

St. Elizabeth Ann Seton School

# Student/Parent Handbook 2016-2017



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### **Mission Statement**

**St. Elizabeth Ann Seton (SEAS) Catholic School** makes **Jesus Christ known and loved** through *living our sacramental way of life* in partnership with families and fostered in:  
**Spirituality, Excellence, Academics and Service.**

### **Philosophy Statement**

*We nurture the total development of each child's spiritual, moral, intellectual, social, emotional, and physical well-being in a positive, safe environment.*

- **Spiritual** growth and moral development encouraged through instruction in the Catholic Faith, weekly liturgy and daily prayer. God is present and alive through the gift of the sacraments.
- **Excellence** in the provision of a vibrant educational community through a shared sense of purpose, in partnership with parents, St. Elizabeth Ann Seton Parish, and highly credentialed faculty and staff.
- **Academics** based upon Pre-K through 8 standards that promote culturally responsive and differentiated curriculum and instruction. We encourage a life-long love of learning and provide students with the opportunity and environment to achieve their full potential as productive members of society.
- **Service** embedded in the Catholic Social Teachings and demonstrated in our mission to develop young people with a sense of understanding and compassion for others and the courage to act on their beliefs. Each grade-level participates in a specific service-learning opportunity.

## **St. Elizabeth Ann Seton School** **Student Rights and Responsibilities**

Rights	Responsibilities
Students have the right to attend school in a safe, respectful, and orderly learning environment.	Students have the responsibility to attend school regularly and to maintain acceptable behavior while attending school and to behave in such a way that the education, health, and welfare of others is not endangered. This implies an obligation to be aware of the rights of others and to have knowledge of school rules and regulations.
Students have a right to be treated with respect and dignity	Students have the responsibility to treat others with respect and dignity.
Students have a right to expect a meaningful education.	Students have the responsibility to actively participate in their classroom activities and in their homework.
Students have a right to have time set aside during the school day for a lunch period.	Students have the responsibility to be aware of cafeteria rules and regulations and to conduct themselves in a manner appropriate for a large group.
Students have a right to learn about and pray to God.	Students have the responsibility to take an active part in weekly Mass and religion classes. Students also have a responsibility to attend Sunday Mass.

## **St. Elizabeth Ann Seton School** **Parent Rights and Responsibilities**

Rights	Responsibilities
Parents have the right to expect a safe, respectful, and orderly learning environment for their child (ren).	Parents have the responsibility to uphold school policy and classroom rules at home and to support the classroom teacher.
Parents have a right to be treated with respect and dignity.	Parents have the responsibility to treat others with respect and dignity. Please communicate with your child's teacher(s) regularly.
Parents have a right to expect a meaningful education for their child (ren).	Parents have the responsibility for the attendance record of their child (ren) and to limit the number of days absent due to non-health issues. Parents are also encouraged to be active in school activities. Parents have the responsibility to recognize the professional judgment of school personnel.
Parents have a right to expect the school to assist them in the faith formation of their child(ren)	Parents have the responsibility to be certain their child (ren) attend Mass each weekend and to model prayer in the home.
Parents have a right to expect school personnel to carry out the mission and teachings of the Catholic church.	Parents have the responsibility to support the school and to follow proper procedure for solving Problems/conflicts.

**ACCREDITATION**

St. Elizabeth Ann Seton is accredited by the Minnesota Non-public School Accrediting Association (MNSAA) and annual reports are submitted to this agency in order to meet Association standards. Curriculum evaluation is an on-going process at our school. Programs are selected after careful study and consultation on the part of staff.

**IMPORTANT PHONE NUMBERS**

- |                                  |   |                   |
|----------------------------------|---|-------------------|
| 1. Main Campus (K-8)             | 651 -437-3098                                     | Fax: 651-438-3377 |
| 2. Early Childhood Campus (PreK) | 651-438-3223                                      |                   |
| 3. School Accounts Bookkeeper    | 651- 437-4387 (Tuition, Hot Lunch Accounts, etc.) |                   |
| 4. Parish Office                 | 651- 437-4254                                     | Fax: 651-438-2948 |

**SCHOOL POLICIES AND PROCEDURES**

**PARENTAL ROLES AND RESPONSIBILITIES**

Parents/guardians are informed of the programs, regulations, and policies of the school. In assisting your child, we require the following:

1. Attending weekend liturgy with your child and participating in the life of the parish.
2. Familiarity with information contained in handbooks and other newsletters (i.e. PATRIOT PRESS) from the school.
3. Inform the school of:
  - student illness or absence
  - custody arrangements
  - change in transportation routine
  - change in address, phone, emergency contact, childcare, etc.
  - arrangements that might affect communication with the school
  - parental status and custodial constraints (requires copy of court order in school office files)
4. Meet financial obligation of tuition, fees, lunch accounts, or other accounts that apply. Registration eligibility is dependent upon all accounts being current.
5. Meet admissions regulations.
6. Comply with:
  - policies and regulations
  - goals and objectives of the Catholic school as identified in this parent/student handbook
7. No student may leave the premises without adult supervision at any time for any purpose without a written request from the custodial parent/guardian and approval of the principal.

**ADMISSION POLICY**

**Non-Discrimination Policy:**

It is the policy of Saint Elizabeth Ann Seton Catholic School to comply with State and Federal laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no persons shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school, on the grounds of race, color, national or ethnic origin, gender, status with regard to public assistance, or disability.

Students are accepted in the following priority:

1. All students presently attending the school whose tuition account is current.
2. Siblings of students already in the school.

3. Students who are “active members” of the parish.
4. Students who are children of alumni of the school.
5. All others, earliest registration.

### Waiting Lists

Waiting lists will be established when grades are filled.

### Entrance to Kindergarten

St. Elizabeth Ann Seton School requires children who enter kindergarten to be five years old by September 1 of the year in which they will enroll. All immunizations must be current according to District 200 policy. “Early Entrance” is discouraged but forms are available – please contact the Principal.

### **AFTER HOURS BUILDING ACCESS**

The school building will be open for student/parent access between 7:30am and 3:15pm on school days only. The custodians are not authorized to open the school building or classrooms beyond these hours.

### **ARRIVAL/DISMISSAL PROCEDURES**

Students should arrive no earlier than 7:35am. Students who arrive earlier should go to BASE, of which there is a fee. Pick up at the end of the day is at 2:30. Parent should wait in the foyer to pick up their student(s). Other information:

- **School Start and End Time: 7:55am – 2:30pm**
- Drop Off and Pick Up – The parking lot will be open from 7:40 a.m. – 7:55 a.m. for drop off and at 2:20 p.m. for pick-up. Tyler Street is also available
- Parents must enter the building to pick up their children during the day. Students will not be sent out without a parent or guardian. Students leaving during the school day for appointments **MUST** be signed out in the office.
- At the end of the day, parents of students in K-5 **MUST** come into the building to pick up their student. No student in grades K-5 will be allowed to leave the building without a parent/guardian.
- The parking lot will be closed from 8:00-2:20 except on mass days, when it will be opened at 12:30.
- Students dropped off before 7:35am or that have not been picked up by 2:45pm will be sent to BASE. There is a fee for BASE.

### **ASSESSMENTS**

#### **Philosophy of Assessment**

At St. Elizabeth Ann Seton, we believe an effective assessment system motivates students to learn, communicates with stakeholders, promotes school improvement, guides instructional decisions, and shares a common vision. Assessment tools and practices are varied, ongoing, authentic, and aligned with specified learning targets. Regular and descriptive feedback is then provided to students, and all stakeholders, to positively promote learning.

#### ***Why do we assess?***

Assessments are used to understand and positively motivate the student as an individual learner. Information gathered is used to understand the relationship between the learner and his / her progress toward achieving learning targets. Assessment results are used to guide classroom instructional decisions.

#### ***What is assessed?***

Clear learning targets are in place for students. Teachers select learning targets focused on the most important things students need to know and be able to do. Teachers have a comprehensive plan for assessing learning targets over a specific period of time.

***What types of assessments are used?***

Assessments can be either formative or summative in nature. Formative assessments are all those activities undertaken by teachers and students that provide information to be used as feedback to modify the teaching and learning activities in which they are engaged. Summative assessments are used at the end of a teaching unit to measure the progress a student is making in achieving learning targets.

Classroom Assessments – To accommodate a diversity of individual learning styles and preferences, a variety of assessment tools and practices are utilized. They measure the progress a student is making in achieving learning targets. These include but are not limited to teacher observation, tests and quizzes, informal reading and math inventories, projects and presentations, performance tasks, scoring rubrics, discussion, and daily assignments.

NWEA-MAPS – These are “criterion referenced” assessments and are used to track individual student progress in relations to national standards and benchmarks. They may be used to help in identifying curriculum strengths and weaknesses for a specific group/class. They are used to drive instruction throughout the school year. They are only one indicator of a student’s progress.

***How are the assessment results communicated?***

Parents are made aware of the progress of their child through Cornerstone (4<sup>th</sup>-8<sup>th</sup> grade), conferences, progress reports, report cards, phone calls, emails, and letters. It is recommended that parents and teachers stay in close contact with each other so that academic and behavioral concerns are not a surprise.

Students and parents receive information regularly in many forms including but not limited to daily work, assessments, projects and presentations, conversation with teachers.

Written report cards at St. Elizabeth Ann Seton School have three major goals:

1. To provide additional information regarding meeting learning targets and curriculum goals.
2. To give information regarding the growth of the whole student including critical life skills.
3. To increase student responsibility for and understanding of her / his learning.

Report cards are issued four times a school year to the parents of students in Kindergarten through 8<sup>th</sup> grade.

Students in Kindergarten through 2<sup>nd</sup> grade do not receive “letter grades”. Students in 3<sup>rd</sup> grade through 8<sup>th</sup> grade receive letter grades.

Parents and students in grades 4<sup>th</sup> -8<sup>th</sup> grade can view their child’s progress on Cornerstone, the school’s online grading system. All assignments, unless a large research project, should be posted within a week’s time.

***How are students involved?***

Teachers make learning targets clear to students and involve them in assessing, tracking, and setting goals for their own learning. Teachers involve students in communicating about their own learning. One way this may occur is through student led conferences and/or students being present for conferences.

**ATTENDANCE/ABSENCES**



It is St. Elizabeth Ann Seton's policy that it will adhere to all State of Minnesota and Dakota County regulations concerning school attendance. All work missed by students who were absent must be made up as soon as possible after returning to school. Excessive absences/tardiness often results in poor schoolwork. **When an absence is necessary**, these steps are to be followed:

1. Parent/guardian contact the school, by calling or emailing, **each morning** of a student's absence prior to or **within the first 30 minutes of the school day**.
2. **Work missed due to an absence must be completed in a reasonable amount of time determined by the teacher(s) and communicated to the student.**
3. A student cannot return to school unless they are fever-free without fever-relieving medication and without vomiting or diarrhea for 24 hours. If your child has been placed on antibiotics for an infection, they must have been on antibiotics for 24 hours before returning to school. If a child has a rash of unknown origin, a note from a health care provider must be provided for their return to school.
4. **Trips:** SEAS strongly encourages parents to not plan any trips on school days during the school year. SEAS recognizes that this is not always possible. In the event that a child is being pulled out of school for a trip, parents should take the following steps:
  - Inform the teacher(s) at least one week in advance of the start of the trip and its duration.
  - It is the teacher's prerogative to issue work before a trip. Teachers are not obligated to put together "homework" packets for students.
  - Parents and teachers should work together to create a "homework schedule" for when missed assignments are due.

Although any time away from school may have an adverse effect on the student's overall performance, good communication will help ensure that a family trip and a student's subsequent return to school flow smoothly.

### **Truancy**

Minnesota truancy law states that any elementary school child missing three full days without a *valid excuse* is considered "continually" truant. If a middle school [junior high] student misses three or more class periods on three days, he or she is considered "continually" truant.

A "habitual" truant, means a child under the age of 16 years who is absent from attendance at school *without lawful excuse* for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school or junior high school. Students whose parents do not call in to report the absence will be considered "unexcused". Under the mandated reporting law, the names of truant children will be reported for "Educational Neglect".

### **Tardiness**

Children arriving late must report to the school office. The tardy will either be marked as "excused" (see reasons below) or "unexcused" (all other reasons). If a child has multiple unexcused tardies, SEAS will report it to the authorities under "Educational Neglect." See <http://www.co.dakota.mn.us/healthfamily/parenting/schooltruancy/pages/default.aspx> for more information.

Acceptable Reasons for Absences or Tardiness: (otherwise they are recorded as "unexcused")

The following reasons for absence may be considered valid:

- Serious illness of student, causing student to remain at home or to be sent home by the school nurse.

- Serious illness or death in the family.
- Absence because of a religious holiday.
- Parent request for vacation or trip.
- Medical and dental appointments.

### **BIRTHDAY CELEBRATIONS/PARTY INVITES**

Birthdays are a special event for all of us – children and adults alike. Although we want to offer the opportunity for the children to recognize their special day here at school, families must follow the guidelines listed below:

- **Any edible treats brought to school must be store bought and in their original packaging.**
- Instead of edible treats, students at all grade levels are encouraged to consider adding a book to the classroom or school library or bring in a small item like pencils for their classmates.
- The celebrations of birthdays within the classroom are handled by the classroom teacher in order to maintain a fair and equitable celebration for all students in accordance with our wellness policy.

Invitations to private parties should not be distributed on school grounds unless the entire class is invited or all the boys or all the girls in the class are invited. We also discourage parents from allowing groups of students to attend a party right after school (going home on the bus or being picked up).

### **CALENDAR**

The school calendar is available on our school website, [www.seas-school.org](http://www.seas-school.org). The school calendar is subject to change as the school year progresses. Any changes will be communicated as soon as possible.

### **COMMUNICATION WITH PARENTS/GUARDIANS**

The school has established ways of communicating with the parents/guardians of its students in order to increase the understanding of the school's mission, programs, and goals. The following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren).

- **Student/Parent Handbook and Grade Level Communications**

The Student/Parent Handbook is issued annually to each school family. Each Grade Level will communicate with families at least every two weeks in the form of bi-weekly updates and/or Cornerstone. Voicemail and email may also be used. Parents should always contact the teacher first when questions arise.

- **Patriot Press, School Web Site, and Social Media**

A weekly newsletter will be emailed to the family or sent home with the youngest/only child per family. The school newsletter will include dated information and pertinent notices. Look for this each Thursday. If you would like a copy mailed to you, please inquire at the office for postage amount. The school website is updated weekly. The address is <http://www.seas-school.org>

- **Parent/Teacher Conferences**

Parent/Teachers Conferences are held twice a year. A parent/guardian and/or teacher may request a special conference at any time as the need arises.

- **Cornerstone**

Cornerstone is the school's online grading system. Teachers in grades 4<sup>th</sup>-8<sup>th</sup> update grades on a regular basis. Parents are issued a password to track their child's progress.

- **Assessments (includes report cards, testing, etc.)**

Reports Cards/Progress Reports are issued at the end of each quarter. Reports are sent at mid- quarter to parents/ guardians whose child(ren) is/are performing on a less than satisfactory level.

### **DRESS CODE**

**Daily dress code goal:** to promote a modest and healthy Christian message.

In keeping with St. Elizabeth Ann Seton School's goal to create an environment in which students have an opportunity to experience equality, regardless of their economic backgrounds, we maintain a uniform dress code for students in K-7<sup>th</sup> grade. Our current 8<sup>th</sup> grade students do not wear a uniform, though there is a dress code that must be followed. These uniform and dress codes are a way for students to present a positive image of themselves.

#### **General Uniform/Dress Code Requirements:**

1. Students are to be neat, clean and well groomed.
2. Hairstyles/coloring should not draw undue attention to the student. No one is to dye their hair a color that cannot be grown naturally in humans.
3. Hair should not extend below the eyebrows to the extent where the eyes cannot be seen. Hair is expected to be pulled back/away from the eyes.
4. Students are not allowed to have visible tattoos/body writing, or any body piercing other than the ears.
5. Earrings should not draw attention to the person and a student may be asked to remove dangling earrings. Post earrings are recommended.
6. Make up is not allowed at the elementary level (K-5<sup>th</sup>) and is highly discouraged at the middle school level (6<sup>th</sup>-8<sup>th</sup>). Excessive/heavy make-up is not allowed.
7. Shoes must be worn at all times and should not distract from the learning environment.
8. Open backed shoes/flip flops, light-up shoes, and roller shoes are not allowed. Snow boots are not to be worn in the classroom.
9. Athletic shoes are MANDATORY for gym classes.
10. The collar of the shirt must be visible when the sweatshirt or sweater is worn.
11. Uniforms are to be in good shape.
12. Please be advised that anything else not covered here will be an administrative decision as to whether it is permitted.

**Donald's Department Store is our official uniform store.** The clothing Donald's offers is the official uniform and the standard/quality which is to be followed. The embroidered polo shirts are only available at Donald's. **Students are expected to be in a complete uniform each day.**

#### **K-5<sup>th</sup> Uniform Options – Female**

Light blue SEAS logo polo shirt (must be tucked in or have a banded bottom)

Light blue turtleneck **under the Plaid Jumper only**

Light blue blouse with Peter Pan collar **under the Plaid Jumper only**

Plaid Jumper (K-5)

Plaid Skirt (Gr. 3-5)

Donald's or similar styled Navy blue cotton twill dress pants

Donald's or similar styled Navy blue walking shorts

SEAS Uniform Sweatshirt

Navy blue cardigan sweater

Navy leggings **under a uniform jumper or skirt only**

Navy or White knee-highs or anklets

**Navy tights under a uniform jumper or skirt only**

Hair accessories (bandanas are not allowed) must be uniform colors – blue (light or navy), white, or made from the same material as the jumper.

**K-5<sup>th</sup> Uniform Options – Male**

Light blue SEAS logo polo shirt (must be tucked in or have a banded bottom)

Light blue oxford w/collar with embroidered logo (must be tucked in)

Light blue turtleneck with embroidered logo (must be tucked in)

Donald's or similar styled Navy blue cotton twill or corduroy dress pants

Donald's or similar styled Navy blue walking shorts (not permitted November 1<sup>st</sup>-March 31<sup>st</sup>)

SEAS Uniform Sweatshirt

Navy blue cardigan sweater or V-neck

Navy or white socks

**Middle School Uniform Options**

Pants: Donald's or similar styled Navy Blue or Khaki dress pants (no cargo to skinny)

Shorts: Donald's or similar styled Navy Blue or Khaki dress shorts **of a modest length**

Skirts: Donald's Navy Blue Hipster Skort **of a modest length**

Shirts: Red, White or Navy Blue with SEAS embroidered logo, cotton or performance style

**All Students**

**SEAS logo embroidered ½ zip-up Pullover Microfleece sweatshirt (Dark Blue)**

**SEAS logo embroidered zip-up Microfleece vest (Dark Blue)**

Families can purchase these throughout the school year. Order forms are in the school office.

**Non-uniform days/8<sup>th</sup> Grade**

- **Shirts:** students must wear shirts with sleeves; shirts must fit with modesty in mind: not too tight, short or low-cut.
- **Pants:** jeans, khaki or dress pants are permitted. Leggings are only permitted **under a dress or skirt**. Athletic pants may only be worn on non-uniform days or with a non-uniform pass.
- **Shorts/dresses/skirts:** the length of shorts, dresses, and skirts must be consistent with our dress code goal of modesty. Shorts can't be worn between November 1<sup>st</sup> and March 31<sup>st</sup>
- **Head/Body:** no hats, unnatural hair color, visible body writing. Hair must be kept out of eyes.

**Mass dress code:** *It is expected that students “dress up” on Wednesdays/Mass Days to show respect and reverence for the importance of Mass. This applies mainly to 8<sup>th</sup> grade and if there is a non-uniform day on a Wednesday.*

- Students are not permitted to wear hooded sweatshirts, except SEAS class sweatshirts, or shirts with words or logos larger than an inch. Athletic shorts may not be worn on mass days.

**Friday SEAS Spirit Days**

Every Friday during the school year will be SEAS Spirit Wear Days. Students are encouraged, though not required, to dress in SEAS gear. Shirts and sweatshirts will be available in the school office. Uniform pants are required for K-7<sup>th</sup>. Dress code pant requirement for 8<sup>th</sup>.

**Physical Education Requirements**

**Middle School** students are required to change into appropriate athletic clothes for classes\*. These clothes must be kept in the locker rooms and in each students designated compartment.

\*All clothing and shoes must be different than what the student wears to other classes. Failure to do so will result in loss of participation points for the class day.

\*All clothing should be brought home on Fridays to be washed, and returned the following Monday (no matter if you have gym that day or not).

Gym clothes are as follows:

- Shirts: loose fit t-shirt.
- Shorts: loose fit
- Shoes: a pair of sneakers or appropriate indoor athletic shoes.

**K-8<sup>th</sup>**: All students must wear appropriate athletic shoes for gym class. Flip-flops, sandals, and boots will not be allowed. Without the proper shoes, a student cannot participate in class.

### **EIGHTH GRADE GRADUATION MASS**

Traditionally, the Eighth Grade Graduation Mass is held during the last week of school.

Eighth grade graduation is a culmination of our strong academic program. Those failing to meet the academic requirements or if tuition and fees are not paid in full, students will receive a certificate of attendance rather than a certificate of graduation at the graduation ceremony. At the discretion of the administration, students may be required to complete unsatisfactory work before they are issued a diploma. Parents/guardians will be notified as soon as possible that their child may not graduate. The school will work with the student and parents/guardians in an effort to achieve graduation status. The school dress code is still in effect at the time of the graduation Mass. Again, we promote modesty and uniformity among students.

### **ELECTRONICS**

If you bring electronic devices to school you should know that the school insurance does not cover the cost of replacing personal items.

#### **Basic Electronic Rules**

1. **Cell phones and iPods:** Must not be on your person at any time during the school day. It must be powered off and kept in your locker/backpack. You will not be permitted to take notes on these devices.
2. **Tablets/E-Readers (Kindle, iPad, etc.):** These are only permitted in Middle School and are for classroom use only as instructed by teacher. Printing from a personal device is NOT permitted. Use of these items is a privilege not a right.

#### **Consequences:**

**First time violation:** the device will be taken away and the student is responsible for picking it up from the Lead Middle School Teacher or the office at dismissal.

**Second time violation:** the device will be taken away and a parent will be notified to pick it up at school office.

**Third time violation:** the device must be turned in to the office at the start of the day and picked up in the school office at dismissal for a determined amount of time.

### **EMERGENCY INFORMATION**

An emergency card on each student is sent home in August and must be completed and turned in by the first day of school. **When changes occur during the year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.**

### **FIELD TRIPS**

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in field trips.

Insurance regulations of the Archdiocese require the use of the parent/guardian authorization EACH TIME the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. PHONE CALLS TO OR FROM PARENT/GUARDIAN DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION.

Whenever possible, field trip participants travel by bus. Should it be necessary to use transportation provided by parents in private vehicles, parent/guardian will be notified. All private vehicles used to transport students must have documented current registration and proof of insurance. Chaperone Guidelines will be given to parents who serve as chaperones for a trip.

Permission is given at the beginning of the year for all walking field trips

### **FIRE DRILL, TORNADOES AND LOCK DOWN EMERGENCY SITUATIONS**

All staff members and students are instructed in the proper procedures to use in the event of emergencies. Unannounced periodic drills take place in order to reinforce previously taught safety precautions and to reduce any anxiety that a student may have regarding such situations.

### **GRIEVANCE POLICY**

If a grievance between parent/guardian or a student and a teacher or school administrator should arise the following grievance procedure shall apply:

1. The parent/guardian or student (grievant) will meet with the teacher or administrator (respondent) to discuss resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the school administrator (if the grievance involves a teacher) or with a person designated by the pastor (if the grievance involves the school administrator).
3. If the grievance is still not resolved, a Grievance Committee will hear the grievance.
4. The Grievance Committee will be made up of three persons: one designated by the pastor, one designated by the respondent, and one designated by the grievant.
5. The committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral, or both.
6. At the conclusion of the meeting, and upon due consideration, the committee will make its recommendation to the pastor. The committee shall not have the power to alter or amend school policies.
7. The pastor or his designate will then decide the grievance.
8. The grievance procedure should be completed within 30 days.

If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

### **GUEST SPEAKERS**

Throughout the year, guest speakers are invited to enhance the students' learning opportunities. If you would like to be a guest speaker, please contact the school office.

### **HEALTH RECORDS**

A health record is required for each student. It is recommended that the student have a physical before entering kindergarten or first grade, and again in fourth and seventh grades. The State of Minnesota requires immunizations to be up-to-date.

### **HEALTH SCREENING**

Annual vision, hearing and scoliosis examinations are conducted by the school nurse who is provided to us by the public school.

### **HOMEWORK**

Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between parent/guardian, child, and teacher. In order for homework to be effective, each participant – teacher, student, and parent/guardian – must understand and be committed to carrying out his/her responsibility. St. Elizabeth Ann Seton School expects students to plan to spend an average of at least 10 minutes for each grade level (i.e. 20 minutes for 2<sup>nd</sup> grade, 50 minutes for 5<sup>th</sup> grade) completing “Homework” each night. (i.e. Assignments, Assigned Studying and Reading, or Independent Reading)

#### Homework Responsibilities of Teachers

- Communicate to students and parents/guardians homework goals and expectations.
- Set clear and concise expectations concerning assigning, returning and evaluating homework.
- Coordinate homework assignments with other teachers with whom students work and who may assign homework.
- Assign appropriate homework according to students’ needs.

#### Homework Responsibilities of Students

- Know and understand the purpose of the homework assignment.
- Responsible for copying assignments into assignment notebook, understanding directions and knowing what is required for completion of the assignment.
- Responsible for completing and returning assignments.
- Understand when some assignments are to be completed independently, others as a team effort.
- Complete assignment neatly and do quality work.

#### Homework Responsibilities of Parents/Guardians

- Maintain a positive attitude towards learning and the value of homework.
- Be aware of the homework policy and individual teacher requirements.
- Help your child find a study area that is quiet and relatively free of distractions.
- Be patient with your child and praise him/her for any effort made.
- If the child has trouble understanding directions, help her/him with explanations. **DO NOT DO THE HOMEWORK FOR THE CHILD.**
- Look over the assignment to affirm completion and quality. Praise your child.
- Support the teacher and the child. Get both sides of a story before making a judgment.

### **Make-Up Work**

It is the student’s responsibility to procure and complete work missed during an absence. If assignments and homework for students are to be picked up from school, please inform the office in the morning.

**Work missed due to an absence must be completed in a reasonable amount of time determined by the teacher(s) and communicated to the student.**

### **HIGH HONORS**

High Honors is announced each quarter to recognize students in grades 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> who have maintained an A in all academic subjects.

The “Principal’s Honor Roll” will be announced at the end of the school year for those students who have maintained their status of High Honors all year long.

### **ILLNESS DURING THE SCHOOL DAY**

Office personnel approve the release of a student who becomes ill or hurt during the school day. Parents/guardians are notified when the illness is reported. If they are unable to come for the student, they must make arrangements for a relative or other authorized person to pick up the student in the school office.

### **IMMUNIZATIONS (Archdiocesan Policy #5810)**

St. Elizabeth Ann Seton School follows the requirements of the Minnesota School Immunization Law (Minnesota Statutes Section 123.70). ALL immunization dates are to be submitted to the school prior to a student's admittance to school. Parent/guardian is responsible for providing this information in writing to the health office and to update it each year immunizations are administered to the student. Each year the Annual Immunization Status Report will be submitted to the State of Minnesota as required by law.

### **LOST AND FOUND**

Students are encouraged to check for lost items in the Lost and Found area. After 2-3 weeks, non-labeled or unclaimed items may be donated to charity.

### **MEDIA SELECTION POLICY**

St. Elizabeth Ann Seton maintains a policy of selecting high quality materials for the instruction of our students. Materials are typically reviewed by teachers, administrators, the pastor, and/or the School Advisory Committee before they are purchased. Any item donated to the school is also reviewed before being made available to students.

### **MEDICATIONS DURING THE SCHOOL DAY** (Minnesota Statute 126.202)

It is our general policy that medication should be administered by the parents/guardians at home; however, there are times when medication needs to be given at school.

**We will** administer medication such as anti-biotic, pain relief for recurring headaches, those used for asthma or those used on a long-term basis.

**We will not** administer medication for short-term illnesses such as cough syrup, medication for fever, etc. Students in need of these medications should remain at home until they are well.

When medication needs to be administered at school, an authorization obtained at school or at all Hastings physician's offices must be completed, and medication must be brought to school in its original container. All medication will be kept in the health office, not with the student. We may **not supply** any medication for students.

### **MONEY**

Payments online with **TADS** can be made for tuition and a variety of incidentals such as field trips and activity fees. In the event a check or cash needs be sent to the school, it must be in an envelope with the following information: name, grade, teacher, and what the money is for.

### **NON-DISCRIMINATION POLICY**

See ADMISSIONS POLICY

### **NON-UNIFORM DAYS**

See DRESS CODE



### **PCYI – PROTECTING CHILDREN and YOUTH INITIATIVE**

The Protection of Children and Youth Initiative of the Archdiocese of Saint Paul and Minneapolis have one goal: shielding our children from abuse. The initiative has two components:

1. **VIRTUS: Protecting God's Children for Adults:** A VIRTUS training is a three-hour awareness session which better equips adults to protect children in the world around them. It is required of all clergy, deacons, school and parish employees as well as all volunteers who are in regular contact with children under the age of 18. Please go to [www.virtus.org](http://www.virtus.org) to find a session most convenient for you.
2. **Protecting God's Children for Students:** Catholic schools and parish religious education programs throughout the Archdiocese of Saint Paul and Minneapolis began teaching children about personal safety and sexual abuse prevention in 2006. The safe environment programs involve four 30 to 40 minute lessons a year. The programs are age-appropriate and respect parents' role as their children's primary educators. Parents have an opportunity to review all program materials before their children receive instruction.

### **Reporting of Child Abuse/Neglect**

The staff members of the school are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse which may be summarized as follows:

Staff members are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is abuse or neglect presently or has been within the past three years. A written report must be filed within 72 hours of the verbal report.

**Neglect** is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance;

**Abuse** can be physical or sexual abuse, or emotional maltreatment

### **Mandatory Criminal Background Check Policy**[Minnesota Laws, ch. 275, sec. 1 § 123B.03, Subd. 1(e).]

*All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks.*

The following positions are subject to a mandatory background check: Teachers, substitute teachers, specialist teachers, tutors, athletic coaches, counselors, extracurricular advisors, paraprofessionals, food service personnel, janitorial service personnel, volunteers who have regular or unsupervised contact with minors, and District 200 personnel.

### **Code of Conduct**

These documents establish a broad set of standards to guide parish and school employees as well as those who volunteer with children in parishes and schools. All employees of St. Elizabeth Ann Seton and all volunteers must have a signed form on file.

### **Essential Three**

All employees and volunteers must complete the Archdiocesan mandated Essential Three before coming into contact with school children. The Essential Three consists of VIRTUS training, a background check, and signing the appropriate Code of Conduct. This process must be renewed every three years.

### **PRESCHOOL PROGRAMS**

SEAS preschool program is available for ages 3, 4 and 5 year olds. A variety of class days and times are offered to fit the needs of our parents. The curriculum is Christian based and is staffed by certified teachers and in accordance with state licensing. The Preschool classrooms are located at the Early

Childhood Center on the Church campus. For more information, please contact the preschool director at 438-3223 or visit their page on our website at [www.seas-school.org](http://www.seas-school.org).

### **RELIGIOUS EDUCATION**

It is St. Elizabeth Ann Seton's school policy that all students, including non-Catholics, attend and participate in religious instruction, liturgies, and other aspects of our faith, including the Rosary and Reconciliation, while at school.

Students attend Mass at school on Wednesday afternoons at 1:15 unless there is a Holy Day of Obligation, then Mass is on that day. With the exception of a few dates, all masses are held in the school gym. Liturgy for the school Mass is planned by teams of teachers with student input and participation. Everyone is welcome to attend school Mass.

As parents/guardians are the primary teachers in a child's life, we expect that parents/guardians will foster the religious education of their child(ren), which is being taught daily at school, by doing follow-up activities which will enhance religious education (attending Mass every weekend, helping with any assignments, preparing their child for sacraments, being an active member of the Church, etc.).

### **SEAS School Masses Intercommunion**

All are welcome at our weekly masses. For non-Catholics, we do not offer Intercommunion as we believe that receiving the Eucharist implies accepting the Catholic faith. We invite all individuals of different faith traditions to come forward and receive a blessing during communion.

### **SCHOOL CLOSING**

It is a general rule that St. Elizabeth Ann Seton's School is closed if District 200 is closed because of severe weather conditions. You can find out about SEAS closing on our Facebook page, school website, KDWA 1460 AM, and various other media outlets. No announcement means that school is in session. Early dismissal forms, designating alternative care for your child(ren) in the event of early dismissal, are completed at the beginning of the school year.

### **STUDENT SALES**

Students are not allowed to sell items on the school premises for hockey, football, dance or any organization not affiliated with SEAS school. Please do not allow your child to bring such items to school for sale purposes.

### **STUDENT/SCHOOL RECORDS**

The school shall collect and maintain the records of students while they attend the school. To transfer records, parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. If the tuition and other financial obligations of the student have been paid in full, school records will be sent directly to the new school upon request of that school. Parent/guardian and student understand, acknowledge, and agree that in the event the tuition or other financial obligations have not been paid in full, St. Elizabeth Ann Seton School shall have the right to withhold all records, including grades and academic transcript.

No one except appropriate school personnel, parents/guardians of minors, and students who have reached the legal age, shall have access to individual pupil records without either a subpoena or appropriate written authorization either from the parent/guardian (in the case of a minor student), or from the adult student or former student.

Parents/guardians may ask to review the contents of records or data on their child. "Records or data" is defined by any or all of the following:

1. Identifying data
2. Academic work completed

3. Level of achievement (grades)
4. Attendance data
5. Scores on standardized testing
6. Health data (separate records kept in health office)
7. Family background information
8. Teacher or counselor ratings and observations
9. Verified reports of serious or recurrent behavior patterns.

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren)'s records. An appointment with the administrator should be made in advance. The administrator is to respond to the request in a reasonable amount of time.

### **TELEPHONE USAGE**

As a rule, neither teachers nor students are called to the phone during the hours of class. Messages for staff may be left on voice mail. Changes concerning either bus or other after-school transportation should go directly to the office by 2:15. Children may not use the school phone except in cases of emergency.

### **UNIFORMS**

See DRESS CODE

### **VALUABLES**

School insurance does not cover loss of personal possessions; therefore students are to refrain from bringing phones, iPods, tablets, e-readers, game systems, cameras, toys, etc. to school. See the ELECTRONICS section for more information.

### **VISITORS**

All parents/guardians or visitors must sign in at the office and receive a visitor's badge before going to a classroom. Visitors without a badge will be stopped by staff members and directed to the office. All doors will be locked from 7:55am-2:30pm.

Parents/guardians and visitors are welcome for open houses, special programs, or observations, and are encouraged to attend. Visitors who wish to observe classrooms are asked to make an appointment with the appropriate teacher and check in at the school office before going to the classroom. For student safety, persons not reporting to the school office will be considered trespassers and may be reported to the local authorities.

### **VOLUNTEERS**

Each family is required to complete 10 hours of service during the academic year or pay \$300. There are many ways to be involved in the life of our school. The Volunteers link under the Community tab on our school website has a Sign-Up Genius link to many volunteer opportunities.

Volunteers must submit accumulated hours by January 15<sup>th</sup> and May 1<sup>st</sup>. Parents who are short hours will be notified by the school office and given a list of opportunities to complete their required hours. All hours must be completed and submitted no later than the day before the last day of school. If hours are not completed by then, parents will be billed a prorated amount for all hours not completed.

**Volunteers must complete the Essential Three, (VIRTUS Training, sign the Archdiocese Code of Conduct, and have a background check completed), before they will be permitted to volunteer at SEAS.**

**All volunteers and employees must renew the Essential Three every three years.**

## DISCIPLINE

### STUDENT BEHAVIOR AND DISCIPLINE

**Discipline goal:** to promote safe, respectful, responsible students who exercise self-control.

All children make choices about their behavior. The school and parents need to work together to help students learn to choose appropriate behaviors and accept the consequences, good and bad, which may result from their choices. Throughout the school, on school grounds and at school sponsored events, students are expected to demonstrate appropriate behaviors, which are a reflection of true Christian values and their Catholic identity.

SEAS's discipline philosophy is modeled after the **Love and Logic system**. This system is employed throughout the school day, inside and outside the classroom. Love and Logic allows children to learn from their mistakes, live with the consequences of their choices, and take more responsibility for their actions.

Rules in our school are few. We believe that all children are different, and all actions and reactions vary. Situations are dealt with as they arise, with the focus on enabling the child to grow and learn from his or her actions.

**Basic School Rules:** SEAS has five basic school rules, which are posted in every classroom and throughout the building:

1. We are safe
2. We are respectful
3. We are responsible
4. We use self-control
5. We raise our hand to share

Each individual classroom may have additional, specific discipline plans. All classroom discipline plans are based on the basic school rules and maintaining our Catholic identity.

When students break one of these five rules, any one of the following may take place:

- Teacher/staff member communicates to the student that the behavior must stop
- Student may be asked to "take a break"
- Student may be asked to "take a break" in a different setting
- Student may be asked to fill out a PLAN OF RESPONSIBLE ACTION
- Student may lose a privilege, such as recess
- Student may be asked to call a parent/guardian to explain the behavior
- A conference between the student, teacher/staff member, and parents/guardians may be called
- The student may be referred to the principal to discuss his/her behavior

Certain offenses are of a more serious nature and may result in suspension or expulsion. An administrator may suspend or expel a student for either serious and/or repeated violations of school rules and policies. The administrator in such an instance will take the following action:

1. Notify the student of the violation that will result in suspension.
2. Notify the parents/guardians of the student of the violation that will result in suspension.
3. Schedule a conference with the parents/guardians, student, and administrator to discuss the incident.

In cases of gross misconduct, the administrator has the authority to immediately suspend a student and will follow such action with appropriate steps as listed above.

Gross misconduct includes, but is not limited to, conduct which creates a substantial and unjustifiable risk of harm to another person or serious damage to the property of the school or another person, or conduct which substantially impairs the discipline and order of the school environment.

### **LOCKER INSPECTIONS**

School lockers are school property. The school may inspect locker interiors at any time, for any reason, without notice and without student consent. Backpacks may be searched if there is reasonable suspicion.

### **BULLYING AND RESPECT INFORMATION**

St. Elizabeth Ann Seton School believes that everyone has a right to a safe and healthy environment and that we all have an obligation to promote respect, tolerance and acceptance.

Bullying is defined as one or more individuals consistently and deliberately inflicting physical, verbal, or emotional abuse on another person. Bullying behaviors are defined in the eye of the beholder. What matters in a case of bullying is how the victim feels as a result of the behavior, regardless of the bully's intent. What distinguishes a bully from teasing is a pattern of *repeated* disrespect and physical or psychological intimidation. **We expect bystanders to help and report on other students who are being bullied.**

In our bullying/respect education, we teach (1) What is bullying? (see below) (2) We are made in the image and likeness of Jesus Christ, how do we show respect for all? (3) What to do, personally, to diffuse the bully. How to be self-reliant and problem-solve. (4) The steps to take to help the situation (see below).

#### **Bullying can be:**

- Physical: pushing, kicking, hitting, pinching, any form of violence, threats;
- Verbal: name calling, sarcasm, spreading rumors, persistent teasing;
- Emotional: tormenting, threatening, ridicule, humiliation, exclusion from groups or activities
- Racist: racial taunts, graffiti, gestures;
- Sexual: unwanted physical contact, abusive comments  
\*(For further details, please go to the Sexual Harassment section.)
- Cyberbullying: using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, text, writing, image, sound or data, including posts on social network websites or forums, transmitted through a computer, phone, tablet or other electronic device to physically, verbally, or emotionally abuse another person(s).

#### **Procedures:**

Understand that you are never alone in this and that the teachers and staff of St. Elizabeth Ann Seton Catholic School will do whatever we can to assist students who feel or have been bullied. We will stop the unwanted behavior.

When possible, it is recommended that students keep a journal or record with dates and times, incident, people involved or bystanders. Since the definition of bullying is *repeated* unwanted behaviors, it is important for the school staff to know exactly when and what is occurring.

#### **When a student feels bullied they are encouraged to:**

- If you feel threatened or at risk, inform a trusted adult immediately.
- Try some of the techniques learned in class – humor, ignore, etc. The more empowered you are, the more you can help yourself, the better chance you have to stop a bully.

- If the behavior doesn't change, talk to a trusted adult.
- Bullies want your reaction; fear or sadness. If you show them you are not scared or hurt, they will often lose interest.
- Tell the person to stop the behavior (this includes bystanders telling the bully as well).
- Tell a trusted adult what has happened and when it happened. A trusted adult can be the principal, a teacher, parent, staff member, etc.

When a bullying charge is made, a school investigation will begin and a conference will be held with the alleged bully. The victim has the choice to be present and/or to remain anonymous. The principal will be made aware of the situation and oversee the investigation.

If the behavior continues, report it. Consequences will increase for the bully. We will do everything in our power to ensure that the behavior stops. The healthy, safety, and welfare of our students is our number one priority. Additional occurrences and/or retaliation will be documented and may include consequences such as suspensions, expulsion, and/or it may be reported to the Dakota County Attorney's office.

Parents or Legal Guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

### **SEXUAL HARASSMENT**

Sexual harassment is against the law (Section 703 of Title VII of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000e, et seq., and Minnesota Statute 363.01-14, the Minnesota Human Rights Act.) and will not be tolerated at St. Elizabeth Ann Seton School.

Sexual harassment includes, but is not limited to, the following behavior:

- Unwelcome verbal harassment or abuse of a sexual nature.
- Unwelcome physical contact or intimidation of a sexual nature, either direct or indirect.
- Unwelcome sexual comments, including jokes, pictures, videos, or stories, in person or online.
- Any conduct of a sexual nature, either direct or indirect, which contributes to an overall offensive or intimidating environment.

St. Elizabeth Ann Seton shall maintain an environment that allows students who feel that they were sexually harassed to bring forth such allegations without fear of ridicule or reprisal from staff and/or students. The identity of the claimant, alleged harasser, and witnesses will be protected as confidential and will be shared only on a need to know basis. St. Elizabeth Ann Seton's staff shall make sure that students understand what to do if they are sexually harassed. A clear and assertive statement by the victim, "I DON'T LIKE WHAT YOU ARE DOING (OR SAYING) AND I WANT YOU TO STOP" may be an appropriate first response.

St. Elizabeth Ann Seton's employees shall be careful to maintain a high standard of conduct for themselves and their students. St. Elizabeth Ann Seton's teachers and staff shall make sure that children understand what is appropriate and inappropriate behavior. Even though a student thinks his/her behavior is harmless or inoffensive, it can be perceived as sexual harassment by other students and such conduct will be dealt with appropriately.

If a student believes he/she has been sexually harassed by another student, or if a student witnesses an incident of sexual harassment, the student shall take the following steps:

1. The student must immediately report the incident to an appropriate staff member.

2. The staff member shall document the incident and an administrator shall be notified.
3. If necessary, the administrator will conduct a timely and proper investigation.
  - a. A third party shall be present at all interviews. Every effort shall be made to have the same third party present at all interviews with respect to each incident.
  - b. Detailed notes will be taken throughout the course of the investigation.
  - c. Interviews of the claimant and the alleged harasser shall always be conducted separately, in a comfortable and private place. All parties shall be treated with respect and concern.
  - d. If any student interferes with the administrator's investigation or refuses to allow an interview, a letter will be sent home advising that the disposition of the complaint will be made without the student's input, and informing the guardians that the student may be subject to disciplinary action.
  - e. Guardians of the claimant and guardians of the alleged harasser shall be notified within a reasonable amount of time of the complaint and investigation. When guardians of the claimant are notified, then every effort shall be made to notify the guardians of the alleged harasser at the same time, and vice versa.
4. The administrator shall make conclusions in consultation with the third party present during the interviews.
5. The administrator shall take appropriate corrective action according to the facts and circumstances of each particular situation.
6. The administrator shall advise in writing the claimant, alleged harasser and their respective guardians of the outcome of the investigation and its conclusion.
7. After the administrator's investigation, if the claimant and/or the alleged harasser determine that inadequate action has been taken, a Grievance Report should be submitted to the Chairperson of the Education Committee, pursuant to St. Elizabeth Ann Seton's Grievance Policy. A form can be found later in this handbook or in the parish office. The written grievance shall be submitted within 10 working days after each party receives the administrator's written report.

#### Possible Consequences of Sexual Harassment

- In-school suspension or out of school suspension
- Completion of a sexual harassment education packet by student
- Notification of parent/guardian followed up by letter
- Expulsion

#### SMOKING/TOBACCO

The use or possession of tobacco in any form by St. Elizabeth Ann Seton School students during school hours, on school grounds, while riding a school bus, or while attending any school-sponsored function is prohibited. It will result in confiscation of the tobacco product, the police being called and disciplinary action by the Principal.

#### DRUG/ALCOHOL POLICY

If any student attending St. Elizabeth Ann Seton School is found buying, selling, or giving away any mood altering chemicals (definition includes any substance, such as drugs or alcohol, that substantially changes the behavior of the person taking them), under the influence of mood altering chemicals, or in possession of mood altering chemicals while on St. Elizabeth Ann Seton School grounds or attending any school sponsored event, there will be immediate suspension by the administrator and the police will be called.

The Principal will:

- Immediately notify the parents/guardians of their child's suspension and release the student to his/her parent/guardian
- Schedule a conference with the parents/guardians and student to discuss the incident.
- Refer the family to an appropriate agency for evaluation and counseling.



Before the suspension is lifted, the parents/guardians and student will be required to:

1. Provide valid proof that the student is receiving appropriate professional care as per the evaluation.
2. Agree to immediate expulsion from St. Elizabeth Ann Seton School if a second offense against the above mentioned drug policy should occur.

If the Principal receives a substantiated report that any student attending SEAS School is buying, selling or giving away mood altering chemicals, under the influence of mood altering chemicals or in the possession of mood altering chemicals or drug paraphernalia, even though the student is not on school or church grounds or attending any school or church sponsored event, the Principal will:

1. Notify the parents/guardians of the report.
2. Schedule a conference with the parents/guardians and student to discuss the report.

Following the conference, the Principal has the option to:

1. Take no further action.
2. Suspend the student until he/she gets a professional evaluation.
3. Expel the student from SEAS School if circumstances warrant expulsion and/or parents/guardians or student refuses to cooperate.

### **WEAPONS/EXPLOSIVE/DANGEROUS ITEMS**

Any violation of Minnesota statute will be reported to the police.

SEAS School has a “Zero Tolerance” Policy for possession of weapons. Students and non-students, including adults and visiting youth, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon\* in school, on school grounds, at school activities, at bus stops, on school buses or in school vehicles or school-contracted vehicles, or entering upon or departing from school premises, property or events.

Students who possess, assault, or threaten with a weapon will immediately have their parents or legal guardian involved, notification of police, and an initial suspension up to ten days, and confiscation of the weapon. Following an investigation, the student may be expelled.

**\*Weapon** means any device or instrument that through its use is capable of threatening or producing bodily harm or death or that can be used to threaten to cause bodily harm or death. This includes “look alike” weapons.

## FINANCE/FUNDRAISING

### BUDGET PROCESS

The school's budget planning is a process that coincides with the parish(s) budgetary process. The budget preparation process shall include direction from the school principal, along with the pastor and other appropriate persons involved in the educational program. Budget planning considers annual goals and objectives as well as the long-range plan.

### FEES

In addition to tuition, some programs/activities require an additional participation fee. No student will be denied access to the programs. If assistance is needed, parents should contact the principal. All information will be kept confidential. Examples of fees include, but are not limited to:

- **Activity Fee** to help cover the cost of busing and increasing technology fees. This is one charge per student with a max family charge of \$60
- **Band (Grades 5-8)** The fee helps fund the instructor and provide for costs related to the program
- **Athletics** per sport fee. Fees, fundraisers, and the Patriot Tournament are necessary to provide our quality athletics programs.

### FINANCIAL ASSISTANCE/TUITION ASSISTANCE (Archdiocesan Guideline #4250.1)

Parents may request tuition assistance from St. Elizabeth Ann Seton School. To request assistance, visit our webpage and click on the TADS (Tuition Aid Data Services) link on the **Registration** tab. Families must submit all information to TADS by the required deadline, **May 1<sup>st</sup>**. The school receives a report back indicating how much assistance is recommended. An appeal process/form is available if needed by the family. A modified tuition contract is then established. Non-parishioners may have limited access to tuition assistance. Families that receive assistance are expected to offer time and talent to offset the lost revenue to the school.

### FUNDRAISING

Families of St. Elizabeth Ann Seton must meet a yearly \$400 fundraising obligation. All fundraising efforts require prior approval by the principal. This process eliminates scheduling conflicts and insures compliance with the parish/school's mission statement and philosophy. Archdiocesan and legal regulations should be considered when planning fundraising programs/ events.

### PARISH INVESTMENT

Since the entire parish benefits from Catholic educational programs, the entire parish shares in the financial responsibility for the education of children. Parish investment is that amount contributed by the parish annually to the school.

### TUITION

The school's budget is prepared by the principal with input from the pastor, parish administrator, and the School Advisory Committee (SAC). Tuition for the next school year is typically approved at the December SAC meeting. **Tuition covers approximately 43% of the school's operating costs.** It is the goal of St. Elizabeth Ann Seton School to continue to provide an outstanding academic and religious education for the most affordable price.

Current tuition for the 2016-17 school year:

- **Grades K-8: \$3500 per student**
- Preschool varies depending on the days and times chosen by parents

Please note that, in addition to tuition, families wishing to attend SEAS must also meet their fundraising (\$400) and their volunteer (10 hours per family or a one-time \$300 payment) obligations.

### **Tuition Payment**

All families attending SEAS pay the same tuition rates. There is no delineation between parishioner and non-parishioner.

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student registration. Options for payment shall include:

Payment Options: All families are required to use the **TADS (previously FACTS)** payment system for tuition and incidentals (field trips, athletic fees, BASE, etc).

For tuition payments, **TADS** provides the following options:

- Option 1: Single Payment due on or before **July 25, 2016**. There is also a \$50 discount on your overall tuition.
- Option 2: Two Payment Plan. One half paid on or before **July 25, 2016** and one half paid on or before February 20, 2017.
- Option 3: Monthly payment plan. Payments budgeted over 10, 11 or 12 months beginning July 2016. Payments can be made on either the 1<sup>st</sup>, 5<sup>th</sup>, 10<sup>th</sup>, 15<sup>th</sup>, 20<sup>th</sup> or 25<sup>th</sup> of the month.

### **Late Registration**

All families registering children for enrollment in grades K-8 shall be expected to fulfill their tuition obligation according to the tuition policy stated above.

Tuition for students registering on or after the first day of school shall be prorated over the number of school days they will be in attendance according to a formula established by the School Advisory Committee.

### **Late Payments**

It shall be the responsibility of each school family to keep the principal or school accounts department informed of their need to make any changes in their preferred tuition payment plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

#### **Full Payment and Two Payment Plan**

If payment is not received on or before **July 25<sup>th</sup>**, the discounted rate of tuition will not apply. When full payment has not been made by **July 25<sup>th</sup>**, the family will be contacted within five (5) days by a business representative of the school concerning the missed payment date and alternative tuition payment options will be offered. In addition, a late fee of 3% of the amount owed may be assessed.

#### **Monthly Payment Plans**

School families who choose the monthly 10 or 12 month payment plan and miss a monthly payment due to insufficient funds will be automatically charged a \$29 missed payment fee by **TADS** and may incur a similar penalty from their own banking institution. **The missed payment is not automatically processed by TADS. Families are notified in the case of returned payment and then must manually make the missed payment by either calling TADS or going online.** In addition, a late fee of 3% of the amount owed may be assessed.

In addition, school families who have missed two monthly payments and have not made suitable arrangements within 14 calendar days of the second missed payment will be informed that their child/children will not be re-admitted to school according to the *Non-Admission* specifications of this policy.

### **Tuition Assistance/Scholarships**

It is the policy of St. Elizabeth Ann Seton School that no child shall be denied an opportunity to learn and grow in the Catholic faith at our school due to financial difficulties.

A limited amount of tuition assistance and scholarships is available from the parish and other donors, administered by TADS for school families experiencing economic difficulties. Normally, requests for such assistance should be made at the time of registration. However, since such circumstances often are unpredictable, families should not hesitate to inform the principal or pastor of their need whenever it may arise during the year.

For the sake of your family's security and peace of mind and for the general financial stability of our school, we encourage parents or guardians to contact the school accounts department or the principal as soon as possible when they are experiencing economic difficulties.

### **Non-Admission of Students due to Tuition Delinquency**

School families failing to pay tuition according to the agreement which they have made with the school or who have been unwilling to make suitable alternative arrangements with the parish will be informed that their child/children will not be readmitted to St. Elizabeth Ann Seton School (grades K-8).

All families must be current in their payment of tuition **by July 1st**: If not, students may not be admitted on the first day of school.

### **Delinquent Tuition from Previous Year(s)**

All previously unpaid tuition must be paid by July 1<sup>st</sup> if a student is to be readmitted on the first day of class for a new school year. If payment is not possible, suitable arrangements must be made with the principal or pastor.

### **Tuition Refunds/Penalties**

When a student is withdrawn from school prior to the end of a contract year (July 15<sup>th</sup> through the last day of school), a hardship is presented to our school community. With that in mind, the following payment schedule shall be adhered to (with administrator consultation):

Withdrawal date...

<b>Prior to September 30<sup>th</sup></b>	25% of the total tuition and fundraising commitment is payable to school.
<b>Prior to November 15<sup>th</sup></b>	50% of the total tuition and fundraising commitment is payable to school
<b>Prior to January 15<sup>th</sup></b>	75% of the total tuition and fundraising commitment is payable to school.
<b>After January 15<sup>th</sup></b>	100% of the total tuition and fundraising commitment is payable to school.

Refunds for overpayment will be considered on a case-by-case basis with the final decision made by the principal.

## **SERVICES**

**BEFORE AND AFTER SCHOOL ENRICHMENT (BASE)** This service is offered to SEAS students and their families. Before school care runs from 6:30 a.m. – 7:40 a.m. After school care runs from 2:40 p.m. – 6 p.m. BASE is also offered on Teacher Workshop days. The BASE handbook is available on our website, [www.seas-school.org](http://www.seas-school.org).

### **COUNSELOR**

Our school contract with Dr. Kahn and Associates for services related to School Counseling and Psychological Services. Our school counselor is in the building twice a week and will be available by phone and/or email for both student and parent concerns. Dr. Steve Kahn also provides services such as parent forums, consultation, and testing.

### **PICTURES**

Individual pictures are taken by Dan Rother Photography, each Fall. Class pictures, in uniform, are also taken on a different day. Notification of this will be given well in advance of the photography session. Group pictures will be scheduled for special activities, i.e., graduation, athletics, etc.

### **PUPIL SERVICES ASSISTANT (PSA's)**

Additional personnel may be available to provide 1) assistance in the computer lab, 2) extra assistance for students who need tutoring, and 3) enrichment opportunities for students.

### **SCHOOL GAME NIGHTS/DANCES/EVENTS**

Game nights, dances, and other events are a great way for the SEAS community to gather together and socialize outside of the school day. A number of these events are offered throughout the school year. Any non-SEAS student wishing to attend these events must be approved by the principal before attending.

### **SCHOOL LUNCH AND MILK PROGRAMS (State and Federal Program)**

Students may purchase a nutritious lunch, which includes milk, or they may purchase individual milk for their own cold lunch. St. Elizabeth Ann Seton School participates in the Federal School lunch program and follows State and Federal wellness guidelines. Lunch at school is part of the total learning situation and as such, good conduct is to be expected. Table manners and other lunchroom conduct are discussed as a regular part of respecting others, health studies, etc.

Money for school lunch and individual milk is turned into the school office and put into a family lunch account. This money is to be clearly marked with the family's name.

If a student forgets his/her money or the account runs out of funds, he/she may charge up to three times. Charges are for emergency purposes only. Students not bringing their lunch will be required to purchase a lunch. Students are required to eat a lunch.

Soda (pop) is not allowed.

Free/reduced lunch applications are available for those families in need.

### **SHARED TIME (State Program)**

District 200 and St. Elizabeth Ann Seton have had a mutually respectful shared-time agreement for many years. The shared-time agreement allows SEAS students to be able to access any extra-curricular club or sport that SEAS School does not offer. (i.e.: a student would not be allowed to play on the public middle school soccer team because we have a soccer team at SEAS School).

**SPECIAL EDUCATION (Federal Program)**

The special needs of students in the non-public school may be addressed through the public school district. District 200 provides assessment, periodic observation, and review of progress and establishment of an **ISP (Individual Service Plan)**, which generally involves tutoring by a special education teacher. Students who qualify for special services may be transported by bus to the service site (Kennedy School for gr. K-4, and HMS for gr. 5-8) during regular school hours. Many times, student needs can be accommodated on site through consultative services from District 200. Parents, teacher, and special services personnel meet to determine the best possible plan for each student.

**TITLE I (Federal Program)**

The purpose of Title I is to provide supplementary assistance to State and local education agencies to meet the needs of children in the areas of math and reading. Eligibility requirements must be met to receive these services. District 200 personnel provide this service within our school buildings.

**TRANSPORTATION (State Program)**

• Role of the Public School District

The local public school district handles bus arrangements. Bus transportation is a privilege. The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order to insure the safety of passengers. Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students from the home to the school, etc. Parents/guardians whose children do not follow the bus rules will be notified regarding appropriate bus behavior of the child. School and teachers are not responsible for student behavior on the bus.

• Instruction and Training for Bus Safety

Instruction/review in bus and pedestrian safety is required each year. Instruction/review materials appropriate to grade levels are provided to the teachers by the local public school districts.

• Misconduct on the Bus

Denial to ride the bus may be a consequence for misconduct on the bus. Parents/guardians are notified when such action is necessary.

• Restriction: Bus Students Only

Only bus students are to ride the bus. Students are to go home on their assigned bus and get off at their assigned stops.

**YEARBOOK**

The school publishes a yearbook each school year. Individual or classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place. Notification regarding the cost and time when the yearbook is available is sent to the parents/guardians.

## **SCHOOL ORGANIZATIONS**

### **ATHLETICS**

The philosophy of our Athletic Department at St. Elizabeth Ann Seton School is to develop skills and an appreciation for athletic activities, while establishing school and self-pride in a Christian manner. Our athletic program has a big responsibility: how we act, look and perform not only reflects upon our coaches, but our school as well.

Participation is the key element in our athletic programs. Through participation, the student will benefit physically, socially and emotionally. Being in athletics enhances the process of growing. Through participation, any sound extra-curricular program should be fun. Having fun does not mean a person cannot be taught or coached as well as learn the responsibility of discipline.

Coaches will share athletic handbook and behavior expectations with participating students.

### **SCHOOL ADVISORY COMMITTEE (SAC)**

The committee serves in an advisory capacity to the school principal and the pastor regarding school educational and policy matters.

The committee consists of the principal, pastor, and nine lay representatives. Any St. Elizabeth Ann Seton parishioner who is a fully initiated and actively participating Catholic 18 years of age or older who has at least one child enrolled at St. Elizabeth Ann Seton School, is an alumnae of the school, or a person active in the business or development community for the geographic area in which the school is located shall be eligible to become a committee member.

All meetings are opened to the public. Check the Patriot Press or school website for days and times.

### **ST. ELIZABETH ANN SETON PARENT ASSOCIATION (SEASPA)**

SEASPA is a volunteer-run parent organization dedicated to building a SEAS community, both on and off our school campuses.

The mission of SEASPA is to foster a connection between parents, teachers, staff, parish, and all students of SEAS. SEASPA sponsors social events, fundraising events, and volunteer opportunities for SEAS families to get to know each other and to support one another throughout the school year.

### **STUDENT COUNCIL**

Student Council is open to all students in grades 6th-8th. Representatives from each class are elected. Students must have satisfactory academic and behavioral records to maintain their position on Student Council. This leadership group plans various activities, service opportunities, and runs the “school store.”

## **SEAS TECHNOLOGY ACCEPTABLE USE POLICY**

Your son or daughter will have an opportunity to use many forms of technology at SEAS School. Please read the following document and discuss it with your child.

### **MISSION AND PURPOSE**

In today's information rich society, educators have a professional responsibility to help students develop the skills needed to discriminate among information sources. There are ethical, social and legal issues that arise with the use of technology. We, as Catholic educators, believe that we must prepare students from an early age in the use of technology and provide them with an understanding of its use.

Technology education begins in Kindergarten and progresses through 8<sup>th</sup> grade.

### **NO EXPECTATION OF PRIVACY**

St. Elizabeth Ann Seton School routinely monitors usage of school accounts and may review any communications on its systems. SEAS School is able to override all passwords. Users do not have privacy right in the contents of their computer system, including messages sent, received, or stored on the email systems or in their use of the Internet. Passwords to these systems exist for the benefit of SEAS School. Users should have no expectation that the ability to choose a password for a system in any way limits the ability or right of SEAS School to monitor all activity.

### **INAPPROPRIATE ACCESS**

Not all of the information freely available on the Internet is reliable or helpful. Students and employees must evaluate the source of the information, as well as the information itself, to determine its appropriateness and usefulness.

In addition to providing information, the Internet is capable of providing the means to communicate directly with others via "instant or private messaging" programs, video conferencing programs, and other means. Also, there are many places and software technologies that will allow for the free exchange of files between computers over the Internet, such as email. Not all of these methodologies are appropriate for an educational environment.

Students may not use school computers to access any Internet site or sites that contain information that is inappropriate for educational purposes or sites that teachers, staff or administration deem inappropriate for the instructional program.

### **HARDWARE**

SEAS School computers and tablets are managed in order to allow for students to use the systems only for educational purposes. Under no circumstances is a student to attempt to modify the existing hardware configuration. Students are responsible for reporting any damage discovered on school computers to their teacher immediately.

### **PLAGIARISM**

Information obtained from the Internet as part of a research project must be attributed to its source, using a standard bibliography notation. Students and staff may not violate a copyrighted source, or otherwise use another person's intellectual property without his or her prior approval or proper citation.



### **IMPROPER USE AND CONTENT**

Users may not use SEAS domain for purposes of harassment, intimidation or bullying of others, either within SEAS community or in the broader Internet. Foul, abusive, discriminatory, or demeaning language, the posting of obscene images or texts, and other such acts shall be a violation of this policy.

Cyber-bullying involves an act of bullying through the use of technology or any electronic communication, including but not limited to email, texts or social media posts.

### **“NETIQUETTE”**

Users must abide by accepted rules of network etiquette, including, but not limited to, the following:

- Follow all SEAS rules while using SEAS technology.
- Do not reveal personal information—your address, telephone number, password or those of other students.
- Be polite. Do not be abusive in your message to others. Use appropriate language and do not use vulgarities or any other inappropriate language.

### **CONSEQUENCES**

Failure to follow SEAS Acceptable Use Policy will result in the loss of privileges for a time deemed appropriate by SEAS Staff/Administrator.

- Failure to follow SEAS Acceptable Use Policy may result in other consequences as determined by the administrator.
- Failure to follow SEAS Acceptable Use Policy may result in involving law enforcement agencies when applicable.

**By signing this handbook, students and parents agree to abide by the SEAS Technology Acceptable Use Policy.**

# St. Elizabeth Ann Seton School

## Student/Parent Handbook 2016-2017

### Hard Copy Sign Off

Agreement to be governed by Handbook Policies

After reading the St. Elizabeth Ann Seton's Student/Parent Handbook please sign below and return this form to the school office by the end of the first week of school. Portions of the handbook are reviewed at the Parent Night in September. The Handbook can be found on our school website.

Please be advised that anything not covered here will be an administrative decision. The administration reserves the right to waive and/or deviate from any and all regulations for just cause at his/her discretion.

***We have received and read (either via the website or hardcopy) the St. Elizabeth Ann Seton Student/Parent Handbook and agree to be governed by the policies contained herein.***

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Student Names from the family

\_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature

\_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Signature