

St. Elizabeth Ann Seton School  
Parent/Student Handbook  
2011-2012

*St. Elizabeth Ann Seton School – Mission Statement*

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



## Table of Contents

Page 2.....	Mission Statement & Philosophy Statements
Page 3.....	Accreditation, Important Phone Numbers, Parental Roles & Responsibilities
Page 4.....	Finance/Fundraising
Page 5.....	Attendance, Tardiness, Illness During the Day,
Page 6.....	School Closings, Arrival Dismissal, Visitors, Telephone Usage, Valuables/Cell Phones
Page 7.....	Money, Lost & Found, Communication with Parents/Guardians
Page 7 & 8.....	Assessment – Philosophy and Information
Page 9.....	Parent/Teacher Conferences, School Records
Page 10.....	Party Invites, Eighth Grade Graduation, Honor Roll, Religion
Page 11.....	School Masses Intercommunion, Preschool, Athletics, Middle School Mentoring, Student Council
Page 12.....	School Lunch, Title I, PSA's, Special Education, Shared Time
Page 13.....	Transportation, BASE Program, Counselor, Pictures, Yearbook
Page 14.....	Field Trips, Guest Speakers, Volunteers & Homework
Page 15 .....	Homework Philosophy and Responsibilities, Make Up Work
Page 15-16.....	General Admission, Waiting Lists, Entrance to Kindergarten Emergency Information, Health Records, Immunizations, Medications
Page 17.....	PCYI – Protecting Children & Youth Initiative, Report Abuse, Background checks.
Page 18.....	Dress Code, Fire Drill, Home & School, Student Sales, Discipline
Page 19-21.....	Bully/Respect, Sexual Harassment
Page 22-23.....	Smoking, Drug & Alcohol Policies and Procedures
Page 23-24.....	Locker Inspections, Weapons Policy, Grievance Policy
Page 25.....	Middle School Disciplinary Guidelines From the Principal's Office
Page 26.....	Enrollment Policy
Page 27-29.....	Tuition Payment Policy
Page 30-31.....	Dress Code/Uniform Policy
Page 31-32.....	Student & Parent Rights & Responsibilities
Page 32-36.....	Media Selection Policy
Page 37-38.....	Internet Acceptable Use Policy & Sign Off
Page 39-40.....	Anti-Bullying Pledge & Sign Off (Student)
Page 41.....	Anti-Bullying Pledge & Sign Off (Parent)
Page 42.....	Student/Parent Handbook Sign Off (Family)

### **Mission Statement**

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

**Spirituality, Excellence, Academics and Service.**

### **Philosophy Statement**

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

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

### **SCHOOL ACCREDITATION**

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

### **IMPORTANT PHONE NUMBERS**

- |                                     |                                                   |                   |
|-------------------------------------|---------------------------------------------------|-------------------|
| 1. Elementary School                | 651 -437-3098                                     | Fax: 651-438-3377 |
| 2. Early Childhood Campus (Pre & K) | 651-438-3223                                      |                   |
| 3. Maurita Stoker                   | 651- 437-4387 (Tuition, Hot Lunch Accounts, etc.) |                   |
| 4. Parish Office                    | 651- 437-4254                                     | Fax: 651-438-2948 |

The School office hours are 7:00 a.m. to 4:00 p.m.

After these hours voice mail is available for any messages. Someone will contact you within 24 hours.

### **PARENTAL ROLES AND RESPONSIBILITIES**

Parents/guardians are informed of the programs, regulations, and policies of the school. (This handbook includes this information.) In assisting your child, we require the following:

1. Familiarity with information contained in handbooks and other newsletters (i.e. PATRIOT PRESS) from the school.
2. Inform the school of:
  - student illness or absence
  - custody arrangements
  - change in transportation routine
  - change in address, phone, emergency contact, childcare, etc.
  - arrangements that might affect communication with the school
  - parental status and custodial constraints (requires copy of court order in school office files)
3. Meet financial obligation of tuition, fees, lunch accounts, or other accounts that apply. Registration eligibility is dependent upon all accounts being current. See Policy #2
4. Meet admissions regulations. See Policy #1
5. Attending weekend liturgy with your child and participating in the life of the parish.
6. Comply with:
  - a. policies and regulations
  - b. goals and objectives of the Catholic school as identified in this parent/student handbook

No student may leave the premises without adult supervision at any time for any purpose without a written request from the custodial parent/guardian and approval of the principal.

## **FINANCE/FUNDRAISING**

- **Budget Process** (Archdiocesan Policy #4210)  
The school's budget planning is a process that coincides with the parish' budgetary process.
  
- **Fees**  
In addition to tuition, some programs/activities require an additional participation fee. No student will be denied access to the programs. If assistance is needed, parents should contact the principal. All information will be kept confidential.
  1. **Activity Fee** to help cover the cost of busing and increasing technology fees. This is one charge per family.
  2. **Band (Grades 5-8)** Our Band Program is semi self-supporting at this time. The fee helps fund the instructor and provide for costs related to the programming (i.e. music)
  3. **Athletics** per sport fee. Our Athletic department is semi self-supporting through these fees, a small fundraiser, and the annual Patriot Tournament.
  4. **Kindergarten Fee** which covers snacks, writing & coloring supplies, Zoo T-shirt, small gifts which the children make, and other consumables which are more prevalent at this grade level.
  5. **Fundraising-** each family is obligated to raise \$400 with fundraising opportunities which are Marathon for Non-Public Education, Magazine Ordering, and/or a spring sale. Families may elect to pay this amount by writing out a check and not do any fundraising.
  
- **Financial Assistance/Tuition Assistance** (Archdiocesan Guideline #4250.1)  
Parents may request tuition assistance from St. Elizabeth Ann Seton Parish. Upon request, the Accounts Secretary will give a TADS (Tuition Aid Data Services) packet to any family. Families must submit all information to TADS by the required deadline. The school receives a report back indicating how much assistance is recommended. An appeal process/form is available if needed by the family. A modified tuition contract is then established. Non-parishioners have limited access to tuition assistance.
  
- **Parish Investment**  
Since the entire parish benefits from Catholic educational programs, the entire parish shares in the financial responsibility for the education of children. Parish investment is that amount contributed by the parish annually to the school.
  
- **Tuition**  
Tuition rates, family size tuition scales and payment plans are published on the tuition Covenant. The tuition represents only a portion of the actual cost of educating each student. Fundraising, parish investment, state funds, and generous donations provide the remainder of the revenue.

St. Elizabeth Ann Seton believes an "active parishioner" demonstrates their commitment to the parish community by (1) participating in a weekly Eucharistic assembly, (2) sharing in the various ministries and activities of the parish as well as the school community, and (3) contributing financially to the life of the parish. Parishioners who are not "active" may not have complete access to tuition assistance.

## **ATTENDANCE**

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

1. Parent/guardian must call the school (if you have a 7<sup>th</sup> or 8<sup>th</sup> grader also call the public school) or leave a message on voice mail each morning of a student's absence prior to or within the first 30 minutes of the school day.
2. Students are responsible for all make-up work due to absence upon return to school. Generally, two days per each day absent is given for the work to be completed.
3. If absence is due to work, travel, or some other reason, parent/guardian should notify the office prior to the absence. Work will not be issued ahead of time for students who anticipate being out of school. An alternative assignment may be given and work missed will need to be made up upon the student's return. Please schedule family trips during days when school is not in session.

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

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

Children arriving late must report to the school office. Tardiness affects academic progress. The tardy will either be marked as "excused" (see reasons below) or "unexcused" (all other reasons). If a child has multiple unexcused tardies, SEAS will report it to the authorities under "Educational Neglect"

See [www.co.dakota.mn.us/childrenFamily/truancy.htm](http://www.co.dakota.mn.us/childrenFamily/truancy.htm) for more information.

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

The following reasons for absence may be considered valid:

- Serious illness of student, causing student to remain at home or to be sent home by the school nurse.
- Serious illness or death in the family.
- Absence because of a religious holiday.
- Parent request for vacation or trip.
- Medical & dental appointments.

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

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

**SCHOOL CLOSING** (emergency or inclement weather)

In case of emergency or severe weather, please listen to WCCO radio (830 AM) or our local radio station KDWA (1460 AM) for school closings. No announcement means that school is in session. It is a general rule that St. Elizabeth Ann Seton's School is closed if the local public school district ( District 200) is closed because of severe weather conditions. Early dismissal forms (designating alternative care for your child(ren) in the event of early dismissal) are completed at the beginning of the school year.

### ARRIVAL/DISMISSAL PROCEDURES

- Entrances/exits will be marked for visitor usage. All doors will be locked from 8am-2:20pm. Visitors will need to use the buzzer on the intercom system at the doors to gain access.
- Parking - Please refrain from parking on the student playground during school hours.
- Drop Off & Pick Up - The lot will be open from 7:30 a.m. - 7:55 a.m. for drop off and at 2:40 p.m. for pick-up. Tyler Street is also available - HOWEVER - parents/guardians must pull up to the curb and supervise their child getting out of the vehicle "traffic side".
- West Campus: Entrance is by the playground around the side of the building.
- School Day - (as of the time of printing this booklet)  
Kindergarten (Early Childhood Campus) 7:55 a.m. - 2:35 p.m. (not to arrive before 7:40). The bus leaves the big school for the ECC at 7:25 a.m.  
\*\*\*On most WEDNESDAYS the students will come to/stay at the main campus until after lunch due to Mass attendance. Teachers will provide more information.  
Elementary (1-5) and Middle School: 7:55 a.m. - 2:40 p.m. (not to arrive before 7:40 a.m.)

### VISITORS

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

### TELEPHONE USAGE

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

### VALUABLES/CELL PHONES

School insurance does not cover loss of personal possessions; therefore students are to refrain from bringing radios, iPods, PlayStations, CD players, cameras, toys, etc. to school. Cell phones are also discouraged and are not to be used/on during the school day. If any device is "on" during the school day and/or becomes a distraction to the learning environment, the administration may confiscate it. Administration may also listen to the music brought to school and deem it appropriate or inappropriate according to the school mission. Parents will be notified if there is a problem. Middle School students can have cell phones on their person, but cannot be turned on during the school day. They cannot be left in a locker. Please refer to the Middle School Student Handbook for details concerning cell phones and Middle School Students.

### **MONEY**

When money is sent to school, it should be placed in an envelope and labeled with the student's name, grade, and the purpose for the money.

### **LOST AND FOUND**

Encourage students to check for lost items in the Lost and Found area when something is missing. After 2 - 3 weeks, non-labeled or unclaimed items will be donated to charity.

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

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

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

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

- **Patriot Press & School Web Site**

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

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

Reports Cards/Progress Reports are issued at the end of each trimester. Reports are sent at mid-trimester to parents/ guardians whose elementary child (ren) is/are performing on a less than satisfactory level. Middle school students receive mid-trimester reports.

### ***Philosophy of Assessment***

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

***Why do we assess?***

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

***What is assessed?***

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

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

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

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

NWEA-MAPS - Beginning in the Fall 2009 we began using MAPS K-8. These assessments are different than traditional "norm referenced" tests (MAT \*). These are "criterion referenced" assessments and are used to track individual student progress in relations to national standards & benchmarks. They may be used to help in identifying curriculum strengths and weaknesses for a specific group/class. They are used to drive instruction throughout the school year. They are only one indicator of a student's progress. For more information, please see the MAPS Parent Toolkit on the school website.

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

Teachers record assessment information accurately, keep it confidential and appropriately combine and summarize it for reporting (including grades). The best reporting option (grades, narratives, portfolios, conferences) for each context is selected. Teachers interpret and effectively communicate assessment results to students. A variety of audiences outside the classroom, including parents, colleagues, and other stakeholders receive appropriate information regarding individual student and group progress.

Parents are made aware of the progress of their child through conferences, progress reports, report cards, phone calls, and letters. It is recommended that parents and teachers stay in close contact with each other so that academic and behavioral concerns are not a surprise.

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

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

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

Report cards are issued three times a school year to the parents of students in first through eighth grade.

Students in Kindergarten through Grade Two do not receive "letter grades". In Third Grade the students transition from non-letter to letter grades mid-year. Students in Grade Four through Grade Eight receive letter grades. Please refer to the Middle School Handbook and to individual grade level communications for further details.

### *How are students involved?*

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

#### • **Parent/Teacher Conferences**

Parent/Teachers Conferences are held twice a year mostly in the evening to better accommodate working schedules. A parent/guardian and/or teacher may request a special conference at any time as the need arises. For grade levels 2-8, we encourage your child to be present for at least a portion of the conference time - teachers will further communicate details according to their grade level.

### **STUDENT/SCHOOL RECORDS**

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

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

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

1. identifying data
2. academic work completed
3. level of achievement (grades)
4. attendance data
5. scores on standardized testing
6. health data (separate records kept in health office)

7. Family background information
8. Teacher or counselor ratings & observations
9. Verified reports of serious or recurrent behavior patterns.

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

### **PARTY INVITATIONS**

We do not allow invitations to be distributed at school and we discourage parents allowing groups of students to attend a party right after school (going home on the bus or being picked up). The celebration of birthdays during the school day is handled by the classroom teacher in order to maintain a fair and equitable celebration for all children and in accordance with our wellness policy. Please refer to the individual teacher/classroom guidelines for specifics.

### **EIGHTH GRADE GRADUATION MASS**

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

### **HONOR ROLL**

The Principal and middle school teachers of SEAS have formulated an Honor Roll for the middle school students. The Honor Roll is announced each trimester to recognize students in grades 6, 7, and 8 for their academic achievements. All subjects (including shared time classes) are calculated into the honor rolls. Please refer to the Middle School Handbook for specifics. Certificates will be awarded to students.

The "Principal's Honor Roll" will be announced at the end of the school year for those students who have maintained their status on the High Honor Roll all three Trimesters. These students are also required to have satisfactory evaluations in the area of conduct. A certificate of accomplishment will be mailed.

### **RELIGION**

It is St. Elizabeth Ann Seton's school policy that all students, including non-Catholics, attend religious instruction and liturgies while at school. The primary teacher for faith formation is the parent/guardian. It is expected that parents/guardians foster the religious education which is being taught daily at school by doing follow-up activities which will enhance religious education (i.e. attending Mass, helping with assignments, being an active member of the Church, etc.).

Liturgy for the school Mass is planned by teams of teachers with student input and participation. Dates and times of liturgies will be announced at the beginning of the school year. Parents/guardians are invited to attend this school Mass whenever their schedules permit. On holy days of obligation, the students attend Mass (on the holy day). The Sacrament of Reconciliation is best celebrated within the family,

therefore, parents should attend Reconciliation opportunities through the parish offerings. In addition, Reconciliation will be offered at school as it relates to curriculum.

### **ST. ELIZABETH ANN SETON SCHOOL MASSES INTERCOMMUNION**

We realize there are some children receiving a quality Catholic education at SEAS who are of different faiths or who have not yet been baptized. We, as Catholic, welcome you with your beliefs and traditions. We express our welcome in a concrete way by respecting the diverse traditions and the heritage each of us has received. We show this by allowing each child the freedom to express his or her faith and not use the dynamic of the all school Mass to pressure anyone to practice their faith according to a different tradition from their own. For that reason, the school's policy is that we will not be inviting Intercommunion at Mass. For Catholics, receiving the Eucharist implies accepting the Catholic faith as your spiritual home. For us to put some child in that position when it is not the case would be unfair to that child's faith. (This policy is in keeping with the guidelines of the Archdiocese of St. Paul-Minneapolis regarding Intercommunion).

Therefore, on any day we celebrate Mass, we invite all students (and adults) of a different faith tradition to participate as fully as their tradition and comfort level allows. If children from different faith traditions come forward during communion, then we invite them simply to cross their hands over their chest so they may receive a simple blessing.

### **PRESCHOOL PROGRAMS**

SEAS preschool program is available for ages 3,4&5. Classes are offered 2x or 3x per week. The curriculum is Christian based and is staffed by certified teachers and in accordance with state licensing. The Preschool and Kindergarten classrooms are located at the Early Childhood Campus (connected to the church building on General Sieben Drive). Please call the school (438-3223) for more information.

### **CO-CURRICULAR/STUDENT SERVICES**

#### **Athletic Programs**

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

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

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

#### **Student Council**

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

## **SERVICES**

### **School Lunch and Milk Program (State & Federal Program)**

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

Money for school lunch and individual milk is turned into the school office and put into a family lunch account. This money is to be clearly marked with the family's name and child (ren)'s names along with how much is to be credited to each child. If nothing is designated the office will divide it equally between the children of that family. Families are encouraged to purchase a month's worth of lunches/milks for ease in bookkeeping.

If a student forgets his/her money or the account runs out of funds, he/she may charge up to three times. Charges are for emergency purposes only. Students not bringing their lunch or purchasing a lunch will be required to charge a lunch. It is our concern that all children should have a nutritious mid-day meal. Soda (pop) is not allowed unless a parent sends a note with the child.

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

### **Title I (Federal Program)**

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

### **PSA's (Pupil Services Assistant)**

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

### **Special Education (Federal Program)**

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

### **Shared Time Program (State Program)**

"Non-public school students may be admitted by the school district to public school programs for part of the day." District 200 and St. Elizabeth Ann Seton have had a mutually respectful shared-time agree-

ment for many years. Currently, 7<sup>th</sup> graders attend for two (2) periods and 8<sup>th</sup> graders attend for one (1) period per day. They are scheduled into Science classes with other students from the HMS. 7<sup>th</sup> graders also have trimester classes of Industrial Technology, Family & Consumer Science, and Art. The shared-time agreement also includes SEAS students being able to access any extra-curricular club or sport that SEAS School does not offer. (i.e. a student would not be allowed to play on the public middle school boys soccer team if we offer a league/team where boys can play soccer for SEAS School.)

### **Transportation (State Program)**

- **Role of the Public School District**

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

- **Instruction and Training for Bus Safety**

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

- **Misconduct on the Bus**

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

- **Restriction: Bus Students Only**

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

**B.A.S.E. Program - Before and After School Enrichment.** This service is offered to SEAS students and their families. Before school care runs from 6:30 a.m. - 7:40 a.m. After school care runs from 2:40 p.m. - 6 p.m. B.A.S.E is also offered on Teacher Workshop days. Please see a separate handbook for more information or check out the information on the website.

**School Counselor** - Our school contracts with Dr. Kahn & Associates for services related to School Counseling and Psychological Services. Mrs. Anderson is our school counselor and is on site two days per week and available by phone and or email for both student and parent concerns. Dr. Steve Kahn also provides services such as parent forums, consultation, and testing.

### **School Pictures**

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

### **Yearbook**

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

### **Field Trips**

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

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

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

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

### **Guest Speakers**

Throughout the year, resource guests are invited to enhance the students' learning opportunities. Guest speakers invited and topics discussed should be consistent with mission, philosophy, and objectives of the school. If you would like to be a guest speaker please indicate such on the volunteer form.

### **Volunteers/Opportunities For Service (OFS)**

Volunteers are a valuable asset to our school. Each family is required to do 10 hours of service (or pay \$150) during the academic year. There are many, many ways to be involved in the life of our school. Refer to the Opportunities For Service (OFS) form which was mailed to all families and is available from the school office. It is a list of events and organizations where, if we have many involved, everyone benefits. We rely heavily upon parents to help supervise the playground and lunchroom.

A brief volunteer orientation and a background check is required for all new volunteers to our school. A volunteer handbook will be distributed. Please see the PCYI (Protection of Children & Youth Initiative) section in this handbook for further information as it relates to volunteering with children.

### **HOMEWORK**

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

### Homework Responsibilities of Teachers

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

### Homework Responsibilities of Students

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

### Homework Responsibilities of Parents/Guardians

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

### **MAKE-UP WORK**

It is the student's responsibility to procure and complete work missed during an absence. If assignments and homework for students is to be picked up from school, please inform the office in the morning. Middle school students may check teacher voice mail daily and/or the teacher's website to obtain missing assignments. Typically two days are given for each day of missed attendance in order to make up the work.

### **GENERAL ADMISSION**

Non-Discrimination Policy:

Saint Elizabeth Ann Seton admits and does not discriminate against students of any sex, race, color, national and ethnic origin or religion. All rights, privileges, programs and activities are made available to all students. The school does not discriminate against them in the administration of its educational

policies; admissions policies, athletic programs, or any other school administered program. Participation in religion classes and attendance at school celebrations is required of all students.

*Students are accepted in the following priority: (See Policy #1 for more details)*

1. *All students presently attending the school whose tuition account is current.*
2. *Siblings of students already in the school.*
3. *Students who are "active members" of the parish.*
4. *Students who are children of alumni of the school.*
5. *All others, earliest registration.*

### **WAITING LISTS**

Waiting lists will be established when grades are filled.

### **ENTRANCE TO KINDERGARTEN**

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

### **EMERGENCY INFORMATION**

An emergency card on each student is sent home at the beginning of each year to be filled in and signed by the parent/guardian. **WHEN CHANGES** occur during the year, it is the responsibility of the parent or guardian to notify the school in writing or by phone.

### **HEALTH RECORDS**

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

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

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

### **MEDICATION DURING A SCHOOL DAY** (Minnesota Statute 126.202)

It is our general policy that medication should be administered by the parents/guardians at home; however, there are times when medication needs to be given at school. We **will** administer medication such as antibiotics, pain relief for recurring headaches, those used for asthma or those used on a long-term basis. We **will not** administer medication for short-term illnesses such as cough syrup, medication for fever, etc. Students in need of these medications should remain at home until they are well.

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

## **HEALTH SCREENING**

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

## **PCYI - PROTECTING CHILDREN & YOUTH INITIATIVE**

The Protection of Children and Youth Initiative of the Archdiocese of Saint Paul and Minneapolis have one goal: shielding our children from abuse. The initiative has two components: one is training for clergy, teachers, volunteers and others who work with children. The other is age-appropriate, church-approved safe environment lessons for children in our Catholic schools and religious education programs.

- **VIRTUS: Protecting God's Children for Adults**

A VIRTUS training is a three hour awareness session which better equips adults to protect children in the world around them. It is required of all clergy, deacons, school and parish employees as well as all volunteers who are in regular contact with children under the age of 18. Please go to [www.virtus.org](http://www.virtus.org) to find a session most convenient for you.

- **Protecting God's Children for Students**

Catholic schools and parish religious education programs throughout the Archdiocese of Saint Paul and Minneapolis began teaching children about personal safety and sexual abuse prevention in 2006. The safe environment programs involve four 30 to 40 minute lessons a year. The programs are age-appropriate and respect parents' role as their children's primary educators. Parents have an opportunity to review all program materials before their children receive instruction.

- **Reporting of Child Abuse/Neglect**

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

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

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

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

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

All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. A school may decide not to conduct criminal background checks on school volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors.

The following positions are subject to a mandatory background check: Teachers, Substitute teachers, Specialist teachers, Tutors, Athletic coaches, Counselor, Extracurricular advisors, Paraprofessionals, Food service personnel, Janitorial service personnel, & District 200 personnel.

- **Code of Pastoral Conduct**

These documents establish a broad set of standards to guide parish and school employees as well as those who volunteer with children in parishes and schools. All employees of St. Elizabeth Ann Seton (including clergy and religious) and all volunteers will have a sign form on file. See the Archdiocesan website for a copy - [www.archspm.org](http://www.archspm.org)

### **DRESS CODE**

The school has established appropriate dress codes, school uniform policies, and policies which affect the dress and conduct of students. (See Policy #3) The uniform policy is reviewed annually by the school committee and other school representatives. It will be sent to parents in the summer mailing. Approved changes and additions will be communicated in the school Patriot Press.

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

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

### **HOME AND SCHOOL ASSOCIATION**

All parents are members of the St. Elizabeth Ann Seton Parent Association (SEASPA). Notice of meetings will be published in the PATRIOT PRESS. Parents are urged to be active participants.

### **STUDENT SALES**

Our policy is not to allow students to be selling food items, etc. on the school premises such as, candy for hockey, scouts, etc. Please do not allow your child to bring such items to school for sale purposes.

### **DISCIPLINE**

"Children bloom in a nurturing environment where they receive the proper amounts of love and guidance to reach their individual, full potential." - from 7 Strategies for Developing Capable\* (\*Responsible, Respectful, and Resourceful) Students by H. Stephen Glenn, Ph.D. & Michael L. Brock, M.A.

Our school-wide discipline is based around the works of H. Stephen Glenn (Developing Capable People) and Jane Nelsen, Ed.D. (Positive Discipline). Both of these professionals promote self-discipline, responsibility, and judgment. This model helps us develop mutual respect, cooperation and responsibility. Expectations for behavior are clearly communicated to students. Students are encouraged to understand that behavior result in consequences, either positive or negative, and those actions may have an impact on both themselves and others. We expect the students to conduct themselves in a respectful and courteous manner so that the Christian atmosphere of the Catholic school may be maintained.

Staff and administration will design specific discipline plans. Teachers and students have the primary responsibility for maintenance of a respectful atmosphere in the classroom, the school building and grounds, and the church. Teachers will report all serious violations of school rules and regulations and/or consistent patterns of violations by students to the administrator. A teacher or administrator may require parent conferences to discuss behavioral problems.

SEAS school also has a bullying & respect policy. Please refer to the next few pages for details.

Individual classroom management techniques vary with each classroom teacher and/or grade level.

*Stop, Think, Plan (STP)* is designed to help students manage their behavior outside the classroom (lunchroom, playground, bus stop, hallways, etc.) **Please refer to the Middle School Handbook for the 6<sup>th</sup> - 8<sup>th</sup> grade version of this.**

If a supervisor sees minor, inappropriate behavior, he/she will bring it to the student's attention and **stop** the misbehavior. The student is asked to **think** about what happened and why it is wrong. The student will then **plan** what he/she can do differently next time. If the supervisor feels the action(s) is more severe or the student has been talked to before, the student may be asked to fill out a *Stop, Think, Plan Sheet*. This sheet is filled out by the student and sent home for a parent signature. A copy of it is given to the classroom teacher. The classroom teacher will keep track of these sheets for each Trimester. If a student accumulates 3 (on the third) sheets the teacher will notify the principal. Each trimester, we begin anew.

- Principal's Plan
  - Conference with the student & call the parent/guardian
  - 4<sup>th</sup> sheet - Service opportunity before or after school, or during recess.
  - Subsequent sheet - Conference with parent/guardian & child to develop an individual plan.

#### Catch Them Being Good!

- Blue Tickets are given out randomly to encourage those students who are managing their behavior in an age-appropriate manner. There are periodic drawings for small rewards.
- The Principal and/or supervisors will call the parent/guardian with good news.
- "Celebrate Success" bulletin board - achievements in work, prayer, and play.

If a detention is assigned to a student, the parent/s will be notified. The parent must arrange transportation home.

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

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

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

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

Student Rights & Responsibilities are listed in this Handbook along with Parent Rights & Responsibilities.

## **BULLYING AND RESPECT INFORMATION**

St. Elizabeth Ann Seton School believes that all students and staff have a right to a safe and healthy environment. The school, family and parish community have an obligation to promote respect, tolerance and acceptance.

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

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

### **Bullying can be:**

- Physical: pushing, kicking, hitting, pinching, any form of violence, threats;
  - Verbal: name calling, sarcasm, spreading rumors, persistent teasing;
  - Emotional: tormenting, threatening, ridicule, humiliation, exclusion from groups or activities;
  - Racist: racial taunts, graffiti, gestures;
  - Sexual:\* unwanted physical contact, abusive comments
- \*(See also Sexual Harassment section for further details.)

### **Procedures:**

- For older students, keep a journal or record with dates and times, incident, people involved or bystanders. Since the definition of bullying is *repeated* unwanted behaviors, it is important for the school staff to know exactly when and what is occurring.
- 1<sup>st</sup> Step: Try some of the techniques learned in class - humor, ignore, etc.
- 2<sup>nd</sup> Step: Tell the person to stop the behavior (this includes Bystanders telling the bully as well)
- 2<sup>nd</sup> Step: Tell an adult who is in charge - playground supervisor, teacher, etc. A write-up will be conducted and a conference will be held with the alleged bully. The victim has the choice to be present and/or to remain anonymous.
- 3<sup>rd</sup> Step: If the behavior continues, report back to the adult. The matter will be referred to the principal and parents will be contacted. An additional write-up will be conducted and put on file. An appropriate consequence will be given (i.e. detention, lost recess time, etc.) with an opportunity for reconciliation (when age appropriate) and or repentance.
- Any additional occurrences and/or retaliation will be written up, parent notified, increased consequences (i.e. in-school or out-of-school suspension & possible expulsion from SEAS school) and/or reported to the Dakota County Attorney's office.

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

Please review the St. Elizabeth Ann Seton School "Anti-Bullying Pledge for Students" with your child. Discuss the seriousness and importance of this issue. Be sure your child understands the information, including the consequences for these behaviors. Sign the pledge with your child and return it to school.

### **SEXUAL HARASSMENT**

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

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

1. Unwelcome physical contact or intimidation of a sexual nature, either direct or indirect.
2. Unwelcome sexual comments, including jokes or stories.
3. Any conduct of a sexual nature, either direct or indirect, which contributes to an overall offensive or intimidating environment.

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

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

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

1. The student must immediately report the incident to the classroom teacher or appropriate staff member.
2. The classroom teacher or staff member shall document the incident and the administrator shall be notified.
3. If necessary, the administrator will conduct a timely and proper investigation.
  - a. A third party shall be present at all interviews. Every effort shall be made to have the same third party present at all interviews with respect to each incident.
  - b. Detailed notes will be taken throughout the course of the investigation.
  - c. Interviews of the claimant and the alleged harasser shall always be conducted separately, in a comfortable and private place. All parties shall be treated with respect and concern.

- d. If any student interferes with the administrator's investigation or refuses to allow an interview, a letter will be sent home advising that the disposition of the complaint will be made without the student's input, and informing the guardians that the student may be subject to disciplinary action.
  - e. Guardians of the claimant and guardians of the alleged harasser shall be notified within a reasonable amount of time of the complaint and investigation. When guardians of the claimant are notified, then every effort shall be made to notify the guardians of the alleged harasser at the same time, and vice versa.
4. The administrator shall make conclusions in consultation with the third party present during the interviews.
  5. The administrator shall take appropriate corrective action according to the facts and circumstances of each particular situation.
  6. The administrator shall advise in writing the claimant, alleged harasser and their respective guardians of the outcome of the investigation and its conclusion.
  7. After the administrator's investigation, if the claimant and/or the alleged harasser determines that inadequate action has been taken, a Grievance Report should be submitted to the Chairperson of the Education Committee, pursuant to St. Elizabeth Ann Seton's Grievance Policy. A form can be found later in this handbook or in the parish office. The written grievance shall be submitted within 10 working days after each party receives the administrator's written report.

#### Consequences of Sexual Harassment

- In-School-Suspension (ISS), or out of school suspension
- Completion of a sexual harassment education packet by student
- Notification of parent/guardian followed up by letter
- Expulsion

#### SMOKING/TOBACCO

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

#### DRUG/ALCOHOL POLICY

If any student attending St. Elizabeth Ann Seton School is found buying, selling, or giving away any mood altering chemicals\*; under the influence of mood altering chemicals; or in possession of mood altering chemicals while on St. Elizabeth Ann Seton School grounds or attending any school sponsored event, there will be immediate suspension by the administrator and the police will be called.

The Principal will:

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

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

1. Provide valid proof that the student is receiving appropriate professional care as per the evaluation.

2. Agree to immediate expulsion from St. Elizabeth Ann Seton School if a second offense against the above mentioned drug policy should occur.

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

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

Following the conference, the Principal has the option to:

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

\*Mood altering chemicals include any substance such as drugs or alcohol that substantially changes the behavior of the person taking them.

\*\*Please see Discipline Guidelines below

### **LOCKER INSPECTIONS**

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

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

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

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

Students who possess, assault, or threaten with a weapon\* will immediately have their parents or legal guardian involved, notification of police, and an initial suspension up to fifteen (15) days; confiscation of the weapon; and a report from the Principal to the Commission which may include a recommendation the student be expelled from school for the remainder of the school year. Please see Disciplinary Guidelines below.

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

### **GRIEVANCE POLICY**

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

1. The parent/guardian or student (grievant) will meet with the teacher or administrator (respondent) to discuss resolution of the grievance.
2. If the grievance is not resolved, the grievant will meet with the school administrator (if the grievance involves a teacher) or with a person designated by the pastor or parish administrator (if the grievance involves the school administrator).
3. If the grievance is still not resolved, a Grievance Committee will hear the grievance.
4. The Grievance Committee will be made up of three persons: one designated by the pastor, one designated by the respondent, and one designated by the grievant.
5. The committee will meet to receive evidence. It shall have the discretion to determine whether such evidence shall be written, oral, or both.
6. At the conclusion of the meeting, and upon due consideration, the committee will make its recommendation to the pastor. The committee shall not have the power to alter or amend school policies.
7. The pastor or his designate will then decide the grievance.
8. The grievance procedure should be completed within 30 days.
9. If the grievance determination is not resolved to the satisfaction of either party, a referral to Archdiocesan Due Process may be made. Nothing contained herein shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process procedures.

Additional documents included:

- Policy #1 Priority Registration for Enrollment in St. Elizabeth Ann Seton K-8 Grade
- Policy #2 Tuition Payment for Grades K-8
- Policy #3 Uniform/Dress Code
- Student Rights and Responsibilities - Parent Rights and Responsibilities
- Media Center Selection Policy
- School wide Discipline Plan
- Internet Acceptable Use Agreement (please sign and return to school)
- Bullying/Respect Pledge (please sign and return to school)

**Middle School Disciplinary Guidelines From the Principal’s Office**

It is very important that all our students are safe, both physically and emotionally while attending St. Elizabeth Ann Seton School. For Major Discipline Infractions, Dr. Moes, the school Principal will be following these discipline guidelines. These discipline guidelines are not all inclusive. Unlisted behaviors that occur may result in other disciplinary guidelines. The following guidelines will be used at the discretion of the administration. The administration reserves the right to apply disciplinary consequences based on individual situations.

ISS= In School Suspension

OSS= Out of School Suspension

	1st Referral	2nd Referral
Harassment	Warning/ISS/OSS/Parental Conference	ISS/OSS/Parental Conference/police report
Threats and/or Threatening Behavior Verbal/Written or Cyber Threats on the Computer	Warning/ ISS 1-3 days, OSS 1-3 days, Parental Conference	ISS 1-5 Days, OSS 1-5 days, Parental Conference, possible Police Report
Use or Possession of Tobacco	ISS 1-3,days Juvenile Warning Ticket issued, Parental Conference	OSS- 1-3 days, Juvenile Warning ticket issued, Parental Conference
Possession, Use, Sale or Under the Influence of Alcohol or Drugs	OSS 5 days/ Referral for chemical evaluation at the administrators discretion. Police Report, Parental Conference	OSS 5 days/ Referral for chemical evaluation at the administrators discretion. Police Report, Parental Conference
Fighting/Assault	OSS 3-5 days. Possible Police Report and Parental Conference. Physical altercation is an Automatic Out of School Suspension	OSS 5-10 days. Possible Police Report and Parental Conference. Physical Altercation is an automatic Out of School Suspension

STUDENT/PARENT HANDBOOK

Theft or Vandalism	ISS 1-3 days, Parental Conference, Possible Police report.	OSS 1-3 days, Parental Conference, Possible Police Report.
Lighting Matches and/or Lighter, or Possession of Matches or Lighter. Causing/Not Causing a Flame	ISS/OSS up to 10 days, Possible Expulsion, Police Referral and Parental Conference	ISS/OSS up to 10 days, Possible Expulsion, Police Referral and Parental Conference.
Weapons Possession and/or Use	ISS/OSS up to 10 days. Parental Conference, Possible police Report, Possible Expulsion.	ISS/OSS up to 15 days, Parental Conference, Possible Police Report, Possible Expulsion.

**Saint Elizabeth Ann Seton School Policy Manual**

Subject: **Priority Registration for Enrollment in St. Elizabeth Ann Seton K-8 Grade**      No: 1      Page: 1 of 1

**Effective: March 1, 2000**

**Supersedes:**

**I. POLICY**

A determination of eligibility for enrollment in the kindergarten through eighth grade education programs at St. Elizabeth Ann Seton School is necessary to ensure that the mission of education and faith formation of the parish is fulfilled in a just manner. Enrollment priority will be based on the following criteria in order of preference:

1. Current enrollment status at St. Elizabeth Ann Seton in grades K-8\*, and in good standing with regard to all debt obligations to the school at the time of registration
2. Enrollment of a sibling at St. Elizabeth Ann Seton in grades K-8, and in good standing with regard to all debt obligations to the school at the time of registration
3. Current membership in parish with no siblings currently in attendance at St. Elizabeth Ann Seton School
4. Parent Alumni of St. Elizabeth Ann Seton School or any of its predecessors, and in good standing with regard to all debt obligations to the school at the time of registration
5. Non-parishioners with no prior, nor current affiliation with either the Church or the school

\* Registration in the pre-school program operated by the parish is specifically and intentionally excluded for priority in enrollment as registration for pre-school is not mandated by public law as is education in grades k-8. It is also excluded as ability to register for pre-school is limited to those families able to accommodate private transportation and therefore serves a smaller portion of the population than that which St. Elizabeth Ann Seton is charged with serving.

**II. SCOPE**

This policy applies to all applicants to St. Elizabeth Ann Seton School for education in grades K-8.

**III. GENERAL PROVISIONS**

- First priority will be given to applicants, in good standing with regard to met financial obligation to all school accounts, who are currently enrolled in any of the grades K-8.
- Second priority will be given to siblings of currently enrolled students, where the siblings debt obligation to the schools is currently in good standing with regard to met financial obligation to all school accounts.
- Third priority will be given to current enrolled members of the parish who have no siblings currently in attendance at St. Elizabeth Ann Seton School.
- Fourth priority will be given to parent alumni of St. Elizabeth Ann Seton School or any of its predecessors and in good standing with regard to all debt obligations to the school at the time of registration is made for their child/children.
- Fifth priority will be given to non-parishioners with no prior affiliation with either the Church or the school.

- Each priority group will be provided a specific window of time within which they may register; if enrollment is not completed within that allotted time frame then enrollment priority will be assessed on the same basis as for the group in which the enrollment materials are received.

**Saint Elizabeth Ann Seton School Policy Manual**

---

Subject:	<b>Tuition Payment for Grades K-8</b>	<b>No: 2</b>	<b>Page: 1 of 3</b>
<b>Effective: March 9, 2000</b>	<b>Supersedes:</b>		

---

I. POLICY

We believe that tuition payments are an investment in children's education and religious formation. Therefore, the School Advisory Board accepts responsibility for recommending to the Pastor policies concerning the amount of tuition, the manner of payment, and, in general, the development of policy in this area of concern. Furthermore, it is the responsibility of the School Advisory Board to ensure that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families.

TUITION PAYMENT

All families attending SEAS pay the same tuition rates. There is no delineation between parishioner and non-parishioner as voted and approved on by the school committee and school and parish administration.

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

PAYMENTS DIRECTLY TO SCHOOL

**PAYMENT IN FULL** - This payment is made directly to the school on or before July 20<sup>th</sup> and will entitle the family to a discount of \$50 to be applied to the family's first or only child enrolled in any of the grades K-8.

**TWO PAYMENT PLAN** - Payments made directly to school. One half paid on or before July 20 and one half paid on or before January 20<sup>th</sup>.

PAYMENTS THROUGH FACTS

**QUARTERLY PAYMENT PLAN THROUGH FACTS** - Four payments due in July, October, January and April. Parents can select either the 5<sup>th</sup> or the 20<sup>th</sup> of the month as their payment date. There is a \$38.00 annual fee, per family for this option.

**MONTHLY PAYMENT THROUGH FACTS** over a period of (10, 11, or 12 months) starting in July. Parents can select either the 5<sup>th</sup> or the 20<sup>th</sup> of the month as their payment date. There is a \$38.00 annual fee, per family for this payment option.

LATE REGISTRATION

## STUDENT/PARENT HANDBOOK

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

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

### LATE PAYMENTS

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

**Full Payment and Two Payment Plans.** If payment is not received on or before July 15<sup>th</sup>, the discounted rate of tuition will not apply. When full payment has not been made by July 15, the family will be contacted within five (5) days by a business representative of the parish concerning the missed payment date and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments shall be made through the FACTS Tuition Management Plan. In addition, a late fee may be assessed.

**Quarterly and Monthly Payment Plans.** School families who choose the quarterly, or monthly ten (10), eleven (11), or twelve (12) month payment plan and miss a monthly payment due to insufficient funds will be automatically charged a \$30.00 missed payment fee by FACTS and may incur a similar penalty from their own banking institution. The missed payment will be processed again by FACTS in 14 days or the next month. In addition, a late fee may be assessed.

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

### TUITION ASSISTANCE

A limited amount of tuition assistance is available from the parish, administered by TADS (a confidential administrative service), for school families experiencing economic difficulties. Normally, requests for such assistance should be made at the time of registration. However, since such circumstances often are unpredictable, families should not hesitate to inform the Principal, Pastor, or the parish business representative of their need whenever it may arise during the year.

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

### NON-ADMISSION OF STUDENTS DUE TO TUITION DELINQUENCY

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

All families must be current in their payment of tuition:

**By July 1st:** If not, students may not be admitted on the first day of school.

By the end of the registration period for the following school year: If not, registration materials will not be processed until such time as payment obligations are satisfied. This may result in a loss of priority standing for registration (see *Priority Registration for Enrollment in St. Elizabeth Ann Seton Grades K-8*, No. 1).

### DELINQUENT TUITION FROM PREVIOUS YEAR(S)

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

**TUITION REFUNDS/PENALTIES (revised March 2003)**

St. Elizabeth Ann Seton School carefully budgets for how many students will be in attendance during each school year. When a student is withdrawn from school prior to the end of a contract year (July 15<sup>th</sup> through the last day of school), a hardship is presented to our school community. With that in mind, the following payment schedule shall be adhered to (with administrator consultation):

Withdrawal date...

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

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

**SCOPE**

This policy applies to all applicants and those registered and enrolled in grades K-8 at St. Elizabeth Ann Seton School.

**Saint Elizabeth Ann Seton School Policy Manual****Subject: Dress Code/Uniform Policy  
for Grades K-8****Page 1 of 2****No: 3****Effective: 1997****Modified: August of 2001, 2005, 2006, 2007**

In keeping with St. Elizabeth Ann Seton School goal to create an environment in which students have an opportunity to experience equality, regardless of their economic backgrounds, we maintain a uniform dress code for students K-5. Because of our shared-time agreement with the public school, uniforms are not required at the Middle School level. However, a dress code is required. These uniform and dress codes are a way for students to present a positive image of themselves.

1. Students are to be neat, clean and well groomed.
2. Hairstyles and hair coloring should not draw undue attention to the student. No one is to dye their hair a color that cannot be grown naturally in humans.
3. Hair should not extend below the eyebrows to the extent where the eyes cannot be seen. Hair is expected to be pulled back/away from the eyes.
4. Students are not allowed to have visible tattoos/body writing, or any body piercing other than the ears.
5. Earrings should not draw attention to the person and a student may be asked to remove dangling earrings. Post earrings are recommended.
6. Make up is not allowed at the elementary level (K-5) and is highly discouraged at the middle school level (6-8). Excessive/heavy make-up is not allowed (i.e. dark eyeliner, etc.)
7. Please be advised that anything else not covered here will be an administrative decision as to whether it is permitted.

**NON-UNIFORM:**

Specifically for Middle School students, however, occasionally the administration will designate days on which students in grades K-5 may be out of uniform, in which case, this applies to all students. We promote modesty and a Christian message.

- o All students must wear a shirt with sleeves.
- o "Pajama-type" pants are not allowed.
- o Sweat pants are not allowed. Neat athletic pants are acceptable.
- o Frayed, ripped, or tattered clothing is not acceptable. Please pay particular attention to jeans and sweatshirts here.
- o Neither hats nor bandanas are worn during the school day.
- o Shorts/skirts must be of appropriate length.
- o Boys: Jeans must fit (no boxers showing).
- o Girls: Shirts must fit with modesty in mind (not too tight or too low).
- o Boy and Girls: No undergarments may be showing at any time.
- o Clothing which may solicit an undue amount of attention will not be permitted. This includes (but is not limited to) writing on the back of pants.
- o Clothing with logos which may imply messages not consistent with the mission of this school (one of high moral standing) is not permissible.
- o On Mass days especially, students are expected to be respectful of the importance of this sacrament by "dressing up" a bit. Tops with large writing on it and hooded sweatshirts are not allowed on Mass days.

- Expensive clothes are not necessary and because of the learning activities that a student will experience, probably disadvantages.
- Hats/Bandanas, etc. are not worn in the building during the school day.

## UNIFORMS K-5

Donald's Department Store is our official uniform store. The clothing Donald's offers is the official uniform and the standard/quality which is to be followed. The embroidered polo shirts are only available at Donald's. Students are expected to be in complete uniform each day. Uniforms are to be in good shape. School sweatshirts are purchased through the Home and School Organization (SEASPA).

- Shoes and socks must be worn at all times. Open-backed shoes are not allowed. Tennis shoes are allowed so long as they are mostly white, black or navy which includes the shoelaces. No light-up shoes, roller shoes, etc. are permitted.
- The collar of the shirt must be visible when the sweatshirt or sweater is worn.
- Shirts must be tucked in.

### Uniform Options – Female

Plaid Jumper (K-5)

Plaid Skirt or Jumper (Gr. 3-5)

SEAS Uniform Sweatshirt with current logo.

Light blue blouse with Peter Pan collar

Light blue polo shirt with embroidered logo (Must be tucked in - banded bottom polo option is preferred)

Light blue turtleneck

Navy blue cardigan sweater

Navy or white knee-highs or anklets. Navy tights also.

Navy blue walking shorts (when weather permits)

Navy blue cotton twill slacks

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

Navy, Brown or Black shoes. White sneakers are approved so long as they are relatively plain (no light-ups, logos minimized, and no colored shoelaces)

### Uniform – Male

Light blue polo shirt with embroidered logo (Must be tucked in - banded bottom polo option is preferred)

Light blue oxford w/collar

Light blue turtleneck

Navy or white socks

Navy blue cotton twill or corduroy slacks

Navy blue cardigan sweater

SEAS Uniform Sweatshirt with current logo.

Navy blue walking shorts when weather permits

Navy, Brown or Black shoes. White sneakers are approved so long as they are relatively plain (no light-ups, logos minimized, and no colored shoelaces)

## II. SCOPE

This policy applies to all those registered and enrolled in grades K-8 at St. Elizabeth Ann Seton School as well as any other students attending as guests.

Student Rights and Responsibilities

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

St. Elizabeth Ann Seton School  
Parent Rights and Responsibilities

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

## **Part I – Selection Policy**

### **Statement of Philosophy**

The Mission Statement and Instructional Goals of St. Elizabeth Ann Seton School, which is attached, should be utilized when instructional materials are selected and adopted to support the curriculum. The purpose of this policy is to set the understanding upon which these educational resources are to be selected.

### **Statement of Objectives**

1. Materials should be selected which represent a diversity of views and expressions in order to promote critical thinking and objective evaluation. Selection of a work does not constitute agreement with the content.
2. Materials should, as far as possible, accurately reflect contributions and achievements of individuals and groups from various racial, social, ethnic, and religious backgrounds.
3. Materials selected should be of the highest quality, appropriate to the level of students, while considering curriculum objectives and availability of materials.
4. Materials selected should be considered by the impact of each work as a whole –not in part.
5. Materials selected should be sensitive to the beliefs of the Catholic Church.

### **Statement of Responsibility**

The School Commission, as a policy-making body, delegates to professional personnel of St. Elizabeth Ann Seton School the authority and responsibility for the selection of instructional and library materials in accordance with this selection policy.

## **Part II: Selection Procedure**

### **Definition of Instructional materials**

In general, “instructional material” is defined as those items which are read, listened to, manipulated, observed or experienced by students as part of the instructional process. They may be consumable or non-consumable and may vary greatly in the kind of student response they stimulate. Instructional material include but are not limited to: textbooks, teachers' manuals, kits, games, computer software, apparatus, media collection of library books, filmstrips, compact disks, video recordings, audio tapes, realia, slides, transparencies, dramatic presentations, concerts, and written and performed music.

### **School Library Media Resources**

1. In selecting resources, professional personnel shall evaluate the available resources and curriculum needs, and shall consult reputable, professionally prepared aids for selection and other appropriate sources. These sources may include School Library Journal, The Horn Book, Catholic Library World, and the archdiocesan Catholic School Librarians group. The actual item shall be examined when deemed appropriate.
2. Administrators, teachers, students, parents, school personnel, or others may make recommendations for purchase.
3. Gift resources shall be judged by the selection criteria and shall be accepted or rejected by those criteria.
4. Selection is an ongoing process, which includes the removal of resources which are no longer appropriate, and replacement of resources which are lost or damaged.

### **Textbook and Classroom Resources**

The School Advisory Board will officially adopt textbook programs for use in St. Elizabeth Ann Seton School upon recommendation of the principal.

Responsibility for the review and selection of curriculum materials including textbooks to be recommended will rest with the curriculum committees as approved by the principal. Membership on such committees may include teachers who will use the texts, administrators and/or other staff members or parents, as deemed necessary.

Principles that apply generally to the selection of instructional materials and library materials will apply to textbooks. Additionally, **curriculum materials**, including textbooks, will be chosen:

- to advance the educational objectives of St. Elizabeth Ann Seton School and particular objectives of the course or program;
- to contribute toward continuity, integration, and articulation of the curriculum;
- to establish a general framework for the particular course or program.

In **textbook examination** the selection committee shall apply the following guidelines:

- The Mission Statement and instructional outcomes shall be used as the foundation.
- The needs of all learners, including slow learners, the exceptionally able, and other special needs must be supported.
- Where possible, multi-ethnic materials, which depict a pluralistic society, should be selected.
- Attention should be given to materials which are gender fair.
- The curriculum materials selected should lead the student beyond the textbook into a wide variety of other materials and educational experiences.
- When the textbook deals with problems and issues of our times, it should present and encourage examination of a variety of points of view.

#### **Criteria for Selection and Acquisition of Resources**

Criteria determining the selection of materials and equipment includes generally recognized criteria which can be applied to all types of instructional materials.

1. Appropriateness – Does the material promote stated goals? Is the material basic or supplemental to the curriculum?
2. Authenticity – If factual in nature, is it accurate, up-to-date, and containing dependable information? Is the author/producer well-qualified?
3. Interest – Will the material catch and hold the interest of the users? Will it provide motivation? Will it encourage creative, imaginative response in the users?
4. Cost – Is the cost of the material justified by its contribution under the existing budget?
5. Technical Quality - Is the technical quality satisfactory?
6. Organization of Material - Is the material well organized? Is the purpose clear and in accord with generally accepted principles of learning?

#### **Criteria for Donations and Gifts**

Donated resources shall meet the criteria outlined in this policy.

#### **Criteria for Acquisition**

While selection of materials involves many people, including the media specialist, teachers, parents, students, administrators, and parishioners, the responsibility for coordinating and recommending the selection and purchase of instructional resources rests with the licensed professional personnel.

### **Part III. Reevaluation Procedures**

The review of materials challenged by teachers, administrators, parents or parishioners (hereafter referred to as "individual") will be treated objectively as an important routine action. Every effort will be made to consider the objections, keeping in mind the best interests of the student, the school, the curriculum, and the parish community.

All persons who challenge resources used at St. Elizabeth Ann Seton School shall adhere to the Policy and Procedure for Selection and Reevaluation of Resources.

Any parent, parishioner, or employee of St. Elizabeth Ann Seton Parish may raise objection to instructional materials used in the educational program at the school.

When an objection to resources is made, the faculty member receiving the complaint should attempt to informally discuss and, if possible, resolve the issue with the individual. An informal resolution is defined as a condition in which both parties agree to accept the material as currently used. The faculty member shall also inform the individual of the availability of procedures for reconsideration of materials.

#### **Status of Challenged Resource**

The resource(s) under reconsideration will remain in use during this process and remain in place unless removed through the completion of this procedure.

#### **Initial Response to Challenged Resources**

Requests for reconsideration shall be directed to the appropriate instructor or media generalist. The staff member shall in turn immediately advise the school principal, who will in turn inform the pastor, of the complaint. The media specialist shall explain the initial selection process utilized and the subsequent appeal procedures for challenged materials. If the complaint cannot be resolved informally, the media specialist will invite the person who is initiating the complaint to file a written request for reconsideration of resources.

#### **Completed Request for Reevaluation of a Resource Form**

Upon submission of the completed and signed form to the media specialist, the challenge will be defined as formal and the formal reevaluation process will be initiated.

#### **St. Elizabeth Ann Seton School Review Committee**

In the event of a complaint, a committee, directly involved with the age group for whom the resource is intended, will be selected from each of the following groups:

- Administration
- Media Generalist
- Faculty representatives from primary, intermediate, and/or middle school students
- Parent representatives from primary, intermediate, and/or middle school students.
- Member of parish staff with theology background, i.e. deacon, pastor, director of Faith Formation.

#### **Committee Responsibilities and Procedures**

The media specialist shall:

1. notify committee members of the objection within seven (7) school days of receipt of the complaint and set a meeting day
2. distribute a copy of the completed Request for Reevaluation of a Resource form to each committee member.
3. distribute the Committee Reevaluation form to each committee member.
4. obtain and arrange for reading/listening/viewing of the questioned resource by the committee.

5. obtain reviews of the questioned resource and send them to each committee member at least three (3) school days prior to reevaluation committee meeting.
6. hold a reevaluation committee meeting within twenty (20) school days of receipt of formal complaint to discuss the objection and questioned resource, and reach a decision.
7. send the report of the reevaluation committee to the individual.
8. make every effort to complete the reevaluation process within 45 calendar days.
9. keep a file of the written report signed by all committee members, accompanied by a minority report, if one is made. The decision will remain intact for five (5) years unless the material is subject to the curriculum review process.

The committee shall:

1. become aware of selection criteria as outlined in Part II of Selection Policy,
2. read/listen to/view the questioned resource in its entirety;
3. determine professional acceptance of the resource by reading critical reviews;
5. weigh the strengths and weaknesses and form opinions on the resource as a whole rather than on passages or sections taken out of context;
6. discuss the resource in the context of the curriculum;
7. reach a decision by consensus.

#### **Part IV: Selection Policy Review Procedure**

Selection Policy will be reviewed every five (5) years, or more often if deemed necessary. Said policy is reviewed and approved by the School Advisory Committee, and is on file with the principal, pastor, and media specialist.

The complete policy, along with the appropriate forms to be filled out, are available by contacting the Media Specialist.

The policy was abbreviated for this handbook.

With your permission, your son or daughter will have the opportunity to access the Internet at St. Elizabeth Ann Seton. Please read the following document and discuss it with your child. Your child's teacher and/or Library Media Specialist will discuss this policy with your son or daughter at school also. When you are finished, please initial the Access Contract in your family's file located in the office for the appropriate year. Your child will not be allowed to use the Internet without this form initialed.

### **Mission and Purpose**

Our Internet account was established to provide students with another research tool.

The purpose of our Internet account is strictly educational. Students and staff will use it to research subject areas and to correspond with other students or professionals at the teacher's instruction.

In today's information rich society, we have more information available to us than we need. Educators have a professional responsibility to help students develop the skills needed to discriminate among information sources, to identify information appropriate for their age and developmental levels, and to evaluate and use information to meet their educational goals. The Internet is a great educational tool in meeting this goal, and our classroom teachers in collaboration with the Library/Media Specialist integrate technology into all areas of the curriculum.

There are ethical, social, and legal issues that arise with the use of technology. We, as Catholic educators, believe that we must prepare students from an early age in the use of technology and provide them with an understanding of its use and our responsibilities to use it well. Technology/computer education begins in kindergarten and progresses throughout 8th grade.

### **Guidelines for Student Use**

Making Internet access available to students carries with it the potential that some students might encounter information which some have identified as inappropriate for students. St. Elizabeth Ann Seton School uses WatchGuard Schoolmate filtering software to bar unwanted sites. We will be focusing on providing students with the understanding and skills needed to use the Internet in ways appropriate to their individual educational needs.

The use of Internet is a privilege, not a right. Students will be taught appropriate usage of the Internet by their classroom teacher, Library/Media Specialist, and computer lab coordinator. Any action by a student that is determined by their classroom teacher, Library/Media Specialist, or computer lab coordinator that constitutes inappropriate use of the Internet at St. Elizabeth Ann Seton School will result in a cancellation of this privilege. St. Elizabeth Ann Seton School reserves the right to discipline students for inappropriate use of the Internet including off site incidences which could bring harm or cause damage to our school.

Access to the Internet will enable students to explore libraries, databases, and websites throughout the world and is provided for our students to conduct research and communicate with others for school purposes only. Access to network services is provided to students who agree to act in a respectful and responsible manner.

The following guidelines are the minimum taught to all students before accessing the Internet:

1. Follow all school behavior and policies when using the Internet.
2. SEAS does not allow students to e-mail to or from personal accounts. Only e-mailing for classroom assignments is appropriate. All other e-mailing will result in loss of the student's computer privileges.
3. Be polite in all online communication. Remember that all people are sacred. Cyberbullying is a form of bullying, and bullying consequences (see pgs. 20 & 21) will be enforced for any cyberbullying offenses.
4. Do not reveal your (or anyone else's) personal information or passwords to anyone, not even your friends.

5. Proper computer lab etiquette must be followed at all times. No food or drink is allowed in the computer lab or near the classroom computers. The computer lab contains sophisticated electronic machinery. Treat it with respect, and if you have any questions or encounter difficulties, inform your teacher, Library/Media Specialist, or computer lab coordinator immediately.
6. Do not print or save anything without approval.
7. Do not gain access to unauthorized areas.
8. Any items produced by the students will not be posted to the Internet without their permission. If permission is granted, items will be considered under Fair Use and available to the public.
9. Plagiarism is illegal and is not allowed. If material and/or quotations are taken from the Internet, appropriate citations must be given in the correct Works Cited format.

In addition to the above guidelines, students will be taught the proper way to:

- Keyboard
- Send and receive e-mail messages
- Website evaluation and Internet instruction
- How to use Microsoft applications: Word, Power Point, Excel, and Publisher
- How to save, download and print information found.
- Internet Safety: cyberbullying, texting sexting, online predators, digital permanence, and social networking.

**Consequences**

- Failure to follow SEAS Acceptable Use Policies will result in the loss of computer privileges for a time deemed appropriate by the teacher or computer lab coordinator.
- May result in other consequences such as Stop, Think, Plan Sheet, LOG (MS), detention
- When applicable, law enforcement agencies may be involved.

All SEAS students and their parents must read together and sign/initial SEAS Acceptable Use Policy before internet privilege is granted.

Student Access Contract

I have read the St. Elizabeth Ann Seton School Acceptable Use Policy. My signature below and that of my parent(s), means that I agree to follow the guidelines for Internet access at St. Elizabeth Ann Seton School. I understand that this privilege may be revoked.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subsequent year initials Gr. 1 \_\_\_\_\_ Gr. 2 \_\_\_\_\_ Gr. 3 \_\_\_\_\_ Gr. 4 \_\_\_\_\_ Gr. 5 \_\_\_\_\_  
Gr. 6 \_\_\_\_\_ Gr. 7 \_\_\_\_\_ Gr. 8 \_\_\_\_\_

As the **parent** of this student I have read the St. Elizabeth Ann Seton School Acceptable Use Policy. I hereby give my permission for my child to use the Internet for educational purposes. I will not hold the school or its employees responsible.

Parent(s) signature: \_\_\_\_\_ Date: \_\_\_\_\_

Subsequent year initials Gr. 1 \_\_\_\_\_ Gr. 2 \_\_\_\_\_ Gr. 3 \_\_\_\_\_ Gr. 4 \_\_\_\_\_ Gr. 5 \_\_\_\_\_  
Gr. 6 \_\_\_\_\_ Gr. 7 \_\_\_\_\_ Gr. 8 \_\_\_\_\_

This form will be re-signed/initialized each year after the first year. The forms are kept on file in the school office.

## St. Elizabeth Ann Seton School

### Anti-Bullying Pledge - Students

We the students of St. Elizabeth Ann Seton School agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying.

**By signing this pledge, we the students agree to:**

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, and stairwells.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty, to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies dealing with bullying.

I acknowledge that whether I am being a bully or see someone being bullied, if I don't report or stop the bullying, I am just as guilty.

**Signed by:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Subsequent year initials

Gr. 1\_\_\_\_\_ Gr. 2\_\_\_\_\_ Gr. 3\_\_\_\_\_ Gr. 4\_\_\_\_\_ Gr. 5\_\_\_\_\_

Gr. 6\_\_\_\_\_ Gr. 7\_\_\_\_\_ Gr. 8\_\_\_\_\_

Students will get a copy of this to sign at the beginning of the school year.

**St. Elizabeth Ann Seton School**

**Anti-Bullying Pledge - Parents**

We the parents of St. Elizabeth Ann Seton School agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushing, shoving, hitting, and spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying.

**By signing this pledge, we the parents agree to:**

1. Keep themselves and their children informed and aware of school bullying policies.
2. Work in partnership with the school to encourage positive behavior, valuing differences and promoting sensitivity to others.
3. Discuss regularly with their children their feelings about school work, friendships and relationships.
4. Inform faculty of changes in their children's behavior or circumstances at home that may change a child's behavior at school.
5. Alert faculty if any bullying has occurred.

**Signed by:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Subsequent year initials & date** (parent's only for all children at SEAS)

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**St. Elizabeth Ann Seton School**  
**Student/Parent Handbook 2010-2011**

**Hard Copy Sign Off**

Agreement to be governed by Handbook Policies

After reading the St. Elizabeth Ann Seton's Parent/Student Handbook please sign below and return this form to the school office within one week of receiving the handbook. The handbook is reviewed at the Back-to-School/Parent Orientation Evenings in September and is posted on the school website

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

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

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

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

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

Student Names from the family

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

Parent/Guardian Signature

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

Parent/Guardian Signature

<http://schoolweb.seasparish.org/Handbooks.html>