioral performance, and lists the scores of standardized tests. Transcripts (permanent record) and other school records will not be released until all fees have been paid and school property returned.

Library

St. Elizabeth Ann Seton Catholic School library will adhere to the following procedures:

- Checking out books: A student may check out 1-2 books per visit, provided they have returned all other library books from any previous visit. Books may be borrowed individually at any time or during the respective class/library periods. A book may be renewed one consecutive time only, allowing other students to borrow the book. A student may reserve a book through the librarian.
- Returning books: Books can be returned on the designated day, or before, as the student visits the library. If a student forgets his/her book on library day, he/she may not check out another book until it is returned.
- Replacing lost books: If a book is lost or damaged, it must be paid in full before the student will be allowed to check out any additional books and in order to receive his/her report card. Paperback books are \$10.00 and Hardbacks are \$20.00. If the publisher's price exceeds the above prices, the replacement fee will be the published price.
- **Library numbers are as confidential as a password.** Misuse of library numbers, scanners and/or computers will result in loss of library privileges.

Discipline and Behavior

Discipline - [L *discipulus* - pupil] **1.** instruction **2.** training that corrects, molds or perfects the mental faculties or moral character **3.** orderly or prescribed conduct or pattern of behavior **4.** self-control

Discipline Philosophy

The ultimate goal of the Discipline of St. Elizabeth Ann Seton Catholic School is the development of a Christian person whose habits are consistent with good moral principles and Christian values. We strive for a non-disruptive environment in which all persons; their rights and their belongings are respected. Discipline builds each person's self worth

and encourages the formation of a whole person. A self-disciplined person feels good about himself/herself and respects those in authority. To this end, SEASCS believes it is just as important to recognize students who consistently comply with all rules and behavioral guidelines as it is to teach and correct those who struggle in this area.

Becoming self-disciplined is a developmental process that involves the whole child spiritually, morally, intellectually, socially, culturally, and physically. As partners with the parents/guardians, the school endeavors to teach students the necessary skills to become a responsible and self-directed adult.

Our focus at St. Elizabeth Ann Seton Catholic School is to teach life skills in a developmentally appropriate way through:

- Modeling them in our own lives and in our interactions with students.
- Pre-teaching about the skills before events occur.
- Infusing the skills into our curriculum and in our daily interaction with students.

It is our aim to assist the student in becoming self-disciplined so that positive and appropriate behavior is intrinsic. However, we also recognize the need for a school wide discipline program to respond to infractions and inappropriate behavior. Discipline is the responsibility of every student, parent/guardian and educator since it is both a cooperative and an individual effort. The ideal for which we strive is that discipline is best achieved through love and good example. However, when disciplinary action is necessary, it must be carried out with confidence, firmness, and a judicious use of punishment. Any disciplinary action must be immediate, positive, fair and consistent.

Corporal Punishment

Corporal punishment **is not** allowed at St. Elizabeth Seton Catholic School.

Discipline - What it is... What it is not...

- Discipline is more about teaching, learning and problem solving than about punishment.
- The best discipline is self-discipline. Both incentives and consequences are used to help a child develop self-discipline.
- Discipline is not about consequences in order to control but understanding that every action has a consequence that may be either positive or negative.
- The best safeguard against disruptive behavior is simply good teaching.

Discipline Policy

St. Elizabeth Ann Seton Catholic School accepts the responsibility of discipline for all enrolled students during school hours and at school functions. Christian principles of respect for the rights of others will govern the actions of all. Students are expected to follow all school and classroom rules and to accept the consequences for failure to do so. The teacher will explain general school rules to each class during the first week of school. The teacher will also explain the consequences for failure to adhere to classroom or school rules. St. Elizabeth Ann Seton Catholic School will follow the Capturing Kids' Hearts and the Boy's Town Discipline Program. Faculty and staff will be trained in proper implementation of these programs. The students will receive feedback and/or consequences in accordance with their behavior. Every effort is made to emphasize the positive qualities of each child.

Classroom discipline is the responsibility of the teacher with assistance of the administration and the parents/guardians when needed. Teachers observe and arrange the environment to minimize the possibility of potential discipline issues. Class rules are posted in each classroom. Consequences for infractions will be communicated when rules are posted and reviewed. Teachers will address discipline issues within the classroom, and serious or habitual discipline issues will be referred to administration. In the event of an infraction, the staff member observing the behavior will first communicate with the child. Only if students are unable or unwilling to comply or exhibit chronic behavioral issues will they be referred to the office.

The school reserves the right to discipline for off-campus conduct.

Recognizing Positive Behavior

In an effort to recognize those students who consistently comply with behavioral guidelines or who go above and beyond normal behavioral expectations, St. Elizabeth Ann Seton Catholic School has implemented an incentive plan for all students.

The Good Book

All K- 5th grade students who display an effort to go above what is expected will be asked to sign, “The Good Book.” This book is kept in the front office and is available for all of our guests to see what wonderful students attend SEASCS. These students may take a small gift as a token of our appreciation for a job well done. Pre-K classes will maintain a classroom “Good Book.”

Classroom Recognition

Each classroom teacher will provide a list of possible rewards that a student may earn. This list will be posted as part of the individual teachers’ discipline plan. Teachers may from time to time add or delete rewards in an effort to include student, administrative or other personnel suggestions.

Accelerated Reader Program – Spirit Cart

This program provides students with the opportunity to purchase prizes using their accelerated reader points earned throughout the year.

Middle School Reward Program

This program was designed to reward positive behaviors and will acknowledge the students as deemed appropriate by the administrative team and middle school staff. Rewards will change each reward period to encourage consistent participation by the students.

Student Expectations and Standards for Conduct

Students are expected to comply with all school and classroom rules, as well as specific, individual instruction requested in a developmentally appropriate manner. Although all students are expected to follow directions, the degree to which a kindergarten student is capable of complying is different than that of an 8th grader. Therefore each teaching team (PK-2, 3-5 and Middle School) will present their students with a list of behavioral expectations. These lists will provide students with behavioral guidelines.

Please remember that these are guidelines and are not considered to be an all inclusive

list. In general, each student is expected to:

- Complete all academic work as assigned;
- Demonstrate courtesy and respect for others;

- Behave in a responsible manner at school and at all school functions on and off campus;
- Attend all classes regularly and on time;
- Prepare for each class by having appropriate materials and assignments when entering into the class;
- Follow directions;
- Be well-groomed and properly uniformed and to abide by the rules of modesty, safety and cleanliness;
- Obey all campus, classroom and school rules , as well as state and federal laws;
- Keep hands, feet and objects to yourself;
- Respect the property of others including the church property and facilities;
- Cooperate with or assist the school staff in maintaining safety, order and discipline and be responsible for your own actions;
- Report dangerous behaviors and or situations to school personnel;
- Be responsible for using appropriate language at school;

A student is a St. Elizabeth Ann Seton Catholic School student at all times. Any student who engages in conduct, whether inside or outside of the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

Statement of Student Privileges

- Graduation exercises;
- Participation in athletics;
- Participation in clubs or any extra-curricular activities offered by the school;
- Middle school parties or dances
- Possession of a locker

Levels of Student Misconduct / Violations

St. Elizabeth Ann Seton Catholic School recognizes that not all acts of misconduct or disciplinary violation are equal. While it is important for students to follow dress code and to arrive to class prepared and on time, these violations will not carry the same consequences as an act of bullying, vandalizing, or possessing a controlled substance. Also, students violating a rule for the first time will not necessarily suffer the same consequences as a student who has repeated violations. Common sense and moral teachings form the backbone of St. Elizabeth Ann Seton Catholic School's discipline policy and will be used to gauge the behavior of our students. Therefore, St. Elizabeth Ann Seton Catholic School, teachers and administration reserve the right to assign consequences based on the action, circumstances and/or previous violations.

Parent/Guardian Notification

Every effort will be made to contact the parent/guardian for all reoccurring misbehaviors. This contact can be made by telephone, discipline note, conference or phone message. In most cases the teacher will be the first person to notify the parent. If the behavior continues and/or other more serious infractions occur, these may be handled by the assistant principal(s), principal or guidance counselor.

To guide students in their understanding of what constitute negative behaviors, behavioral infractions have been divided into categories according to the degree of seriousness. They are minor infractions; major infractions; severe infractions, expulsions and probations.

Minor Infractions

In general, minor infractions will be dealt with initially at the classroom level through the teacher's classroom management model. Once the last stage of the classroom discipline model has been reached, the teacher will issue a disciplinary referral for the appropriate minor infraction(s). The referral form must be signed by the parent/guardian and returned to the assistant principal's office the following day. Using the "Consequences" section of the Parent/Student Handbook as a guideline, the assistant principal will assign necessary consequences.

No student will be referred to the assistant principal for minor infractions until the last stage of the teacher's classroom discipline model has been reached. Generally, teachers will give students adequate reminders first verbally, then in writing, followed by a phone call to notify and discuss possible interventions that will take place at home and at school. Agreed upon interventions will be used in an effort to correct the behavior before administration will intervene with more serious consequences. Notices of concern and notes from any conferences by phone or in person must be signed by the parent or guardian and returned to the teacher who issued the notice.

Minor infractions include, but are not limited to the following:

1. Violations of the Dress Code (see Dress Code Policy)
2. Failure to bring assigned books and/or materials to class.
3. Bringing unauthorized toys, cameras, radios, cell phones, Digital Music Players, electronic games, etc., on school grounds.
4. Tardy to class between bells.
5. Failure to complete assignments or bring in homework, signed papers, or notes of concern.
6. Possession of and/or chewing gum or candy on the grounds without permission.
7. Eating and/or taking food outside of the designated areas. i.e.; cafeteria
8. Entering any building or classroom without permission or at unassigned times before, during or after school.
9. Being in halls without a pass; running and or making excessive noise in the hallway, building or in the classroom.
10. Failure to return progress reports or report cards and any other written communication between the classroom and home on a given date.
11. Writing or marking on body parts.
12. Any other act that impedes the orderly classroom procedures or interrupts the orderly operations of the school.

Major Infractions

Any student choosing to commit a major behavioral infraction must be referred to the assistant principals' office using the appropriate referral form. The referral form must be signed by the parents/guardians and returned to the assistant principals' office **the**

following day.

Major infractions include but are not limited to:

1. Fighting or the instigation/encouragement of fighting.
2. Misconduct of any type at an extracurricular activity or field trip.
3. Cheating or other dishonesty.
4. Obscene language, gestures, writings, drawings or actions.
5. Marking on desks, walls, doors, student property, etc.
6. Leaving a classroom without permission of a teacher or other school authority.
7. Failure to follow a teacher's directive. (DEFIANCE)
8. Forging parent/guardian or signature of any faculty or staff on a referral, report card, progress reports or any other written communication between the school and home.
9. Defacing uniforms – this includes but is not limited to cutting up and writing on uniforms during the last week of school.
10. Participating, without prior approval of an assistant principal, in after-school events after having missed over ½ of that school day.
11. Misconduct (pushing, shoving, continuous talking after quiet is requested, teasing, name calling, writing or passing notes, etc.) during general assemblies, in walkways, in the cafeteria, car or carpool line, church, library, playground or anywhere on the school grounds before/after school.
12. Any un-Christian behavior on school grounds or at any school function.
13. Speaking/responding to a faculty member in a disrespectful way.
14. Bullying
15. Unauthorized use of a cell phone on campus.
16. Lunchroom or restroom misconduct i.e.; food fights, failure to follow duty personnel directives; horse playing in either location.

Severe Infractions

Students choosing the following behavior(s) will be referred to the assistant principals' office using the appropriate form. The referral form must be signed by parents and guardians and returned to the assistant principals' office **the following day**.

Severe infractions include, but are not limited to:

1. Three disciplinary referrals for **major infractions**.
2. Any grave act of disrespect to a faculty member or staff member at any time.
3. Any grave act of disrespect to a fellow student.
4. Striking a faculty or staff member or other school personnel.
5. Forging the signature of any member of the school faculty or staff, parents/guardians on a referral, report card or progress report.
6. Stealing, receiving or possession of stolen goods.
7. Vandalism
8. Skipping detention or any assigned school consequence.
9. Behavior which endangers any member of the school community.
10. Intentionally pulling fire alarms or perpetuating a bomb scare.
11. Bringing explosives (including fireworks of any kind) on the school campus or to any school function.
12. Use or possession of tobacco products on campus.
13. Repeated bullying, any severe act of bullying or retaliation against anyone that

- reports severe acts of bullying.
14. All public displays of affection.
 15. Violation of the “acceptable use” policy.

Discipline Consequences

Since our school is a PK-8 campus, consequences will be administered with respect to the age and maturity level of the student.

Disciplinary options of which one or more may be used:

- Verbal reprimand;
- Seat assignment change;
- Extra assignments to be done at home;
- Teacher/Student conference;
- Parents/Guardians contact via phone call, note or conference;
- Conference with intervention team assigned to the individual grade level i.e., (administrator, teacher, student, parent(s) and any other appropriate personnel);
- Behavior contract;
- Supervised campus or community service assignment while serving detention;
- Time-out in another classroom until the completion of the assignment or time limit;
- Confiscation of a prohibited nuisance item;
- Morning detention;
- Lunch detention;
- After-school detention;
- Saturday school (in special circumstances i.e.; excessive absences or tardies);
- In-class disciplinary action;
- Exclusion from extra-curricular activity;
- Grade penalty for copying, plagiarism and/or cheating;
- In-school suspension;
- Involvement of law enforcement;
- Restoration or restitution; (as applicable)
- Teacher removal of student from classroom;
- Withdrawal of various student privileges;
- Other appropriate disciplinary options as deemed necessary by the administration;
- Service projects;
- Immediate expulsion;

After-School Detention

Any student assigned after school detention will serve it the **Wednesday** immediately following the assignment of the detention. The detention will begin **promptly at 3:30 p.m. and end at 4:30 p.m.** A service project may be assigned as part of the detention. Any student that reports late to the detention may be assigned an additional after school detention. Multiple detentions will result in further and more serious consequences.

In-School Suspension

Any student receiving in-school suspension will be assigned to a supervised area where he/she will complete all assignments. The student will not attend his/her regular schedule. In-school suspension begins at 7:50 a.m. and extends throughout the remainder of the day. Parents may pick-up their child at regular dismissal time, but the student will not be

allowed to participate in any after-school or extracurricular activities. This includes, but is not limited to, before/after school program, school dances, athletics, or school programs.

Suspension

It is the philosophy of St. Elizabeth Ann Seton Catholic School that every child is privileged to attend classes every day of the school year in order to receive thorough instruction in all subject areas. Under certain circumstances, however, it may become necessary to suspend a student from school attendance. When a student is suspended, he/she must make up all work that is missed. All work will be graded and, if turned in on time, no grade penalty will be assessed. The student will be approved for re-admittance at a conference to be held at 7:15 A.M. by any member of the administrative team, the day following the completed suspension. A student who has been suspended will not participate in any school or extracurricular activities on the day(s) of his/her suspension including, but not limited to dances, athletics and school programs. Further, a student who has received a suspension may not be allowed to hold membership or be in student council.

Expulsion

St. Elizabeth Ann Seton Catholic School reserves the right to expel any student whose behavior is so grievous that it threatens the safety and security of any student or staff members.

Reasons for expulsion may include but not limited to:

- Participation in disruptive activities by a group such as gangs;
- Possesses, uses, or delivers narcotics, dangerous drugs or alcohol on school sponsored activities;
- Smokes or uses any tobacco product on school property or at school related functions;
- Possesses, uses or conceals a weapon or any item construed to be a weapon on school property or at a school related function (a weapon is any instrument which may cause bodily harm or death);
- Threatens bodily injury or harm to student/school personnel;
- Assaults a student or any school personnel resulting in serious physical injury;
- Vandalizes school property or the property of others;
- Inappropriate use of a beeper or electronic pager; or cell phones;
- Engages in chronic or repeated misbehavior, which disrupts the learning environment;

*Disruptive, threatening or illegal behavior of a **parent** or **guardian** may result in the expulsion of a student.*

Probation

Once a student reaches 4 major or 2 severe infractions, he/she faces being placed on disciplinary probation by the school administration. At this point, if the student continues behavior patterns that result in major or severe referral, he/she will be asked to leave St. Elizabeth Ann Seton Catholic School. In some cases, administration may deem it necessary to require specialized professional care for students as a condition for continued enrollment.

Violation of Moral Values / Christian Teachings

Students who participate in activities contrary to the moral teachings and Christian values held by the Catholic Church will be subject to more forceful consequences for their actions. The following is an example of some, but not necessarily all, of the actions that might receive this level of consequence.

Plagiarism/Cheating

Any students participating in plagiarism, cheating or copying will automatically receive a “0” on that assignment as well as whatever other consequences the administration determines is appropriate. This includes helping another student with accelerated reader tests and/or using the book to assist with answering a question.

Controlled Substances

The use of illicit drugs and the unlawful possession or use of alcohol is wrong and harmful. A student is subject to immediate removal from class and may be suspended, expelled, or referred for prosecution if, while on school property or while attending a school-sponsored or school-related activity on or off school property, there is a question of:

- Chemical substance use, possession for consumption, sale or dispensing of illegal drugs and narcotics (hard or soft drugs, alcohol, inhalants, marijuana, or a controlled substance).
- Acting under the influence of an illegal drug - alcohol, narcotic, marijuana or a controlled substance.
- Medication misuse or over dosage.

Bullying

St. Elizabeth Ann Seton Catholic School believes that as Catholic Christians everyone has the right to be treated with respect. School administration and staff work to prevent harassment in all forms including bullying and cyber bullying.

Bullying is often hard to identify. Victims do not want to cause more trouble nor do they want to admit that they are bullied, and the bully hides their actions or defends it as play or normal “joking”. We will no longer accept that response as long as we see that the other party does not view it as play.

Bullying is defined by a power imbalance between a bully and their target. This power can be derived from physical size, strength, popularity, gender or verbal skill. Bullying can happen physically, emotionally, socially or via technology called cyber-bullying. Bullying involves repeated acts of physical, emotional or social behavior that are intentional, controlling and hurtful. Bullying persists even when the target has asked for it to stop. Bullying is a learned behavior that is either direct or indirect. Direct bullying is usually seen and felt readily: Examples might be: shoving, kicking, intentionally scaring or physically intimidating someone. Indirect bullying is also called relational aggression. It is difficult to identify and more difficult to remedy. Examples of relational aggression include: spreading rumors, teasing, exclusion and name calling. Cyber bullying is defined

as use of the Internet, cell phone or other electronic device to send or post text messages or visual images intended to hurt or embarrass another person.

St Elizabeth Ann Seton Catholic School will not tolerate bullying or cyber bullying. Students are encouraged to report any incident of harassment to their teacher or the principal. We have in place a three tiered process to combat the destructiveness of bullying and to promote kindness and good social skills.

The three tiers are as follows:

Level One Intervention

If a child is accused of bullying, the classroom teacher investigates the accusation and an educational remedy is put into place. Most of the time students do not know that their behavior is hurtful to others. Our society has evolved into a much more verbally critical and sarcastic environment and sometimes educating our children to appropriate and loving interactions with one another is all that is needed.

Level Two Intervention

If a child is accused of bullying a second time, the school counselor will be invited to assess the situation with the teacher. Sometimes this means taking a course about bullying or having the counselor, individual counseling and/or a classroom guidance lesson on what bullying is and how to interact in a kind and assertive manner.

Level Three Intervention

If a child is accused of bullying a third time, a referral is made to the Assistant Principal to begin the discipline process. The parents will work with the school to develop a plan of action to help the student develop their social skills and to eliminate all bullying activity. The Assistant Principal reserves the right to develop any individualized behavior plan that is seen necessary to ensure the physical and emotional safety for all students.

Christian Charity

Christian charity and respect shall be observed during all verbal and non-verbal communication at all levels within the school community.

The following actions will be deemed in violation of Christian charity and may result in dismissal from school:

- Public criticism of school personnel, policies, or procedures.
- Threats of any nature toward personnel or families.
- Verbal/non-verbal acts of aggression including yelling, screaming, pushing, threats, etc.
- Public discussion of student and/or family matters based upon confidential information obtained as a result of volunteer duties, etc.

Any student, parent or guardian participating in this behavior is subject to disciplinary action which may include exclusion from school activities, students being expelled from school, or other action deemed appropriate by administration, parish or archdiocesan authorities.

Appeals Process Grievance Procedures

Parents/Guardians are encouraged to address concerns at the lowest possible level. A

process is in place for parents/guardians to institute a formal grievance. Contact the principal for the required paperwork and timeline. **The school principal is the final recourse in every disciplinary situation and may waive any disciplinary rules for just cause at his/her discretion.**

Dismissal and Carpool Information

Emergency Dismissal/ Inclement Weather

In the event of an emergency dismissal or unscheduled holidays, St. Elizabeth Ann Seton Catholic School follows the Cy-Fair Independent School District directions given on the radio or the TV. In addition, the IRIS emergency notification system is used by SEASCS. Parents/guardians are cautioned to exercise their judgment in situations, which may only affect their local neighborhoods (such as flooding). In such instances, children may be released early to parents/guardians to insure their safe arrival home. In the event the school is forced to close for an emergency or weather event, the day(s) missed will be made up during the school year at the discretion of the Pastor and Archdiocesan office.

Student Release

The parents/guardians (or official drivers who are registered on the student information card) may pick up students. Any parents/guardians wanting a student to go home with a different party must send a written note to the teacher and the office staff giving permission to change the normal procedure. ID's will be checked. If there are any changes made to the guardianship of the student, please notify the school in writing and submit official court documents.

No child will be released to a parent/guardian or parent designee if the school personnel has reason to believe the person may be impaired (such as inebriated). Another person from the student's emergency card will be contacted.

Carpool Information and Procedures

In order to provide a safe environment for the arrival and dismissal of our students, organized drop-off and pick-up procedures have been established. It is imperative that we have the cooperation of all parents/guardians. Please help your child to memorize their family number. Any parent that does not display a SEASCS carpool tag with their family number will be asked to park and go into the office to show identification in order to pick up a student. Parents will be given a SEASCS carpool tag at the beginning of the year free of charge, but there will be a replacement fee of \$2.00 for any subsequent tags. Tags are "blue" for PK3-2 and "white" for 3-8. Please hang the card on the rearview mirror of your vehicle facing outward. Once your child is in the vehicle remove your tag. Please notify the office, in writing if not on your emergency list, if any of the following special circumstances exist; your child will be picked up by an outside Daycare facility; 2 or more families will be carpooling together or you plan to have someone else pickup your child.

During both morning and afternoon carpool times, students are required to walk between and next to cars. Your diligent attention of the movement of all children is required.

Morning Drop-Off

- All students are to be dropped off in front of the education center.
- No student is to be dropped off in the parking lot area, the CLC, or pavilion.
- Students will exit and enter cars from the passenger side.
- Students must not be on school grounds before 7:20 AM, unless at the before school care program.
- Only an adult should retrieve book bags from the trunk of a vehicle.

Drivers will form two lines (one next to the education building sidewalk and one adjacent to the Family Life Center) and pull forward, completely, to allow as many cars as possible to drop off. Please follow this procedure in order to insure the safety and security of your child. Parents and guardians are asked to refrain from walking children into the Commons unless they are attending an assembly or a meeting.

Afternoon Pickup

- Each carpool/ family (individual/group) will be assigned a SEASCS carpool number / letter to be placed in the window of the car. (All students must have a carpool number regardless of their after school plan.)
- SEASCS Staff members will walk students to the vehicle.
- Only adults may retrieve or deposit book bags in trunks.
- **DO NOT** exit your vehicle while in carpool line to search for your child/children.
- If your child has not responded to his page, you will be asked to drive around the corner (in front of the Pavilion) while a staff member locates him/her.
- No child will be allowed to walk to cars in the parking lot unless accompanied by a parent/guardian/staff member.
- Students ARE NOT to be picked up in any area other than the designated carpool area.
- Drivers will form two (2) lines for afternoon pick-up, one next to the Education Building sidewalk and one adjacent to the Family Life Center. Please do not form a center line as this endangers the safety of our students. PK3 – 2nd grade vehicles will form a line next to the education building for 3:00 dismissal. Third through eighth grade vehicles can form a line next to the Family Life Center. This lane will be loaded when the older grades are dismissed at 3:15. Please do not use the Huffmeister entrance before 3:20 p.m. unless you have a PK3 -2nd grade student.
- Drivers please remove your carpool number once your carpool is safely in the vehicle.
- Parents and guardians must notify both the school and the daycare in the event of a change of transportation. Do not rely on the student to remember/relay the information. Late charges will apply if students remain on campus longer than 30 minutes following dismissal.

Late Pickup (Please be on time for carpool)

- Any student, who has not been picked up within 30 minutes after dismissal, is considered a "late pickup" and will be taken to the office until picked up.
- PK3-2nd grade are considered a "late pickup" after 3:30 p.m., if they do not have a sibling or carpool rider in 3rd -8th grade. Otherwise, all students are considered a "late pickup" after 3:45p.m.
- "Late pickups" will be charged \$1.00 per student for each minute the parent/guardian/daycare/carpool is late. **"The fee is due at the time of pick-up."**

- Only those children who are supervised by a sponsor and are participating in an approved activity may be on the campus after 3:45 PM (brothers, sisters or other carpool members may NOT wait for a participant in an approved activity or for someone in detention).
- All students attending after school activities must be picked up at the designated time or a \$1.00 per minute per student late charge will be assessed and is due at pick-up.
- Parents/guardians are responsible for any “late pickup” fees charged by the after-school program (ASP).
- Parents and guardians must notify the individual day care when there is an early dismissal.
- If you pick up a sick child from school, please remember to inform the other parents in your multi-family carpool, so they will know not to look for your child at carpool time and may make the necessary changes in arranging how the other students in that carpool will be picked up.

Before and After School Programs

The St. Elizabeth Ann Seton Catholic School before and after school program is open to students enrolled in S.E.A.S.C.S.

All admissions, financial and procedural information is included in the handbook provided to enrolled students and their families. Information on enrollment is available in the school office or from the program directors.

Extracurricular and Athletic Activities

Sports and Extracurricular Activities

St. Elizabeth Ann Seton Catholic School encourages students to engage and participate in extracurricular activities as an important means of developing bodily health, desirable traits of character, and physical skills. Specifically, the objective of each practice, contest, and extracurricular activity is to promote self-esteem, develop the skill of each player and participant, promote courage by overcoming difficulty and adversity, temperance by developing self control, justice by demanding fair play, and a sense of obligation to the group. Each individual's importance to the group and participation will be considered. Students will be encouraged to participate to the fullest of their ability.

Students attending games and other extracurricular activities must be supervised by the parent/guardian or an adult appointed by that parent/guardian. As the supervising parent/guardian, the adult will be responsible for the actions and behaviors of the children he/she is supervising. Coaches and staff cannot assume this responsibility. The behavior of any student attending such an event must be in accordance with the rules and regulations of the school. Students who misbehave at after school events are subject to disciplinary action.

All students attending after school activities must be picked up at the designated time or a \$1.00 per minute, per child fine will be assessed (as per our late pick-up policy).

A student must be present at school for a minimum of 3.5 hours on the day of the game or activity in order to participate.

Athletic Guidelines

The rules and policies for St. Elizabeth Ann Seton Catholic School's Athletic Program are outlined in these guidelines and are the agreement between the school, the student, and his or her parents or guardians. The Principal and coaches have the authority to use their discretion in making decisions regarding unforeseen circumstances regarding the policies of the athletic department at St. Elizabeth Ann Seton Catholic School. The principal may also amend the athletic guidelines for just cause, and parents/guardians and students will be given written notification if changes are made.

Athletic/Extracurricular Eligibility

Each student participating in an extracurricular activity must meet the following eligibility standards of St. Elizabeth Ann Seton Catholic School. A student will be deemed eligible if he/she has an overall "C" average with passing grades in all subjects and has appropriate conduct (all E's or S's). Students receiving an office referral that results in an N in conduct will immediately be suspended from extracurricular and athletic activities. Eligibility will be reviewed at each reporting period (progress report/report card). Administration and the athletic advisor will look at conduct grades, etc. when making the decision regarding the student's re-eligibility to participate. A student who is ineligible will remain ineligible until grades are reviewed at a 2 week reporting period. In the event of a severe behavioral infraction, the student will be removed for a period of time as determined by the administration.

Ineligible students are responsible for completing and submitting an "athletic eligibility form." Any infractions must be reported to administration.

Athletic Registration Forms

The administration and coaching staff review all forms for registration each year. Separate registration forms are used for each sport. No student will be allowed to participate in tryouts, practices, or games until all forms are complete and on file in the school office. All students participating in a sport must have a current physical on file.

Athletic Teams

At or before the beginning of each season, the coach of each sport will hold an open tryout. Any eligible student may sign up for a team during the "sign-up" period. In order for a student to become a member of a team, he or she must participate in every aspect of the tryout administered by the coach unless prior permission has been granted by the coach. All decisions as to team selections are made at the discretion of the coach and are final.

All students involved in athletics are under the supervision of coaches during practice and game times, and must comply with directions, rules and regulations given by them. Prior to scheduled practices or games, the student will follow the coach's directions for dressing out and meeting at a predetermined location. Students may not take care of younger siblings while participating in athletics.

Greater Houston Catholic Athletic Association (GHCAA)

St. Elizabeth Ann Seton Catholic School is a member of the Greater Houston Catholic

Athletic Association (GHCAA), and participates in the following sports:

- **Boys:** 6th, 7th, and 8th grade boys' soccer, basketball, track and baseball, football.
- **Girls:** 6th, 7th, and 8th grade girls' volleyball, soccer, basketball and track.

Athletic Fees

An athletic fee of \$80 per sport is payable by the student (check only) in the school office.

Tournaments

Invitational tournaments are communicated as the invitation is received.

Student Council

The student council will be involved in various activities throughout the school year at St. Elizabeth Ann Seton Catholic School.

- **Academic standard**
Students interested in student council must maintain at least a "C" average in their academic subjects (no grade below a "C" will be accepted). If a student falls below these grade requirements he/she will be put on probation for the remainder of the 4 ½ week grading period (progress report / report card). Administration and student council sponsors will review conduct and grades to determine eligibility to continue on student council.
- **Behavioral Standard**
Students interested in student council must be a model student observing all school procedures and rules. No grade lower than an "S" in conduct while serving on student council will be accepted. If the Student falls below the conduct requirements, he/she will be put on probation for the remainder of the 4 ½ week grading period (progress report / report card). Students receiving an office referral resulting in an N in conduct will be put on probation for the remainder of the 4 ½ week grading period (progress reports / report cards). Administration and student council sponsors will review conduct and grades to determine eligibility to continue on student council.

Field Trips and Activities

Field trips provide a valuable educational or cultural experience for students. Field trip behavior should be above reproach when dealing with bus drivers, chaperones, docents and teachers. **These trips are privileges and any student can be denied participation, if they fail to meet academic and/or behavioral requirements, disciplinary action will take place with any reported misbehavior.** Field trips will be taken only after proper planning. Each trip is assessed for educational value and correlation with the curriculum for a particular grade level. Our field trips are considered mandatory because they are academic or spiritual in nature. If the choice is made not to attend, an alternate assignment will be given to take the place of the field trip grade. If the student does not come to school, they still must complete the assignment. The principal must approve all field trips. Permission slips are sent to parents/guardians in advance of each field trip/activity that takes students away from the school during the school day. Permission slips must be filled out completely, signed by parents/guardians and all fees must be paid at least 24 hours in advance of the field trip. The school must have the original signature

on file. **Neither a faxed copy nor a phone call will be accepted in lieu of the original, signed permission slip.** Students will not be allowed to leave the school for a field trip or activity without a signed permission slip. Any student not participating in a field trip is required to attend school as usual or will be marked absent. It is understood that the school shall not be held responsible for any accident or mishap which may occur on a field trip. Students must travel to and from all field trips in the vehicle contracted by the school. Students may not leave field trips early.

While chaperones are necessary on all field trips, the number may vary. The teachers will notify parents/guardians when they need chaperones. Chaperones must take their role seriously. A group of children will be entrusted to the care of the chaperone. The chaperone must provide supervision for children assigned to them. All parents/guardians in a class will be given the opportunity to chaperone before any parent/guardian chaperones a second time during the school year, provided they are Virtus approved. Field trips are an extension of the classroom, thus parents are asked not to travel with their children on field trips or meet at field trip sites unless they are asked to be official chaperones.

Field Trip Refunds: K-8th grade - payment due 1 week prior to the field trip; any cancellations after the payment is due, will not be refunded. "Major" 6th-8th grade field trips require all payments due 3 weeks prior to the field trip; any cancellations two weeks prior to the trip will not be refunded. PK3-PK4 will not have off campus field trips.

Having parents in attendance often distracts students from the various learning activities that take place on a field trip. All chaperones must be at least 21 years old, and be Virtus approved. Chaperones may not bring siblings on any field trip. **A copy of the Standard Field Trip Form follows this handbook.**

As stated on the field trip form, parents and guardians release St. Elizabeth Ann Seton Catholic School, as well as any employees from any and all liability for any and all harm arising to their child as a result of the field trip and waive any claims against them.

Dress Codes

Students at St. Elizabeth Ann Seton Catholic School will wear uniforms. Parents/guardians are responsible for seeing that students comply with the dress code of St. Elizabeth Ann Seton Catholic School. Faculty members share the responsibility for enforcement. The school reserves the right to decide whether a student's grooming is in accordance with school standards. Those in violation of the uniform and personal appearance codes will be given notice of the violation, and they will be sent home from school if the problems are repeated. All students will wear uniforms from the first day of school until the close of the school year. Notices of exceptions to this rule will be sent in advance. There will be no sharing of P.E. uniforms. **Starting in 5th grade, P.E. uniforms are required.** P.E shorts are to be purchased from Mills. In addition to having a complete P.E. uniform, a previous years' Spirit shirt with P.E. shorts is permissible for P.E. only.

ALL students must own a complete dress uniform, which must be worn to Mass and on special occasions. The appropriate size of all uniforms must be worn at all times

and this includes length of pants, shorts and skirts. All shirts must be able to tuck into the appropriate piece. Uniforms must be purchased from Mills wear. Uniform pieces may be mixed to provide a variety of looks i.e, to include the dress shirt with khaki or navy bottoms.

No additional/extra monogram or insignia, (including names and initials) are permitted on the outside of the school uniform.

During the 2011-2012 school year the new style will be required. The SEASCS logo must be the updated logo. Girl jumpers must be the updated version only.

Dress Uniform Choices

PreK3- through Fourth Grade Dress Uniform:

Girls	Boys
<ul style="list-style-type: none"> • Jumper without patch (updated version) 	<ul style="list-style-type: none"> • Plaid shirt (has no patch)
<ul style="list-style-type: none"> • White Peter Pan oxford cloth blouse 	<ul style="list-style-type: none"> • Navy slacks or shorts • PreK- may wear elastic waist no belts (Mills)
<ul style="list-style-type: none"> • No navy continental tie 	<ul style="list-style-type: none"> • Plain white, navy or black socks. All socks must be visible outside of the shoe.” No PED socks”
<ul style="list-style-type: none"> • Plain white, black, hunter green or navy socks. All socks must be visible outside of the shoe. “NO PED SOCKS” 	<ul style="list-style-type: none"> • Rubber soled shoes.
<ul style="list-style-type: none"> • Rubber soled shoes. 	<ul style="list-style-type: none"> • Black, blue or brown belt
<ul style="list-style-type: none"> • Girls must wear modesty short (Mills) under skirt 	

Fifth Grade through Eighth Grade Dress Uniform:

Girls	Boys
<ul style="list-style-type: none"> • Plaid skirt 	<ul style="list-style-type: none"> • Blue shirt with new shield
<ul style="list-style-type: none"> • Blue oxford with new shield 	<ul style="list-style-type: none"> • Navy slacks or shorts
<ul style="list-style-type: none"> • Plain white, black, hunter green or navy socks. All socks must be visible outside of the shoe. “NO PED SOCKS” 	<ul style="list-style-type: none"> • Plain white, navy or black socks. All socks must be visible outside of the shoe.” No PED socks”.
<ul style="list-style-type: none"> • Rubber soled shoes. 	<ul style="list-style-type: none"> • Rubber soled shoes.
<ul style="list-style-type: none"> • Modesty shorts (Mills) <p>*Girls must wear modesty shorts under both skirts and athletic shorts*</p>	<ul style="list-style-type: none"> • Black, blue or brown belt

** Knee measurements should be made from the bend behind the knee.

Optional Uniform Choices

PreK3- through Fourth Grade Optional Uniform Choices:

Girls	Boys
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<ul style="list-style-type: none"> • Mills navy, khaki or plaid skorts; navy or khaki shorts, capris*or pants 	<ul style="list-style-type: none"> • Mills navy, khaki shorts or slacks
<ul style="list-style-type: none"> • Official knit embroidered polo shirt (hunter green or white); short and long sleeve 	<ul style="list-style-type: none"> • Official knit embroidered polo shirt (hunter green or white); long and short sleeve
<ul style="list-style-type: none"> • Official school sweatshirt or jacket 	<ul style="list-style-type: none"> • Official school sweatshirt or jacket
<ul style="list-style-type: none"> • Brown, blue or black belt 	<ul style="list-style-type: none"> • Brown, blue or black belt
<ul style="list-style-type: none"> • Plain white, black, hunter green or navy socks. All socks must be visible outside of the shoe. "NO PED SOCKS" 	<ul style="list-style-type: none"> • Plain white, navy or black socks. All socks must be visible outside of the shoe." No PED socks"

*Sue Mills capris are no longer available. Previously purchased Sue Mills capris may be worn.

Fifth through Eighth Grade Optional Uniform Choices:

Girls	Boys
<ul style="list-style-type: none"> • Mills navy, khaki or plaid shorts, skorts, capris (2011-2012) or pants 	<ul style="list-style-type: none"> • Mills navy or khaki shorts or slacks
<ul style="list-style-type: none"> • Official knit embroidered polo shirt (hunter green or white for 5th-7th grade students, blue for 8th grade ONLY) short and long sleeve 	<ul style="list-style-type: none"> • Official knit embroidered polo shirt (hunter green or white for 5th-7th grade students, blue for 8th grade ONLY)
<ul style="list-style-type: none"> • Official school sweatshirt or jacket 	<ul style="list-style-type: none"> • Official school sweatshirt or jacket
<ul style="list-style-type: none"> • Brown, blue or black belt 	<ul style="list-style-type: none"> • Brown, blue or black belt
<ul style="list-style-type: none"> • Plain white, black, hunter green or navy socks. All socks must be visible outside of the shoe. "NO PED SOCKS" 	<ul style="list-style-type: none"> • Plain white, navy or black socks. All socks must be visible outside of the shoe." No PED socks".

PreK students are permitted to wear Mills elastic waist pants, shorts, etc. Belts are not required for PreK.

Outerwear

All students may wear a school jacket or school sweatshirt purchased from Mills wear. Jackets or coats may be worn over the school jacket or sweatshirt and then stored in their locker. Students must have appropriate outerwear to participate in outside activities during cold weather months. Sending a school jacket or sweatshirt daily from November through February is encouraged. Names must be written in the uniform and must be that of the current student. **Sweatshirts are not part of the dress uniform and therefore are not to be worn during Mass.**

Any jacket/coat brought up to the school for the student by the parent/guardian will be put in the office. It's the student's responsibility to check the office to see if one has been brought in.

Only approved outerwear (official school jacket, but not athletic jackets) will be allowed to be worn in the building.

Shorts

All girls are required to wear the modesty shorts (Mills) underneath jumpers, skirts and athletic shorts while at school. No other shorts are allowed under the uniform.

Shoes

All students must wear closed toe and closed back rubber soled shoes. Shoes may be more than one color. **No high-tops, fluorescent colored, graffiti-type writing, lights, action figures or wheels are allowed.** Light colored soles are preferred. Shoes must fit well, be laced and tied properly, and not fall off easily. Shoes must provide good support and traction while playing. Please test for dark soles that leave marks on the floors. Any shoes found to leave marks will be forbidden at school. Shoelaces must be appropriate to the school uniform. No fluorescent shoelaces and no boots are permitted at school. Additionally, only appropriate athletic shoes will be permitted during P.E. - no flat soled or skateboard type shoes (i.e., Vans or Converse).

Socks

All students are required to wear socks that are visible outside of the shoe. Girls may wear white, navy, black or hunter green socks or tights. Boys may wear white, navy or black socks. No “ped” socks or partial leggings are allowed.

Spirit Shirts

Students may wear current year shirts only and auction shirts may be worn only the first semester, prior to the Auction event.

Accessories

Accessories are a privilege, and as such, no exceptions will be made. Hair accessories must be appropriate to the school uniform in color and style. Hats and sunglasses are to be reserved for special occasions, and notification will be given in advance of these dates. Official scout uniforms may be worn on scout meeting days.

Dress Code Prohibitions

Girls are not allowed to:

- Wear makeup or carry it to school.
- Wear clear or colored nail polish, French tip nails, or carry polish or remover.
- Wear acrylic nails.
- Carry perfume, cologne or lotions to school.
- Wear jewelry other than one small stud per ear, (no loops or hanging earrings), one ring per hand, one religious necklace, one bracelet, and a watch without electronic tones.
- Wear extreme hairstyles, color or highlight hair.
- Wear shirts so that belt or waistband is covered.
- Wear shirts unbuttoned past the top button.
- Wear undershirts other than plain white.
- Wear undershirts with sleeve longer than the uniform shirt.
- Wear turtlenecks.
- Wear the uniform sweatshirt tied around the waist.
- Remove shoes during class.
- Wear shoes untied.
- Wear athletic shoes above the ankle
- Wear shirts with a logo (exception - free dress, P.E.)

- **8th grade girls only**- may wear foundation that matches their skin (no bronzers) and clear lip gloss. “ No sparkle, glitter gloss or light up gloss containers”

Boys are not allowed to:

- Carry cologne to school.
- Wear jewelry other than a watch without electronic tones, religious necklace, one bracelet, and one ring per hand.
- Wear their hair below the collar, eyebrows or earlobes or have extreme hairstyles or colors/highlights.
- Wear shirts so that belt or waistband is covered.
- Wear shirts unbuttoned past the top button.
- Wear undershirts other than plain white.
- Wear undershirts with sleeve longer than the uniform shirt.
- Wear turtlenecks.
- Wear the uniform sweatshirt tied around the waist.
- Remove shoes during class.
- Wear shoes untied.
- Wear athletic shoes above the ankle
- Wear shirts with a logo (exception - free dress, P.E.)

The office holds a supply of socks and belts that will be provided for students arriving at school without these items. Parents will be assessed a fee to cover the cost of these non-returnable items.

- Pair of socks- \$2.00, belt- \$5.00

Free dress

Free dress is a privilege, and the following shall **not** be allowed: jeans with holes, boots, cut-off shorts, UGG’s, tank tops or spaghetti straps. Administration reserves the right to add additional changes.

Special Services

Guidance and Counseling

St. Elizabeth Ann Seton Catholic School provides one full time guidance counselor. The counselor is available to students, parents/guardians and teachers. The counselor works with students individually or in groups to help overcome social, emotional or academic problems.

Counseling Information and Agreements

The counselor of St. Elizabeth Ann Seton Catholic School is pleased to be your school counselor. Before beginning a counseling relationship, it’s important to understand what counseling is all about.

The following is a note from the counselor regarding the counseling services and frequently asked questions.

The most often asked question by students concerning counseling are “*Why should I go to counseling? What do we do in counseling?*” A student comes to counseling for a variety of reasons but usually it’s because they are encountering a

difficult time with a situation that is going on in their life. Maybe you are experiencing behavioral difficulties, having trouble studying, or having a hard time getting along with others. It could be that you are keeping feelings inside of you that are making you feel upset. You may worry a lot, or you may feel shy around others. Sometimes things may be tough for you at home. No matter what you are experiencing and feeling, counseling can provide you the opportunity to learn how to take better care of yourself and to make appropriate choices, and to learn to get along with others.

Counseling takes place in the counselor's office. When you come to counseling we will talk about things that are important to you. We also may do things, like draw, paint, do role play, talk about life stories, and anything else that might help you make appropriate choices and experience your feelings. The counselor's office is a safe place where you can come to share what is on your mind. You can tell me what you are doing and how you are feeling. At times, it is hard to talk at first, but in time sharing gets easier.

You probably have many questions like, "*How do I make an appointment with the counselor? How long are counseling sessions? How often and how many times will I see the counselor?*" You can ask me for an appointment when you see me around school, in the hallway or on the playground. Also, your teacher(s) or parent(s) can request an appointment for you. I will speak to your teacher(s) to discuss a good time for you to come to the office. If you are having a really difficult time, you can ask your teacher if you can come to the office right away. If we decide that you would like to come to counseling again, we will decide on the week or day and the time may vary due to scheduling. Usually, our sessions will last about 20 minutes, but they may be shorter or longer.

How often and how many times you come to counseling depends on the type of concern you are having and how long it takes for you to begin to feel better and make appropriate choices.

Many students wonder, "*Will my counselor tell anybody what I say?*" This is a very important question. Most of what we talk about is **confidential**, which means it is private, and I will not tell anyone what you say or do. But, there are three kinds of problems that you might tell me that we will talk about with people who could help. If I find out someone is seriously hurting you, I would have to tell an authority (child protective services or the police), so that they could protect you. If you tell me you want to seriously hurt yourself, I would have to tell your parent(s), so we could come up with a plan to keep you safe. If you tell me you have a plan to seriously hurt someone else, I would have to warn the person and the authorities. The law says I must tell someone if any of these kinds of problems occur. In most cases, what we talk about is private. If you do tell me about serious problems that I just described, you and I will talk about the best way to share the problems with others.

Sometimes, I can help you better if I have a chance to consult with your parent(s), teacher(s) and administrators. That means I would talk to them about how we might work together to help you. I may ask them about how you are doing in school or at home and talk to them about ways they can help you without telling them what you say or do in our counseling sessions. In some cases, I may believe it is important for you and me to tell your parent(s) about what you have said to me in counseling. I would then discuss it with you first.

Besides the law, St. Elizabeth Ann Seton Catholic School has rules. As you know, we have rules which say no one is allowed to bring a weapon or have drugs at

school. If you told me that you have weapons or drugs at school, I would have to let administration know about it.

Sometimes parent(s) and students ask, “*What are the qualifications to become a counselor?*” Counselors earn a Masters Degree in Counseling. The college training focuses on counseling children, adolescents, adults and families. In addition, our school counselor is a Nationally Certified Counselor. Counselors continue to learn about counseling by taking university courses and attending workshops and conferences. If you have any questions, please see the counselor’s website or feel free to ask.

Medication & Health

Accidents

An accident report on any accident occurring during the school day will be filed in our records. You will be notified immediately of any head or severe injury. School Student Accident Insurance forms will be provided for accidents/injuries resulting in a doctor/hospital visit.

Child Abuse

St. Elizabeth Ann Seton Catholic School will follow the guidelines for reporting child abuse or neglect set by the Texas Department of Protective and Regulatory Services. All teachers, staff, volunteers, and anyone having contact with SEASCS students, including chaperones, will be trained in the Archdiocesan "Protecting God's Children" program and complete required paperwork.

First Aid

Students complaining of injury or malaise will be assessed by the school nurse or her representative.

The following steps will be used in treating our students.

1. Students not feeling well will be assessed for fever (over 100° will require the student be taken home until he/she is fever free for 24 hours). Students sent home with a fever may not return to school the following day.
2. If a student is fever free, but in the opinion of the nurse/teacher they are perhaps not capable of participating with their class, they will be given an opportunity to rest and parents/guardians may be consulted before returning to class.
3. If after returning to class a student returns to the clinic, a reassessment will be made.
4. Bandages/ice packs will be used for minor cuts, bruises and abrasions.
5. Students suffering more severe injuries will have their parents/guardians contacted and may be transported to the hospital if necessary.

Health Screening

- Annual vision screening - Grades K, 1,3,5,7 and any new student.
- Annual hearing screening - Grades K, 1,3,5,7 and any new student.
- Annual scoliosis screening - Grade 6 and any new Jr. High student.
- Annual Acanthosis Nigrican (diabetic screening) - Grades 1,3,5,7 and any new student.

Parents/guardians will be notified of potential problems requiring medical evaluation and follow-up care.

Illness Guidelines

Parents/Guardians are urged to keep up booster immunizations through the school years.

The Texas Department of Health issues the following rules for control of communicable diseases:

- Cases of communicable diseases (i.e., chicken pox, measles) must be reported to the school as soon as possible. If in doubt of a communicable disease (Pink eye, chicken pox, mumps, mono, strep throat, etc.), the parents should consult their family physician before sending the child to school. Do not send your child to the clinic to see the nurse as this may expose other students to a communicable disease and in some cases, the clinic aide on duty may not be a registered nurse.
- The child must be kept at home when he/she has: **FEVER (100 degrees or more)**, eye infection, unusual skin eruptions or a communicable disease. **Student must be fever free for 24 hours prior to returning to school.** Any student leaving school due to a fever will not be permitted back to school the next day.
- Any student needing to be excused from school activities (including, but not limited to PE or recess) for more than 3 consecutive days will be required to provide the school nurse/teacher with a doctor's excuse stating what activities the student is restricted from and a date the student may resume normal school activities or date for follow-up visit with the doctor.

Immunization Requirements

A child entering the school for the first time is required to present a statement of immunization certificate from a private physician or public health clinic stating that the child has completed the series of immunizations prescribed by the Texas Health Department. All subsequent immunization requirements must remain current.

Medication

All medication, prescription and over the counter that needs to be dispensed at school, must be accompanied by a SEASCS medication form signed by a physician.

The physician must include the name of the student, the name of the medication, directions concerning dosage, route of administration, time that medication is to be given and the length of time the medications is to be given. Medication forms may be obtained in the clinic. There is no exception to this rule, which is in accordance with state law.

Non-prescription medication (over-the-counter) must be in the original container, with visible directions, and displaying the student's name. Parent requests for administration of such medications must be consistent with directions for use on the package. **Medications include, but are not limited to, all aspirin, aspirin substitutes, cough syrups or drops, inhalers, topical ointments, and lip balm. Students may not bring these items to school.**

It is the responsibility of the student to report to the clinic for medication. No student may have any medication on his/her person or among his/her belongings during school hours or at any school sponsored functions.

Parents / guardians need to provide SEASCS with a list of all regular medications taken by each child. This information is required in the event of a reaction or an accident in which we need to transport a child to the hospital.

Serious Chronic Illness

It is the responsibility of the parent/guardian to inform the principal/nurse if their child has a serious and possibly life-threatening chronic illness or condition before entry into school. "Individualized Health Care Plan" and medication forms must be on file as well.

Student Emergency Forms

Student emergency form updates must be made in person in the front office or made in writing, i.e. note, email, or fax by the parent or guardian. Change requests over the phone will not be accepted.

General Information

Asbestos

Saint Elizabeth Ann Seton Catholic School is asbestos free.

Assemblies

There are various types of assemblies, and in all of them, speakers and performers expect courtesy from St. Elizabeth Ann Seton Catholic School students. Appropriate applause is the manner by which we show acceptance or pleasure, and this is welcomed. Talking when someone is performing or speaking is rude. It is not how St. Elizabeth Ann Seton Catholic School wants to treat its visitors and friends. IN ALL assemblies, students are to maintain appropriate behavior. Students will occupy the seats allotted to their class.

Backpacks

Students may bring backpacks to and from school. Backpacks are stored through the day in lockers or cubbies. No backpacks on wheels may be used. In accordance with state fire code, backpacks are not allowed in the classrooms unless they will fit within a cubby or a student desk. No toys are to be attached to backpacks. Any backpacks forgotten at home/car will be left in the office. It is the student's responsibility to pick it up.

Birthdays

Students may bring "**cookies only**" for their birthday to be passed out at lunchtime. Any other type snack brought will be kept in the office until dismissal. Please notify teachers to avoid schedule conflicts and any classroom allergies. To protect the feelings of children, invitations for parties may not be passed out at school unless ALL children in the class are invited. No other celebration is permitted (i.e., balloons/flowers/posters/locker decorating).

Cell Phones – Parents and Visitors

Parents and visitors are asked to refrain from cell phone usage while in the school building.

Class Parties

Class parties will be held at Christmas, Valentine's Day and Year End. Parties will be held during the last part of the school day. Siblings are not permitted to attend classroom parties. Parents/Guardians wishing to check their children out at the conclusion of the party will be asked to sign them out with their homeroom teacher. Please note, students leaving before regular dismissal will not be eligible for perfect attendance. Room parents are encouraged to plan grade level parties together to ensure continuity and fairness.

Any parents/guardians wishing to attend class parties must be Virtus approved.

Dances

All middle school students attending school sponsored dances are reminded that these are school events. Proper attire includes no spaghetti straps or strapless tops. Shorts or skirts must be mid-thigh or longer. Appropriate behavior is required at all times. Students may be asked to leave or change if dressed inappropriately. Any student behaving in a manner unsuitable for school will be disciplined in the same manner as they would be during normal school hours.

Electronic Devices

Electronic devices and their use are not permitted on the Saint Elizabeth Ann Seton Catholic School campus nor at any school event. (For example: field trips, academic contests, athletic events.)

Energy Drinks

No energy drinks are permitted at any school function; on or off campus.

Forgotten Items

All items such as books, homework, and/or projects that have been forgotten by the student and brought by a parent/guardian are to be dropped off at the receptionist desk only. They will not be delivered to classrooms under any circumstances. Students, on their own time, should check the front desk for forgotten items. Lunches and medications will be delivered to the cafeteria or clinic. A student who has forgotten his/her lunch or lunch money will be attended to. No child will go without a meal. The administration will call a child in for medication if, in the judgment of the school nurse, it is necessary. Students will not be allowed to call home for forgotten items.

Holidays or Celebrations

We do not distribute individual or homemade treat bags (i.e. Halloween, etc.).

Lockers

Lockers are the property of St. Elizabeth Ann Seton Catholic School and may be inspected at any time. Their use is a privilege which can be withdrawn at any time. Lockers are an extension of the student and should be kept neat and clean at all times. No permanent changes may be made to the lockers (ie. writing, adhesive). Each student is responsible for providing his/her own combination lock. All combinations are to be turned into the homeroom teacher. The teacher will determine the times for students to go

to their lockers. Locks must be in place and secured at all times. Any items, lost or damaged when the locker is not secured with the lock, will be the responsibility of the student. The school reserves the right to search anything brought onto school property.

Lost and Found

All lost and found items are kept in the commons. At the end of the month, items that have not been claimed will be "recycled" for the uniform exchange or donated. All articles of clothing, as well as book and pencil bags, must be clearly marked with your child's first and last name and homeroom so they can easily be identified if they are lost. It is the responsibility of the student to look for his/her lost articles.

Lunch/Snack

Students may bring a sack lunch and drink or purchase lunch from the lunch service. There is no food warming equipment for sack lunch items. Parents/Guardians are asked to supply a healthy lunch. A healthy snack in a safe disposable container may be packed for students with morning recess. Please do not send candy for snack!

Lunch Visitors

Socialization is a vital component of the life of a SEASCS student. While the staff of St. Elizabeth Ann Seton Catholic School welcomes the occasional visit of a parent/guardian for lunch (with their own children), eating lunch with classmates is important to the social development of our students, so we strongly recommend no more than twice a month. When parents/guardians join their children for lunch, they are asked to please sign in and out in the office and get a visitor badge. Parents are only allowed to join their own children at the parent table. All other students need to remain with their classes.

Monetary Transactions

The office staff does not have change for monetary transactions. Please be prepared with the exact payment amount or you may write a check.

Parent-Teacher Organization

The PTO was established at St. Elizabeth Ann Seton Catholic School with the following objectives in mind:

1. Enhance cooperation and communication among parents/guardians, faculty, administration, school board members, and the pastor in order to secure for every student the spiritual, physical, emotional and academic opportunities available at St. Elizabeth Ann Seton Catholic School.
2. Affirm, promote and enhance a positive image of St. Elizabeth Ann Seton Catholic School within our parish community and the community at large.

All SEASCS students benefit from the work of the PTO, therefore parents are encouraged to become active members in this vital organization. All families will pay \$150.00 PTO fee to cover PTO programs.

Parking

When visiting the school at any time, all visitors should park in the church or school parking lot. The driveway immediately adjacent to the education building is designated as a fire zone; therefore there is no parking (for any length of time) along the curb in front of the school building. Please do not park in reserved spaces.

Planners-Student and Middle School Lanyards

All 1-8 students will have planners. If the planner is lost, a replacement fee of \$5.00 will be charged to get a new one. All 6-8 students will have a lanyard. If the lanyard is lost, a replacement fee of \$3.00 will be charged to get a new one.

Prohibited Items

The state of Texas prohibits the sale of permanent markers and liquid correction fluid to minors, therefore it is the policy of St. Elizabeth Ann Seton Catholic School that students may not use or have these items in their possession while at school or at a school sponsored event.

Recess

Students are not permitted to bring playground equipment (balls, jump ropes, etc.) The school will provide recess equipment. Due to excessive injuries while playing football and dodge ball, these two sports will only be played during PE, not at recess.

School Grounds

St. Elizabeth Ann Seton Catholic School is an adjunct of St. Elizabeth Ann Seton Parish. The school utilizes the buildings, grounds and facilities of the parish community. Therefore any group or organization wishing to use any of these facilities must schedule their activities through the parish office.

School Name and Crest

Unauthorized use of the school name and crest is prohibited in any form.

School Visitors

All parents/guardians are invited to visit their child's classes during Catholic Schools Week Open House. Classroom visitation is not permitted at any other time. All visitors and volunteers must report to the office before entering the school during school hours. Visitors are required to provide a driver's license, sign-in and wear a visitor's badge while in the building or on school grounds. The driver's license will be scanned by our Raptor system. As a safety measure for our students, this system conducts a nationwide search for any history as a sexual predator. Permission must be secured from the principal or her representative in the office before a visitor is allowed to speak to a student or teacher. All cell phones and pagers must be silenced while in the building.

School Program Etiquette

As a courtesy to audience participants, parents are asked to remain in their seats during performances and to take pictures from your seats, unless there is an open seat closer to the performing area. Please do not block the aisles so that we remain within the fire safety code. Your cooperation is greatly appreciated.

Smoking

Smoking is prohibited in all parish and school facilities throughout the archdiocese, as well as at any school sponsored function.

Teacher Gifts

No monetary collections are permitted for teacher or staff gifting on any holiday or special occasion.

Technology

Students are instructed as to the appropriate use of school technology. Any student found accessing an Internet site that has not been approved by the teacher will be subject to appropriate disciplinary action. These sites include, but are not limited to, email, social networks, music sites and game sites. Students shall also not attempt to circumvent the Internet firewall, security or monitoring systems in place at the school or Church facilities. **For further information see the “acceptable use” policy.**

Telephone

Students are NOT allowed to use the phone during the day. Permission to use the phone in the reception area will be restricted to EMERGENCIES only. Forgotten items from home are not an emergency. In the event of a school initiated scheduling change, students will be called to the office to notify their parents/guardians of the change. Telephone messages to students during the day are discouraged. (Only emergency messages will be delivered.)

Students are forbidden to use cell phones during school hours. Students may bring cell phones to be used for after school events, but the phones must remain in their backpacks, in the off or silent setting and out of sight. **Any cell phone or electronic device, seen in the open or heard during the school day, will be confiscated and held in the office.** Parents may retrieve the cell phone or electronic device, but will be assessed a \$25 fee. Pagers, beepers or other electronic communication devices are not allowed on campus.

No cell phones, ipods, or any other electronic equipment will be permitted on field trips. The school is not responsible for the loss of any forbidden items.

Toys

Students should not bring toys, gadgets, collector cards or standard playing cards to school unless there is an educational purpose for the item. Toys will be confiscated and held in the office until the last day of school. Students may be subject to further disciplinary action as well.

Video-Taping

Video-taping by video equipment or cell phones is prohibited on school grounds or at any school event. (For example: field trips, academic contests, athletic events.)

Volunteers

St. Elizabeth Ann Seton Catholic School recognizes that volunteers are a vital and integral component in the success of our school's mission and goals. We therefore offer

multiple volunteer opportunities for the involvement of not only our parents/guardians but also friends of St. Elizabeth Ann Seton Catholic School and Parish.

In order to maintain adequate training and responsibility in the various volunteer opportunities, the administration works with the "sponsor," the individual who is responsible for the activity, to determine the need and availability for volunteer involvement.

The following are some of the opportunities in which individuals can volunteer:

- Library
- Mystery Reader
- Extracurricular Activities
- Field Day
- Catholic Traditions

VIRTUS (“Protecting God’s Children”)

All volunteers are required to attend the (VIRTUS) "Protecting God's Children" training and be approved. Once the training is completed, it may take up to one month to be approved. Parents/Guardians may not volunteer until they are approved. Information is available online at www.virtus.org.

Handbook Amendments

The Principal retains the right to amend the handbook, including to waive and or deviate from any and all disciplinary regulations, for just cause, at his or her discretion. Parents/guardians will be given prompt notification if changes are made.

TECHNOLOGY ACCEPTABLE USE POLICY (TAUP) AGREEMENT

2011/2012

For Parents and Students

St. Elizabeth Ann Seton Catholic School is pleased to offer students access to technology resources for educational purposes. This will include computer hardware, software licensed to the school and internet resources. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement.

Internet

Access to Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. FAMILIES SHOULD BE AWARE THAT SOME MATERIAL ACCESSIBLE VIA THE INTERNET MAY CONTAIN ITEMS THAT ARE ILLEGAL, DEFAMATORY, INACCURATE, OR POTENTIALLY OFFENSIVE. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from access to the Internet outweigh the

disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

What is expected?

Students are responsible for appropriate behavior on the school's computer network, just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communication apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. The use of technology resources is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

What are the Rules of Appropriate Use?

Electronic Communication – Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school or is contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

This policy applies to communications or depictions through e-mail, text messages, blogs, twitters, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communication.

Personal Safety and Personal Privacy - Students will not post personal contact information about themselves. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

Social Networking - Accessing social networking websites, blogs, video sites (e.g. Facebook, MySpace, YouTube, Friendster, tagged, etc., except those used for educational purposes) are off-limits on school property. The use of circumventors to get around school network security is prohibited.

Illegal Copying - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks. Nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

Inappropriate Materials or Language – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for gambling, chain letter communication, unauthorized email, chat or instant message, blogs, and discussion forums, is also prohibited. Should students encounter such material by accident, they should report it to their teacher immediately. A good rule to follow is never view, send,

or access materials, which you would not want your teachers and parents to see. Uses of cell phones to transmit unacceptable language and/or photos that are harmful to self, other students, and/or to other people are prohibited.

Succinct Advice

These are guidelines to follow to prevent the loss of technology privileges at school.

1. Do not use technology to harm self, other people or their work.
2. Do not damage the network or any technology resource in any way.
3. Do not change the configuration of any computer settings in any way.
4. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.
4. Do not violate copyright laws.
5. Do not view, send or display offensive messages or images.
6. Do not share your password or in any way obtain another person's password.
7. Do not waste technology resources such as disk space or printing supplies.
8. Do not trespass in another's folders, work or files.
9. Do notify an adult immediately, if by accident, you encounter materials, which violate the Rules of Appropriate Use.
10. **BE PREPARED** to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.