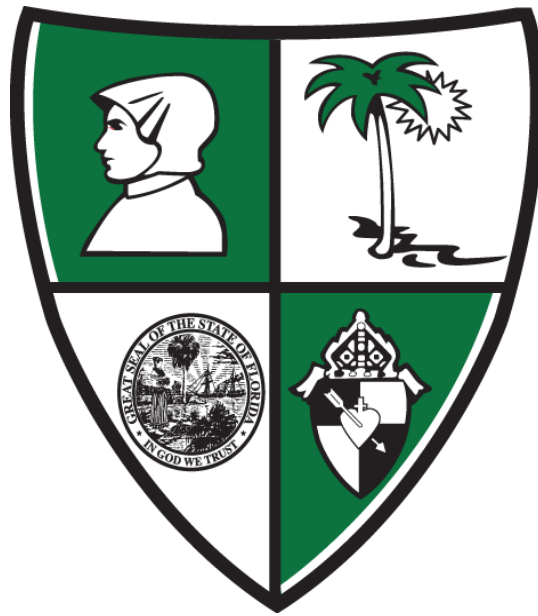


St. Elizabeth Ann Seton Catholic
School
Palm Coast, Florida



Parent-Student Handbook

2016-2017

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WELCOME TO ST. ELIZABETH ANN SETON CATHOLIC SCHOOL

Dear Parents,

Welcome to St. Elizabeth Ann Seton Catholic School! Together, we are committed to providing the students with a Catholic Education that will assist them in reverencing the past, in being challenged by the present and in preparing them for the future.

It is our hope that we provide our children with an atmosphere where each one can develop a rich personal spirituality. This occurs not just through varied prayer experiences, but also through an environment which treasures the uniqueness of each person. Drawing on the strengths, the talents, the interests, and the questions of those entrusted to us, we believe that we can establish a faith-filled, vibrant school community.

We believe that a superior academic program, including foreign language, the arts, physical education and after school sports and clubs, truly helps our children be the best persons God wants them to be. As strong, faith-filled people, our students can become young adults who are confident in who they are, firm in the teachings of our Catholic Faith, and willing and capable of making a significant difference in our world.

We are happy to share this journey with you. Together we will truly build the Kingdom of God.

God be with you,

E. Therese Majewski

St. Elizabeth Ann Seton Catholic School Mission Statement

The mission of St. Elizabeth Ann Seton Catholic School is to provide each student a supportive and challenging learning environment where they may grow to their full potential academically and spiritually.

We Believe

- Each student is a unique child of God in his/her social, emotional, and academic needs.
- Parents are the prominent foundation of education: spiritually, academically, and physically with students becoming life long learners to meet life's varied challenges.
- Students should hold a strong sense of responsibility for their own learning.
- A safe, comfortable, and healthy learning environment promotes academic success and is everyone's responsibility.
- Cultural diversity increases the students' understanding and acceptance of others without regard to race, religion, ethnicity, and culture.

Diocese of St. Augustine Mission Statement

We, the Catholic school community of the Diocese of St. Augustine, strive to provide a Jesus centered educational environment rooted in Gospel values and in our rich Catholic heritage.

Vision Statement

Following the example set forth for us through the life and teachings of Jesus Christ, we strive, through word, action, and deed to model our Christian beliefs. We work to assist all students, regardless of race or ethnic background to grow and flourish as both responsible citizens and followers of Christ.

The school environment will be one that creates peace and harmony for its students, teachers, parents and guardians. Students will be accepted for their unique qualities and encouraged to use their God-given talents to reach their fullest potential. The virtues and morals of our Christian heritage will be expressed through action and word thus teaching our students by example.

Admission Policies

St. Elizabeth Ann Seton Catholic School is in compliance with all Federal and State Non-Discrimination and Equal Opportunity Laws and Regulations regarding admissions and employment.

Catholic Schools in the Diocese of St. Augustine admit students of any race, color, religion, national or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the schools. The schools in the Diocese of St. Augustine do not discriminate on the basis of race, color, religion, national or ethnic origin in the administration of admission or educational policies, athletic or other school-administered programs. Proper legal documentation will be required for non-U.S. citizens.

St. Elizabeth Ann Seton School is a Catholic School in which the tenants of the Catholic faith are taught and upheld. The school is a ministry of the St. Elizabeth Ann Seton Parish. Families of our school community are expected to support Gospel values and **attend mass regularly using the parish envelopes.**

All students applying to Pre-K3 must be three (3) years old by September 1st. All students applying for Pre-K4 must be four (4) years old by September 1st. All students applying for Kindergarten must be five (5) years old by September 1st. All students applying to First Grade must be six (6) years old by September 1st.

Students applying for admission in Grades 1st through 8th must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at St. Elizabeth Ann Seton Catholic School will meet the educational needs of the students. An interview with the student is part of the admission process.

All new students will be given a trial period of one semester in which to prove himself/herself both socially and academically. If during the trial period there are any problems, a student may be asked to withdraw his/her attendance at St. Elizabeth Ann Seton Catholic School.

Registration Procedures

Students presently attending St. Elizabeth Ann Seton Catholic School, grades Pre-K through 8th, are given priority in registering for the following school year. The time and place of the registration will be announced in a school email and the church bulletin. In order to be eligible for re-registration, any outstanding tuition or fees must be paid. Information and fees required for registration will be announced in ample time for compliance. **Registration and Student fees are non-refundable.**

Entrance Requirements

- Birth certificate.
- Baptismal certificate and any other sacraments received.

- Record of Immunizations and current physical.
 - Florida law states that all students not fully immunized or exempted for medical or religious reasons shall be denied enrollment in school until these requirements are met.
 - **The Diocese of St. Augustine no longer accepts religious exemptions.**
 - The immunization record and physical exam must be on the HRS required form, either a HRS Form 680 or HRS Form 3040. These are the only acceptable immunization certificates for admittance to public or non-public school grades K-12. These forms are available through the County Public Health Unit and participating physician's offices.
 - Pupils who are entering a school in Florida for the first time are required to present evidence of a school entry medical examination on the appropriate HRS Florida form, performed within 12 months prior to entrance.
- Testing in Reading, Math and Writing may be held for all incoming students in grades 1-8. Grade placement may be changed depending on test results.

Waiting List

In the event a grade has a full enrollment, students may be added to a waiting list. Classes are filled in the following manner:

- Students presently enrolled at St. Elizabeth Ann Seton Catholic School.
- In-house registration – siblings of students presently enrolled at St. Elizabeth Ann Seton Catholic School.
- Students of parents/guardians who are registered, contributing, active members of St. Elizabeth Ann Seton parish.
- Catholic students in the order of dated registration form and payment being received.
- Non-Catholic students in the order of dated registration form and payment being received.

Transfers/Withdrawal

Students transferring from other schools must present official certification of grade level and a report card. All new students will be interviewed and screened. St. Elizabeth Ann Seton Catholic School will not accept transfers of seventh or eighth grade students, except at the discretion of the principal or if the student is a transfer from another Catholic school. There will be a one semester probationary period in which the new student's behavior and academic progress will be assessed for continued enrollment. When transferring from one Catholic school to another, all financial obligations must be satisfied at the first school before you will be accepted at the second school.

Records will not be forwarded until all school accounts have been cleared. Pre-paid tuition is non-refundable.

Financial Obligations

Registration Fee

The registration fee is non-refundable. This fee will only be refunded if we are not able to accept a student.

- PreK-3 registration: \$100.00
- VPK Extended day registration fee: \$100.00
- K-8 Returning student registration: \$175.00
- K-8 New student registration: \$225.00

Student Fees, Library Fines

- Student fee: (K-8) \$400.00 (Due on or before June 30)
- FACTS tuition management \$38.00 per family
- Late Book Fines: 5 cents per day until it reaches a maximum of \$5.00

After the maximum fee the book is considered lost and the student is responsible for replacement.

These **fees** should be paid at the school office; checks should be made payable to St. Elizabeth Ann Seton Catholic School (SEASCS).

Tuition

PreK3 and VPK

Full day 7:00 AM - 6:00 PM Half day 7:00 AM - 11:00 AM

PreK3	Full day	Monday – Friday	\$500/month
PreK3	Full day	3 days	\$300/month
PreK3	Full day	2 days	\$200/month
PreK3	Half day	Monday – Friday	\$250/month

VPK <u>Extended day</u> Rate	\$375/month (10 hrs. Daily max.)
VPK <u>Extended day</u> daily rate:	\$27.50

Kindergarten – 8th Grade

Parishioner Rate	\$4,790
Non-Parishioner Rate	\$6,455

FACTS Tuition Management Policy

Tuition can be paid in full at the beginning of the school year without FACTS tuition registration. A ten month, quarterly, or bi-annual payment schedule will be made through FACTS tuition management. All families that do not select the one-

time tuition payment option and have a tuition balance are **required** to register for FACTS tuition management.

Non-payment of tuition or closing of the FACTS account will result in the possible withdrawal of student(s). Account must be kept current. Families having difficulty with payment schedule should meet with the Principal. All tuition and fees must be paid in order to receive a final report card and the release of transcripts.

FACTS 10 month payment schedule will begin in August and conclude in May.

Extended Day (K-8)

Mornings	\$2/day	(7:00 AM – 7:40 AM)
Afternoons	\$10/day	(3:15 PM – 6:00 PM)

Late Fees: \$10.00 for the first five minutes per child. \$1.00/minute thereafter.

All extended day usage invoices will be emailed home by the 5th of the month and monthly payments are due on the 20th of the month. Extended day balances that are 60 days past due will result in not being allowed to use extended day until the balance is settled.

Returned Checks

Checks returned due to insufficient funds or closed accounts are subject to a \$25.00 fee and payment is to be made in cash or money order.

Family Worship

As stated on our admission application, families who receive the parishioner tuition rate are expected to be active and supportive members of St. Elizabeth Ann Seton Parish by:

1. Regular mass attendance
2. Support of Parish ministries and activities
3. Support of Parish through the use of Parish Collection Envelopes

The school and Pastor reserve the right to audit a family's Parish attendance and giving in order to determine parishioner tuition eligibility.

Parish Financial Aid Program

The Parish Financial Aid Program is available to SEAS Catholic Church families in need of assistance. This program is made possible by the generosity of Parish and school stakeholders. Families that wish to apply for the Parish Financial Aid Program need to fill out the application on FACTS and provide all necessary documentation. Applications

need to be submitted by stated deadlines or by discretion of the administration. Parish Financial Aid is awarded by the Pastor or Pastoral Associate and the Principal.

In order to receive Parish Financial Aid, families should have first applied for Step Up For Students and have been denied.

Arrival and Dismissal

The safety of our school children is of the utmost importance and concern to all of us. Parents/guardians/drivers are asked to cooperate with arrival and dismissal procedures and to be courteous and polite to other vehicles.

- Parents/guardians are to drop their children off in front of the school.
- Children may only enter/exit on the **right** side of the car at the designated area.
- Children are not allowed to walk in the parking lot unless accompanied by an adult.
- Children who are not picked up by **3:15 PM** will go to extended day.

Arrival

K through 8th Grade: School hours are from 8:00 AM until 2:50 PM.

- Children should be dropped off in front of the school building and may enter through the double doors each morning at 7:40 a.m. **Students should not be dropped off prior to 7:40 AM unless it is to morning extended day as there is no supervision provided before that time.**
- Each student is expected to go to his/her classroom and prepare to begin class promptly by 8:00 AM for school instruction to begin.
- Parents/guardians are **not** permitted to accompany their child to his/her classroom.

Tardiness

Tardiness is disruptive to the school routine and should be kept to a minimum. The school day begins promptly at 8:00 AM. **Parents/guardians are to walk tardy students into the office to sign them in.** Students who arrive after 8:00 AM are considered tardy. In order to derive the best that SEASCS has to offer, it is necessary for students to attend school **on time** and on a regular basis. Habitual tardiness will be dealt with on an individual basis. Excused tardies are only for doctor appointments or extreme circumstances that have previously been called in to the office. Please make every attempt to schedule these appointments outside of school hours. Four unexcused tardies will equal one absence.

Dismissal

Students are to be picked up in the afternoon through the car-rider line. Cars should enter from Cypress Point Parkway and line up on the north side of the church.

- **Display your car-rider number hanging from the mirror on the windshield until your child is in the vehicle.** Only by displaying your car-rider number will your child be released to go home.
- As the car pulls up to the pick-up area in front of the school the student(s) will be called out of the school according to the car-rider number(s) displayed. Students must wait inside the building until their car-rider number is called and the vehicle is at the walkway.
- **Parents are asked to remain in their cars during the dismissal period.** This procedure is designed to help ensure the safety of all students.
- If someone else is picking up your child, written permission is required and your car-rider number should be given to the alternate driver. If any driver cannot show a valid driver's license for identification, the student will not be released.

Parents should not walk up to the dismissal area unless they have been awarded the car-rider pass through the Gala, or are picking up VPK students as well.

On early dismissal days, dismissal will begin at **11:50 AM.**

Attendance

Students must be in attendance a minimum of 37 days/quarter in order to qualify for a passing grade. (This includes excused or unexcused absences.)

Please observe the following:

- Please notify the school of a child's absence by calling the office prior to 9:00 AM.
- Students should be fever free for 24 hours before returning to school
- A signed, written statement giving date and reason for absence must be presented to the school office when the student returns.
- Regular and punctual attendance of students is necessary for success in schoolwork. Excused absences are those due to illness, accident or death in the immediate family. All others are unexcused. Arrangements for getting the make-up work are the responsibility of the students and parents.
- Vacation should not occur during school days. If your child is on vacation when school is in session, they will make up the missed assignment upon their return. Teachers are not required to give assignments in anticipation of a vacation. Upon their return, students will be responsible for all missed tests. Class work and homework may be assigned when the student returns. The work will be due back according to the teacher's directions. Any work not returned will affect the child's grade.
- If a student is to be excused early, a written note is to be presented to his/her homeroom teacher. Please try to make doctor and dentist appointments after

school hours whenever possible. (Check the school calendar for days off and any early dismissal dates, as these would be good days for making such appointments.)

- Students leaving school early **Must Be Signed Out In the Office.** Their parents or other duly authorized adult must pick up students.
- Students who are not in attendance for at least three and one half hours of the school day will be marked absent.
- A student who is not in attendance or who is sent home from school due to illness or conduct may not participate in any after-school activities scheduled for that day.

Communication

Communication between school and parents/guardians is vital to a child's education. Our school maintains communication with parents/guardians, students and the community in the following ways:

- Handbook
- Student Planner
- Open House
- Conferences
- Telephone
- Parish Bulletin
- Letters from teachers or administrators
- PTO meetings
- Email
- Website
- Parent Portal

Please check your child's folder and backpack daily.

Academics

Curriculum Design

St. Elizabeth Ann Seton Catholic School offers a national standard based curriculum in conjunction with the Diocese of St. Augustine. The curriculum includes Catholic religious studies, mathematics, language arts, reading, science, social studies, library skills, Spanish, art, technology, physical education, and music.

Religious Education

Our philosophy is Gospel oriented. Christian morals and values permeate our educational program. The Christian way of life is a vital part of our school. Respect of self and others is a constant. In order to encourage the awareness of God's presence, parents/guardians are encouraged to remind their child(ren) of the importance of morning and evening prayers as well as the importance of responsibly living out their faith. Non-Catholic students are expected to participate in Religion classes and services and due respect is accorded to their religious beliefs. Students participate in weekly Liturgies and special prayer services.

Testing

The Diocese of St. Augustine administers the IOWA Tests of Basic Skills in grades 2-8. The tests are administered in the spring. The IOWA Tests are a standardized assessment administered nationally. The results of these tests will be used to evaluate and enhance the child's learning program. Score results are shared with the parents/guardians and are kept in the cumulative records in the school office. These records are sent to the next school when a student leaves St. Elizabeth Ann Seton Catholic School.

ACRE religion testing is scheduled periodically in Grades 5 and 8.

Grading Scale

Kindergarten, 1st and 2nd Grade academic scale:

S	=	Satisfactory
N	=	Needs improvement
U	=	Unsatisfactory
NC	=	Skill not covered

3rd through 8th Grade academic scale:

A	=	90 - 100
B	=	80 - 89
C	=	70 - 79
D	=	60 - 69
F	=	less than 60

3rd through 8th Grades may obtain:

High Honors – A's in all subjects
Honors – As & B's in all subjects

Report Cards

Report cards are issued quarterly for all students in Grades 1 through 8. VPK and Kindergarten receive reports cards for the 2nd through 4th quarters.

Promotion Standards – Diocese of St. Augustine

When a school accepts a student, that school accepts the responsibilities of educating that child. It is expected that the performance of each child will be directed toward maximizing the individual's abilities and talents. The uniqueness and individual differences of each student are strong beliefs in the value system of our Catholic schools and every effort will be made to meet the varying needs among our students within the realm of local resources.

Several factors are considered in the promotion of the student:

- Classroom performance according to grade level requirements
- Student age and ability
- Performance on standardized testing
- Student achievement on tests and examinations
- Successful achievement of required passing average
- Attendance

Retention Policy

Most students will be able to follow the school's regular Program of Sequential Learning. However, testing, diagnosis and actual performance may indicate that some students cannot complete a year's work in that time. Therefore, it may become necessary to retain a student an additional year in a particular grade. Should that be the case, school personnel will follow Criteria for Retention as per the Diocese of St. Augustine.

Criteria for Retention:

The following indicates the specific failure(s) on each Grade Level that could result in retention at a particular Grade Level:

- Kindergarten - Lack of readiness in Reading, Math, and communication skills.
- Grades 1st through 2nd - Failure in Reading/Language Arts or Math (This should be reflected by a "U" as the final grade on the student's report card.)
 - Any student failing one major subject must receive 30 hours of tutoring in that subject area.

- Any student failing two subjects must receive 50 hours of tutoring in those subject areas.
 - The summer school tutor must be a certified teacher approved by the school's administration.
 - The student must present a notebook with samples of all the work completed during the summer.
 - The student may be required to take a test to prove proficiency.
- Grades 3rd through 8th - For promotion in Catholic school, a passing grade must be achieved in all major subjects: Religion, Reading, Language Arts, Math, Social Studies and Science.
 - Any student failing one major subject must receive 30 hours of tutoring in that subject area.
 - Any student failing two subjects must receive 50 hours of tutoring in those subject areas.
 - The summer school tutor must be a certified teacher approved by the school's administration.
 - The student must present a notebook with samples of all the work completed during the summer.
 - The student may be required to take a test to prove proficiency.

If one of the failed subjects is Religion, the student must make up work if they wish to return to the school or to enroll in any other Catholic school in the diocese.

When the probability of retaining a student arises, the parents are to be informed and a decision is to be made as soon as possible. All necessary documentation is to be on file in the office of the principal including Possible Retention form (to be signed by parent) along with any written response of the parents.

Retention of a student is a serious responsibility and warrants a careful and complete examination of a student's performance and achievement. Not every academic problem can be remedied by retention.

Although the principal consults with teachers and parents, the final responsibility for retaining a student rests with the principal.

Homework

Homework is not to be equated with busy work and/or punishment, but as a strengthening device and as an extension of the learning experience that takes place in school. Parents are encouraged to take an interest in the homework but must remember homework is only beneficial if done by the student. All students are

responsible for their assignments to the extent that they are neatly done, completed and presented on time. The results of incomplete homework will show on Report Cards. Parents will be notified if a student repeatedly fails to turn in homework.

Field Trips

Field trips are a privilege and an educational experience. Parents are required to sign a permission slip in order for a student to participate. The school reserves the right to exclude a student whose conduct does not reflect acceptable school behavior or the parent of that student may be asked to accompany their child. No parents other than the chaperones will be allowed to accompany or meet the class on a field trip. Dress uniforms are to be worn on all field trips unless notified otherwise by the Principal. Qualified chaperones are determined at the discretion of the Principal.

Bus transportation will be used. Children not able to attend will be assigned to another class.

All volunteers who work directly with students in the classroom, go on fieldtrips, tutor or chaperone evening school events (dances, etc.) must be fingerprinted, complete a background check, and "Protecting God's Children" class, read and sign the "Statement of Ethical Conduct," as well as provide three (3) letters of reference. (See volunteer section.)

Textbooks

Textbooks remain the property of the school. Students are obligated to take very special care of them. **All textbooks must be covered throughout the year.** Contact paper and tape must not be used. Writing in textbooks is absolutely forbidden. If books are damaged or lost, the original price of the book is to be paid by the family. **The use of Book Socks for textbooks is not allowed, as these covers break the textbook binding.**

Cameras & Cell Phones

While on the SEASCS campus, cell phones are to remain off or on silent and in student backpacks.

Picture and video taking is prohibited by students unless consent is given by an authorized adult.

Inspections & Searches of Personal Effects and Desks

The health, safety, and welfare of students, faculty, administrators, staff, and volunteer personnel is an extremely important consideration for St. Elizabeth Ann Seton Catholic School. Accordingly, there will be occasions when a student's personal effects and/or desk will need to be examined to ensure that health, safety, and welfare is maintained. The principal may direct non-discriminatory inspections of desks and personal effects of the entire school or recognizable segments of the school, such as a particular grade or grades. The primary purpose of such inspections is to ensure that contraband items and items detrimental to health, safety, and welfare are not within the school premises. Contraband is defined as items and materials that the student is prohibited to possess as a matter of federal or state law as well as items and materials prohibited by school regulations, such as gum, medications, flammable liquids, etc. Although the primary purpose of these inspections is health, safety, and welfare, students will be subject to disciplinary action upon discovery of contraband during the inspection. Additionally, upon reasonable suspicion that a student or students committed offenses of the Code of Conduct or committed violations of federal or state criminal statutes, the principal may direct a search of the personal effects or desk of the students concerned when there is reasonable suspicion that the instrumentalities of the offense, the fruits of the offense, or contraband items relating to the offense would be found therein.

Health

If a student becomes ill at school and needs to go home, parents will be contacted. In case of an emergency or accident, the school will proceed according to the parent instructions in the "School Emergency Medical Form." Whenever a child has a communicable disease, the school office should be notified so that health records may be updated. When returning to school, the child must return with a signed note from the doctor and present it to the school office. If a student is absent for more than three (3) days, a doctor's note must be given to the office before the student can return to the classroom.

ALL MEDICATIONS are to be brought to the office and a prescription form filled out by the parent and a doctor or a non-prescription form filled out by the parent before any medication can be given to the student. This includes cough drops and throat lozenges. **NO MEDICATION CAN BE CARRIED BY A STUDENT AT ANY TIME.** (Exception – epi-pens may be carried for extreme allergic reactions; emergency inhalers may be carried if a signed order by the doctor is on file in the school office.) Medication should be administered at home if at all possible. Medications must be in its original container with the student's name, required dosage, time to be given, duration of treatment and side effects. Permission of the parent/guardian for the administration of medications must be in writing prior to the first dose.

NO STUDENT WILL BE ALLOWED IN SCHOOL WITH A RASH. The student may return to school when the rash has cleared or if a physician's note for school attendance for a non-contagious rash is given to the school office. No crutches are allowed in school without a doctor's prescription. When a child is sent to the office, their temperature is taken. If the child has a fever of 100 degrees Fahrenheit or above or if

the child is vomiting or having diarrhea, parents will be notified and asked to take their child home. The child should be symptom free for 24 hours before returning to school.

If a student is to be excused from Physical Education classes or recess, a note is required from the parent. **IF THE STUDENT WILL BE OUT OF THESE ACTIVITIES FOR MORE THAN THREE (3) DAYS, A NOTE FROM THE PHYSICIAN IS REQUIRED.**

St. Elizabeth Ann Seton Catholic School uses the Flagler County Health Department policies as a guideline.

Insurance

Student accident insurance is provided for students. Policies have limited benefits and are supplementary to any other insurance in force. Claim forms may be obtained from the school office.

Policy Regarding Child Abuse

According to law, the school is required to report any suspected case of child abuse or neglect, even if there is no definite proof. (Diocese of St. Augustine, Administrative Manual #500.10)

Emergency Policy

Fire drills and other evacuation drills, as well as “lock-in” procedures, are also held on a regular basis.

Personal Items

At times, teachers will allow students to bring toys or materials to school that are not regular school items. This should only be done with the teacher’s consent. Expensive items should not be sent to school. Toys or articles that symbolize war or violence are not appropriate in a Catholic school setting.

Items not allowed in school are those which interfere in any way with school procedures, disrupt instruction, or become hazards to the safety of others. Such items include, but are not limited to:

- IPOD’s
- video games
- electronic devices
- cellular phones
- beepers

- articles that symbolize war, violence or any theme contrary to our school philosophy
- Breakfast foods at morning arrival. Breakfast should be eaten prior to drop off.
- hot coffee or hot chocolate
- gum

These items will be taken away from students. Parents will be required to pick up electronic items in the office. The school is not responsible for lost or broken items.

After School Program – “Extended Day”

This program is an extension of our school day. It is available to parents and guardians who are unable to pick their children up at the end of the school day. This program’s agenda includes recreation, study time, crafts, quiet time and a healthy snack. The hours are 3:15 PM to 6:00 PM. All students must be picked up no later than 6:00 PM to avoid a late charge. For students picked up later than 6:00 PM, parents/guardians will be charged \$10.00 per child for the first five minutes and \$1.00 per minute thereafter until the child/children are picked up. Students in Extended Day are expected to follow the same behavioral guidelines as during the school day. Student pickup guidelines are the same as regular dismissal.

The emergency telephone number to reach the extended day classroom is: (386) 597-4154

The cost for the program for K through 8th grade:

- Afternoon Extended Day: \$10.00 per day/per child

Morning Program – “Extended Day”

Begins at 7:00 AM until the start of school.

The cost for the program for Pre-K through 8th grade:

- A.M. Extended Day: \$2.00 per day/per child

General Information

Personal items and uniforms

All articles of clothing, lunch boxes and other supplies should be clearly marked with the student’s name. The school is not responsible for lost articles. Student’s name should be on all personal items, including lunch boxes.

Visitors

All visitors must check in at the office, get a visitor's pass and have prior permission from the principal to visit on school grounds.

Lunch Program

Students may purchase a hot lunch or may bring a lunch prepared at home. Carbonated beverages, candy, or glass containers are not allowed.

Birthday Celebrations

A student's birthday may be celebrated with cupcakes or cookies at lunchtime. Prior notification to the child's teacher is required. If your child is having a birthday party outside of school, invitations may be sent from school **ONLY** if the entire class has been invited.

Fund-Raising Policy

Fund-raising programs are intended to raise money through special events. Fund-raisers are group activities requiring the support of every school parent. All parents are expected to participate.

Ideas for fund-raisers must be submitted in writing and approved by the Principal and School Board. The school prohibits door-to-door solicitation by the children.

Students do not collect money for any reason unless there is written approval from the Principal. Students and/or parents/guardians may not sell anything without written approval from the Principal

Volunteer Service Hours Commitment

Enrollment at St. Elizabeth Ann Seton Catholic School is an expression of parent commitment to a quality education for your child(ren) and their classmates. The involvement of parent volunteers is one of the ways the school is able to do so much for the students and community. Every family is asked to volunteer their service to the school or Parish in some capacity. Grandparents may volunteer for a school family.

The number of **volunteer service hours** required are as follows:

K through 8th grade: 25 hours per year/per family
12.5 hours per year for single parent families

Many opportunities exist in order to reach the 25 hours/year/family. The PTO will be offering many activities throughout the year. **It is the responsibility of the family to hand in signed volunteer forms to the office.** If, for some reason, you are unable to volunteer, you can instead pay \$20/hour (\$500/year/family; \$250/year/single parent) for which you will be billed.

Conduct

St. Elizabeth Ann Seton Catholic School strives to teach and foster self-discipline in a positive environment. Students are affirmed and encouraged with challenging direction. It is expected that they demonstrate increasing maturity as they develop respect for themselves and others.

The purpose of school rules is to create a Christian atmosphere and attitude of consideration and respect for others. All regulations of our school are formulated toward this end and are, therefore, either directly or indirectly related to attaining this goal. Discipline is as fundamental to Catholic education as it is to the Christian way of life.

In order to achieve this goal, the students, parents, teachers and administration must work together to maintain a positive educational environment in the academic and behavioral areas. All students are expected to understand and comply with basic school rules and regulations. The disciplinary policies of St. Elizabeth Ann Seton Catholic School are based on principles that recognize the dignity and worth of every student and teacher. The objective of these principles is student growth in abilities, attitudes, and habits.

Discipline at St. Elizabeth Ann Seton Catholic School will be directed toward developing the traits which are necessary to cope with real life situations; developing good relationships with others; becoming productive individuals; recognizing when personal actions are interfering with the rights of others; recognizing individual rights within the limits of society; and participating fully in the life of a Christian community.

Our school considers a student's registration a contract among parents, students and faculty that the rules of the school will be observed. Attending St. Elizabeth Ann Seton Catholic School is a privilege, not a right.

I. Responsibilities of Members of the School Community

- A. An environment that permits an orderly and efficient operation of our school must be provided. The responsibility for development and maintenance of this environment falls to the combined effort of students, parents, teachers, staff, and administration.
- B. The **students** have a responsibility to:
 - 1. attend school regularly and arrive on time;
 - 2. conduct themselves properly at school, or at any school function on or off school premises;
 - 3. be prepared with completed homework and any other necessary materials when they attend classes;
 - 4. consistently put forth their best effort in all homework and study assignments;

5. show respect toward all those in authority;
6. respect the rights and property of fellow students;
7. exercise proper care when using school property;
8. follow all classroom rules set forth by the teacher;
9. come to school appropriately dressed according to the Uniform Code;
10. abide by the school policies governing use of computers, the Internet, and other electronics.

C. The **parents** have a responsibility to:

1. set the example of Christian faith, especially by seeing that the child attends Mass or church services weekly;
2. oversee their child's responsibility to study and complete homework assignments;
3. follow up on the student's disciplinary action;
4. care for the student's health and personal cleanliness;
5. make sure their child observes the school uniform code;
6. send their child to school when school is in session and to see that he/she arrives on time;
7. keep at home students who are ill and arrange to have all class work completed;
8. cooperate with school personnel in solving student-related problems;
9. provide a home atmosphere conducive to learning and the development of good study habits;
10. meet the financial obligations they have accepted by sending their child to St. Elizabeth Ann Seton Catholic School.

D. The **administration, teachers, and staff** have a responsibility to:

1. strive to help each child reach his/her academic, spiritual, and behavioral potential;
2. provide a healthy atmosphere for learning and teaching;
3. encourage the development of self-discipline in each child;

4. consistently enforce the disciplinary code which has been adopted by the school;
5. seek conferences with parents to resolve behavioral problems before they become a serious matter;
6. encourage students to participate in classroom and extracurricular activities;
7. participate in formulation of rules and procedures in the school;
8. identify and affirm each person's God-given gifts.

II. General Expectations

A. **Students** will:

1. cooperate with school authorities by honoring all regulations and recommendations established for the effectiveness of the school;
2. be honest, courteous and exhibit good moral conduct;
3. use correct grammar and appropriate language at all times;
4. behave in an appropriate manner at all times (walking in the halls, quiet voices);
5. keep the grounds and building free of paper and other debris;
6. not push, trip, fight or wrestle at school;
7. be responsible for damages or destruction of school or personal property;
8. exercise care on the playground and play in a responsible way;
9. obtain permission from the administration before leaving school;
10. not bring iPods, mp3 players, other electronic equipment, toys, or live animals to school without specific permission from the administration. (These items are a distraction in the classroom and at After Care. Additionally, St. Elizabeth Ann Seton Catholic School does not accept financial responsibility for these items.).

** Electronic readers (Kindle, Nook, etc.) will be allowed in the classroom with teacher permission.*

B. **Teachers, staff, and parents** must insure that students understand completely all school regulations.

C. **At a minimum**, conduct grades will be affected as a result of not complying with school and classroom regulations.

PreK – Second Grade

Students in Prekindergarten – Grade 2 will be consistently encouraged to follow the rules of St. Elizabeth Ann Seton Catholic School. Those who fail to respond will be issued a referral which will affect their conduct grade.

Students may be given a referral at the teacher’s discretion for consistent inappropriate conduct, disrespect, poor work or not following the rules of the school. Referrals are to be signed by a parent.

Privileges

Students whose conduct, work, and respect is consistent with school rules may attend all school-sponsored events. In addition, other privileges may be given, i.e. no homework, spirit day participation, etc.

Consequences of Referrals

1st referral Student receives referral identifying rule violation.

2nd referral Student will have three (3) days of lunch detention

3rd referral 1 day in-school suspension

Consequences will be imposed based on the number of Referrals issued to a student during a marking period.

Serious offenses may result in lunch detention or in-school suspension immediately. They include but are not limited to the following:

Bullying (verbally or physically), fighting, lying, verbal harassment, cheating, vandalism, defiant actions or speech, using profane or inappropriate language or gestures

In more serious cases where weapons or illegal substances are involved, police will be notified immediately and the student will be subject to suspension or possible expulsion by the principal.

Third - Fifth Grades

Each week, every child in grades three to five begins the week with an “A” in conduct. It is the choices that the child makes which determine the grade that is received and placed within their Religion class grades which will be available on the Parent Portal on the last day of each week. Conduct grade cuts are issued for infractions that disregard the rules of conduct for all students.

I. Offenses Warranting Disciplinary Action

A. The following offenses are considered to be extremely serious in nature and therefore may result in suspension pending expulsion:

1. When illegal use and/or possession of drugs, alcohol, tobacco, and/or firearms (handguns or weapons), or misrepresentation of any substance as an illegal drug occurs on school property OR at a school or church-sponsored event, the student(s) involved will be turned over to the local authorities and placed on suspension pending expulsion.

In cases involving drugs or alcohol, the student must be assessed by an approved institution for substance testing and to determine the presence of substance abuse. If it is recommended by such institution that treatment is necessary, it must be sought before the student may be considered for return to school. The results of the assessment must be provided to the school.

The Discipline Board (as defined in Section III) and the administration will review the results and communicate with the parent/guardian(s) of the student for the purpose of determining continued enrollment.

Should continued enrollment be allowed, conditions under which the student will be permitted to remain will be set by the Discipline Board and the administration.

Because of the seriousness of the problem related to illegal possession/use of drugs, alcohol, tobacco, and firearms (handguns and weapons), or misrepresentation of any substance as an illegal drug, and the fact that students at St. Elizabeth Ann Seton Catholic School represent the school at all times, the application of this policy may not be limited to the normal school day or extracurricular activities of the school, but may be extended to include the enrollment period of the student regardless of the geographical location, circumstance, or time of illegal use/possession.

2. damage or destruction of school or church property;
3. leaving the school grounds without permission from the administration;
4. bringing to school any implement that could cause danger to the student or other students;
5. physically fighting;
6. stealing;
7. any other incident deemed to be serious in nature by the administration.

- B. The following offenses are considered to be immoral and are subject to appropriate disciplinary action which may lead to suspension and/or expulsion:
1. bullying or harassing others. All reported complaints of bullying and harassment will be investigated and documented.
 2. profanity or verbal abuse;
 3. cheating, lying, or dishonesty;
 4. injuring another person or behaving in such a manner that might cause injury to another person.
- C. The following offenses are considered to be inappropriate to the learning environment and still deemed to be subject to appropriate disciplinary action because they demonstrate disregard for classroom and school rules:
1. failure to return required forms with parent/guardian signature on time;
 2. being disrespectful by word or action to teachers, students, or anyone associated with St. Elizabeth Ann Seton Catholic School in church, at school, or at anytime or event;
 3. not following the school dress code;
 4. gum chewing in school, on school grounds, or church;
 5. misbehaving and/or talking during fire, tornado, or lock-down drills;
 6. writing and/or passing notes.
- D. Recognizing that it is impossible to list all types of misconduct, any comparable or repeated offenses will be resolved in the same manner as above.

II. Consequences of Inappropriate Behavior

- A. Minor violations of the Code of Conduct will be resolved by an adult in charge and may include a detention. Disciplinary action will coincide with the discipline plan in effect in each individual classroom, which will include lowering the weekly conduct grade.
- B. When a student's behavior violates the Code of Conduct as outlined in Section III, the student may be assigned a detention, an in-school suspension, and/or appear before the Discipline Board.
- C. Students serving a suspension must complete all class work.
- D. Any student receiving a "D" or "F" on his/her weekly conduct record two or more times or serving three detentions in a quarter must appear before the Discipline Board.
- E. Any student serving a detention, suspension, or appearing before the Discipline Board may not participate in any St. Elizabeth Ann Seton Catholic School after-school, extra-curricular activities (including, but not limited to

sports practices or games and socials) on the day(s) the detention or suspension is being served, or appearance before the Discipline Board.

III. Discipline Board

A. The Board will be comprised of three teachers approved by the administration.

B. The following procedure will be observed:

1. Board members will investigate the misconduct.
2. The Board will meet to determine appropriate action
3. If deemed necessary by the board and administration, the student will appear before the board.
4. The student will explain his/her actions.
5. Board members will deliberate and reach a consensus.
6. The student and parents will be notified in writing of the Discipline Board's action.

NOTE: All actions taken are subject to approval by the Principal. The Principal is the final authority in all matters of discipline.

C. The following action may be taken:

1. First Appearance: Discipline Board will assign a consequence for the first offense that could include school restitution, suspension, or another disciplinary action deemed necessary by the Discipline Board.
2. Second Appearance: Two day in-school suspension; student must complete all class work, but will receive no credit.
3. Third Appearance: Three day out-of-school suspension; no credit will be given for class work missed as a result of the suspension. A discipline contract will be written for each individual. Student may also face expulsion.
4. Fourth Appearance: Expulsion is the final exclusion of a student from St. Elizabeth Ann Seton Catholic School depending on the gravity of the circumstances, or for cumulative or habitual acts, which are contrary to the school's Code of Conduct. Should the attitude of the student deteriorate to the point where other students' opportunities are jeopardized, that student may be denied the privilege of continuing at St. Elizabeth Ann Seton Catholic School. The Discipline Board and administration will determine the student's possible re-enrollment.

5. In some cases of serious misconduct, certain recommendations may be made before a student re-enters St. Elizabeth Ann Seton Catholic School. (These stipulations might include professional counseling or private tutoring and must be met before a student is granted re-admission.)
6. A student may serve only two in-school suspensions in a school year. A third offense may result in expulsion.
7. A full report of all cases referred to the Discipline Board will be retained in the principal's office.
8. While on suspension, the student will not be allowed to participate in any school or parish extra-curricular activities, excluding service commitments.
9. If a student, along with the parents//guardians, wishes to appeal the decision of the Discipline Board, the appeal process will automatically be referred to the principal for review.

Middle School Conduct Code

To maintain a calm learning environment for all middle school students, the following discipline policy will be in effect.

1. Students will receive an after school detention – to be served on a Wednesday afternoon, for the following reasons:
 - Disrespect to authority or peers
 - Vandalism of school property
 - Misbehavior
 - Non- completion of homework or classwork (3 warnings will be given)
 - Uniform non-compliance of any sort (3 warnings will be given)
 - Other _____

You will receive a notice on the day the offense occurs. The detention will be served on the next Wednesday. Time will be from 3:15 PM – 4:15 PM. This will be for detention students only. No siblings will be able to sit in the room and wait.

2. After 3 detentions of any kind per semester, the student will be given Saturday detention. Saturday detention will be from 9:00 AM – 11:00 AM. A notice will be sent home as to the date for this detention. A \$25.00 fee will be incurred and collected for this detention.
3. If the behaviors are still occurring, the student will go before the Disciplinary Board so as to determine the next step for the student.

*After school detention and Saturday detentions are to be served on the date assigned. Failure to show will result in going before the disciplinary committee.

The Student Conduct Code provides a guide for this developing maturity on all levels and the consequences for non-compliance. It is important that parents, students and faculty work together for the good of the child. The final authority in the interpretation of facts of any given school behavior situation is the principal.

Internet Acceptable Use Policy

The most important prerequisite for someone to receive Internet access privilege is that he/she takes full responsibility for his/her own actions. Diocesan schools and the sponsors of Internet connections will not be liable for the actions of anyone connecting to the Internet through their hook-ups. All users/their parents shall assume full liability, legal, financial, or otherwise, for their actions.

Internet – Terms and Conditions of Use

1. **Acceptable Use:** The primary purpose of the Internet connection is to support education by providing access to unique resources and the opportunity for collaborative work. The school's Internet access must be in support of education and research and consistent with educational objectives. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Be aware that pirating or transfer of certain kinds of materials is illegal and punishable by fine or jail sentence.
2. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a suspension or cancellation of that privilege. The Internet Coordinators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of schools may request the Internet Coordinators to deny, revoke, or suspend specific user access privileges.
3. **Network Etiquette:** Users are expected to abide by the generally accepted rules of network etiquette and those established by the Diocese of St. Augustine which include, but are not limited to, the following:
 - Users may not post personal contact information about themselves or other people. Personal contact information includes complete names, home address, telephone number, school address and credit card number.
 - Users must be polite and use appropriate language. They may not be abusive in messages to others or use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - Users must promptly report any messages received that are inappropriate or make them feel uncomfortable to the Internet Sponsor.
 - Users may not agree to meet with someone they have met online.
 - Electronic mail (e-mail) is not private. People who operate the system do have access to all mail. All incoming e-mail will be through a classroom account and will be read by an Internet Sponsor before being distributed to users.

- Illegal activities are strictly forbidden. Users may not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons.
 - Messages relating to or in support of illegal activities must be reported to the authorities. If users mistakenly access inappropriate information they must immediately tell their Internet Sponsor. (They may not show this information to other users.) This will protect users against a claim that they have intentionally violated this policy.
 - Users may not download any software without the prior consent of their Internet Sponsor.
 - Users may not use the network in such a way that would disrupt the use of the network by other users.
 - Users may not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
 - Users must assume that all communications and information accessible via the network are private property.
4. **Warranties:** The Diocese of St. Augustine and the schools of the Diocese make no warranties of any kind, whether expressed or implied, for the Internet services provided. The Diocese of St. Augustine and the schools of the Diocese will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at the users own risk. The Diocese of St. Augustine and the schools of the Diocese specifically deny any responsibility for the accuracy, quality or timeliness of information obtained through its services.
 5. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If users feel they can identify a security problem on the Internet, they must notify their Internet Sponsor. Users may not demonstrate the problem to other users. Attempts to perform administrative functions will result in the suspension or cancellation of user privileges. Any user identified as a security risk or having a history or problems with other computer systems may be denied access to the Internet. Unauthorized use of this access will be treated as theft.
 6. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other agencies or networks that are connected to any of the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
 7. **The Student's Code of Internet Conduct** is made available to each family. Disciplinary action including suspension may be administered at the discretion of

the principal or designee. Technology Coordinators and all other teachers' responsibilities are included in the school's faculty handbook and with the Technology Benchmarks (syllabus). Internet policies are outlined in greater detail in the Administrator's Handbook of the Diocese of St. Augustine. If a user violates any of these guidelines, his or her access will be terminated and future access could be denied. The Office of Educational Services, school principals, and school technology coordinators each reserve the right to examine the school's data at any time.

8. **Personal Internet:** Users may not post on personal Internet or social media sites to which they have access away from school grounds, any pictures or inappropriate text comments that reflect a negative image of the school or school personnel, other students, races, and/or ethnicities. Social media sites that are used as part of the educational process (Ex. Edmodo) are permitted when granted permission by the administration.
9. **Email Communication:** Email communication should NEVER be conducted through personal email accounts, social networking websites, or other remote third-party websites.

Middle School Procedures - Grades 6-8

Grading and Homework Procedures

Classwork and homework assignments are due on the date assigned. Please check the online grade book frequently.

If a student is absent on the day in which an assignment is assigned, they will be given the same amount of time upon their return. If a student is absent on the day in which an assignment is due, they are responsible to turn the homework in on the first day they return. Students that are suspended from school are required to make up all work in the same time as assigned work.

Testing

Tests that are missed by an excused absence will be made up after school (3:15 PM – 4:15 PM) on the Wednesday following the student's absence. Test make-ups are given at the instructor's discretion. Students that are suspended from school are responsible for all the material covered during their suspension and will make-up tests at the instructor's discretion the Wednesday following the suspension.

Responsibility

It is the student's responsibility to meet with their instructor to collect all assignments and materials covered during an absence upon their return. Students are accountable for all assignments, assessments, and materials covered during their absence and will meet the same time line for due dates and assessments as per the academic schedule.

Hallway Procedures

All students will be required to be quiet and in line during transition periods between classes. Students are required to have a hall pass when leaving the classroom during the school day. Hall passes can only be given by the instructor. Students are not permitted to leave the classroom to go to another classroom during instruction periods.

Book Bags

Students are allowed to have a sensible book bag during the school day. Students will be allowed to transfer items during assigned times. Students should not be carrying an excessive amount of materials in their book bag as determined by their instructor.

Food and Drink

Food and drink is not permitted outside of the lunch room at any time (with the exception of a water bottle) unless authorized by the Principal.

Sexual Harassment Policy

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature. Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal or written harassment or abuse of a sexual nature
- Pressure for sexual activity
- Repeated remarks of a sexual nature to a person, accompanied by implied or explicit threats

Any student who alleges sexual harassment by another student should bring this matter to the attention of the principal, and their parents/guardians, teachers, and guidance counselor. The principal will ultimately investigate the incident. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.

A substantiated charge of sexual harassment against a student shall subject that student to disciplinary action, which may include but not be limited to suspension or expulsion immediately and on a first offense. The police may be called.

Uniform Policy

Students in Kindergarten through 8th grade are required to wear the school uniform. The purpose of a clean, neat appearance and appropriate attire are to teach students a respect for themselves and others, reduce “dress competition” and eliminates distractions to the learning process. The school uniform is expected to be observed from the time the student arrives in the morning until they leave campus after dismissal. St. Elizabeth Ann Seton Catholic School has adopted the following uniform/dress code. These uniforms help to identify our students and should be worn with pride.

If uniforms are not within acceptable guidelines, the student will be required to change or a parent/guardian will be called to obtain suitable attire. To avoid this situation, please monitor your child’s/children’s dress before leaving home.

The final judgment on the appropriateness of or if the uniform meets the school standard rests with the administration.

Pre-Kindergarten No uniform is required, but may be worn if parents wish. Otherwise, modest, neat, comfortable attire should be worn. Please, no overalls or outfits that are difficult for the children to put on themselves. Tie or Velcro shoes are safe and comfortable for play. Closed-toe shoes (no open-toed sandals) are required as the students will play on the playground.

Kindergarten – 8th Grade

GIRLS

- Uniform plaid skort, mid-knee length or Khaki shorts/pants (Chino style – No jeans, Cargo or hip huggers)
- Shorts and slacks must fit properly, not to be worn baggy, oversized or below natural waist line. **No skinny pants.**
- Polo shirt with logo (green or white) – blouse puff cap sleeves.
- Black/brown dress shoes, cut below the ankle, fully enclosing the foot. No heels are allowed. “Boat shoes” (Deck shoes) may be worn. They are to be a **solid** color – tan/brown.
- Plain white, black, or uniform green crew socks (no logos except SEAS). No thigh high socks allowed.
- Black/brown belt.
- Uniform plaid hair accessories, solid white or black headbands, barrettes or scrunchies may be worn. Bows, etc. should be 2” or smaller.
- Rolling of the skirt at the waist will not be permitted.
- Jewelry should be limited to one pair of small earrings that don’t hang from the earlobe. Only religious neckwear is allowed.

BOYS

- Uniform khaki shorts or long pants (no cargo). Shorts and slacks must fit properly, not to be worn baggy, oversized or below natural waist line. **No skinny pants.**

- Polo shirts with school logo (green or white)
- Black/brown leather shoes, cut below the ankle, fully enclosing the foot. “Boat shoes” (Deck shoes) may be worn. They are to be a **solid** color – tan/brown.
- Solid white, black, or uniform green crew sock (no logos except SEAS).
- Black/brown belt.
- Only religious neckwear is allowed.

COLD DAYS

- **Outer clothing (sweaters/jackets/sweatshirts) should have student’s name on it.**
- Girls - Uniform green black, or white tights may be worn.
- If a non-school outer jacket is worn, it must be removed upon entering class and church.
- Only uniform sweaters, jackets, and cardigans will be allowed in the classroom and church.
- Uniform fleece, cardigan, and windbreaker with logo will also be permitted.
- No sweaters or jackets may be tied around the waist.
- Hooded sweatshirts are not to be worn during mass.
- No boots

PE UNIFORM

- Regulation grey or green uniform T-shirt with logo.
- Regulation green micro mesh uniform shorts.
- White socks. (No logos except SEAS)
- Appropriate athletic sneakers are to be worn. **Athletic Sneaker color should be dominantly white, black, or grey. Laces should be white, black, or gray. No neon dominated colors on the shoe. Shoes should not draw attention away from learning.** Light up shoes, or shoes with wheels in them are not allowed.
- **COLD DAYS:** Uniform green sweat suits with logo over PE uniform.

ADDITIONAL UNIFORM POLICY INFORMATION

- Bracelets and ankle bracelets are not to be worn at school. A wrist watch is permitted.
- Uniform must be in a neat and clean condition.
- Hats are not permitted.
- Shorts, slacks and shirts are not to be baggy.
- All shirts are to be tucked in.
- Any articles of clothing, jewelry, etc. that are not uniform code will be removed and kept in the office until the end of the day.
- No make-up permitted.
- No tattoos (real or temporary)
- No body piercing.
- No fingernail polish is permitted.
- Boys may not wear earrings.

HAIR

- Boys: Hair should be short and well managed. It should be above the ear (the ear needs to show completely), eyebrow and shirt collar. No fade, extreme haircuts, high-lights, hair wraps or noticeable changes to natural hair color are permitted. No mohawks. No facial hair permitted.
- Girls: No high-lights, hair wraps or noticeable changes to natural hair color are permitted.

Uniforms may be purchased at:

Poindexter's Uniforms
3730 Beach Blvd.
Jacksonville, FL 32207
1-904-661-1120
www.poindextersuniforms.com

Dress Down Days - Occasionally dress down days are scheduled. Spaghetti straps, mid drifts showing, and advertising for products inappropriate for school may not be worn. Students should wear attire that is consistent with a Catholic school environment. The final judgment on the appropriateness of the dress down day attire rests with the administration.

Right to Amend

The administration of St. Elizabeth Ann Seton Catholic School reserves the right to amend this handbook at any time. Parents/Guardians and students will be informed of amendments using school communication methods. Interpretation of this handbook rests with the administration of St. Elizabeth Ann Seton Catholic School.



Go Knights!

VPK ATTENDANCE POLICY

Parents/Guardians of children enrolled in a VPK class must comply with the VPK Attendance Policy.

The Voluntary Pre-Kindergarten program is a state-funded program, so there are rules and regulations set by the State that both the provider and the parents/guardians must follow. PLEASE READ THE INFORMATION BELOW CAREFULLY! You will be asked to sign a confirmation that you received this.

This agreement contains the following information:

- SIGN IN / ATTENDANCE VERIFICATION
- ATTENDANCE & ABSENCE POLICY
- TRANSFER / DISMISSAL
- LATE PICK UP

Sign In / Attendance Verification

Daily: Your child must be signed in upon arrival and signed out at dismissal every day by the adult who drops off and/picks up. The time and full signature - NO INITIALS ALLOWED, must be written on the attendance sheet. This is a requirement of the VPK program.

Monthly: At the end of each month, you will be required to sign a "Student Attendance and Parental Choice Certificate" that confirms that your child has been in the program during the month and that you wish your child to continue in the program at this school.

Attendance/Absence

Regular attendance is required in this program. It is important that your child attends every day in order to receive the maximum benefit of this program so that your child is prepared to succeed in kindergarten. Please note: It is a State requirement that parent / guardians comply with the center's attendance policy as well as any of its other policies and procedures. The State VPK program allows a school to dismiss a child who does not follow these rules.

VPK Attendance Requirements

1. Your child must arrive in the VPK classroom no later than 8:00AM daily.

2. WRITTEN DOCUMENTATION MUST BE PROVIDED FOR EVERY EXCUSED ABSENCE.

Any more than three (3) absences per month is considered excessive. A child's absence is excused if the child does not attend the VPK program instructional day due to one of the following reasons:

1. Illness or injury of the child or a child's family member which requires hospitalization or bed rest;
2. Infectious disease or parasitic infestation;
3. Physician or Dentist appointment
4. Funeral service, memorial service, or bereavement upon the death of a family member;
5. Life-threatening illness or injury of the child's family member;
6. Compliance with a court order (e.g. visitation, subpoena);
7. Special education or related service as defined in 20 U.S.C. 1401 (2004) for the child's disability
8. Observance of a religious holiday or service, or because the child's or parent's/guardian's religion forbids secular activity on the instructional day.
9. Family vacation - Family vacation is not to exceed five (5) excused absences per program year and must be documented by a note from the parent/guardian stating the absence(s) was due to vacation. These absences are counted as part of the number of allowable absences per month.
10. Vacation days can be taken throughout the year and do not have to occur all at one time.

* If your child is absent more than 5 days without proper documentation and notification to the school as to why your child is out, we reserve the right to dis-enroll that student.

Tardiness

Late arrivals and departures are disruptive to the learning process. Morning VPK instruction begins promptly at 8:00am. Exterior doors to the VPK classroom open at 7:40 AM for a period of 20 minutes to allow students entry directly to their designated classrooms.

Please make every effort to arrive on time for your child's VPK class.

Dismissal of a Child from a VPK Program

At St. Elizabeth Ann Seton Catholic School, we strive to meet the needs of all of the children and families in our school. Please feel free to consult us on any issue. There are occasions when, despite our best efforts, we are unable to accommodate a particular child or family, whether the situation is that the placement is not appropriate for that child or there is non-compliance with the policies and procedures outlined in this agreement and/or the St. Elizabeth Ann Seton Catholic School Parent Handbook. We reserve the right to dismiss your child from the VPK program.

Drop-Off & Late Pick-Up

Children enrolled in a VPK class need to be picked up promptly at the end of their assigned session. Parents/guardians are responsible to pick up their child in a timely manner.

Children enrolled in the wrap-around service that involves a lunch period can provide lunch for their child or purchase lunch. A child who is enrolled in the VPK program but is not enrolled for any other wrap-around services must be picked up by the end of their scheduled program.

There is a fee based extended day program available from 7:00 AM to 6:00 PM.

Attendance in VPK is essential for both the student and provider.

For the student, attendance is crucial as it gives each child the necessary time to achieve appropriate learning gains (skills) throughout the year, which will properly and effectively prepare them for success in Kindergarten.

For St. Elizabeth Ann Seton Catholic School, as the provider, if a child has excessive absences and is not considered to have substantially completed their VPK year, that child will be unable to be included when it comes to the Kindergarten Readiness Rate.

This rate is determined when a child goes through their Kindergarten Screening which takes place at the beginning of their Kindergarten year. The Kindergarten Readiness Rate is also how a VPK provider's success is measured according to state standards. It helps us to consistently grow and improve as a provider in order to best meet the needs of all children in our care.

ST. ELIZABETH ANN SETON CATHOLIC SCHOOL



NOTICE OF RECEIPT OF HANDBOOK

Print a copy of this form, sign and return it to the school office. Failure to return this form will result in the cancellation of your registration.

I have received and **read** the **Parent/Student Handbook** and the **Internet Policy** and will abide by the policies as stated by St. Elizabeth Ann Seton Catholic School and the Diocese of St. Augustine.

FAMILY NAME: _____

PARENT SIGNATURE: _____

STUDENT'S SIGNATURE: _____

DATE: _____

**STUDENT AND PARENT/GUARDIAN AGREEMENT
INTERNET ACCEPTABLE USE POLICY
ST. ELIZABETH ANN SETON CATHOLIC SCHOOL**

DIRECTIONS: In order for a student to use the school's Internet connection, he or she must read these guidelines and sign the school's contract. Please read this document carefully before signing.

In virtue of the values professed in all Catholic schools of the Diocese of St. Augustine, appropriate use of the Internet available to students and teachers on our school site is assumed. We are very pleased to bring this access to our school community and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

The most important prerequisite for someone to receive an Internet access privilege is that he or she takes full responsibility for his or her own actions and observes the moral teachings of the Catholic Church. Although our faculty will provide appropriate guidance and supervision of Internet use, our school and the sponsor of this Internet connection will not be liable for the actions of anyone connecting to the Internet through this hook-up. All users and/or their parents or legal guardians shall assume full liability, legal, financial, or otherwise, for their actions.

Internet Terms and Conditions of Student Internet Use:

1. All Internet access must be in support of education and research and consistent with the educational objectives of the Diocese of St. Augustine.
2. The use of the Internet is a privilege, not a right, and inappropriate use will result in suspension or cancellation of that privilege.
3. Do not post personal contact information about yourself or other people. Personal contact information includes your complete name, home address, telephone number, school address and credit card number. Do not agree to meet with someone you have met online. Report the incident to your teacher immediately.
4. Be polite and use appropriate language. Do not be abusive in your messages to others. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Promptly report any message you receive that is inappropriate or makes you feel uncomfortable to your teacher. Remember that electronic mail (e-mail) is not private. Others also have access to all mail. Incoming e-mail will be received through a classroom account and may be reviewed by your teacher or the school's Technology Coordinator.
5. Do not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons. Messages relating to or in support of illegal activities may be reported to the authorities. If you mistakenly access inappropriate information, immediately tell your teacher. Do not show the information to other users. This will protect you against a claim that you have intentionally violated this policy.
6. Do not download any software without the prior consent of your teacher. Do not bring disks to school or use disks without your teacher's permission. Do not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
7. The school specifically denies any responsibility for the accuracy or quality of information obtained through Internet services. Do not use information in reports, etc., without citing the source. Use of another's work without a citation is plagiarism.

PARENT'S SIGNATURE

STUDENT'S SIGNATURE

DATE