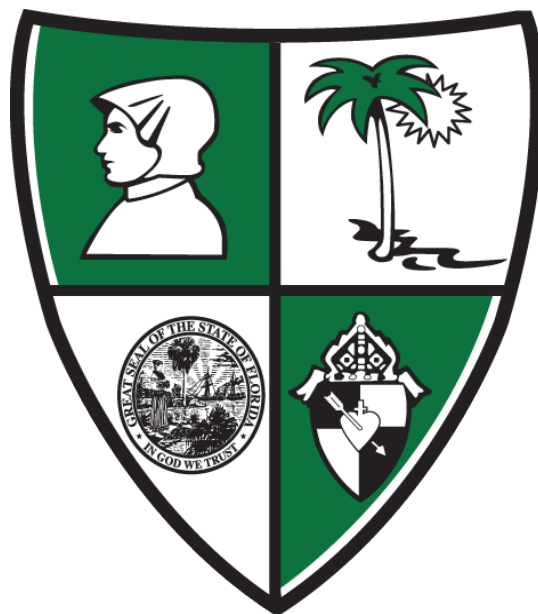


St. Elizabeth Ann Seton Catholic School

Palm Coast, Florida



Parent-Student Handbook

Updated: November 13, 2019

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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,

Brian Wheeler

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 lifelong 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

Tuition Rates

For tuition, registration, extended day, and other fees, please refer to the Tuition Rates Card produced annually.

***Scholarships Available**

- **Voluntary Pre-Kindergarten Program**

VPK is a free prekindergarten program for 4-year-olds who reside in Florida and were born on or before Sept. 1 each year. Click the link for registration information. <https://www.elcfv.org/families/vpk/>

- **Parishioner Scholarship for Members of St. Elizabeth Ann Seton****

To earn this scholarship, a parent and their child(ren) must be a Baptized Catholic, be registered parishioners of St. Elizabeth Ann Seton, and attend Mass at St. Elizabeth Ann Seton a minimum of twice per month. In addition, you are asked to contribute a MINIMUM of \$520.00 per year to the church. Parishioner Scholarship will be revoked if requirement is not met.

Families must use an envelope each week, even if they contribute monthly. The envelope system is the only way we can monitor church attendance. This envelope system will be monitored at least twice a year. The first sign of failure in this area will result in a warning letter. Failure to improve attendance will result in the family losing the parish rate for at least the next semester. If this pattern is repeated, the family will lose the parish scholarship permanently.

****CATHOLIC PARISHIONER SCHOLARSHIPS ARE NOT GIVEN DIRECTLY TO THE FAMILIES, BUT RATHER ARE DEDUCTED FROM THE SCHOOL TUITION.**

- **Step Up For Students or AAA Scholarships**

The Step Up For Students and AAA scholarships give low income students the option of attending private school. The scholarship is based on a number of factors and all families are encouraged to apply. Visit www.stepupforstudents.org or www.aaascholarships.org for more information.

***EACH STUDENT MAY APPLY FOR ONLY ONE OF THE SCHOLARSHIPS.**

Financial Assistance

In some cases, families may not qualify for Step Up For Students or AAA Scholarships but still need some financial assistance. Limited Financial Assistance is available. Please contact the principal for details.

Extended Day

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.

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.

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.

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 AAA Scholarship and have been denied.

Family Worship

Families are expected to be active and supportive members of St. Elizabeth Ann Seton Parish by:

- Regular mass attendance
- Support of Parish ministries and activities
- Support of Parish through the use of Parish Collection Envelopes

Arrival, Dismissal, & Tardiness

Arrival

K through 8th Grade: School hours are from 7:50 AM until 3:00 PM.

First period class begins at 7:55, students are expected to be in class and ready to go by that time.

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 **11:55 AM**.

Tardiness

- Tardiness is disruptive to the school routine and should be kept to a minimum.
- The school day begins promptly at 7:55 AM.
- Students who arrive after 7:55 AM are considered tardy. **Parents/guardians are to walk tardy students into the office to sign them in.**
- 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.**

Pick-up on Game days

- Sports teams will have early release on days that games/matches are away (times noted on their schedule).
- Athletes may be signed out after the blessing has been given.
- It is the responsibility of the student to find and make up any work the student may have missed.
- Students who are riding to the game/match with another parent/guardian will need a note giving permission to be signed out early and to ride to the match with someone other than their own parent/guardian. If a student does not have a note, they cannot be signed out unless it is their own parent/guardian.
- IMPORTANT NOTE: Coaches may NOT transport students to and from games or practices—Diocesan Policy.

Attendance

- Students must be in attendance a minimum of 37 days per quarter in order to qualify for a passing grade. (This includes excused or unexcused absences.)
- Parents will be notified upon the fourth absence of the student within a quarter
- After the sixth day of absence, official notification will be sent to the parents requesting their cooperation in preventing further 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.
- Any tests missed due to an absence must be made-up on the following Monday, or at the discretion of the teacher. **Test make-up day is Monday from 3:00 – 4:00.**
- 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.

Car Rider

Statistically, it is more likely that a serious injury or fatality could occur in our parking lot than anywhere else on campus, so it is of the utmost importance that all SEAS families cooperate with the school administration in following Car Rider Rules.

The purpose of the Car Rider Policy is about safety, not convenience. We realize there are circumstances, from time to time, that may tempt us to want to depart from the expected norm. However, when it comes to Car Rider, we need all families to resist this temptation and follow the Car Rider policy and rules. Thank you.

According to Florida Highway Safety and Motor Vehicles (FLHSMV):

- “Children should be in the rear seats until at least age 12, since deployed front seat air bags can be dangerous to children.”
- “Florida law requires children age 5 and under to be secured properly in a crash-tested, federally approved child restraint device.”
- For more information from FLHSMV regarding child safety, safety belts and child restraints, click [here](#).

General Car Rider Rules

1. Be patient.
2. The speed limit on campus is 5 mph.
3. Follow the Car Rider traffic pattern.
4. Do not change lanes, unless directed to do so by a SEAS staff member.
5. **Florida Statutes (316.306) prohibits the use of a cell phone while in a school zone. This includes Car Rider.**
6. Follow the instructions of SEAS staff during Car Rider.
7. No parking in the basketball court at any time.
8. No student or parent pedestrians in the parking lot during Car Rider. (Excludes SEAS staff)
9. When in the Car Rider line, always pull forward as far as possible and with the front of your vehicle in line with a SAFETY CONE.

Car Rider Morning Drop-off Rules

1. No student may be dropped off and left without supervision.
2. Early morning drop-off is available beginning at 7:00 AM in the Art room. There is **no charge** for this service.
3. Morning Drop-off begins at 7:38 AM and ends at 7:55 AM.
4. Cypress Point Parkway is the main entrance for all PK – 8th grade families.
5. The Belle Terre Parkway entrances may only be used by the following families:

- a. PreK-3 and VPK families are required to sign in their child to school. Parking is available to these families in these areas:
 - the road next to outreach and adjacent to the basketball court,
 - the parking area in front of Seton Hall,
 - or the parking row in front of the Church adjacent to the Seton Hall parking area.
- b. K – 8 families who choose to park to walk their child to the school entrance are only allowed to park in these areas:
 - in front of Seton Hall,
 - or the parking row in front of the Church adjacent to the Seton Hall parking area.
6. Students are to exit their vehicles in the coned drop-off area in front of the school.
7. The area behind the speed bump at the school entrance is a NO DROP-OFF zone.
8. The parking area in front of the school is a NO DROP-OFF zone.
9. If you arrive at 7:55 AM or later, your child is tardy. You are required to sign in your child in the school office.
10. If you have business in the office at arrival, please park in the parking area in front of Seton Hall or the parking row in front of the Church adjacent to the Seton Hall parking area.

Please make every effort to be on time to school. Being tardy to school can be very disruptive to your child, creating unnecessary anxiety and stress. This is not the best way to start the school day.

Car Rider After School Pick Up Rules

1. Early dismissals are allowed up to 2:30 PM, NO LATER.
2. Cypress Point Parkway is the main entrance for all PK – 8th grade families.
3. The Belle Terre Parkway entrances may only be used by the following families:
 - a. PreK-3 and VPK families are required to sign out their child from school. Parking is available to these families in these areas:
 - the road next to outreach and adjacent to the basketball court,
 - the parking area in front of Seton Hall,
 - or the parking row in front of the Church adjacent to the Seton Hall parking area.
 - b. K – 8 families who choose to pick up their child at the school entrance are only allowed to park in the following places:
 - in front of Seton Hall,

- or the parking row in front of the Church adjacent to the Seton Hall parking area.
4. Students whose parents walk up to pick up will be dismissed from school when Car Rider has finished. This is usually between 3:15 PM and 3:25 PM.
 - a. Exceptions:
 - Families who have purchased a “Car Rider Pass” (an auction prize) are allowed to pick up their child before Car Rider ends. Parking for these families is the same as PreK-3 and VPK families.
 - Parish employees are permitted to walk up and pick up their children before Car Rider ends.
 - Families who have both a child in preschool and another in the elementary school are permitted to walk up and pick their children before Car Rider ends.
 - Game or meet days for families with student-athletes representing St. Elizabeth Ann Seton.
 5. Students who walk or ride a bike home will be dismissed from school when Car Rider ends. This is usually between 3:15 PM and 3:25 PM. A signed permission form by the parent or guardian is required.
 6. After School Pick Up begins at 3:05 PM and ends at 3:25 PM.
 7. Students who are not picked up by 3:25 PM are placed in Extended School Day. There is a fee for this service.
 8. Students enter their vehicles in the coned drop-off area in front of the school.
 9. If you have business in the office at dismissal, your child will not be called for afternoon pick up until Car Rider ends. This is usually between 3:15 PM and 3:25 PM.
 10. If you plan to have your child ride with another family, we must have a signed note or email by 2:30 PM, or the driver must already be on your pickup list in the school office.
 11. We will not allow students to enter a vehicle if there are not sufficient seatbelts to accommodate all passengers.
 12. If a student delays in arriving to After School Pick Up, you may be asked to pull up your vehicle to the cone past the first pick up spot to wait for your child.
 13. If your child forgets an item in the class during dismissal, you are to park in front of the Outreach building and wait until Car Rider ends. Once Car Rider ends please escort your child back to the school entrance to have your child re-enter the school to retrieve the item.

Half-day After School Pick Up

1. All After School Pick Up rules apply to half-days with the following differences:

- a. Half-day After School Pick Up begins at 12:00 PM and ends at 12:20 PM.
- b. There is no Extended Day Care available on half-days.
- c. Students who are not picked up by 12:20 PM are sent to the office and parents or guardians are called.
- d. Dismissal for Walkers, Bike Riders, or Parent Walk Ups is at the end of Car Rider, usually between 12:20 PM and 12:30 PM.
- e. Early dismissals are allowed up to 11:30 AM, NO LATER.
- f. All the same After School Pick Up parking rules and exceptions apply.

There are no exceptions to the Car Rider Policies without prior approval from the administration. St. Elizabeth Ann Seton Catholic School reserves the right to amend or change this policy as necessary.

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

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 TerraNova 3 in grades 2-8. The tests are administered in the spring. The TerraNova 3 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 annually 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

6th through 8th Grade academic scale:

A	=	90 - 100
B	=	80 - 89

C	=	70 - 79
D	=	60 - 69
F	=	less than 60

6th through 8th Grades may obtain:

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

6th through 8th Final Exams:

- Final Exams – scheduled the last week of the year for 6th and 7th grade. 8th grades finals are the last week before graduation.
- These 2 exams are averaged into the students overall final class grade and each counts as 1/6th of that grade.
- Students receive study guides from the teachers prior to the exams.
- Studying for the exams is mainly to be done at home. Teachers may or may not take class time to review.
- Please do not schedule any vacations during these times.

Report Cards

Report cards are issued quarterly for all students in Grades 6 through 8.

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 any major subject must receive 30 hours of tutoring in that subject area.
 - The **student must take another final exam** and earn a passing score of 70% or higher to receive credit for the course(s).
 - 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.
 - 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.
- 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, complete, 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 the field trip will be assigned alternative assignments to complete. Students will be sent to a different classroom for the day.

- 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.

Chromebooks

- Students are required to have their own personal Chromebook and charger with them daily.
- Chromebooks should be charged at home and ready for the next day.
- In school, Chromebooks are for academic use only.
- Chromebooks may only be logged in to the school account. Personal accounts may not be used while at school.
- Students must follow the Acceptable Use Policy at all times.

Cameras & Cell Phones

- While on the SEASCS campus, cell phones are to remain off or on silent and in student backpacks.
- Cell phones found not in backpacks will be confiscated and must be picked up by a parent at the end of the school day.
- Picture and video taking are prohibited by students unless consent is given by an authorized adult.

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.

St. Elizabeth Ann Seton Catholic School students will...

- represent our school with pride and dignity on and off campus at all times;
- become familiar with the policies, rules, and regulations which concern the students’ conduct at school;
- behave in a manner that allows learning to take place without interruption;

- show pride in the school by keeping the campus clean;
- be actively involved in their education and responsible for learning by demonstrating punctuality, preparedness, and good attendance;
- dress for the learning process; follow school uniform policy at all times.

When an infraction occurs violating the Code of Conduct, the teacher will complete a slip citing the offense the student has committed. Copies will be sent home for parent signature. The appropriate copy should then be returned to school.

Teachers and Staff of St. Elizabeth Ann Seton Catholic School will:

- Promote positive environments in their classrooms
- Encourage all students to refrain from bullying behavior
- Remain alert to signs of bullying and investigate all reports
- Offer support and encouragement to students being bullied or teased, including notifying the parents, principal and other support staff as needed

Students of St. Elizabeth Ann Seton Catholic School should:

- Treat others with the kindness, respect, and dignity.
- Report incidents of bullying you experience or witness to a teacher immediately.
- Whenever possible, stand up for the student being bullied, and refrain from joining in bullying behavior

The Code of Conduct for K-8 is divided into 3 levels. The offenses and disciplinary actions are as follows:

Level 1 Offense – Including, but not limited to the following:

- Irreverence during classroom prayer
- Violation of classroom rules
- Gum Chewing
- Skipping class
- Eating candy or food in classroom without permission
- Dress code violation
- Running
- Tardiness
- Gossip
- Disrupting class
- Not following directions
- Computer violation
- Unprepared for class
- Littering
- Defacing or destruction of another student's property
- Inappropriate behavior in lunchroom, bathroom, locker room or hallway

- Possession of unacceptable items: laser pen, trading cards, cell phone(see Electronics policy), pagers, CD players, Ipods, electronic devices, magazines, etc.)

Level – 1 Disciplinary Action

- Verbal reprimand
- Silent Lunch
- Parent notification and/or conference
- Confiscation of contraband item
- Gum chewing – first offense a warning: subsequent offenses \$5.00 fee – money donated to SEAS scholarship fund.

Level 2 Offense – Including but not limited to the following:

- Continuation of a level I offense
- Irreverence at Mass and liturgy
- Disrespect towards other students
- Disrespect to an adult
- Use of obscene or indecent language, gestures, written or spoken
- Public displays of affection
- Bullying
- Theft
- Academic dishonesty
- Destruction or defacing of school property
- Use of racist or discriminatory language, written or spoken
- Bringing discredit to SEAS
- Forgery of parental signature
- Providing false information to school employee

Level 2 - Disciplinary Action

- Verbal reprimand
- Silent Lunch
- Financial responsibility/restitution
- Removal of student for remainder of day (without opportunity to make up work)
- Detention
- Out of school suspension
- Parent notification and/or conference

Level 3 - Offense – Including but not limited to the following:

- Continuation of a Level II offense
- Stealing

- Fighting, encouraging others to fight, and physical confrontations
- Threats: written or verbal
- Possession, use or transfer of controlled substances, drugs, tobacco products, alcohol, pornographic material, lethal weapons and facsimiles thereof
- Violation of internet policy
- Violation of Diocesan Sexual Harassment policy
- Fire alarm or fire extinguisher activation
- Leaving school property without permission
- Tampering with and/or causing damage to software or hardware (See Computer Use Agreement in Code of Conduct)

Level 3 - Disciplinary Action

- Mandatory office referral and student sent home immediately (without opportunity to make up work)
- Detention
- Suspension
- Expulsion
- Parent conference
- Guidance counselor or intervention
- Financial responsibility/restitution

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.**

Middle School Conduct Code – *in addition and in conjunction with the above policy*

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

- Students will receive an afterschool detention – to be served on a Monday afternoon, for the following reasons:
 - Disrespect to authority or peers
 - Vandalism of school property
 - Misbehavior
 - Non- completion of homework or classwork after 3 warnings (missing work may be made up during detention for half credit.)
 - Uniform non-compliance of any sort (3 warnings will be given)

You will receive a notice on the day the offense occurs. The detention will be served on the next Monday. Time will be from 3:00 PM – 4:00 PM. This will be for detention students only. No siblings will be able to sit in the room and wait.

- 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.

*After school detention and Saturday detentions are to be served on the date assigned.

- Out-of-school suspension will be on a case by case basis at the discretion of the principal.

Plagiarism Statement

- Students are expected to understand that academic dishonesty is hurtful to the individual student, their peers, and the culture of the school.
- Honor codes are an important part of trusting yourself when an assignment is challenging, or deadlines are approaching.
- Home and school need to work together to educate students on the importance of citation and 'fair use' of intellectual property. Language Arts and Media Research objectives will cover these concepts, but SEAS also encourages families to review websites like www.plagiarism.org to learn more about how to appropriately give credit to internet and other print sources.

Remember: research, and the statements of scholars, do add value to your essay or argument, but they must be appropriately cited and referenced in your paper.

Academic dishonesty, plagiarism, or cheating, may be classified as follows:

Cheating

- Copying directly from a book, magazine, journal or website
- Copying homework, class work, test answers and/or questions, research papers, PowerPoint, etc. from peers or fellow classmates.
- Allowing others to copy your work.

Plagiarism- "an act of stealing and passing off as one's own the ideas or words of another" (Merriam-Webster's Elementary Dictionary, 1980).

- Paraphrasing of another's work closely, with minor changes, but with the essential meaning, form and/or progression of ideas maintained
- Piecing together sections of the work of others into a new whole
- Presenting the work of tutors, parents, siblings, or friends as your own
- Permitting your work to be turned in by others as their own.

Consequence for cheating

Student receives a grade of zero for the assignment. Parents will be notified.

Sexual Harassment Policy

- Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, texted, or physical conduct of a sexual nature.
- Any outside sexual harassment matter that is brought to the attention of the school becomes a school matter and must be investigated.
- Sexual harassment, as defined above, may include but is not limited to the following:
 - Verbal or written harassment or abuse of a sexual nature, this includes texting and social media.
 - 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.

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.

Hallway Procedures

- Outside of the middle school area, all students will be required to be quiet and in line during transition.

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 but will not receive credit.

Testing

- Tests that are missed by an excused absence will be made up after school (3:00 PM – 4:00 PM) on the Monday following the student’s absence.
- 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 Monday 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 timeline for due dates and assessments as per the academic schedule.

Uniform Policy

All kindergarten through 8th grade students 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. These uniforms help to identify our students and are to 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. Your cooperation with the uniform policies is greatly appreciated.

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

St. Elizabeth Ann Seton Catholic School has adopted the following uniform/dress code:

UNIFORM POLICIES FOR ALL GRADES

- Uniforms and other permitted attire must be in neat and clean condition.
- A wristwatch is permitted.
- No make-up is permitted.
- No fingernail polish is permitted.
- One simple small or stud earring on each earlobe is allowed for girls only.
- No body piercings.
- One simple chain necklace, with a cross or religious medal is allowed.
- Hats may not be worn in classrooms or church.
- Hats that will not cause a disruption to PE class are permitted.
- Shorts, slacks and shirts are not to be baggy.
- Polo shirts are to be tucked in. PE shirts may be untucked.
- 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 tattoos (real or temporary) or ink on skin (or uniform).
- Team sweatshirts or jerseys are not considered a part of the school uniform. They may only be worn outside of normal school hours, or on Spirit Days.
- St. Elizabeth Ann Seton Catholic School is not responsible for lost/stolen items.

PRE-KINDERGARTEN

No uniform is required but may be worn if parents wish. Modest, neat, comfortable attire should be worn. Please, no overalls or outfits that are difficult for the children to put on themselves. Closed-toe shoes (no open-toed sandals) are required.

KINDERGARTEN – 8TH GRADE

GIRLS' DRESS CODE

Please note: After the 2019-20 school year the old plaid with gray will no longer be allowed. Thank you for planning ahead.

The following items must be purchased through our official uniform provider, Poindexter Uniforms:

- Plaid skirts and jumpers.
- Uniform plaid skirt or “skort” (3” above the knee or LONGER).
- Polo shirt with logo (green or white).
- Uniform plaid hair accessories, solid white or black headbands, barrettes or scrunchies may be worn. Bows, etc. should be 2” or smaller.
- Optional Plaid Jumper K-4 only (3” above the knee or LONGER).

The following items may be purchased through any vendor:

- Khaki shorts/pants (Chino style – No jeans, cargo or hip huggers).
- Shorts and slacks must be clean, in presentable condition, fit properly, and worn at the natural waist line.
- **No skinny or tight-fitting pants/shorts.**
- Predominantly Black/brown leather shoes, cut below the ankle, fully enclosing the foot. “Boat shoes” (Deck shoes) may be worn. They are to be a predominantly **solid** color – tan/brown/black. No heels or boots are allowed.
- Only solid white, gray, or black crew or white, black, or dark green knee-high socks are allowed.
- No thigh high socks allowed.
- Black or white tights may be worn.
- Black/brown belt to be worn with shorts or pants.
- 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 (see uniform policies for all grades).
- Optional Peter Pan Blouse K-4 only.

Middle School Girls

- One simple bracelet and one ring that will not cause a disruption to class are allowed. These items must be removed during PE class.

BOYS’ DRESS CODE

The following items must be purchased through our official uniform provider, Poindexter Uniforms:

- Polo shirts with school logo (green or white).

The following items may be purchased through any vendor:

- Uniform khaki shorts or long pants (Chino style – No jeans or cargo).
- Shorts and slacks must be clean, in presentable condition, fit properly, and worn at the natural waist line.
- Black/brown belt.
- Only solid white, gray, or black crew socks are allowed.
- Predominantly Black/brown leather shoes, cut below the ankle, fully enclosing the foot. “Boat shoes” (Deck shoes) may be worn. They are to be a predominantly **solid** color – tan/brown/black.
- **No skinny or tight-fitting pants/shorts.**
- Only religious neckwear is allowed (see uniform policies for all grades).

COLD DAYS (These articles of clothing may be worn when it is below 70° F.)

The following items must be purchased through our official uniform provider, Poindexter Uniforms:

- Polar fleece jacket and cardigans sweaters with logo.
- Only uniform polar fleece jacket, cardigans sweaters, and other jackets with the school logo are allowed in the classroom and church.
- Sweaters or jackets may NOT be tied around the waist.
- No boots.
- If a non-school outer jacket is worn, it must be removed upon entering classroom and church.
- Hooded sweatshirts or Spirit wear attire are not to be worn during Mass.
- **Outer clothing (sweaters/jackets/sweatshirts) should have student's name on it.**

PE UNIFORM

The following items must be purchased through our official uniform provider, Poindexter Uniforms:

- Regulation grey or green uniform T-shirt with logo.
- Regulation black (6-8) or green micro mesh (K-5) uniform shorts.

The following items may be purchased through any vendor:

- Only solid white, gray, or black crew socks are allowed.
- Only solid white, gray, or black compression shorts or shirts are allowed.
- Sweatpants may be worn but must match PE shorts in color.
- Appropriate athletic sneakers are to be worn. **Athletic Sneaker color should be predominantly 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 are not allowed.
- **COLD DAYS:** Leggings may be worn under PE shorts but must be black, white, or gray.
- PE shirts may be untucked.
- Fun Run T-shirts may be worn for PE class.
- Team sweatshirts or jerseys are not considered a part of the school uniform. They may only be worn outside of normal school hours, or on Spirit Days.

HAIR

- Boys: Hair should be short and well groomed. 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 mohawks, or similar hairstyles. Boys must be clean-shaven. Sideburns may not extend below mid-ear. No dyed or highlighted hair.

- 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

PICTURE DAY DRESS CODE

Grades Kindergarten through 8th grade will wear the school uniform for class portraits and individual pictures. Eighth grade students will be notified separately of the dress code for the 8th grade portrait and other special events.

SPIRIT DAYS (formerly Dress Down Days)

Jeans, jean capri pants, uniform bottoms, or PE shorts with SEAS T-shirts or jerseys, are the appropriate attire for this day. Uniform shoes, athletic shoes, or boots are the only acceptable shoes. Jewelry guidelines still apply. Please note, a student may opt out of a Spirit Day and wear his/her school uniform.

- Students should wear modest attire that is consistent with a Catholic school environment. Tops should cover adequately. No tight or clinging apparel.
- Spaghetti straps, mid drifts showing, tank tops, and advertising for products inappropriate for school may not be worn.
- Leggings, jeggings, sweatpants, cargo or "biker" (skin tight) shorts are not allowed.
- No baseball caps or other hats and headwear.
- T-shirts or sweatshirts worn for special holidays/events may not have inappropriate logos, sayings, or graphics.
- The final judgment on the appropriateness of SPIRIT DAY attire rests with the administration.
- For some Spirit Days a donation may be requested.

When in doubt about a clothing item, please check with the homeroom teacher or the administration.

Students who fail to dress appropriately on a Spirit Day will lose the privilege for the following Spirit Day.

DRESS CODE REMINDERS (Grades 4 – 8)

When a student's uniform does not meet the Uniform Policy/Dress Code, a blue-slip DRESS CODE REMINDER is issued to the student. Consequences for Dress Code Reminders are as follows per quarter:

- 1st DC Reminder – Verbal Warning/Teacher sends DC policy reminder to parents by email
- 2nd DC Reminder – One day of silent lunch/Student calls parents with teacher/Teacher sends 2nd DC policy reminder to parents by email
- 3rd DC Reminder – Two days of silent lunch/Student calls parents with administration*
- 4th DC Reminder – Three days of silent lunch/Student calls parents with administration – Parent conference required*

* Beginning with the 3rd DC Reminder, the student's uniform must meet the Uniform Policy/Dress Code before being allowed to return to class. Parents will be notified by the school office.

DRESS CODE REMINDERS (Grades K – 3)

When a student's uniform does not meet the Uniform Policy/Dress Code, a blue-slip DRESS CODE REMINDER is issued to the PARENT. Consequences for Dress Code Reminders are as follows per quarter:

- 1st DC Reminder – Verbal Warning/Teacher sends DC Blue Slip to parents/Parent signs and returns
- 2nd DC Reminder – Teacher calls parents with student/Teacher sends 2nd DC Blue Slip to parents/Parent signs and returns
- 3rd DC Reminder – Teacher calls parents with student/Teacher sends 3rd DC Blue Slip to parents/Parent conference required*

* Beginning with the 3rd DC Reminder, the student's uniform must meet the Uniform Policy/Dress Code before being allowed to return to class. Parents will be notified by the school office.

Backpacks

- Students are allowed to have a sensible backpack for arrival and dismissal.
- Each backpack will be kept in the students' homeroom during the school day.
- Students must unpack completely in the morning and will not be permitted to return to their backpack during the day.

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.
- Children 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-down" 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
- 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.

Extended Day

Morning Program

Begins at 7:00 AM until the start of school. There is no cost for the morning program for students in Pre-K through 8th grade.

Afternoon Program

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 3:30 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:

- \$10.00 per day/per child up to two children
- \$25.00 per day/per family for three or more children.

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. (No decorations, please) 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.

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.

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!

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 for Middle School** 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