

Saint Elizabeth Ann Seton Catholic School

2016 Willis Lane

Keller, TX 76248

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2017-2018 Family Handbook



August 14, 2017

Dear Families,

Welcome to St. Elizabeth Ann Seton Catholic School! We look forward to the 2017-2018 school year and partnering with you to provide a Catholic education for your children.

At St. Elizabeth Ann Seton Catholic School, our mission is “to educate the whole child in a Christ-centered environment where young minds can achieve great things.” We do this by cultivating faith, virtue, and wisdom in our students as they *encounter Christ* through the truth, goodness, and beauty of God’s creation.

Being Christian is not the result of an ethical choice or a lofty idea,
but the encounter with an event, a person,
which gives life a new horizon and a decisive direction.
(Pope Benedict XVI, *Deus Caritas Est*)

In doing so, it is our hope that our students—your children—will be formed spiritually, morally, intellectually, and physically so that they are prepared and disposed to respond to God’s call.

This is the Catholic education we aim to offer your family here at St. Elizabeth Ann Seton Catholic School. However, we do not do this alone. We do this in cooperation with the Holy Spirit, in fidelity to the Catholic Church, and in partnership with you, the primary educators of your children.

In this Family Handbook, we present you with an outline of our school and how we are aiming to assist you in the vocation to educate. The Family Handbook is a means of communication between school and home. It reflects the policies of St. Elizabeth Ann Seton Catholic School for the 2017-2018 school year. Please read this document carefully and sign the attached agreement at the end of the Handbook. This agreement states that you intend to abide by the policies of St. Elizabeth Ann Seton Catholic School during the 2017-2018 school year.

Close cooperation between the home and school is essential to promoting the best interests of the student. It is our hope that the Handbook will be helpful to you and that it will promote that understanding.

Each family needs to return a signed agreement to one of their children’s Homeroom Teachers by August 25, 2017. Please see last page.

Sincerely in Christ,

William Perales
Principal

HANDBOOK ADDENDUM

Teachers have individual practices and procedures in their classrooms that may not all be covered in the St. Elizabeth Ann Seton Catholic School 2017-2018 Family Handbook. The Principal retains the right to amend the Handbook. Families will be given prompt notification if changes are made. In all cases, the interpretation of the Handbook remains with the Principal.

FACULTY AND STAFF

Title	Name
Principal	William Perales
Assistant Principal for Academic Affairs	Laura Behee
Assistant Principal for Student Affairs	Timothy Hester
Executive Assistant	Linda Corso
Business Manager	Laurie Harte
Development Director	Missi Adami
Bookkeeper	Rose Howe
Bookkeeper Assistant	Tracie Quan
Facilities	John Wolf
IT Director	Yvonne Halboth
Nurse	Kim Schorn
Nurse	Vivian Nigrelli
Receptionist	Tracy Bice
Safe Environment Coordinator/Office Assistant	Corey Hall
PK 3 Teacher (M-F, M/W/F, T/Th)	Elisa Baldasti
PK 3 Classroom Assistant	Sonia Slaieh
PK 4 Teacher (M-F)	Nancy Stone
PK 4 Classroom Assistant	Grace Zaldarriaga
PK 4 Teacher (M/W/F, T/Th)	Michelle Pitts
PK 4 Classroom Assistant (M/W/F)	Terri Cribbin
Kindergarten Teacher	Kyle Gallop
Kindergarten Teacher	Joann Harp
Kindergarten Teacher	Amy Seyer
1st Grade Teacher	Stephanie Frei
1st Grade Teacher	Sarah Hales
2nd Grade Teacher	Susan Suchower
2nd Grade Teacher	Katherine Walters
3rd Grade Teacher	Christine Dunker
3rd Grade Teacher	Mary Hernandez
4th Grade Homeroom & 4th English Language Arts	Kristen Schmitt
4th Grade Homeroom & 4th Math/Science	Amanda Meyer
4th Grade Homeroom & 4th Religion/Social Studies	Barbara Plaisted

5th Grade Homeroom & 5th English Language Arts	Martha Sherman
5th Grade Homeroom	Sharon Barmore/Kathy Kluge
5th Grade Homeroom & 5th/6th Social Studies	Anne Pick
5th Grade Religion	Kathy Kluge
6th Grade Homeroom & 6th English Language Arts	Kelsey Scales
6th Grade Homeroom & 5th/6th Math	Linda Frost
6th Grade Homeroom & 5th/6th Science	Mary Beth Hall
6th Grade Religion	Sharon Barmore
7th Grade Homeroom & 7th English Language Arts	Mitchell Blackburn
7th Grade Homeroom & 7th/8th Math	Rachel Woolsoncroft
7th Grade Homeroom & 7th/8th Science	Katherine Arnold
8th Grade Homeroom & 8th English Language Arts	Theresa Thompson
8th Grade Homeroom & 7th/8th Religion	Jenna Sommer
8th Grade Homeroom & 7th/8th Social Studies	Karen Ullman
Art Teacher	Allison Jamison
Art Classroom Assistant	Jolene Russell
Band Director	Music Learning Band – Joshua Chiuminatto
Catechesis of the Good Shepherd Teacher	Nikki Leafgreen
Computer Teacher	
Drama Teacher	Yvonne Hayes
French Teacher	Heather Mason
Latin	John Sercer
Learning Lab Coordinator	Tammy Pellegrini
Learning Lab Teacher	Chris Krol
Learning Lab Teacher	Mary Taylor
Librarian	Maggie Krukowski
Music/Choir Director	Stephanie Stanton
Outdoor Learning Center Coordinator	Diane Geiser
Physical Education Teacher / Sports Coordinator	Austin Bullard
Physical Education Teacher	Caryn Zollmann
Spanish Teacher	Jennifer Fitzpatrick
Extended Day Supervisor	Annette Padilla
Extended Day Aide	Holly Robin
Scrip Coordinator	Frances Frederick

MISSION STATEMENT AND PHILOSOPHY

Canon Law

A true education must strive for the integral formation of the human person. This is a formation, which looks toward the person's final end. At the same time, we are to focus toward the common good of societies, the Church and the world. Young people are to be raised so that they can develop harmoniously their physical, moral, and intellectual talents. This will enable them to acquire a more perfect sense of responsibility and a correct use of this freedom.

Mission Statement

The mission of St. Elizabeth Ann Seton Catholic School is to educate the whole child in a Christ-centered environment where young minds can achieve great things.

Philosophy

St. Elizabeth Ann Seton Catholic School believes in the potential of children. By providing direction toward God through traditional Catholic teaching, by supplying a strong foundation in academics and in the fine arts, and by engaging parents as partners, we will strive to produce young people who will make contributions in their world to the Church, and who will move forward to live joyous, productive lives living in their faith.

Goals and Objectives:

Spiritual Goal: To foster a commitment to know, love, and serve God and one another

- By learning Catholic tradition and teachings
- By worshiping together as a faith community
- By engaging in service projects
- By developing a strong moral and social consciousness
- By incorporating the message of Jesus in all aspects of life

Intellectual Goal: To encourage each child to attain his or her fullest potential

- By providing teachers of the highest quality, and with high values who inspire children through their methods
- By providing an environment that is happy and inspiring to the child's mind and instills in each child the love of learning
- By acquiring study skills which promote self-discipline and time management
- By developing problem-solving, team-building, and decision-making skills
- By developing their minds and talents

Social Goal: To guide students to become conscientious, successful members of a global community

- By developing a respect for self and others
- By understanding how actions impact the community of God's world
- By communicating effectively and respectfully
- By valuing the sanctity of all life from conception to natural death

Emotional Goal: To nurture respect and celebrate each child's individuality

- By developing an appreciation for each individual's gifts and uniqueness
- By appreciating their own self worth
- By growing in self-reliance
- By accepting responsibility for their actions and the consequences of those actions

Physical Goal: To promote a positive attitude towards a healthy lifestyle

- By respecting their bodies as temples of the Lord
- By practicing good nutrition and proper hygiene
- By participating in a wide range of physical activities, both structured and unstructured

SCHOOL COMMUNITY PRAYERS

Morning Prayers

Morning Offering

O Jesus, through the Immaculate Heart of Mary,
I offer you my prayers, works, joys, and sufferings of this day
for all the intentions of your Sacred Heart,
in union with the Holy Sacrifice of the Mass throughout the world,
for the salvation of souls, the reparation of sins, the reunion of all Christians,
and in particular for the intentions of the Holy Father this month.
Amen.

Our Father,

Who art in heaven
Hallowed be Thy Name;
Thy kingdom come,
Thy will be done,
on earth as it is in heaven.
Give us this day our daily bread,
and forgive us our trespasses,
as we forgive those who trespass against us;
and lead us not into temptation,
but deliver us from evil. Amen.

Noon/Lunch Prayers

Angelus

Leader: The Angel of the Lord declared unto Mary,

All: And she conceived of the Holy Spirit.

All: Hail Mary, full of grace, the Lord is with thee;
blessed art thou among women and blessed is the fruit of thy womb, Jesus.
Holy Mary, Mother of God, pray for us sinners, now
and at the hour of our death. Amen.

Leader: Behold the handmaid of the Lord.

All: Be it done unto me according to Thy word.

All: Hail Mary . . .

Leader: And the Word was made Flesh,
All (bow your head): And dwelt among us.

All: Hail Mary . . .

Leader: Pray for us, O Holy Mother of God,
All: that we may be made worthy of the promises of Christ.

Leader: Let us pray:

All: Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that we, to whom the incarnation of Christ, Thy Son, was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection, through the same Christ Our Lord.

Amen.

Prayer before Meals

Bless us, Oh Lord,
and these thy gifts, which we are about to receive,
from thy bounty, through Christ, Our Lord.

Amen.

Afternoon Prayers

Angel of God,
my guardian dear,
To whom God's love
commits me here,
Ever this day,
be at my side,
To light and guard,
Rule and guide.
Amen.

Saint Elizabeth Ann Seton,

you kept your faith in Jesus alive even in difficult times. When friends turned against you, you still believed in God's goodness and unending love. Pray for us that we may do what is right, even when others are against us.

Amen.

Prayers after Mass

Saint Michael the Archangel,

defend us in battle.

Be our protection against the wickedness and snares of the devil.

May God rebuke him, we humbly pray;

and do Thou, O Prince of the Heavenly Host -

by the Divine Power of God -

cast into hell Satan and all the evil spirits,

who roam throughout the world seeking the ruin of souls.

Amen.

A Prayer for Our Country

O Most Blessed Virgin Mary, Mother of Mercy, at this most critical time, we entrust the United States of America to your loving care.

Most Holy Mother, we beg you to reclaim this land for the glory of your Son. Overwhelmed with the burden of the sins of our nation, we cry to you from the depths of our hearts and seek refuge in your motherly protection.

Look down with mercy upon us and touch the hearts of our people. Open our minds to the great worth of human life and to the responsibilities that accompany human freedom.

Free us from the falsehoods that lead to the evil of abortion and threaten the sanctity of family life. Grant our country the wisdom to proclaim that God's law is the foundation on which this nation was founded, and that He alone is the True Source of our cherished rights to life, liberty and pursuit of happiness.

O Merciful Mother, give us the courage to reject the culture of death and the strength to build a new Culture of Life.

Amen.

Other Prayers

Come, Holy Spirit

All: Come, Holy Spirit, fill the hearts of Your faithful and kindle in them the fire of Your love.

Leader: Send forth Your Spirit and they shall be created.

All: And You shall renew the face of the earth.

Leader: Let us pray.

All: O God, Who did instruct the hearts of the faithful by the light of the Holy Spirit, grant us in the same Spirit to be truly wise and ever to rejoice in His consolation. Through Christ our Lord. Amen.

St. Patrick's Prayer

Christ with me,
Christ before me,
Christ behind me,
Christ in me,
Christ beneath me,
Christ above me,
Christ on my right,
Christ on my left,
Christ when I lie down,
Christ when I sit down,
Christ when I arise,
Christ in the heart of everyone who thinks of me,
Christ in the mouth of everyone who speaks of me,
Christ in every eye that sees me,
Christ in every ear that hears me.
Amen.

Prayer for the New Evangelization

(St. John Paul II)

“‘Everyone who calls on the name of the Lord will be saved.’ But how can they call on him in whom they have not believed? And how can they believe in him of whom they have not heard? And how can they hear without someone to preach? And how can people preach unless they are sent?” –Romans 10: 13-15

Heavenly Father,
Pour forth your Holy Spirit to inspire me with these words from Holy Scripture.
Stir in my soul the desire to renew my faith and deepen my relationship with your Son, our Lord Jesus Christ so that I might truly believe in and live the Good News.

Open my heart to hear the Gospel and grant me the confidence to proclaim the Good News to others.

Pour out your Spirit, so that I might be strengthened to go forth and witness to the Gospel in my everyday life through my words and actions.

In moments of hesitation, remind me:
If not me, then who will proclaim the Gospel?
If not now, then when will the Gospel be proclaimed?
If not the truth of the Gospel, then what shall I proclaim?

God, our Father, I pray that through the Holy Spirit I might hear the call of the New Evangelization to deepen my faith, grow in confidence to proclaim the Gospel and boldly witness to the saving grace of your Son, Jesus Christ, who lives and reigns with you, in the unity of the Holy Spirit, one God, for ever and ever.
Amen.

ACADEMIC PROGRAM

Curriculum

To address the multidimensional needs of the student, St. Elizabeth Ann Seton Catholic School focuses on the spiritual, intellectual, emotional, and physical needs of the child. Developmentally appropriate teaching strategies are used in the curriculum. A hands-on approach fosters greater involvement and motivation in all areas of study, as does a variety of student/teacher interaction through individual, small group, and larger group activities. The curriculum includes Religion, Reading, English, Phonics, Spelling, Handwriting, Mathematics, Science, Social Studies, Library Skills, Music, Art, Physical Education, and Foreign Language. The school follows TCCED accreditation guidelines for time allotments for each subject area as well as skills to be mastered at each level. Grade level curriculum guides, based on the Archdiocese of Hartford [Curriculum Standards](#), are available in the school office for review.

Faith Formation

Faith formation and religious education are provided at each grade level on a daily basis. This includes Roman Catholic instruction, prayers, and Catholic family values. Our curriculum is centered on Catholic Christian vision and values. Children must see faith valued and practiced in the family before it can become a meaningful part of their lives. It is strongly suggested that the family model to their children the privilege of prayer and worship, especially the Sunday and Holy Day celebrations of the Eucharist with the parish community.

Students in grades K-8 attend Mass each Friday morning at 9:00 AM. Prayer services are also conducted on a regular basis. Second grade students prepare to receive the Sacraments of First Reconciliation and Eucharist through their parishes. On the first Friday of each month, K-8 spend silent time with Jesus in Eucharistic Adoration while two grades per month have the opportunity to go to Confession. Prayer services and Mass provide the children with an opportunity to worship and thank God as well as grow in their relationship with Him. Families are welcome and strongly encouraged to attend these celebrations with their students. Please meet your student in the Narthex. Flash cameras, cell phones, and pagers distract from the celebration and are not permitted. Non-flash photography and videotaping are acceptable only from a stationary position within the nave (main body of the church). Parish confession is offered weekly. Families are encouraged to take advantage of this sacrament.

ACADEMIC EXPECTATIONS

Students who achieve superior grades will be recognized with appropriate awards and honors. Students in grades 5-8 are honored in the areas of both academic achievement and outstanding effort. For the academic Honor Roll, all core subjects are considered as well as foreign language for grades 6-8.

Honor Roll qualifications are as follows:

Highest Honors: 4.0 grade point average

High Honors: 3.5-3.99 grade point average

Honors: 3.0-3.49 grade point average

Students who choose not to fulfill the academic expectations of St. Elizabeth Ann Seton Catholic School also choose consequences. Failure to turn in homework and/or being unprepared for

class, etc., will be treated as an academic issue. Consequences will be appropriate to the conduct and will be determined and enforced by the teacher. The individual teachers will inform students and parents of those expectations, classroom rewards, and consequences. Grades are the usual consequences of academic performance. Failure to perform academically will result in a conference with the Assistant Principal for Academic Affairs and/or the Principal to determine a plan of remediation. The Principal may require a period of academic probation.

Parent/Teacher Conferences

Parent/Teacher conferences for all students in grades K-8 are scheduled after the first grading period. Additional conferences may be requested by the teacher or by the parent when needed. If a parent wishes to schedule a conference with a teacher, they are asked to email the teacher directly. Please note that teachers have been provided with planning periods daily for purposes which include parent conferences. **PLEASE DO NOT TRY TO COMMUNICATE WITH THE TEACHER DURING ARRIVAL AND DISMISSAL TIMES OF THE SCHOOL DAY.** These times are periods when the teachers are occupied with supervising the safety of children and planning for the school day. It is the intention of the school to keep in close touch with the parents and students alike. The Roman Catholic Church's principle of subsidiarity states that problems should be solved at the lowest level possible. With this in mind, a person should go directly to the one with whom they are having a problem before going to that person's superior.

Process for communication:

- Parent/Teacher
- Parent/Teacher/Assistant Principal or Principal
- Parent/Teacher/Principal/Pastor
- Parent/Teacher/Principal/Pastor/Superintendent

Testing

Standardized tests are administered in the fall each year. These tests include:

IOWA Basic Test: Grades 1 - 8

CogAT Test: Grades 1 - 8

ACRE: Grades 5 and 8

Assessment testing for all new students in grades K - 8.

Homework

Homework is defined as any work or task planned by the teacher to be completed by the student outside of the regular classroom without immediate and direct teacher interaction. Homework provides practice, enrichment, and extension opportunities with already taught skills and concepts. Homework also encourages students to take initiative and responsibility and allows families to provide a supportive role in their child's education.

Homework should be assigned:

1. To help the student become more self-reliant
2. To learn to work independently
3. To improve the skills that have been taught in class
4. To complete certain projects that require individual and creative effort
5. To encourage parents to become involved in the education process with their child
6. To assist the teachers in assessing individual and group readiness in order to move to the next concept.

Homework Limitations

Homework may be assigned on a nightly basis or on a weekly basis by each classroom teacher. Generally, homework will not be assigned on the weekends. Homework may be required of all students at all grade levels. When assigned, it should be appropriate in quantity (the amount a student has to complete) and quality (the mental effort required) according to the grade level. The emphasis should be on quality rather than merely quantity. Homework should never be assigned just to fill time or "just because." There should always be a specific and educational reason for homework; otherwise, it should not be assigned.

Learning responsibility and organization should be a by-product of homework. To be effective, homework assignments should not place an undue burden on students and families. Please inform the teacher if your child is experiencing difficulty. Homework should reinforce classroom learning objectives and be related to individual student needs and abilities.

Homework Policy due to Illness

In cases of student illness, a parent may request homework assignments via email to the teacher. Homework assignments may be picked up at the school office between 3:00-3:45 p.m.

Students may make arrangements with classmates regarding assignments or check RenWeb. Students may also receive missed assignments from their teacher(s) when they return to school.

Students will be allowed one day to make up work for each day of absence due to illness. For example, a student who was absent for three days will be given three days to complete the missed work.

If a student is absent and misses a test, they will make up their test upon their return to school. If there are extenuating circumstances, special arrangements can be made with the individual teacher. Should an absence for any reason other than illness seem imperative, parents are requested to consult with the Assistant Principal for Academic Affairs and/or the Principal with a written reason for the absence.

Homework due to Vacations/Planned Absences

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

Missing Homework Policy (5th – 8th grades) – Assignments turned in the following day may receive a 10% deduction. (These assignments must be turned in to the teacher at the beginning of the class period.) An additional 10% may be deducted for each late day. If a student does not have his/her assignment by the third day, a grade of "0" may be given. Parents will be notified if the assignment is still missing at that time. More detail on 5th - 8th grades will be given at Back to School Night.

Homework Policies for 1st through 4th grade will be distributed by classroom teachers at Back to School Night.

Parent Responsibilities

1. Check homework on RenWeb daily after 5:00 p.m.
2. Recognize that the amount of time spent on homework will depend on a student's ability and work/study habits.
3. Provide a well-lighted, distraction-free study area where the student can comfortably read and write.
4. Be positive, provide encouragement, and make sure assignments are completed on time.
5. Assist the student with budgeting his/her time.
6. Provide a specific time for daily study.
7. Supervise the homework and make sure the student understands directions and works carefully and neatly.
8. Contact the teacher about any concerns regarding homework.
9. Help find materials and resources needed to complete homework assignments.
10. Encourage the child to develop a sense of responsibility for keeping track of school materials and assignments.

Student Responsibilities

1. Update Student Assignment Planner daily.
2. Listen carefully and follow directions given by the teacher.
3. Use study aids as provided by teacher and parents (flash cards, etc.).
4. Use time efficiently. Plan ahead. Don't wait until the last minute to do long-range assignments.
5. Study in a well-lighted, distraction-free area.
6. Study at a specific time each day.
7. Discuss homework assignments with parents.
8. Talk with the teacher if you have problems doing your homework.
9. Be neat, well-organized, and proud of your work!

Service Hours

All of us are called to serve. We are called to this life of service by Christ Himself. Our Lord came not to be served, but to serve. For Him, service is a condition of discipleship. The Church challenges each of us to be active in our families, parishes, and communities. Performing service hours is one way we can encourage our students to proclaim God's message. This opportunity gives the students a chance to explore the many ministries of the community that might be outside one's normal circle of friends, family, and neighborhood.

Please note the number of service hours required per grade level:

5th Grade = 10 hours

6th Grade = 15 hours

7th Grade = 20 hours

8th Grade = 25 hours

Listed below are some suggested ways in which our students can serve:

Safety Patrol = 5 hours per quarter

School Choir = 5 hours per quarter

Mass Buddies = 5 hours per quarter

Fall Fest = hours vary

Gala = hours vary
Social services ministries (school packs, Angel tree, Thanksgiving Baskets, and Easter baskets) = hours vary
Environmental cleanup = hours vary
Neighborly activities: Serving others outside the family without pay
Babysitting
Yard help

Rule of Thumb: If I benefit financially, it will not qualify as service hours.

As the student finishes service hours, they should take the time to reflect on the service they performed and how it helped God shine to others. Service hours and a written reflection will be part of the student's participation grade in Religion each quarter. The written reflection will cover what service the student performed and how it impacted them and those they served. A different service must be done for each written reflection. Service hours to be counted this school year must be served from June 1st and turned in by Monday, May 14.

Report Cards

Students are evaluated during a grading period that ends every nine weeks. There are four grading periods in an academic year. There is a mandatory Parent/Teacher Conference to receive the first nine-week Report Card. Progress reports will be emailed to parents and available for viewing on RenWeb at the end of the fifth week for each grading period for Grades 1-8. Grades are given for academic achievement, effort, and conduct. Report cards for Grades 1-8 are generated at the end of each nine-week period and will be emailed to parents and available for viewing on RenWeb. At the end of the school year, final report cards for Grades 1-8 will be mailed home. (**NOTE:** If a family has an outstanding account balance, report cards may not be released until all financial debts are paid.) Report cards for Pre-Kindergarten and Kindergarten are distributed the last day of school. An explanation of the grading system can be found on the report card for each grade level.

Pre-Kindergarten and Kindergarten report cards are designed to inform parents of specific skill areas and concepts mastered and are sent home at the end of each nine-week period.

First graders will receive G for Good, S for Satisfactory, or N for Needs Improvement.

Students in grades 2-5 will receive a percentage grade in core subjects based on the following scale:

94-100 **A**
86-93 **B**
76-85 **C**

70-75 **D**
69 and below **F**

Students in grades K-5 will receive G for Good, S for Satisfactory, or N for Needs Improvement in Art, Music, P.E., and Foreign Language. Students in grades 6-8 will receive a percentage grade in all subjects.

Families with outstanding account balances will be disabled from RenWeb until their account is paid in full. This includes disabling the gradebook and report card features.

Students in Grades 7-8: If a student is absent during mid-terms or final exams, report cards will have an “INC” (incomplete) for each subject in which the exam was not taken. Upon returning to school, the student will have 5 days to make up the exam and have the INC replaced with the appropriate grade. **No exams will be administered prior to exam week.** Please check the classroom calendar for specific exam dates.

ADMISSION

In accordance with the Texas Catholic Conference accreditation standards, St. Elizabeth Ann Seton Catholic School **complies with all age and immunization requirements** of the State of Texas and the Catholic Diocese of Fort Worth. As a Catholic, non-public school dedicated to academic excellence within a disciplined, value-centered environment, the school actively seeks students and families who have a positive attitude toward the value of a traditional Catholic liberal arts education.

St. Elizabeth Ann Seton Catholic School requires that a student entering the PK3 program be 3 years of age by September 1. Students entering the PK4 program must be 4 years of age by September 1. Students must be potty-trained. According to Texas State Law, a child must be 5 years of age by September 1 to enter Kindergarten. A child must be 6 years of age by September 1 to enter first grade.

The most important qualification for acceptance into the school is the Administration’s assessment that the applicant will enjoy a successful school experience. This assessment is made in consultation with the family as well as through evaluation of the student’s past academic and conduct records. The aforementioned records must be provided by parents prior to admission. If a child has been diagnosed with a learning difference, it is the parent’s responsibility to notify the administration and submit documentation to the Learning Lab (preferably before assessment). All new students are conditionally admitted for the first nine weeks.

According to Diocesan Policy #5000, attending a Catholic school is a privilege and not a right of a student. The conduct of a student or the parent of the student may cause the student to lose the privilege of attending St. Elizabeth Ann Seton Catholic School.

Non-discriminatory Policy

St. Elizabeth Ann Seton Catholic School is in compliance with the Civil Rights Act of 1964 and other federal statutes of non-discrimination in its employment and admission practices. It admits qualified students of any race, color, sex, national or ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students of the school.

Entrance Assessment

Entrance assessments are administered to all new students entering K through 8th grade at a non-refundable cost of \$30.00 per child. New families will be interviewed by either the Principal or Assistant Principal.

Registration

Each returning family will submit an online application via RenWeb for registration beginning in February. New families will turn in hard copy paperwork directly to the school’s administration office. The following admission order and criteria will be considered in accepting the application.

Order:

1. Currently enrolled students /siblings
2. St. Elizabeth Ann Seton Catholic Church parishioners
3. Open enrollment

Criteria:

1. All tuition, fees, and other auxiliary balances at the time of application must be current
2. Students must have shown appropriate growth in academic and behavioral standards. (Summer school / tutoring may be a requirement for re-registration.)
3. All students and parents jointly agree to abide by the following:
 - Administrative Policies and Regulations
 - School Policies and Rules
 - Classroom Procedures

Admission Documentation Policy

For all new students, the following documents must be provided to the administration before enrollment is complete:

1. Admission Application
2. Emergency Card
3. Ongoing Directory Release/Permission for Publication Form
4. Copy of official state birth certificate
5. Copy of official Baptismal certificate (for Catholics)
6. Sacramental record of First Reconciliation and First Eucharist, where applicable for Catholics
7. Final report card copies from previous school(s)
8. Results of any standardized testing
9. Signed Transcript Request (release for previous school records for grades 1-8)
10. Completed Diocese of Fort Worth Health Report (including school physical)
11. Parishioner Verification Form
12. Immunization records signed by a physician (no religious exclusions)
13. Information about special health needs
14. Documentation regarding psychological, medical, or educational evaluations
15. Registration fee paid in full
16. **Assessment fee paid for all new students entering K through 8th grade**

For all re-enrolling students, the following is required prior to admission:

1. Completed Online Admission Application
2. Current on financial obligations to the school
3. Registration fee paid in full
4. All applicable fees

Custody

St. Elizabeth Ann Seton Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office

of the Principal. If legal interpretation is needed, the cost of this will be charged to the parent raising the question. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. Be advised that if a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.)

ARRIVAL AND DISMISSAL PROCEDURES

These procedures will help facilitate morning arrival and after school pick-ups.

Electronic Gates

The electronic gates on Whitley and North Tarrant are programmed to open at 7:25 a.m. and close at 8:00 a.m. They will also reopen at 3:05 p.m. If you come to school before or after these times, you may enter only from Willis Lane.

Cars entering from Whitley Road have the option to use the North or South parking lot for drop-off (see map for details). The North Door entrance is for **STUDENTS ONLY**. The doors will be open from 7:30 – 7:55 a.m. The doors will automatically lock at 7:55 a.m. Faculty and staff will monitor this entrance.

Arrival

School is in session from 8:00 a.m. to 3:05 p.m. Doors open at 7:30 a.m. Students may be dropped off at the South (Learning Lab) Door or the North Door. Students will be monitored in Morning Room according to grade levels. Please check signs on classroom doors for the correct Morning Room. Students who arrive at or later than 8:00 a.m. should check in at the main school office before going to their classroom.

Extended Day will meet in the Parish Activity Center. Extended Day Parents, please use South parking lot entrance.

If your child needs assistance getting out of the car or you must open your trunk to get out book bags, YOU need to park in the Park and Walk section on the West parking lot. Children should get out of your car from the **passenger side only**. **This is a safety issue.**

Park and Walk

If you want to walk your child/children to their class, please park on the far West parking lot by the basketball hoops. There will be a coned-off area to be used as a walkway.

PK 3 / PK 4 Year-Olds - Arrival and Dismissal

All children will enter using the North or South (Learning Lab) Door. Children will be dismissed at the East Door (Circular drive) if they do not have an older sibling in school. Parents with an "Express Line" tag are asked to attach them to their sun-visor preferably on the passenger side.

Kindergarteners without siblings will also be dismissed at the East Door (Circle Drive) immediately following 3:05 dismissal prayer.

1st – 5th Grade Dismissal (RED LINE)

At 3:10 students in the Express Car line will be dismissed. Students in grades 1st -5th **with no siblings and are not part of a car-pool** will be classified as **Express Line**. Parents will be issued an Express Line permit the day of Orientation. Express Line will be a moving car line; therefore, car permits must be visible to the teachers. When the Express line is finished, students with siblings will be dismissed. Kindergarteners with siblings will be included in this dismissal. Parents will be assigned a parking area based upon their oldest child's grade level. **Do not pick up your student from the steps.** Students will be directed to their assigned areas by their teachers. **When all children are safely in their cars, traffic flow will begin.** No one will leave the parking lot until they have been signaled by the traffic moderator. **We are all responsible for the safety of our children!**

5th Grade Express students will be dismissed with the 6-8th Grade Express students.

6th – 8th Grade Dismissal (BLUE LINE)

At 3:10 students in the Express Car line will be dismissed. Students in grades 5-8th **with no siblings and are not in a car-pool** will be classified as **Express Line**. Parents in the Express Line – please stay to the right of the cones. Parents with siblings or who are in car-pools please stay to the left of the cones. Students in the Express Car line will have a designated pick up section. When the Express line is finished, students with siblings will be dismissed. **Parents, do not cut across the grassy field to pick up your students.** At 3:15 students will be directed to their assigned areas by their teachers. **Once the students are released to go to their cars, all traffic will cease until students are safely in their cars. Only 8th grade parents may park by the wall. This area will be designated as 8th Grade Parking.**

Late Dismissal

If you arrive at school late to pick up your student/s, you can pick up your student/s at the School Office. Students remaining after 3:30 will be escorted to Extended Day. Extended Day is located in the Parish Hall in the afternoon. If a student is sent to Extended Day, there will be a one-hour minimum charge fee (\$6.00) in addition to any further hourly charges. On the second occurrence of a non-registered student going to Extended Day, the family will be charged the registration fee (\$50.00 per child) in addition to the hourly fees.

Special Needs/Appointments

If you have an appointment that requires an early dismissal, please pick up your child **by 2:55 p.m.** Park on the South parking lot and use the Church and School Office door entrance. Make sure you call in advance so we can have your child/children ready for dismissal. Failure to follow these procedures may detain you.

Rainy Day Dismissal

Parents will pick up their child/children from their classroom. **The Church and School office doors will not be a point of entry.** The South and North doors will open at 3:15 p.m. on Rainy Day Dismissals. On early dismissal days (12:00 noon), the South and North doors will open at

12:10 p.m. Students end instructional class time at 12 noon or 3:05, but the school doors will not open until ten minutes later to give students time to return to their homeroom and pack up their belongings.

A **RED FLAG** will be posted by 3:00 p.m. to indicate a Rainy Day Dismissal.

Please remember: All assigned areas for regular dismissal will be designated by oldest child in school.

ATTENDANCE/ABSENCES/TARDIES

If for any reason a student will not be in attendance at school, **the parent is required** to call the school office at 817-431-4845 or email attendance@seasc.net by 9:00 AM to report the absence. If a student is marked absent and a phone call from the parent/guardian is not received, the school will call the parent/guardian. Upon the student's return to school, a doctor's note or a written note should be presented to the front office indicating the reason for the absence and the dates involved. **PLEASE NOTE:** Diocesan policy states that if participation in PE or recess is restricted, a doctor's note is required.

Regular attendance in school is necessary for students to be successful. A student who is absent from school will not be allowed to attend Class Parties, Extended Day, or participate in any after-school activities including sporting events on the day of the absence.

For specifics regarding missing homework, refer to "**Homework Policy due to Illness.**"

In order to receive credit for a class, the student must have attended 90% of the days the class is offered. **Parents will be contacted by the administration to determine a course of action regarding excessive absences and extenuating circumstances.**

Tardiness

It is the responsibility of the parent to see that students arrive at school on time. Students coming late disrupt class time and the learning environment of the classroom. Being on time results in teaching the virtues of punctuality and respect. Please respect your child and one another's children by being punctual.

Morning prayer will begin at 8:00 AM. Students must be in their classroom and prepared for class by 8:00 AM.

Students arriving after 8:00 AM through the South Door must report to the main office for a late arrival slip.

Students arriving after 8:00 AM through the North Door will check in at that entrance and receive a late arrival slip from a staff member.

Parents should begin exiting the building at 7:55 AM in order for teachers and students to get ready for the beginning of the school day.

Anyone present in the hallways at 8:00 AM is asked to stop and join us with Morning Prayer and quietly exit after announcements.

1. PreK and K students will be walked to class by office staff after 8 AM.
2. Students arriving at school after 10:00 AM will be counted absent ½ day.
3. Students leaving before 10:00 AM will be considered absent for the day.
4. In order to receive credit for half-day attendance, a student must be in class for three consecutive hours of instruction.
5. After 10 tardies, students and their parents may be contacted by the principal and/or the assistant principals to determine a course of action regarding tardiness.

COMMUNICATION

St. Elizabeth Ann Seton Catholic School utilizes an online school software management program for our communication needs:



ParentsWeb provides access to:

Attendance
 Grades
 Progress Reports
 Report Cards
 Homework
 Missing Assignments
 Weekly FYI
 Staff & School Directory

As well as school menu, forms and documents, announcements, and much more!

----- PARENTSWEB ACCESS INSTRUCTIONS -----

You must have an email address on file with the school in order to obtain a password from RenWeb. If you do not have an email address on file, please send an email to yhalboth@seasc.net to have it placed in your family file. After your email has been entered in the computer, do the following to access ParentsWeb:

1. Go to your internet address bar and type in www.RenWeb.com
2. Click on 'Log In-ParentsWeb'
3. Click 'Create New ParentsWeb Account' tab
4. Follow onscreen prompts - District code = SEASCS-TX

Once your password has been emailed to the email account you established with the school, you will return to RenWeb and log in as "Parent Login" (not "New Parent Login").

Our online communication software is solely for the use of the school and school related items. No personal promotions, handouts, emails, etc., are allowed via RenWeb.

All mass emails to parents from other parents must first be approved by the Administration.

School Webpage

In addition to RenWeb, our school's webpage, www.seasc.net, contains valuable school information and should be checked on a regular basis for updated school information.

Friday Folders

Each Friday, the students bring home a weekly folder which contains school and class-related communications regarding school events/activities, class messages, etc., as well as the weekly Scrip order form. St. Elizabeth Ann Seton Catholic School **requires** parents to check this folder each week and return it each Monday. Classroom teachers may utilize the Friday Folder to return completed work or may send the work home on another day. See your classroom teacher for the scheduled day to return completed student work.

Assignment Books (1st – 6th grades only)

In an effort to develop good study skills, systems are developed by the faculty for use of notebooks and folders. Students in 1st through 6th grades are required to use the Daily Assignment Book provided by the school. The assignment book helps students keep up with assignments and provides parents a regular means of evaluating progress. Students copy their assignments given to them by the teacher. Assignments are also posted on RenWeb by 5 p.m. for Grades K-8.

Messages to Students and Teachers

To get a message to your child during the school day due to an emergency, please call the school office as early in the school day as possible, leaving the message with the school office. The message will be delivered to the child's teacher as promptly as possible. **Please notify the front office by 2:45 PM regarding instructions for dismissal or carpool.** Students are not permitted to leave class to receive telephone calls except in extreme emergency situations. The phone in the school lobby is available for student emergencies. Students who need to have a cell phone accessible after school hours must leave the cell phone turned off and in their locker until after dismissal.

If you wish to contact a teacher during the school day, please do so through the teacher's email. The teacher will respond to your email as soon as possible. If you do not receive a response from the teacher within 48 hours, please contact the front office to make sure the teacher's email is working properly, they are not absent, etc.

Internet Terms, Conditions, and Regulations

It is the policy of St. Elizabeth Ann Seton Catholic School to require the ethical use of the Internet and related technologies by all employees, volunteers, patrons, guests, and students as set forth below. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violation that is unethical and may constitute a criminal offense.

1. **Acceptable Use** – The use of the Internet and related technologies must be in support of education, research, and consistent with the educational objectives of St. Elizabeth Ann Seton Catholic School. Use of other organizations’ networks or computing resources must comply with the rules appropriate for these networks.
2. **Unacceptable Use** – Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyright material, threatening, violent or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized “chat” or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, etc.
3. **Privileges** – The use of the internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to the internet and related technologies will participate in a training session with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administration or designee to deny, revoke, or suspend a specific user’s access to the internet and related technologies due to unacceptable use.
4. **Copyright** – It is the policy of St. Elizabeth Ann Seton Catholic School that all employees, volunteers, patrons, guests, and students will abide by the federal copyright laws. Employees, volunteers, patrons, guests, and students may, with the school’s permission, copy print or non-print materials allowed by:
 - i. Copyright law
 - ii. Fair use guidelines
 - iii. Specific licenses or contractual agreements
 - iv. Other types of permission
5. Employees, volunteers, patrons, guests, and students who willfully disregard copyright laws are in violation of St. Elizabeth Ann Seton Catholic School policy, doing so at their own risk and assuming all liability.
6. **Other:**
 - i. Network accounts are to be used only by the authorized owner of the account for the authorized purpose
 - ii. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network
 - iii. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software or hardware components of a computer or computing system is prohibited

DISCIPLINE PROGRAM

Philosophy

At St. Elizabeth Ann Seton Catholic School, one of our objectives is to assist parents with the formation of good behavior and virtue in their children. To achieve this, we provide opportunities for students to encounter goodness, grow in goodness, and desire goodness. The ultimate example of goodness is Jesus Christ. Therefore, we seek to encounter Him, follow Him, and become His disciples. The life of a *disciple* requires *discipline*, a discipline that helps us grow according to our human nature, cooperate with grace, and, in the words of St. Irenaeus, become "fully alive" so that our moral life is ordered and our gifts and talents are cultivated and may flourish. Living this requires virtue, the "habitual and firm disposition to do the good." (CCC 1803) At St. Elizabeth Ann Seton Catholic School, we aim to provide a learning environment where virtue is cultivated and students respect their neighbors and themselves.

We have high expectations for behavior and cooperative interaction among all members of the St. Elizabeth Ann Seton Catholic School community. Our school's approach to discipline formation and student behavior is reliant on a secure common good and a community whose members work together. Therefore, what we do to others and to ourselves matters. Behaviors and misbehavior are decisions, and decisions engender consequences. At St. Elizabeth Ann Seton Catholic School, we believe in natural consequences for actions. The consequences for poor decisions should flow from the nature of the mistake, and reconciliation is based on mending the community. Consequences reflect the natural outcome of poorly made or inappropriate decisions. All people need help in realizing that they are not perfect, and they are likely to make poor judgments and mistakes while learning and growing.

Our response to behavior problems is to correct the action and apply the appropriate consequences while remembering and reminding the children of our continued love and their God-given dignity.

Behavior Standards

Our ultimate concern is the formation of young men and women as disciples of Christ who are prepared and disposed to respond to God's call. Toward that end, our discipline program seeks to recognize the dignity of the individual, fostering in the child a love of God, neighbor, and self. We seek to accomplish this by helping students come to live a virtuous life.

The objectives of our plan are:

- To ground students thoroughly in an understanding of the virtues
- To support students in making the right decisions
- To instruct, correct, and develop self-control and orderly conduct
- To use consistent and logical consequences rather than punitive measures

Our expectations are three-fold:

- **Be Safe**: Do my actions promote a safe environment for myself and others?
- **Be Responsible**: Am I taking responsibility for my actions and their outcomes?
- **Be Respectful**: Are my actions showing consideration for the rights of others?

From these expectations, the following standards are observed at all times:

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

1. Be polite and kind to others, both adults and students, in speech, action, and manner.
2. Display respect and prayerful participation during liturgy.
3. Follow all rules and procedures maintaining orderly behavior while using school and church facilities.
4. Respect property of the school and church, as well as the property of others.
5. Work to the best of his/her ability.
6. Be prepared for class each day by having the necessary materials.
7. Be academically prepared for class by completing all assignments on time, turning in all work, and actively participating in class.

Teachers are empowered to use individual disciplinary techniques in their classrooms that promote self-discipline and emphasize mutual respect and courtesy for all people. Any “Quiet Time” or “Time Out” responses to a child’s need for reevaluation of a specific behavior will be done in the least embarrassing and non-threatening manner. Self-discipline is the goal for each of our students and, working together as a team, the school community strives for the transition from externally imposed discipline to self-discipline.

St. Elizabeth Ann Seton Catholic School follows the Diocese of Fort Worth’s strict guidelines of allowing NO corporal punishment.

Gum

Students may not have or chew gum on campus. We are a gum-free campus.

Disrespect of Property, Stealing, Vandalism

Any act which demonstrates a lack of integrity or respect for the property of others is never acceptable. St. Elizabeth Ann Seton Catholic School will not tolerate vandalism or stealing. Students who choose to engage in such activity may be suspended or may be expelled. Consequences will be left to the discretion of the principal.

Fighting, Harassment, or Bullying

St. Elizabeth Ann Seton Catholic School recognizes that each person has great dignity because each is made in the image and likeness of God; therefore, each person deserves respect. Respect and dignity may be understood through the Ten Commandments; we do not steal, lie, cheat, hurt a person in spirit or body, or do anything that would hurt the dignity of another. Such inappropriate behavior will be handled by the teacher.

In union with our fellow schools in the Diocese of Fort Worth, the staff and teachers of St. Elizabeth Ann Seton Catholic School will not tolerate fighting, harassment, or bullying on or off campus or while students are under their supervision. Fighting, intimidation, bullying, and harassment of any kind are inappropriate and also unacceptable. Depending upon the type and severity of the offense, a student may be given a disciplinary referral or a detention. A student may also be suspended or expelled.

Note: Parents, please communicate with your child’s teacher should you have a concern in this area.

Inappropriate Language

The way we speak to or treat one another directly correlates to respect. Our ability to communicate is a great gift from God who sent His Son, the Divine Word, to us in complete communication of His love. Chiefly, our speech should reflect a pure mind and a clean heart. Blasphemy or sacrilege against God, His Church, the Blessed Mother, or the angels and saints is not acceptable. Profanity, crude or inappropriate language, and rude gestures toward other people are also never acceptable. Students should always show the utmost respect for faculty, staff, and fellow students. Violating this ethic will result in a disciplinary referral.

Note: Parents, please communicate with your child's teacher should you have a concern in this area.

Behavior Plans

*PreK – 4th grade behavior plans and disciplinary actions will be handled by the homeroom teacher. More detailed information will be given at Back to School Night.

5th – 8th Grades School Behavior Expectations

Expectations:

	Be Safe	Be Responsible	Be Respectful
Classroom	Keep hands and feet to yourself. Store materials under your desk. Do not throw objects.	Arrive to class on time. Bring necessary materials. Be on task.	Follow directions. Be kind. Take care of personal and school property.
Recess	Stay within designated recess area. Do not play aggressively (tackling, shoving, etc.).	Line up as soon as you hear the whistle. Bring in recess equipment.	Allow anyone to participate in activities. Prepare to enter the building (tuck in your shirt, quiet yourself, etc.).

Positive Consequences:

Natural	School Action
<ul style="list-style-type: none"> • Growth in virtue • Helping others • Self-satisfaction 	<ul style="list-style-type: none"> • Merits

Negative Consequences:

Natural	School Action
<ul style="list-style-type: none"> • Loss of virtue • Damaging relationships • Hurting one's soul 	<ul style="list-style-type: none"> • Warning • Demerit • Detention • Conference

Behavior resulting in an automatic detention or, in serious situations, suspension and/or expulsion from school:

- A) Damaging property*
- B) Fighting*
- C) Stealing*
- D) Inappropriate hand gestures*
- E) Cheating/plagiarism*
- F) Bullying*

*These are examples, not an all-inclusive list.

Procedure:

Behavior concerns (including demerits) are noted in RenWeb.

- 1) Verbal warnings or student/teacher conference may take place with any behavior at any time.
- 2) Demerits may be given by any teacher, supervisor, or substitute teacher.
- 3) If a student accumulates three demerits, that student receives a detention. Detentions will be served on Wednesdays from 3:00-4:00 PM
- 4) Continuous disruptions may cause the student to be removed from the classroom and sent to the office. This will be followed by parent contact.
- 5) An automatic detention will also warrant a conference with the teacher, child, and parent.
- 6) When a suspension is warranted, a conference will be scheduled with the student, parents, teacher, and principal or assistant principal. Two or more suspensions within the year will be of longer duration and/or probation or expulsion.
- 7) A student may be placed on probation with a written contract which is the continued enrollment of a student but with specified conditions.

Certain circumstances may warrant a written contract requiring counseling and/or outside interventions before a student is eligible to return to school. If the behavior continues, parents may be asked to withdraw their child from the school or the school may begin expulsion process. As per diocesan policy, expulsion involves the principal, pastor, and the school superintendent.

Conference with Parent, Teacher(s), and/or Administration: When a single behavior is extreme or a pattern of behavior is concerning, the teacher and/or administration may call a parent conference to discuss the concern and a plan of action. Please note, a teacher will always be accompanied by a peer or administrator in a conference with parent(s).

Suspensions

Suspension is a serious response to violations involving fighting, serious disrespectful behavior toward a staff member, an adult, or another student; stealing or any other action that endangers the safety of others; and any involvement with tobacco, drugs, alcohol, or weapons. St. Elizabeth Ann Seton Catholic School will notify the student's parent/guardian of their suspension and will require a conference before the child may return to school.

St. Elizabeth Ann Seton Catholic School has a ZERO TOLERANCE policy concerning weapons, drugs, and alcohol on school grounds. Any student who violates this policy is subject to suspension and/or expulsion from the school.

PLEASE NOTE DIOCESAN POLICY #5220 – SUSPENSION AND EXPULSION Addendum

Toys, Electronic Devices, and Cell Phones

Students are not allowed to possess toys on campus unless being brought to class for Show and Tell, etc. Students are not allowed to possess on campus electronic devices such as radios, beepers, compact disc players, iPods, MP3 players. Students are not allowed to use watches with "smart" technology during instructional time. Students using iPods or MP3 players (whether audio, text message, or camera feature) during class are subject to an automatic detention or suspension. These devices will remain in the school office until the parent/guardian picks them up. The school is not responsible for any lost or damaged cell phone or other electronic device.

CELL PHONES MUST REMAIN TURNED OFF AND REMAIN IN THE STUDENT'S LOCKER (6-8) or backpack (K-5) DURING SCHOOL HOURS (restricted hours 7:30-3:15). If a student is using a cell phone during the restricted hours and/or carrying on their person, a school employee may take the phone and bring it to the Assistant Principal for Student Affairs, where the parent may retrieve it at the end of the day. **A \$15.00 fee will also be assessed at the time the phone is picked up per Cell Phone Agreement.**

Electronic tablets (iPads, Kindles, Nooks, etc.) will only be allowed when used for educational purposes, and with approval from the teacher and permission from parents. St. Elizabeth Ann Seton Catholic School will not be responsible for lost, stolen, or broken devices.

PARENTS: State Law prohibits cell phone usage in school zones.

EXTRA-CURRICULAR PROGRAMS

National Junior Honor Society

The NJHS is a nationwide organization whose purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship. The selection process of the St. Elizabeth Ann Seton's chapter of the NJHS is as follows:

- Only students who have attended the school for the equivalent of one semester may be considered for membership.
- Students who have attained a cumulative grade point of 3.5 or better for the previous four quarters are invited to apply to become a member of St. Elizabeth Ann Seton's chapter of the NJHS. Students and parents must clearly understand that an invitation to apply **does not** guarantee selection. NJHS Induction is conducted in February (TBA).
- A five-member faculty committee reviews completed applications with equal consideration given to each of the five qualities held in high regard by the Honor Society – scholarship, service, leadership, character, and citizenship. The decision of the faculty committee to accept or reject any student is final and is not subject to review or appeal.

- Students who do not maintain a 3.5 grade point average or have behavior issues will be placed upon probation. Two successive probationary quarters will result in the student being dropped from NJHS.
- The National Junior Honor Society Handbook is available in the School Office for further information regarding NJHS Policies and Procedures.
- All inductees will receive a copy of the St. Elizabeth Ann Seton Catholic School National Junior Honor Society By-laws.

Sports Program

The purpose of the sports program is to support and enhance the character growth of each student through developing a sense of discipline, hard work, teamwork, and the individual pursuit of excellence.

Eligibility and requirements are outlined in the St. Elizabeth Ann Seton Catholic School Athletics Program Handbook.

Cheerleading

Cheerleading is under the auspices of the sports program of the school and interested students in grades 6, 7, and 8 may participate. Cheerleading is subject to the policies and eligibility requirements of the sports program.

Student Council

Students in 7th and 8th grades may participate in St. Elizabeth Ann Seton Student Council. Its purpose is to foster the leadership skills of its members and help them to develop a sense of responsibility for the school as a community.

A member may not receive any grade lower than a 70 in any subject area on the Progress Report or Report Card. If this happens, the member will be placed on probation for the next grading period. If the grade falls below 70 at the end of the next grading period, the member will be dropped from Student Council.

If the student becomes a discipline problem, he/she may be required to give up their seat on the Student Council.

FIELD TRIPS

Field trips serve the instructional program that cannot be brought to the classroom by utilizing those educative resources of the community and of the region. St. Elizabeth Ann Seton Catholic School requires a signed permission form by a parent/guardian for all field trip activities. This form outlines for the parent the destination, time of trip, mode of travel, duration of trip, and cost to the student. The parent/guardian should sign and return the form per the teacher's instructions. The teacher or principal may deny a student participation on a field trip if he/she fails to meet academic and/or behavioral expectations.

Parents driving on field trips must meet Diocesan insurance requirements, have a Diocesan form on file in the school office (see Appendix), and have current *Safe Environment Training* and background check. Per Diocesan policy, St. Elizabeth Ann Seton Catholic School requires

parent drivers to supply them with a copy of their current insurance Declaration Page information and driver's license. Please submit new copies upon renewal.

St. Elizabeth Ann Seton Catholic School needs and welcomes a limited number of chaperones on field trips. If children are transported by bus, chaperones ride on the bus and help supervise students. Chaperones help to ensure the safety of the students. Chaperones should plan childcare arrangements for their other children so that they can be free to provide the supervision necessary. Siblings will not be allowed on a field trip. Parent involvement helps improve our school. Please consider joining in our mission through participation in various activities.

GENERAL INFORMATION

Child Abuse and Neglect

School teachers and administrators who suspect that a child has been, is being, or will be abused or neglected are required by law (Texas Family Code, Chapter 34) to report it to Child Protective Services.

Lost and Found

Please make sure to mark clothing and property that your child brings to school. Should you misplace an item, there is a lost and found box for lunch boxes and uniform items. Please check with the front office for the location. Any other lost and found items will be located in the Parish Hall foyer. Unclaimed uniform items left in the box at the end of each semester will be donated to Used Uniforms or the Community Storehouse.

Inclement Weather

Announcements of school closing and/or a delay in opening due to inclement weather will be announced on television channel 8 and channel 5 between the hours of 6:00 AM and 7:00 AM and will be posted on our school webpage. If in doubt about the advisability of driving in inclement weather, please use your own judgment. If at all possible, a delay in opening (10:00 AM or so) will be the preference on bad weather days which allows us to count the day as a school day. **If there is a Rainy Day Dismissal, red flags will be posted by school entrances at 2:45 PM and a message via the Parent Alert system will be sent.**

Drills and Alerts

St. Elizabeth Ann Seton Catholic School conducts fire, tornado, and lock down drills routinely. In the event of a tornado warning or a fire, students and staff will proceed to their assigned areas. A Crisis Management Plan is in place.

Extended Day

St. Elizabeth Ann Seton Catholic School offers extended care before and after school hours for those families who register for this program. Enrollment in the Extended Day program requires a \$50.00 annual registration fee per child, up to a maximum of \$100 per family. This must be paid in August and/or prior to the child attending the Extended Day program. Cost is \$6.00 per hour with a one-hour minimum charge.

Morning extended care is available from 6:45 AM to 7:45 AM. Afternoon extended care is available from 3:05 PM to 6:00 PM. The school will charge families Extended Day rates for students who arrive to school before 7:30 AM and for students who are not picked up at school by 3:30 PM. Students not picked up in Extended Day promptly by 6:00 PM will be assessed a \$10.00 late fee per family in addition to the hourly rate. Extended Day fee statements will be available on RenWeb bi-monthly and payment is due the 1st and 15th of each month. Families with delinquent Extended Day accounts may be asked to withdraw their student(s) from the program.

Extended Day is available on school days when we have early dismissal. The afternoon session on early dismissal days closes at 3:30 PM. On these days, we charge hourly (\$6.00) except for the last half hour (3:00-3:30), which charges \$3.00.

Asbestos Notification

An asbestos inspection was conducted in February 2016. The results of the survey indicate that asbestos is not present in the school building. St. Elizabeth Ann Seton Catholic School is in compliance with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) and all Environmental Protection Agency (EPA) regulations concerning asbestos in schools. The complete file is available for review in the school office.

School Endorsements

Occasionally during the school year, St. Elizabeth Ann Seton Catholic School sends home flyers advertising various events, services, and items that are available to our student population. The inclusion of these flyers in the Friday folder or available online does not constitute an endorsement of the event, service, or item by the school. Our intent is to provide information for you to evaluate and use as you determine appropriate. **No personal endorsements from any family at any time is allowed to be distributed to our school families either by Friday Folders or email.**

HEALTH PROGRAM AND PROCEDURES

If medical information changes at any time during the school year, for the safety of each student, parents or guardians must promptly notify the school office and school nurse.

Immunizations

Students must be current on immunizations to enroll. Religious objections to shots are not accepted. Students with medical exemptions must have a medical doctor's note that is approved by the school nurse.

Medication

So that all safeguards may be taken to protect the health of the child, the school nurse must be notified before the first day of school, concerning prescribed medications and/or any special physical conditions of the child. Diocesan policy states that necessary medications such as those needed for epileptics, asthmatics, diabetics and hyper kinetics may be given at school. Acetaminophen and ibuprofen may be dispensed if necessary with written permission of a doctor. **ONLY DOCTOR PRESCRIBED MEDICATIONS IN THE ORIGINAL CONTAINER**

WILL BE ADMINISTERED TO THE STUDENT. Medication must be accompanied by a Medication Permit Form. The form and instructions for administering the medication must be provided. The form must include specific dosage and times. Medication should be directly handed from the parent/guardian to the school nurse or office personnel. **Medication may not be carried or kept by students. It CANNOT be in backpacks, lunch boxes, etc. This includes throat lozenges and cough drops.**

Allergy Policy

If the student has any noted allergies requiring the use of an epi pen, the parent shall furnish the school with two epi pens for the student. An allergy plan of care for the student must be in place by the 1st day of school and at all times that the student attends the school. The EpiPen and the Diocesan Medication Permit Form must be signed by both the physician and the parent or the child cannot be in school.

Prior to each field trip, the Parent has the responsibility of reminding the teacher that the EpiPen is to go on all field trips with the student.

The EpiPen furnished to the School by the Parent must be currently valid and any expired epi pens are to be immediately replaced by the Parent.

All school employees will have annual EpiPen training in August during orientation, and refresher training as needed.

At any time that a Parent is not in compliance with this policy, the student cannot attend the school and school related functions.

Illness/Injury During School Hours

Should a child become ill or injured during the school day and the matter cannot be handled at school, the parent will be called to make further arrangements. A child whose temperature is 100 degrees or above must be picked up from school as soon as possible. **Please list an emergency contact that can arrive within 30 minutes of notification.**

A CHILD MUST BE FREE OF FEVER AND/OR VOMITING 24 HOURS PRIOR TO RETURNING TO SCHOOL.

Infectious and Contagious Disease

Guidelines for Excluding Students from School

Keep Child at Home Guidelines	Return to School Guidelines
Oral temperature of 100 or above	Fever free for 24 hours
Vomiting	Symptom free for 24 hours
Nausea or severe stomach pains	Symptom free
Marked drowsiness or malaise	Symptom free upon arrival to school
Sore throat, acute cold or persistent cough	Symptom free upon arrival to school
Red, inflamed or discharging eyes	Written physician release
Acute skin rashes or eruptions	Written physician release
Swollen glands around the jaws, ears or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious

Earache	Symptom free
Pediculosis (head lice)	Nit free- <i>must be cleared by school nurse before readmitted to school</i>
Other symptoms suggestive of acute illness	Written physician release
Diarrhea	Symptom free

A parent must keep a child home if he/she:

- Is unable to follow the classroom routine
- Coughs excessively and/or might infect others
- Is a disruption to the classroom
- Had a fever or vomited in the night
- Has an active, contagious infection or disease.

Participation in Physical Education Classes

In order to be excused from physical education classes, it is necessary that the child have a signed excuse from a physician.

LIBRARY

Loan Periods

Students may check out library items for 1-week intervals. Holidays and/or school closings may allow for extended loan periods. Students must return all items to the St. Elizabeth Ann Seton Catholic School library on or before the due date stamped on each item. Most items may be renewed one time in person, unless another student or teacher has placed a reserve on it. Students may also request a library pass from their teacher for use before or after school to take an accelerated reader quiz or to return, renew, or check out library materials.

Overdue Notices

As a courtesy to students, St. Elizabeth Ann Seton Catholic School library will issue an overdue notice. However, non-receipt of an overdue notice will not exempt a student from applicable fines. To avoid such notices and fines, please have students return library items on or before the due date stamped on each item.

Fines

Students will receive a one-day grace period for overdue items before fines begin to accrue. St. Elizabeth Ann Seton Catholic School library charges a daily fine of \$.10 for each item overdue. Fines will not accrue on weekends and/or holidays. Fines are limited to \$1.00 per each item. A student's borrowing privileges may be suspended if he/she owes \$1.00 or more. Once all fines have been paid and items have been returned or replaced, borrowing privileges may be reinstated.

Lost, Missing, or Damaged Items

St. Elizabeth Ann Seton Catholic School Library expects students to replace or pay for the cost of any library item that is not returned. The library will charge the student the current price to

replace the lost, missing, or damaged item plus shipping costs. This is in addition to fines accrued.

Lunch

Lunch service is provided by Educational Catering, Inc. Information for obtaining an ECI account is provided at the Meet the Teacher orientation or may be found by contacting the school's main office. Payments for ECI are made directly either online or via check made payable to ECI. Students may order from ECI or bring their own sack lunch. Occasionally, a child will come to school without his/her lunch. If your child does not have a lunch, our lunch service provider, ECI, may make sure the child is provided with a lunch. The cost of the lunch will be charged to the parent's ECI account and should be repaid as soon as possible. If purchasing through ECI, a full meal is required through 3rd grade. *A la carte* items are available for 4th grade and above. **No carbonated beverages are allowed in the cafeteria.** Every effort will be made to provide the lunch items you ordered for your child; however, we cannot guarantee that all items will be available. Substitutions may be necessary.

Lunch Schedule

11:00-11:30	Kindergarten and 1 st Grade
11:15-11:45	Pre-K 3 and Pre-K 4 (students will eat in their classrooms)
11:15-11:45	2 nd – 4 th Grades
12:05-12:35	5 th – 8 th Grades

Release of Students

Students will only be released from school to an authorized parent or guardian. In instances of carpool and special situations, it may be necessary that an adult other than the parent or guardian pick up a child from school. At the beginning of the year, parents are asked to designate via RenWeb those who have permission to pick up their child from school. If circumstances require someone other than those designated to pick up the child or if your child is to go home with someone not on your list, notification is required via a hand-delivered note or email and must include the person's name. This information can be emailed to your child's homeroom teacher and the school's main office at attendance@seasc.net or faxed to the school office at 817-431-1865 *before 2:45 PM*. That person must come to the school office to sign the child out of school. If we have not received notification from you, we will not release your child.

Searches

The school reserves the right to conduct a search of anything brought on school property. This includes cell phones, other electronic devices, and personal belongings. The search will be made in the presence of a third party. The school may conduct a search of the physical plant of the campus, including cubbies, desks, and lockers on suspicion of a threat to the health, welfare, or safety of the school community.

Visitors

All visitors must sign in and obtain a visitor's pass at the school office upon arrival on campus to ensure the safety of the students and to maintain an orderly classroom atmosphere. If you are having lunch with your child, please sign in at the Front Office and pick up a visitor's badge. If it is necessary to deliver a forgotten item, please make sure the item is labeled and drop it off in the front office. Office personnel will notify the student of the forgotten item.

Security

All visitors to the school building during the school day *must enter through the main school office* located by the Church and sign in at the front office, present a valid state ID, and receive a visitor's badge. Staff members will stop anyone they see in the school without a visitor's badge, including parents and volunteers. Custodial arrangements should be documented, kept current, and remain on file at the school office. Please provide copies of all legal documentation with regard to child custody to the Principal immediately when your child begins attending the school. In accord with Diocesan policy, St. Elizabeth Ann Seton Catholic School is a drug-free, tobacco-free and weapon-free campus.

Special Programs, Events, and Activities

All special programs, events, and activities held in the Parish Activity Center will be accessed only through the gym doors on the North Parking Lot. Doors entering the school will not be accessible during or after performances. During the school day, parents will need to return to their cars and prepare for regular or Rainy Day dismissal, which will be announced **AFTER** the performance. Parents, please understand if this is a specific grade level performance, we will not be able to interrupt sibling classes for an early dismissal.

Student Records

A student's parents/legal guardians have the right to review their student's records in the presence of the Principal. A minimum of one day's notice in writing is required in order to review a student's file. In the case of separation or divorce, the non-custodial parent shall have access rights to a student's records unless restricted by court order. If such a court order has been issued, it is the responsibility of the custodial parent to provide the Principal with an official copy of the court documents.

Textbooks

Textbooks are provided by the school as part of the registration fee. All textbooks, library books, and other school materials are property of the school. Textbooks must be covered at all times. Students will be charged for the replacement cost of damaged or lost books. This charge will include shipping charges.

Promotion and Retention

Refer to "**Parent & Student Responsibilities**": A student is promoted to the next grade level when all State and Texas Catholic Conference Accreditation Commission requirements are met. Re-teaching and re-evaluation of basic skills will occur throughout each course to aid in the determination of promotion. It is recommended that students be given the gift of an extra year in the Early Childhood to lower elementary levels if an appropriate stage of maturity for learning

has not been reached. If, in the teacher's judgment, retention should be considered, the option will be discussed with the Principal and/or the Assistant Principal for Academic Affairs and arrangements will be made for a conference with the parents no later than the middle of the 3rd quarter or prior to re-enrollment. Written documentation of this conference will be placed in the child's file. The Principal will make the final determination by May 1 if the student's future educational needs can be met by St. Elizabeth Ann Seton Catholic School. When a student is promoted against the advice of the professional staff, parents will be required to sign a statement that this is the case and this information will be kept in the student's file.

Tutoring

Occasionally, a child will benefit academically from professional tutoring. If this situation is recommended for a child by a teacher, St. Elizabeth Ann Seton Catholic School will make an effort to provide direction and resources to the parent. Fees for tutoring sessions are the responsibility of the parent. The tutoring may take place at the school if possible. Please note, however, that St. Elizabeth Ann Seton Catholic School teachers are never permitted to tutor a current student for a fee during the academic school year.

Withdrawal

Please notify the administration in writing when plans are made to move from the area or to transfer the child to another school. If you seek admission to another Catholic school within the Diocese of Fort Worth, you must contact the administration for a completed transfer or withdrawal. Please note that the Principal of the entering school must notify the Principal of the withdrawal school when a parent seeks admission to one of our diocesan schools. Diocesan Policy requires that transcripts never be released directly to the parent. The new school must request the student's records in writing. Transcripts will then be sent to the new school after all books and/or other school property have been returned to St. Elizabeth Ann Seton Catholic School and all outstanding fees and tuition have been paid. **Registration fees are nonrefundable.** Tuition fees are nonrefundable except in cases of relocation out of the area which covers the Diocese of Ft. Worth.

Diocesan Policy requires families currently enrolled in a diocesan school to get an Exit Report from their current Catholic school before seeking enrollment at another school within our same diocese.

Financial Matters

Most checks should be made payable to St. Elizabeth Ann Seton Catholic School. If there is an exception to this rule, you will be notified in writing. Payments for lunch service are made directly to ECI. **Please refer to "Lunch"** for further details about lunch service.

THERE WILL BE A \$25.00 FEE FOR ALL CHECKS RETURNED BY THE BANK. AFTER THE SECOND RETURNED CHECK BY A FAMILY, THE SCHOOL WILL NO LONGER ACCEPT PAYMENT BY CHECK. CASHIER'S CHECK OR MONEY ORDER WILL BE REQUIRED.

Checks for different accounting systems may not be combined; i.e., Tuition/Registration and Extended Day must be written separately. Please use black or dark blue ink only. Please turn all monies in to the front office in a sealed envelope with the family name printed on the front.

Tuition

St. Elizabeth Ann Seton Catholic School has two rate levels of tuition, Parishioner and Non-Parishioner. To receive parishioner status, the family must be officially registered in the parish, attend regularly, and tithe using the parish envelope system. This is monitored by the parish business office and verified in January of each year. New families must register with the parish at the time of enrollment and begin to tithe using the parish envelope system. Once parishioner status is granted, the family must maintain it continuously in order to qualify *each year* for parishioner status.

The prompt payment of tuition facilitates the sound financial operation of our school. Therefore, it is necessary that parents fulfill their tuition obligation in a timely manner.

St. Elizabeth Ann Seton Catholic School exclusively uses the FACTS tuition payment system. Every family must complete their FACTS tuition payment plan setup in FACTS before tuition can be charged. There are three payment plan options: 1) Pay in full, 2) Pay in two payments, or 3) Pay in ten payments. There are various fees associated with each payment plan. Families with delinquent tuition accounts are subject to possible student withdrawal as determined by the principal and pastor.

Birthdays

Please be respectful of the feelings of all the children in the class by not sending party invitations for distribution at school UNLESS every child in the class is to be invited. **DO NOT have balloons, flowers, etc. delivered to the school for your child. We do not celebrate student birthdays in the classrooms. Due to allergies, do not bring any food products to school (at ANY TIME) to share with other students in celebrating your child's birthday, i.e., brownies, cupcakes, cookies, etc.**

UNIFORM POLICY

St. Elizabeth Ann Seton Catholic School is pleased to have a school uniform, which helps identify our students. Uniforms contribute to the sense of cooperation and community, which is important to a Catholic school. School uniforms are to be worn by all students in Kindergarten and above, except when designated by the Principal. Exceptions to the uniform code are made only with a doctor's note for medical reasons. All uniform clothing, with the exception of the white oxford shirt, must be purchased from Parker Uniform Company, 1125 Oakland Avenue, Fort Worth, Texas, or the School Spirit Store. Parker Uniform Company may be reached at 817-429-9969 or 817-446-0436. ***Parents will be notified via email of uniform infractions. For additional infractions, parents will be notified by telephone to bring proper clothing to school. Students in Grades 6-8th will be given a demerit for out of uniform infractions.*** All clothing worn to school should be clean and in good repair, without holes or unhemmed edges.

Parker Web ID code is FW392902.

General Uniform Requirements

Students must wear “full dress uniform” (see Uniform Requirements) for Friday Mass and on field trips. On warm days, the students will be allowed to remove their sweaters once they are in the church. Shirts and blouses should be tucked in at all times. Students in Grades 6 – 8 have the option of wearing the sweater or vest on full dress days.

The dress uniform requirements are as follows:

<u>Girls (Grades K-5)</u>	<u>Girls (Grades 6-8)</u>
Plaid jumper (K-4) Plaid skirt (Grade 5) Khaki skort (Grades K-5) White blouse with red piping (K-4) (only worn with jumper) and red cross tie White button-down oxford shirt (Grade 5) (only worn with skirt) Red cardigan sweater* Navy modesty shorts	Plaid skirt Navy skort White button-down oxford shirt 3/4 sleeve blouse (only worn w/skirt or skort; not w/shorts) Navy cardigan, varsity sweater or Navy vest Navy modesty shorts (only w/skirt)
<u>Boys (Grades K-5)</u>	<u>Boys (Grades 6-8)</u>
White button-down oxford shirt Khaki pants Brown belt Plaid tie Red cardigan sweater	White button-down oxford shirt Khaki pants Brown belt Upper class tie Navy cardigan or varsity sweater or Navy vest

*Red cardigan sweaters for K-5th grade require St. Elizabeth Ann Seton Catholic School emblem (purchased at Parker Uniform) sewn on the left pocket.

**If the skort is worn, it must be worn with 3/4 sleeve blouse (and sweater or vest for Mass days).

Optional Parker Uniform

Students may wear the optional uniform on days other than required dress uniform days. The following combination is allowed:

Girls:

Khaki pants with:

- Navy short or long sleeve polo with SEAS logo (K – 5th grade)
- Green short or long sleeve polo with SEAS logo (6th – 8th grade)
- White short or long sleeve blouse with red piping (K – 4th grade)
- White short or long sleeve button-down oxford, or white turtleneck with SEAS logo (K-8th grade)

Khaki cuffed shorts with:

- Navy short sleeve polo with SEAS logo (K – 5th grade)
- Green short sleeve polo with SEAS logo (6th – 8th grade)
- White short sleeve blouse with red piping (K – 4th grade)
- White short sleeve button-down oxford shirt

Plaid jumper (K – 4th grade) or plaid skirt (5th-8th) or skorts (K – 8th grade) with:

- White turtleneck with SEAS logo
- White short or long sleeve button-down oxford shirt

Uniform Length

Minimum length for jumpers and skirt hems is the top of the knee. The shorts must not be worn more than 2 inches above the knee. Shorts and skirts may not be rolled at the waist or cuffs. Please be sure to allow for growth spurts, as this will not be an excuse for being out of dress code.

Boys:

Khaki pants with:

- Navy short or long sleeve polo with SEAS logo (K – 5th grade)
- Green short or long sleeve polo with SEAS logo (6th – 8th grade)
- White short or long sleeve button-down oxford shirt
- White turtleneck with SEAS logo

Khaki shorts with:

- Navy short sleeve polo with SEAS logo (K – 5th grade)
- Green short sleeve polo with SEAS logo (6th – 8th grade)
- White short sleeve button-down oxford shirt

Uniform Accessories

Modesty shorts – All jumpers and skirts must be worn with modesty shorts.

Shoes, Socks, & Polo Shirts

The tennis shoes must be leather or leather-like in composition. Girls must be all white and boys may be either all white or black. Velcro shoes are acceptable through Kindergarten only. 1st Grade and above MUST wear the tie shoes. Extra flyers are available in the school office and on RenWeb.

Girls in Grades 6th, 7th, and 8th may wear the Navy Sperry Top Sider shoe or the Tan Sperry Boat shoe.

Boys in Grades 6th, 7th, and 8th may wear the Tan (Sahara) Sperry Top Sider. These shoes must be purchased from Parker.

Please note that the Sperry shoes are not appropriate for P.E. (not enough support) so the tennis shoe will be required for P.E. Therefore, if a student wears the Sperry shoe to school on a day that he/she has P.E., they must change into the tennis shoe for P.E. and then after P.E., they must change back to the Sperry shoe. Girls will wear white or navy blue socks with the Sperry shoe and boys will wear white or black socks with the Sperry shoe. All socks must be above the ankle. No-show socks will not be allowed.

Shoes

- **Boys:** The tennis shoes are **solid** white or solid black.
- **Girls:** The tennis shoes are **solid** white **OR** the white and navy blue saddle shoe as shown in the Parker Uniform handout.
- Mary Jane shoes for girls in Grades 6-8 are allowed. Ballerina shoes for 6th-8th grade girls are allowed but may only be worn with the skirt or skort and must be worn with navy blue tights or navy blue knee highs (preferred) or white acceptable.

Socks – Only white crew socks for girls or boys and blue or white knee socks for girls are allowed.

Belts – All shorts and pants with belt loops must be worn with a brown belt.

Tights – Plain white or navy (no patterns or logos) can be worn with jumpers and skirts (not with shorts).

T-shirts – only plain white T-shirts may be worn under uniform shirts or blouses.

School spirit shirt may be worn on Mondays with uniform pants or shorts, unless otherwise stated by the Principal.

Hats – Caps and hats cannot be worn inside the school buildings. If weather dictates, students may wear hats during outdoor activities.

Hair Bows – Must be in school colors only.

Jackets – Only the official cardigan sweater (or sweatshirt) may be worn inside school buildings. Other outerwear is permitted only for outdoor activities.

Sweatshirts – A St. Elizabeth Ann Seton Catholic School sweatshirt may be purchased from the School Spirit Store. It is to be worn only on non-full dress uniform days with pants, shorts, jumpers, skirts, or skorts. **The St. Elizabeth Ann Seton Catholic School uniform shirt with collar must be worn underneath the school sweatshirt.**

The student's name should be on all garments with permanent ink or name tags.

Note: Please make sure that all clothing is properly sized for the child and not too large or too small.

Please note the following uniform infractions:

1. Un-tucked shirt
2. Missing belt
3. Non-uniform socks
4. Make-up/nail polish (no polish or artificial nails)
5. Lack of Full-Dress Uniform
6. Non-school attire during class or in the halls
7. Need of haircut, extreme styles (mohawk), or unnatural hair color

8. Facial hair
9. Non-uniform shoes: sent to the office

Parents will be informed of Disciplinary Referrals via RenWeb and, if necessary, a conference between the parent and teacher will be set up.

Spirit Day

On selected days, the school celebrates a Spirit Day on campus. Students may wear St. Elizabeth Ann Seton Catholic School Spirit Day shirts (white or navy) with their uniform shorts or pants. These shirts are available for purchase in the school's Spirit Store. No sports uniforms may be worn on Spirit Day. Spirit Days will be on Mondays for 2017-2018.

Non-Uniform Days

Administration reserves the right to decide what appropriate dress is. Occasionally, St. Elizabeth Ann Seton Catholic School allows students to participate in non-uniform days during special occasions that may be thematic or for special circumstances (i.e. Red Ribbon Week, Field Day, etc.). Students must dress neatly with no holes or frayed edges on clothing and all clothing must be modest. St. Elizabeth Ann Seton Catholic School does not allow any apparel of mini-length, halter tops, mini-skirts, spaghetti straps, strapless tops, or tops which do not cover the midriff area. Dresses, shorts, and skirts must comply with uniform length standards. T-shirts may be worn but may not have any inappropriate slogans or writing of any suggestive nature. No saggy pants or visible underwear allowed.

Hair, Jewelry & Accessories

Appearance standards include the following:

1. Hair should be the student's natural color. Students with hair not of a natural color will be required to return their hair back to its natural color. It should be kept trimmed and neatly combed. Extreme hairstyles and/or haircuts are not appropriate for boys or girls, i.e., no mohawks, stripes, etc. For boys, the hair may not be longer than collar length – no tails. **It should be trimmed around the ears and above the eyes. Facial hair is not permitted.**
2. Accessories for hair such as barrettes, ribbons, etc. should complement the school uniform and should not "stand out." **No seasonal decorations.** Hair bows should be in the following colors only: solid blue, solid uniform green, solid red, or uniform plaid.

****Any other accessories such as hair extensions or feathers are not allowed.**
3. No fingernail polish or artificial nails, glitter, gel, lip gloss, or make-up allowed.
4. Excessive jewelry can be dangerous during school times such as P.E. or recess. Please follow these guidelines concerning jewelry use:
 - One watch (non-beeping)
 - One simple chain necklace with religious symbol (no chokers) worn inside shirt or blouse. No other necklaces are allowed, including chokers.

- One simple ring (no bling)
- No bracelets, including plastic ring bracelets
- One pair of small single-stud earring – no ring or loop styles. This is a safety issue
- Earrings for boys are not permitted

Pre-K Dress Code

We encourage parents of those students in our pre-school program to dress children in comfortable, washable clothing. Students will be involved with activities that involve sitting on the floor and experimenting with “messy” ingredients. Dresses and skirts must be worn with modesty shorts underneath and are not as easy to play in on the playground. The children do a lot of climbing, etc. on the playground so shoes need to be of a rubber sole tie or Velcro. No lights, no buckles, no sandals, and no boots.

St. Elizabeth Ann Seton Catholic School expect the students to be potty-trained; however, accidents and spills do happen. **Please send an extra set of clothes in your child’s backpack.** The student’s name should be on all garments with permanent ink or nametag.

Please do not send accessories to school with your pre-school child such as jewelry, purses, make-up, combs, money or toys. St. Elizabeth Ann Seton Catholic School is not responsible for lost articles.

VOLUNTEER OPPORTUNITIES

Team PSA

The purpose of Team PSA is to foster a close relationship between parents and the school staff by promoting a spirit of cooperation and support. A fundraising fee (per family) will be paid, in lieu of PSA fundraisers, to help provide for materials needed by faculty. This fee is due by September 1, 2017. The Team PSA Board meets throughout the year. St. Elizabeth Ann Seton Catholic School encourages all families to be active in this organization.

Room Parents

Parents are extremely important to enrich the classroom environment. All room parents serve the school under the guidance and direction of the classroom teacher and the administration. Room Parents must have on record Keeping Children Safe. Requests for room parents are coordinated at the beginning of each school year.

Classroom Volunteers

Classroom volunteers are critical, and we appreciate them! These parents help in the classroom and behind the scenes. Parents may coordinate with the classroom teacher about volunteering in the classroom.

Safe Environment Training (formerly *Keeping Children Safe Seminar*)

All adults who volunteer for a school activity (field trip, classroom, etc.) must have attended a Safe Environment seminar in the Diocese of Fort Worth, have a criminal background check, and

must have documentation on file with the school office. Safe Environment training has to be renewed every 3 years. All Safe Environment sessions are accessible on-line.

ADDENDUM:

DIOCESAN POLICY 5220 SUSPENSION AND EXPULSION

SUSPENSION: Suspension, the temporary prohibition of a student's attendance, shall be within the jurisdiction of the principal. Parents or guardian must be officially notified in advance. The pastor is to be informed of the suspension and the reasons for it. The principal is responsible for deciding whether the suspension is carried out within the school or off-campus.

EXPULSION: Expulsion, the permanent termination of a student's enrollment, is a grave act and requires the concurrence of the pastor and the principal. Parents or guardian must be officially notified of the decision and informed of their right to appeal. Notification of the decision must be filed with the Diocesan Superintendent of Schools.

GRIEVANCE

PROCEDURE: Parents shall have the right to appeal an expulsion decision to the Superintendent. The decision of the Superintendent is final and is not subject to any other appeal, grievance, mediation or conciliation process of the Diocese.

PROMULGATION: Parents shall be given a copy of this policy when their child is initially enrolled in school.

DOCUMENTATION: Principals must carefully document the incident(s) of student misbehavior leading to a suspension or expulsion decision as well as the action(s) taken when the incident(s) occurred.

IMPLEMENTATION

CAUSES: Suspension or expulsion may be invoked for any of, but not limited to, the following reasons:

- (a) Habitual misconduct which is disruptive of the teaching/learning process.
- (b) Refusal to obey reasonable directives, orders, rules, regulations and policies of the school, which are promulgated for the well-being of the student body, the staff, or the institution.
- (c) Possession of weapons or a controlled substance at school.
- (d) Any form of harassment and/or physical or verbal abuse of other students, teachers and other adults.

(e) Threats and acts of violence.

(f) Actions of the parent of a student may be grounds for the student to lose the privilege of attending a school. The parents of the student are expected to conduct themselves so as not to be a disruptive influence on the school or a teacher. A parent of a student who becomes a disruptive influence shall be requested to withdraw the student from the school. The student's records shall reflect that the student has either withdrawn or transferred. The student's records shall not reflect that the student has been expelled, unless the parents refuse to remove the student from the school after having been notified that the child must withdraw or transfer to another school.

IMPLEMENTATION FOR SUSPENSION:

The principal must notify the student and the student's parents or guardian of the reason for the suspension, the duration of the suspension, and requirements for reinstatement. A teacher may not suspend or expel a student.

IMPLEMENTATION FOR EXPULSION:

The principal must:

- (a) Confer with the student, the teacher(s), parents/guardian and the pastor regarding the problem if it is a parish school.
- (b) Advise parents of the decision and of their rights under these policies by giving them a copy.
- (c) Inform the Superintendent of the expulsion decision and submit to the Diocesan School Office a copy of conferences, a description of the problem and a summary of the student's history in school.

APPEAL

If the parents or the guardian wish to appeal the principal's decision, a written appeal must be filed with the Superintendent of Schools within five (5) days from the date the parent's or the guardian's receipt of notification of the principal's decision. The decision shall be sent by certified or registered mail and if the parent or guardian refuses to accept the mail, the five (5) day time period shall begin to run on the day the letter is mailed. The decision of the Superintendent is final and is not subject to any other appeal, grievance, mediation or conciliation process of the Diocese.

ADDENDUM:

6205 ONLINE SOCIAL MEDIA

Although this policy closely mirrors the Diocesan policy on social media, due to the special, privileged and powerful relationship between a Catholic school and its parents and students, sections of this policy are more restrictive. The first legal duty of a Catholic school is to keep those entrusted to them safe.

The Catholic schools of the Diocese of Fort Worth acknowledge the right of employees to use personal websites, social networks, wikis, weblogs and other emerging technologies not only as a form of self-expression, and, in their individual capacity, as a means to further the work of the Church. Additionally, the same rules that apply to school employee's messaging and communications in traditional media apply in the online social media space. This specifically means that teachers and all school staff, including substitutes and volunteers, are never to use social media to directly communicate, interact or respond directly to students unless that social media is operated, controlled and directed by the school itself. Simply because the development and implementation of an online social media program can be fast, easy, and inexpensive does not mean that different rules apply. School employees should bear in mind that posting of certain comments, photos, links or references to third party websites and information on websites, social networks, wikis and weblogs may have a harmful effect on the Church and its schools, their reputation, and their employees.

In light of this possibility, school employees are required to adhere to the following policy regarding the use of personal and professional websites, social networks, wikis, weblogs and other emerging technologies. This policy supports other related Diocesan and school policies, including Acceptable Technology Use and the *Code of Conduct & Behavior Standards for All Clergy, Religious and Lay Ministers*.

- School employees may only access websites, weblogs, wikis and social networks for legitimate professional job-related purposes during the workday with the approval of their direct supervisor. School employees are not to create, post or otherwise access weblogs, personal social networks, wikis or personal websites for personal use during normal school working hours. Employees should exercise sound judgment and common sense to prevent online social media sites from becoming a distraction at work.
- If you identify yourself as an employee of a Catholic school on a personal website, weblog or social network, you must make it clear to your readers that the views you express are yours alone and that your views do not necessarily reflect the views of the Diocese or its schools. In the event that you identify yourself as an employee of a Catholic school on a personal website, weblog, wiki or social network, to help reduce the potential for confusion, you are required to put the following notice in a reasonable prominent place on your site (e.g., at the bottom of your personal profile page) in at least a size 12 font bolded:

“The views expressed on this website/weblog/social network are mine alone and do not necessarily reflect the views of my employer.”

- School employees are prohibited from disclosing on personal or professional websites, weblogs, wikis or social networks, any information that is confidential or proprietary to

the Diocese, its schools or to any third party that has disclosed information to the Diocese or its schools.

- The school has exclusive ownership rights with respect to certain concepts and developments you produce that are related to school business. Employees may not use school trademarks on their site or reproduce any school materials or logos. Please consult with your principal if you have questions about appropriateness of publishing anything that may be related to the school on your site.
- School employees may not use the copyrights, trademarks, rights of publicity, and other third-party rights in the online social media space, including with regard to user-generated content (UGC), without the necessary permissions of the rightsholder(s).
- School employees are prohibited from providing a link or otherwise referring to the school website on their personal website, social networks, wikis or weblogs without consulting with and obtaining the approval of the principal of the specific school.
- School employees shall not allow any obscene, harassing, offensive, derogatory or defamatory comments and images which reflects/discredits or causes embarrassment to the Diocese and its schools, their employees, patrons, vendors, partners, affiliates, agencies, students, and others on personal, the school's and professional websites, any other social networks, wikis or weblogs.
- All social media being used by Catholic entities must be clearly branded in order provide institutional authority as well as avoid confusion. Unless you have been officially authorized in writing to speak or act on behalf of a Catholic entity, employees are prohibited to use such brandings or create secondary social media sites that give the illusion of being authoritative.
- All social media used by Catholic entities must comply with the Minimum Social Media Requirements contained in Policy 6210.

The school reserves the right to regularly monitor any and all schools based computers. In addition, it is the policy of the Catholic schools of the Diocese of Fort Worth that every portable information/data storage device used by a school staff member or student may be examined at any time because it may contain something dangerous.

- The school reserves the right to monitor professional websites, social networks, wikis or weblogs created on school computers during the course of a normal workday, or on school computers on personal time.
- Once information is published online, it is essentially part of a permanent record, even if you "remove/delete" it later or attempt to make it anonymous. If your complete thought, along with its context, cannot be squeezed into a character-restricted space (such as Twitter), provide a link to an online space where the message can be expressed completely and accurately.
- The school requires that you confine your personal website, social network or weblog commentary to topics unrelated to the Diocese or its schools (or in certain cases, that you temporarily suspend your website or weblog activity altogether) if it believes this is necessary or advisable to ensure compliance with this policy or federal and state laws.
- School employees will comply with all aspects of the Children's Online Private Protection Act (COPPA). Employees are forbidden to post or distribute personal identifiable information including pictures on any child under the age of eighteen without parental consent. Personal identifiable information includes name, home address, email address, telephone number or any information that would allow someone to identify or contact a child. If written verifiable consent is obtained from a parent, it is important that the parent has approved the information that is to be provided and has full knowledge of

its use, purpose and how the information is going to be provided. Likewise, parents should be made aware that the school is making use of only school controlled websites, social networks, weblogs and other emerging technologies to communicate with students.

- School employees will model safe and effective use of technology for students including developmentally appropriate instructions on responsibility associated with the use of technology and the possible dangers associated with technology.

School employees who violate this Online Social Media policy will be subject to disciplinary action, up to and including termination. If you have questions about this policy or any matter related to your site that this policy does not address, please consult with the principal of your school.

6210 THE MINIMUM SOCIAL MEDIA REQUIREMENTS

The following guidelines are required for schools wishing to establish social media. These requirements apply to all current and future social media, including but not limited to websites, wikis, Facebook, Twitter, blogs and other emerging technologies.

- Site administrators must be adults and/or approved employees of the school
- There must be at least two site administrators for each site to allow for rapid response and continuous monitoring and updating of the site.
- All social media must be reviewed by the principal or the pastor before implementation to ensure it is not in conflict with current standards, policies and Catholic teachings.
- Personal sites shall not be used in connection with school programs or to communicate with students. Students are defined as any and all students enrolled in a Catholic school in the Diocese of Fort Worth.
- Passwords, names of the sites and the site addresses or site location information shall be registered in a central location in the school and at least two (2) adults must have access to this information.
- In establishing a school site, know and abide by these key “Rules of the Road”:
- Abide by all diocesan, parish and/or school guidelines
- All communication by school employees reflect on the Church and the school
- Do not claim or in any way give the impression or the appearance representing the official position of the school or the teachings of the Church, unless you have written authorized to do so.
- All school social media sites shall be clearly branded and identified to provide institutional authority and to avoid confusion.
- Abide by all copyright, fair use and financial disclosure laws.
- Never divulge confidential information.
- Do not cite others, post photographs or videos of other individuals or link to their material without express written approval. Media involving minors must have written parental approval.
- Practice Christian charity.

SOCIAL MEDIA ACKNOWLEDGEMENT FORM

I have received and read a copy of the Diocesan School Policy #6205 Online Social Media. I have also received and read a copy of the Diocesan School Policy #6210 The Minimum Social Media Requirements. I understand both policy statements and agree that all student members of my family will abide by the standards set forth in both policies. I further acknowledge that any violation of these policies by a student member of my family will result in disciplinary action against the student member(s) of my family up to and including expulsion from the school.

ONE FORM PER STUDENT

Parent Name: _____

Date: _____

Student Name: _____

Home Room Teacher: _____

Name of School: St. Elizabeth Ann Seton Catholic School

Parent Signature: _____

Student Signature: _____

Right to Amend

St. Elizabeth Ann Seton Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via normal school communication methods, including email communication.

**St. Elizabeth Ann Seton Catholic School
Cell Phone Policy**

Students at St. Elizabeth Ann Seton Catholic School are not allowed to have a cell phone on during the school day. Phones must be turned off before entering the building and may be turned on after exiting the building at 3:15 PM. Student phones need to remain off and in their lockers (6-8) or backpacks (1-5) throughout the day. If a student is caught using a cell phone during the restricted hours and/or carrying the phone on their person, an adult will take the phone and bring it to the Assistant Principal, where the parent can retrieve it at the end of the day. **A \$15.00 fee will be assessed at the time the phone is picked up.**

Student's Printed Name _____

Student's Signature _____

Parent's Printed Name _____

Parent's Signature _____

Student's Cell Phone Number _____

Date _____

