

St. Elizabeth Ann Seton Catholic School



Parent-Student Handbook

2011 – 2012

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WELCOME TO ST. ELIZABETH ANN SETON CATHOLIC SCHOOL

Dear Parents:

Welcome to St. Elizabeth Ann Seton Catholic School! As we begin this year, let us reflect on the reasons for selecting a Catholic school for your children. These will be many and varied, but it is hoped that primarily the choice was made to insure your child of a sound Christian value system upon which he or she bases his or her future life. A thorough academic program designed to meet the needs of each student and a faculty dedicated to the principles of God-centered education will help in attaining this goal.

The faculty, staff, and administration at St. Elizabeth Ann Seton Catholic School look forward to a rewarding school year.

Sincerely Yours in Christ,

John Gulley
Principal

This policy handbook has been prepared so that parents/guardians and students may become familiar with the policies and procedures of the school in order to obtain the greatest benefits from the experience of attending St. Elizabeth Ann Seton Catholic School.

It is required that you, the parents/guardians, carefully read and discuss the contents of this handbook with your child/children. After you have done so, and you and your child/children agree to comply with the policies and procedures set forth in this handbook, please sign and date the Notice of Receipt and Internet Policy found at the end of the handbook. (LAST 2 PAGES) This signed document will become a permanent part of your child's/children's permanent record.

Mission:

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 successes 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 Office of Educational Services 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 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 letter 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. **All registration, book, and technology fees are non-refundable.**

Entrance Requirements

- Birth certificate. This can be obtained from the Town Clerk or health department in the county of birth, or contact your local health department for information.
- 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 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/Withdrawals:

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 eighth grade students, except at the discretion of the principal. There will be a 60-day 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.

Students withdrawing from school should give notice at least two (2) weeks in advance to allow time to process the paperwork. Records will not be forwarded until all school accounts have been cleared. Pre-paid tuition is non-refundable.

Financial Policy

Tuition fees are paid annually, bi-annually or monthly through FACTS Management, a tuition collection company. A fee is paid by each family each year for this service.

Non-payment of tuition or closing of the FACTS account will result in the possible withdrawal of student(s). Account must be current. Families having difficulty with payment schedule should meet with the Principal. Accounts that are 60 days past due may result in legal action being taken to collect.

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: \$200.00
- VPK extended day registration fee: \$100.00
- VPK extended day rate: \$375.00/mo. (no more than 10 hrs.)
- Returning student registration: (K-8) \$150.00
- New student registration: (K-8) \$200.00

Student Book and Technology Fees

- Book fee: (K-8) \$300.00
- Technology fee: (K-8) \$ 50.00

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

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. Sign up for “Time, Talent and Treasure”

The use of your Sunday envelopes is used to track your Sunday Mass attendance. Mass attendance will be reviewed on a regular basis and tuition rates will be changed to reflect your Mass attendance. This is mandatory, is monitored and is a determining factor for which your tuition rate is based. Mass attendance is to be no less than 75%. These envelopes should be used at every Mass.

Tuition

Tuition is paid according to the annual payment contract. This contract is signed at the time of registration or re-registration.

| Tuition-Parishioner rates: (K-8) | FACTS 10 mo. Paymts Tuition Only |
|---|---|
|---|---|

| | | |
|-----------------|-------------|------------|
| One child: | \$ 4,135.00 | \$ 414.00 |
| Two children: | \$ 7,700.00 | \$ 770.00 |
| Three children: | \$11,018.00 | \$1,102.00 |

| Tuition-Non Parishioner rates: (K-8) | | |
|---|--|--|
|---|--|--|

| | | |
|-----------------|-------------|------------|
| One child: | \$ 5,685.00 | \$ 569.00 |
| Two children: | \$11,370.00 | \$1,137.00 |
| Three children: | \$16,415.00 | \$1,642.00 |

Extended Day-AM: \$4.00 per day/per child
Extended Day-PM: \$8.00 per day/per child

There are (3) three payment options:

1. Payment in full by August 1st
2. Bi-annual payment due August 1st and December 1st
3. Payable through "Facts" Management 10-month plan beginning in August through May; 11-month plan beginning in August-June

If a situation arises that prevents the timely payment of tuition, please contact the school office immediately so that acceptable arrangements can be made.

If tuition remains unpaid for two (2) months and no alternative arrangements for payment are made, parents will no longer have the benefit of their children attending St. Elizabeth Ann Seton Catholic School.

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.

Financial Aid

Financial aid is available to families in need of assistance. The criteria for receiving tuition assistance are as follows:

1. Active parish membership, participation in ministries and regular attendance at Mass (minimal attendance 75%)
2. Total family income
3. Number of children in family and school
4. Unusual circumstances

Financial aid is available to parishioners who are active in the Parish, participate in assisting in the parish and school and are faithful to Mass attendance. Financial aid must be applied for each year. These applications are available in the school office on a date to be announced.

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.

- 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 **3:20 p.m.** will go to extended day and a fee of \$8.00 will be assessed.

Arrival:

K through 8th Grade: School hours are from 8:00 a.m. until 2:50 p.m.

1. 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 a.m. as there is no supervision provided at that time.
2. Each student is expected to go to his/her classroom and prepare to begin class promptly by 8:00 a.m. for school instruction to begin.
3. Parents/guardians are **not** permitted to accompany their child to his/her classroom.

Tardiness:

Being tardy is disruptive to school routine and should be kept to a minimum. Our school day begins promptly at 8:00 a.m. ***Parents/guardians are to walk tardy students into the office to sign them in.*** A student who arrives after 8:00 a.m. is considered tardy and will not be admitted to class without a tardy slip. In order to derive the best that SEASCS has to offer it is necessary for the student to attend school on a regular basis and in a timely fashion. Tardiness will not be tolerated. Habitual tardiness will be dealt with on an individual basis. A student's continued enrollment will be assessed in each case. A tardy will only be excused for doctor appointments or extreme circumstances that have previously been called in to the office. However, every attempt must be made to schedule these appointments outside of school hours.

Dismissal:

Parents/guardians picking students up in the afternoon will be through the car-rider line. No students will be released to parents driving into the side parking lot. 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/students will be called out of the school according to the car-rider number/numbers displayed. Students must wait inside the building until his/her 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 can't show a valid driver's license for identification, the student will not be released.

On early dismissal days, dismissal will begin at **12:00 p.m.**

Attendance:

A minimum attendance requirement of 37 days per grading period should be maintained to qualify a student for a passing grade for that quarter. This includes excused or unexcused absences.

Please observe the following:

1. The homeroom teacher checks attendance. Students who are tardy are to report to the school office. Students who are not in their classroom by 8:00 a.m. must be signed in at the school office before going to the classroom.
2. Parents should notify the school of a child's absence by calling the office prior to 9:00 a.m.
3. Students should be fever free for 24 hours before returning to school
4. A signed written statement giving date and reason for absence must be presented to the school office when the student returns.
5. Regular and punctual attendance of students is necessary for success in schoolwork. All absences are unexcused except those due to illness, accident or death in the immediate family. Arrangements for getting the make-up work are the responsibility of the students and parents. For short absences, students should make arrangements with a classmate regarding assignments. Students may also receive missed assignments from their teachers when they return to school. When a student is absent for three or more days due to illness, a parent may

call the school office before 9:00 am to arrange for homework assignments. Homework assignments may be picked up from extended day after 3:30pm.

6. If your child is on vacation when school is in session, he/she will make up the missed assignment upon his/her return. Teachers are not required to give assignments in anticipation of a vacation. Students will be responsible for all missed tests and all tests given the week of return. 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.

We strongly discourage taking students out of class for family vacations during the school year. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

7. If a student is to be excused early, a written excuse 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.
8. Students leaving school early **Must Be Signed Out In The Office.** Their parents or other duly authorized adult must pick up students.
9. Students who are not in attendance for at least three and one half hours of the school day will be marked absent.
10. 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:

1. Handbook
2. Monthly calendars – please keep for reference
3. Open House
4. Conferences
5. Telephone
6. Parish Bulletin
7. Notes from teachers or administrators
8. Home and School Association meetings
9. Email

Please check your child's folder and backpack daily.

Academics

Curriculum Design:

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

Library:

- Book checkout is by computer. Each student has a card which is kept in the library. The card is scanned and then the book(s) are scanned. No book may be taken from the library without following this procedure.
- A limit of one (1) book for K-1st grade and (2) books for 2nd-8th grades may be checked out to students. Exceptions are made for special projects.
- Prompt return or renewal of library books will keep more books available for circulation.
- Library will close during the first week of May for inventory and collection of books.
- A fee of twenty (\$20.00) dollars will be charged for lost books. Duplicate replacement is also acceptable.

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/children of the importance of morning and evening prayers as well as the importance of responsibility 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 October in grades 3-8 and 5th and 7th grades also takes the Cognitive and Writing Assessments. The tests are administered to the 2nd grade 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. Scores from these tests are kept in the cumulative records in the school office. These records are sent to the next school when a pupil leaves St. Elizabeth Ann Seton Catholic School.

ACRE religion testing is scheduled periodically for students 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 |

5th 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. Any outstanding balances may delay the release of records.

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 pupil an additional year in a particular grade. Should that be the case, school personnel will follow Criteria for Retention.

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.

At the primary level, especially Kindergarten, special consideration in a decision to promote a student will be given to social, emotional and maturation levels. Consideration is also given to physical size and chronological age.

- Grades 1st through 3rd : - Failure in Reading/Language Arts or Math (This should be reflected by a "U" as the final grade on the student's report card.)

1. Any student failing one major subject must receive 30 hours of tutoring in that subject area.
2. Any student failing two subjects must receive 50 hours of tutoring in those subject areas.
3. The summer school tutor must be a certified teacher approved by the school's administration.
4. The student must present a notebook with samples of all the work completed during the summer.
5. The student may be required to take a test to prove proficiency.

- Grades 4th 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.

1. Any student failing one major subject must receive 30 hours of tutoring in that subject area.
2. Any student failing two subjects must receive 50 hours of tutoring in those subject areas.
3. The summer school tutor must be a certified teacher approved by the school's administration.
4. The student must present a notebook with samples of all the work completed during the summer.
5. 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 he/she wishes 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. Any parent who will chaperone on a field trip is required to ride on the bus. No parents other than the chaperones will be able 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.

Bus transportation will be used. Siblings in other classes and younger siblings/children will not be allowed to attend field trips or class parties other than their own. Students going on field trips must come to school and attend with their class. Children not able to attend will be assigned to another class.

All volunteers who work directly with students in the classroom, go on fields, tutor or chaperone evening school events (dances, etc.) must be fingerprinted, complete "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. **St. Elizabeth Ann Seton does not allow the use of Book Socks for textbooks, as these covers break the textbook binding.**

ST. ELIZABETH ANN SETON STUDENT CODE OF CONDUCT:

As we endeavor to help students grow into the well-rounded mature adults that our school philosophy dictates, it is necessary that all members of the St. Elizabeth Ann Seton student body demonstrate certain desirable behaviors. It is also necessary that certain unproductive or harmful behaviors not take place. In order for this policy to work, it is necessary that the school and the home cooperate. Our children will all benefit and the school atmosphere will be enriched.

Kindergarten through 5th Grade

Level I Offenses

- Violation of classroom rules
- Irreverence at church, liturgies, and prayers
- Nonconformity to the dress code
- Tardiness
- Non-preparedness for class
- Gum Chewing (\$10 fine)
- Use of obscene or indecent language or gestures
- Disruptive behavior in common areas
- Stealing
- Academic dishonesty
- Use of racist or discriminatory language
- Violation of the *Sexual Harassment Policy*
- Bringing discredit upon St. Elizabeth Ann Seton Catholic School
- Disrespect
- Leaving school property without adult supervision
- Throwing food in the cafeteria*

Consequences

The offending student is subject to one or more of the following disciplinary actions:

- Verbal reprimand
- Time out
- Removal from the classroom
- Referral to parents
- Additional academic assignments
- Referral to the principal or assistant principal
- Conference with parents
- After-school detention
- Suspension (resulting in zero for the day for any enrichment classes)
- Financial restitution to the school or victim for financial expenses incurred as a result of the offensive conduct
- Loss of honor status for the quarter

- Two days of silent lunch
- Saturday School

***Throwing food in the cafeteria will result in an automatic Saturday School.**

Level II Offenses

- Multiple Level I Offenses
- Continuation of Level I Offenses
- Defiance of school appointed authority figure
- Physical confrontation or physical harm to another
- Destruction of school property

Consequences

- Automatic loss of Honor status. The offending student is subject to one or more of the disciplinary actions listed for Level I offenses, **and** is also subject to **expulsion** from St. Elizabeth Ann Seton upon recommendation of the principal. If expulsion is recommended for consideration, the Dispute Resolution procedures will be followed.

6th Through 8th Grade

Level I Offenses (2 Points)

- Late to class
- Violation of classroom rules
- Disrupting a class
- Dress Code Violations
- Excessive Talking
- Chewing gum (\$10 fine)
- Eating in unauthorized areas
- Disruptive behavior in school common areas
- Inappropriate public displays of affection
- Irreverence at church, liturgies, or prayers
- Neglecting Homework/ Projects
- Throwing food in the cafeteria*
- Other

Level II Offenses (5 Points)

- Cheating/ Academic dishonesty
- Cutting a class
- Fighting
- Vandalism
- Graffiti

- Leaving school grounds without permission
- Disrespect of a staff member/ student
- Swearing
- Use of obscene or indecent gestures
- Possession of or transfer of obscene materials
- Use of racist or discriminatory language
- Harassment of a verbal, written, or physical nature, including violation of the Sexual Harassment Policy
- Malicious Gossip
- Bringing discredit to St. Elizabeth Ann Seton Catholic School
- Defiance of school appointed authority figure
- Other

Level III Offenses *Depending on the severity of the misconduct, a detention, suspension or expulsion may be warranted upon initial incident.**

- Arson
- Assault and battery on a staff member
- Assault and battery on another student
- Bringing discredit to St. Elizabeth Ann Seton Catholic School
- Defiance of school appointed authority figure
- Possession of a gun in the school
- Possession of alcohol in the school
- Possession of drugs in the school
- Possession of tobacco in the school
- Smoking in school
- Theft
- Any Conduct that would constitute a misdemeanor or felony under federal or state Florida Laws
- Improper use of Technology
- Other

Consequences – 6th through 8th Grade

Consequences for inappropriate behavior are listed below. These accumulation totals are based on an entire school year. Totals will not transfer to subsequent years. There will be an automatic loss of honor status for the grading period during which the detention/suspension is served.

- Students accumulating **10 points** will serve one Saturday School session.
- Students accumulating **15 points** will serve two days of Saturday School.
- Students accumulating **20 points** will serve one in-school suspension and be suspended from any school sponsored athletic team for a period of two school weeks. In-school suspension will result in a zero for the day for any enrichment classes.
- Students accumulating **30 points** will serve one out-of-school suspension.

- With ANY further infraction, the student will not take part in any school sponsored athletic team or field trip for the remainder of the current school year. Parent/Student conference with Principal and/or Pastor – possible expulsion. If expulsion is recommended for consideration, the Dispute Resolution procedures will be followed.

*Any student caught throwing food in the cafeteria will receive an automatic Saturday School.

Please note: Depending on the severity of any misconduct, a detention, suspension, or expulsion may be warranted upon the initial incident.

Please note: Students in possession of, use, or transfer of controlled substances, substances represented to be a controlled substance, alcohol, knives, firearms, and other weapons or dangerous objects and facsimiles thereof, combustible or flammable liquids and products will be subject to immediate suspension; upon review of the grounds for expulsion. When expulsion is recommended for consideration, the Dispute Resolution procedures will be followed.

Consequences are applied to student misconduct off-campus when it is determined that such misconduct creates a hostile environment or threatens substantial disruption at school or interference with the rights of students to be secure.

In-School Suspension

- All in-class assignments* are sent to the office for the student to complete.
- The student may take any exams administered on the day of the in-school suspension. Test grades will be counted.
- The student will receive a grade of 0 for any enrichment classes missed on the day of the in-school suspension.

*At the end of the day, the student should find out what homework has been assigned. The student will not be allowed to work on homework during the suspension.

Out-of-School Suspension

- The student will receive a grade of 0 on all class assignments including exams.
- The student will receive a grade of 0 for any enrichment classes missed on the day of suspension.

Students and parents/guardians are presumed to be aware of school rules, regulations, and the Code of Conduct.

The faculty and administration work consistently and diligently toward providing our students with a safe and wholesome atmosphere where education and values are taught and practiced.

SATURDAY SCHOOL

Hours for Saturday School (SS) are 8 a.m. - 11 a.m. Doors will open at 7:45 a.m. The doors will be locked at 8:00 a.m. and no late arriving students will be allowed to enter. All students will be expected to stay until 11:00 a.m. Parents will be charged \$25 per session.

- Students must dress and act appropriately. Students are expected to work cleaning the school's interior and picking up trash on the outside school grounds. No music or video devices of any type will be allowed. Students will not be able to use telephones, cell phones, or any other electrical devices during the Saturday School session. Sleeping will not be permitted. Food and beverages will not be allowed.
- Talking is allowed only with supervisor's permission. Students who cause disruptions or are otherwise disrespectful may be removed from the SS session and will be referred to the office on Monday for further disciplinary action.
- Absences due to illness will only be excused with a medical note and it must be presented to the administration on the first day after Saturday School. It is important to remember that students assigned SS will serve it regardless if a school activity is scheduled during that time. Example: A student is assigned 3 hours of SS and the student also has a softball game during that time. The student would miss the game and attend SS.
- All transportation to and from SS is the responsibility of the student and/or parent.
- Students assigned to SS will be expected to attend the next scheduled Saturday unless fewer than 3 days' notice was given. In that case, the students would be expected to attend on the next scheduled Saturday. Example: a student is assigned SS on Thursday the 17th; the next SS is on Saturday the 19th. This student would not have to attend this session but would have to attend the next scheduled SS after the 19th. Students who wish to serve a SS with less than 3 days' notice may do so at their own discretion. However, they must alert the office of their decision prior to 1:30 p.m. Friday afternoon.
- There will be a 10 minute break taken at 9:30 a.m. During this time, students will be allowed to go to the restroom, to their lockers and visit with other students.
- After 11 a.m. there is a \$1 per minute charge per child that is not picked up.
- **STUDENTS WHO ARE LATE FOR OR MISS THE ASSIGNED SS SESSION WILL BE PLACED ON THE SS LIST FOR THE FOLLOWING SS SESSION AND CHARGED FOR BOTH SESSIONS. IF THEY FAIL TO ATTEND THE FOLLOWING WEEK, THEY WILL BE SUSPENDED FROM ALL CLASSES.**

THREATS AND VIOLENCE

It is the desire and expectation of every administrator, teacher, parent, and student that all will be safe in our schools. The Catholic teaching of respect for the dignity of each person because he/she is made in the image and likeness of God provides the basis for who we are. It is important that this teaching permeates the Catholic school community.

However, there are times when some fail to measure up to this standard and we need to act accordingly. All threats of violence that are verified will be taken seriously. A threat is an expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is conditional or future. Threatening behavior consisting of words or deeds that are intended to intimidate anyone in the school community is strictly forbidden.

If a student makes a threat, the principal, at his/her discretion may suspend/expel the student from school. If suspended, the student may be required to receive psychological assessment and counseling and, if required, the student may return only if he/she presents a written recommendation to that effect from the psychologist/psychiatrist and the administration is willing to have the student return to school. A reinstatement conference should take place with the parent and student. Parents should be notified in writing that a second offense will result in further disciplinary actions up to and including expulsion.

Police May Be Called

If the administrator has reason to believe that a crime has been committed, the police may be called.

SEXUAL HARASSMENT POLICY

Catholic teaching recognizes that we are each made in the image and likeness of God and that we treat each person with dignity and respect. Faculty and students alike should model this teaching.

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 his or her 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.

INTERNET ACCEPTABLE USE POLICY

In virtue of the values professed in Catholic schools of the Diocese of St. Augustine, appropriate use of the Internet now available to students and teachers on site at many Diocese schools 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 Internet is a vast, global, electronics communication network, linking computers at universities, high schools, science labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many titles

are available for downloading on the Internet, most of which are of educational value. Because of its enormous size, the Internet's potential is endless. It is possible to speak with everyone from prominent scientists to world leaders to a friend at college.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. It is impossible to control all materials on this global network, and an industrious user may discover controversial information. We (the Diocese of St. Augustine) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational and religious goals of our community.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users, who must adhere to strict guidelines. It is the purpose of these guidelines, as well as the contract for Internet use, to make sure that all who use the Internet, both students and faculty, use the valuable resource in an appropriate manner. If a user violates any of these guidelines, his or her access will be terminated and future access could be denied. The Internet Coordinators reserve the right to examine all data at any time.

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. 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 (ex. Myspace.com) 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.

9. **Email Communication:** Email communication should NEVER be conducted through personal email accounts, social networking websites, or other remote third-party websites.

CAMERA & CELLPHONES

Students are not permitted to have cell phones on the St. Elizabeth Ann Seton school campus while under the supervision of staff or authorized volunteers.

Picture and video taking is prohibited by students unless consent is given by an authorized adult. Students are prohibited from possessing any instrument that has the ability to capture an image. Should a student be permitted to bring to school a camera or any technology with the ability to capture an image, it should be kept in the school office until the time it is authorized by a supervising adult for use.

DISPUTE RESOLUTION

St. Elizabeth Ann Seton Catholic School, as part of the larger faith community of the Church, desires to impart fairness and justice in all actions and judgments made by administrators and teachers. While it is important to maintain and protect the rights of students/guardians, they should be made aware of their respective rights and responsibilities, which arise from and complement these rights. Students and parents/guardians are presumed to be aware of school rules, regulations, and the Code of Conduct.

Dispute Resolution Procedures:

These procedures apply when a student commits a violation of the Code of Conduct and where the principal determines that the violation warrants consideration for the student's expulsion from school.

1. The student's parents/guardians will be contacted and informed of the nature of the violation and will be required to immediately pick up the student from school. The student will thereafter be suspended from school until decisions are reached on the violation and the consequences.
2. A Review Board will be convened within three school days after the suspension. (Saturdays, Sundays, and holidays do not count as school days). The Review Board will consist of the principal, assistant principal, a teacher chosen by the administration, and a teacher chosen by the parent or guardian of the student.
3. The Review Board will afford the student and his parent(s) or guardian(s) the opportunity to review the available evidence and materials relevant to the incident. The student and his/her parents/guardians will be given an opportunity during the hearing to present matters relevant to the issues including matters in extenuation and mitigation of the offenses. If the violation is alleged to have caused personal injury,

property loss, or property damage, the purported victim(s) of the personal injury, property loss or property damage will also be given an opportunity to submit matters to the Review Board in person or in writing as the Review Board deems fit. There is no right to attorney representation at the hearing. In determining whether a violation of the Code of Conduct is substantiated, the Review Board will apply a preponderance of the evidence standard.

4. The Review Board will issue a written decision concerning the student's culpability and disciplinary or corrective measures as soon as reasonably practicable (normally within 48 hours of the termination of the hearing). The decision of the Review Board will be enforced by the school administration.
5. Within 24 hours (not including Saturday's, Sunday's, or holidays) of notice of the Review Board's decision, the parent/guardian of the student may appeal the Review Board's decision to the Pastoral Director for further review and decision.
6. The decision of the Pastoral Director will be carried out and upheld by the school administration.
7. Any further appeal of the decision by the parents/guardians must be through the Diocese of St. Augustine Dispute Resolution System.

INSPECTIONS & SEARCHES OF PERSONAL EFFECTS, LOCKERS 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, desk, and/or locker will need to be examined to ensure that health, safety, and welfare is maintained. The principal may direct non-discriminatory inspections of lockers, 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, desk, or locker 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, his/her 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.

A health assessment will be given to students in Kindergarten, 3rd grade and 7th grade. If you do not wish your child to participate in the health assessment, the office must be notified in writing prior to September 1st. If you have a health concern about your child and would like an assessment done and your child is not in the designated grade, notify the office.

If a student is to be excused from "PE" (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 as a guideline the policies and implementation of such policies of the Flagler County Health Department.

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:

At the beginning of each school year, an information sheet and school Emergency Medical Form will be sent home. Parents/guardians are to complete the forms and return them promptly. It is extremely important that the school is made aware of a student's health problems, particularly allergies (bees, ants, certain foods, etc.). It is necessary that the school office know where to reach the parent/guardian **AT ALL TIMES**, whether at work or at home.

Emergency drills will be held on a regular basis throughout the year. Fire drills and other evacuation drills, as well as "lock-in" procedures, are also held on a regular basis.

Items Brought to School:

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.

Articles not allowed in School:

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

- 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

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 loss or broken items.

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. Students needing haircuts are given 48 hours to comply or parents will be called to pick their child up. To avoid this situation, please monitor your child’s/children’s dress before leaving home.

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 (please, no open-toed sandals) are required as the students will participate in the school physical education program and play on the playground.

Kindergarten – 8th Grade:

GIRLS:

- (K – 4th Grades) uniform plaid skort, mid-knee length.
- (K – 3rd Grades) Polo shirt with logo (green or white) – blouse puff cap sleeves
- (4th – 8th Grades) Polo cap shirt with logo (green or white)
- (K- 8th Grades) khaki shorts/pants (Chino style – NO jeans or hiphuggers) worn with polo shirt with logo. Shorts and slacks must fit properly, not to be worn baggy, oversized or below natural waist line.
- (5th Grade) uniform plaid skort, mid-knee length.
- (6th - 8th Grades) uniform plaid skirt, mid-knee length.
- Black/brown leather shoes, cut below the ankle, fully enclosing the foot with maximum of 1.5” heel.
- Plain white or uniform green crew sock above the ankle or knee length socks (no logos except SEAS). **NO BLACK SOCKS!**
- Uniform shorts with cuff or long pants may be worn with golf shirt only.
- Black/brown belt.
- Uniform plaid hair accessories, solid white or black headbands, barrettes or scrunchies.

- **COLD DAYS:**
 - **Outer clothing (sweaters/jackets/sweatshirts) should have student’s name on it.**
 - Uniform green or white tights may be worn.
 - If outer jacket is worn, it must be removed upon entering class and church.
 - Only uniform sweaters will be allowed in the classroom and church.
 - Uniform fleece or windbreaker with logo will also be permitted.
 - Sweatshirts may not be worn with dress uniform.
 - No sweaters or jackets may be tied around the waist.

Rolling of the skirt at the waist will not be permitted. Jewelry should be limited to small earrings, watch and/or one bracelet. 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.
- Polo shirts with school logo (green or white)
- Black/brown leather shoes, cut below the ankle, full enclosing foot.
- Solid white or uniform green crew sock (no logos except SEAS). Socks are to be an above the ankle crew sock. **NO BLACK SOCKS!**
- Black/brown belt.
- **COLD DAYS:**
 - **Outer clothing (sweaters/jackets/sweatshirts) should have student's name on it.**
 - If outer jacket is worn, it must be removed upon entering class and church.
 - Only uniform sweaters will be allowed in the classroom or church.
 - Uniform fleece or windbreaker with logo will also be permitted.
 - Sweatshirts may not be worn with dress uniform.

PE UNIFORM: Boys/Girls

- Regulation grey uniform T-shirt with logo.
- Regulation green micro mesh uniform shorts – Kindergarten – 4th grades.
- Regulation green micro mesh uniform shorts - 5th – 8th grades.
- White above ankle crew socks. (No logos except SEAS)
- Appropriate white athletic sneakers with white laces - no light up shoes or colored laces allowed.
- **COLD DAYS:** Uniform green sweat suits with logo over PE uniform.

ADDITIONAL UNIFORM POLICY INFORMATION:

- **At no time is a sweater/jacket/sweatshirt to be worn around the waist.**
- Hats are not permitted.
- Shorts, slacks and shirts are not to be baggy.
- All shirts are to be tucked in.
- Jewelry (pierced earrings must be small; loops can be no larger than a dime; no dangling earrings or multiple earrings on lobe; no fashion jewelry, bracelets or necklaces.)
- Any articles of clothing, jewelry, etc. that are not uniform code will be removed and kept in the office until the end of the week.
- Clear nail polish only.
- No make-up 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 fad, extreme haircuts, high-lights, hair wraps or noticeable changes to natural hair color are permitted. No facial hair permitted.

Girls: No high-lights, hair wraps or noticeable changes to natural hair color are permitted.

Uniforms may be purchased at: Sunshine Uniforms
8595 Beach Blvd.
Jacksonville, FL 32216
1-800-354-7724
www.sunshineuniforms.com

The school has a uniform exchange for “gently-used uniforms.” Cash donations are accepted or exchanges may be made.

Dress Down Days - Occasionally dress down days are scheduled. Students may wear appropriate street clothes of their choice – no spaghetti straps, no midripts showing, no advertising for products inappropriate for school – for a \$1.00 fee.

After School Program – “Extended Day”:

This program is an extension of our school day. It is available to working parents 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 3:30 until 5:30 p.m. All students must be picked up no later than 5:30 p.m. to avoid a late charge. For students picked up later than 5:30 p.m., parents/guardians will be charged \$1.00 per child for every minute until the child/children are picked up. Students in Extended Day are expected to follow the same behavioral guide lines as during the school day.

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

- Afternoon Extended Day: \$8.00 per day/per child

Morning Program – “Extended Day”:

Begins at 6:30 a.m. until the start of school.

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

- A.M. Extended Day: \$4.00 per day/per child

General Information:

Lost and Found – 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 five days a week. We ask that parents/guardians not provide a lunch for their child other than one prepared at home or bought at school. Carbonated beverages, candy or glass containers are not allowed. No pizza/outside food parties are allowed during lunch time.

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. 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 nor parents/guardians may sell anything without written approval from the Principal

Volunteer Service Hours Commitment:

Enrollment at St. Elizabeth Ann Seton Catholic School is an expression of your commitment to a quality education for your children and their classmates. The involvement of our parent volunteers is one of the ways we, at the school, are able to do so much for our 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:

Pre-K through 8th grade: 25 hours* per year/per family
12.5 hours per year for single parent families
***Minimum five (5) hours for large events such as the Gala or Art Auction**

If you are unable to do the required hours, you will be billed \$20.00 per hour or \$500.00 per year; \$250.00 for single families. **It is the responsibility of the family to hand in signed coupons to the office.** There are many ways to serve the school and fulfill your hours. The PTO will be offering many activities throughout the year.

This commitment must be met each year prior to the end of school or final report cards will be held until payment is received.

School Policies:

The School Board reviews school policies each year. All school policies will be implemented at the discretion of the Principal.

ST. ELIZABETH ANN SETON CATHOLIC SCHOOL
2011 - 2012



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: _____

Diocese of St. Augustine
Internet Policy Agreement _____ (year)

School: _____ Grade: _____

Parent: _____ Student: _____

THE FOLLOWING SHOULD BE DUPLICATED, DISTRIBUTED, SIGNED AND DATED BY THE APPROPRIATE PARTY (IES) BEFORE INTERNET USE BEGINS:

A. School's Technology Coordinator and each classroom teacher:

I have read the DIOCESE OF ST. AUGUSTINE INTERNET ACCEPTABLE USE AGREEMENT and agree to review this agreement and network etiquette with my students at the beginning of the school year and then periodically throughout the year. I will also monitor all student use in a diligent and responsible manner. Since students may also use the network for individual work or in the context of other classes, I must also hold each of them responsible.

B. Each student's parent or legal guardian:

As the parent or legal guardian of this student, I have read the DIOCESE OF ST. AUGUSTINE INTERNET ACCEPTABLE USE AGREEMENT in the Student Handbook. I understand that this access is only for educational purposes. I also recognize that it is impossible for the school to restrict access to all controversial materials and I will not hold the Diocese of St. Augustine, the school or any employee responsible for materials acquired on the network. I hereby give permission to grant Internet access privileges to my child and certify that the information contained on this form is correct.

C. Each student (Parents should ensure that the student understands his/her obligations prior to signing.):

I read, understand and will abide by the DIOCESE OF ST. AUGUSTINE INTERNET ACCEPTABLE USE AGREEMENT. I further understand that any that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary and/or appropriate legal action may be taken.

SIGNATURE

DATE

STUDENT NAME

