

Instaurare Omnia in Christo



**ST. ELIZABETH ANN SETON**  
**CATHOLIC SCHOOL**

**2023-2024 Parent and Student  
Handbook**

This handbook is provided as a guide for both parents and students. By becoming familiar with our procedures, you will be able to cooperate with the school in our endeavor to educate your children. The students are expected to become familiar with the policies and regulations of the school, which are all intended to be a positive and motivating experience in your children's education at St. Elizabeth Ann Seton Catholic School.

The enrollment of a student at St. Elizabeth Ann Seton Catholic School is an agreement on the part of a student and his/her parents/guardians that they will comply with all the school procedures, rules, and regulations as set forth in this handbook and changes made in the course of the year by the school principal.

6646 Addicks-Satsuma Rd. • Houston, TX 77084 • 281-463-1444 • Fax 281-463-8707 [www.seasc.org](http://www.seasc.org) •  
[seasinfo@seasc.org](mailto:seasinfo@seasc.org)

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## About Us

### Motto

Instaurare Omnia in Christo  
“To Restore All Things in Christ”

### Mission Statement

Living, loving and learning in Christ and the Church.

### School Vision

St. Elizabeth Ann Seton Catholic School strives to form each student spiritually, intellectually, and physically as a lifelong disciple of Christ. In partnership with each family, we seek to form students who recognize and appreciate Truth, Goodness, and Beauty in all of God’s creation and every area of human endeavor. Our challenging and creative Classical Catholic curriculum cultivates students who will discover and develop their full potential for the glory of God and the good of others. In harmony with the teachings and traditions of Holy Mother Church, our students will answer the call to virtue and sainthood.

### Philosophy

The philosophy of St. Elizabeth Ann Seton Catholic School finds its values in the gospel message delivered through the person of Christ. It is based on the belief that each child is created in the image and likeness of God and that each child is called to know and serve the God of all creation. Excellence in academics and the moral life is goal of our education. We recognize each child's abilities and encourages growth through the various academic disciplines that serve to inform the mind of every person. St. Elizabeth Ann Seton Catholic School teaches the Roman Catholic faith and Christian values. We see our school as a place where children should work toward academic excellence and gain knowledge of self, the created world, and of God in an atmosphere permeated by the Gospel. We seek to teach our children that they are children of God, destined for eternal life

with Him, and that each of them plays a special role in building a Christian society.

## Catholic Identity

Catholic identity will be evident and visible in the classrooms, hallways, offices, and playing fields of St. Elizabeth Ann Seton Catholic School. We are first and foremost a Catholic school. All students attending SEASCS are required to participate in all religion classes and religious functions held during the school day or as part of any school program.

## Student Safety

### Safe Environment

Safety is a priority at St. Elizabeth Ann Seton Catholic School, and we are continually observing and evaluating our policies and procedures to ensure the safest environment possible for all our students. Students learn safety procedures related to various aspects of their day, including, but not limited to: internet safety, basic chemical safety, regular fire, weather, and lockdown drills, and maintaining a safe classroom environment. We guide the use of technology through training and supervision. Guests are asked not to park in the front of the school building or modular building to maintain a clear fire lane and to provide our students with a safety zone next to our building. Procedures for entering the school as well as keeping classrooms secure are updated and addressed regularly.

The school works to protect students from anyone who may pose a threat with programs like “Safe Environment Training CMG Connect Safe Haven” training for all faculty, staff, and volunteers. To respect and protect the privacy of all students, St. Elizabeth Ann Seton Catholic School requests that parents and guardians do not post student pictures from school functions online.

### FACTS – Parent Alert System

In an effort to keep our families informed of upcoming school events, changes in scheduling, or school emergencies, St. Elizabeth Ann Seton Catholic School subscribes to the FACTS Parent Alert notification system. This system allows us to send simultaneous messages to families via email, cell phone and home phone. In order for this system to be effective, the school must have current contact information.

### Non- Discrimination Policy

The Catholic Schools in the Archdiocese of Galveston-Houston, including St. Elizabeth Ann Seton Catholic School, admit all students to the rights, privileges, programs, and activities made available to the student body. They shall not discriminate on the basis of race, color, age, religion or national origin in the administration of its admission, loan, athletic, or scholarship programs.

## Gender Identity Policy

In order to maintain Church teaching, St. Elizabeth Ann Seton Catholic School shall respect the biological sex with which a person is born and shall apply all policies and procedures in relation not that person according to that person's biological sex at birth. It is the responsibility of faculty, staff, administrators, and volunteers at St. Elizabeth Ann Seton Catholic School to respect and enforce these standards. All employees, students, and volunteers shall perform their duties, and tailor their interactions with other persons, in accord with St. Elizabeth Ann Seton Catholic School's gender identity policy.

All persons will be addressed and referred to with pronouns in accord with their biological sex. All correspondence, documents, and records will reflect the subject person's biological sex. All persons will use bathrooms and locker rooms that correspond with their biological sex. Students and parents will be addressed and referred to with pronouns in accord with their biological sex. Students will participate in competitive athletics in accord with their biological sex.

Violation of this policy may incur immediate corrective action, suspension, expulsion, and possible termination of employment or volunteer status for adults. Any student or parent who insist on open hostility toward, or

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defiance of, Church teaching, or who otherwise intentionally violate this policy may be expelled from the school pursuant to this policy.

## School Goals

At St. Elizabeth Ann Seton Catholic School, we seek to accomplish the following goals:

To build and maintain a Catholic community of faith, worship, and value through:

- Attention to and integration of Catholic teachings and values into every curricular area; •  
A strong, consistent, faithful program of religious education;
- The fostering of ongoing awareness of the interrelation of school, home, parish, and greater local community;
- A complete sacramental program and regular opportunities for the sharing of prayer, faith experience, and liturgy.

To provide excellence in education for every student through:

- A Catholic Classical curriculum that surpasses state and Archdiocesan requirements; •  
Preparation of each student to meet the challenges of the future;
- Attention to individual learning styles and needs with provision of programs and techniques that allow for maximum growth;
- Concern and provision for the professional growth needs of faculty and staff.

To nurture and value each student through:

- A total school emphasis on character development with special attention to virtue ethics; •  
A provision of support services for students and their families;
- The role of advocacy for parents and students as needed.

To foster communication and an awareness of our place in the global community through:

- An open, welcoming spirit that permeates all we do;
- The sharing of resources, ideas, gifts, and of ourselves;
- An outreach in service to the community;
- Involvement in parish, neighborhood, community, city and state activities and services; • Responsible use of available services, resources, and programs for the growth and enhancement of our community.

To accomplish our goals, we have established a program that believes:

- All children are created in the image and likeness of God and deserve to be treated with dignity; • Children learn best in an environment of love and understanding;
- Catholic identity permeates everything at St. Elizabeth Ann Seton Catholic School; • Parents are the primary educators of their children, and the school and church participate in that education; • Children need a formation based on Faith and reason that will guide them in this life and the next; • All children's talents, abilities and achievements should be recognized;
- A school should foster life-long learning;
- A school is responsible for the formation of the whole child.

## New and Returning Student Info

### Requirements for Admissions

Children must meet the Archdiocesan age requirements as outlined below. The child's birth certificate must be presented for proof of age.

- 3Pre-kindergarten – 3 years of age on or before September 1<sup>st</sup> (must be fully potty trained) •
- 4Pre-kindergarten – 4 years of age on or before September 1<sup>st</sup> (must be fully potty trained) •
- Kindergarten - 5 years of age on or before September 1st
- 1st Grade - 6 years of age on or before September 1st
- 2nd - 8th Grade - Successful completion of the previous grade level

Preference for enrollment will be given to siblings of current St Elizabeth Ann Seton Catholic School students and St. Elizabeth Ann Seton Catholic Church parishioners. Transfer students will be accepted based on the most recent standardized test scores, report cards, teacher recommendations, and admission test results. Additional policies are available in the student admission packets. Students from non-accredited or home schools will be accepted into their age-level group provided that academic requirements have been met, at the discretion of the principal.

### Application Process

Students applying for admission must complete and submit the online application, along with copies of the required documents. There is a \$75 application fee due upon submission that includes the entrance assessment. Upon acceptance, families are required to complete online enrollment and create a FACTS account. There is a

\$180 enrollment fee per child.

## Documents needed for Application

Students applying for admission must complete and submit the online application, along with copies of the following documents:

- Birth Certificate
- Baptismal Certificate (If Catholic)
- First Eucharist Certificate (If Catholic)
- Confirmation Certificate (If Applicable)
- Most Recent Report Card
- Most Recent Achievement Test Scores
- Immunization Record (No Conscience Exemptions accepted)
- Signed Release of Records Form
- Current Court Order or Decree of Custody/Conservation (If applicable)
- Two Teacher Recommendation Forms

Baptismal certificates for children baptized in St. Elizabeth Ann Seton Church must be obtained from the Parish office.

## Admissions Testing

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Students applying to grades 1-8 must take an entrance assessment. Students applying to Pre K or Kindergarten will be administered the Gesell screening which assesses developmental readiness. The entrance assessment fee is included in the application process.

## Probationary Period

All first-time students entering St. Elizabeth Ann Seton Catholic School are accepted on a probationary basis for nine weeks during which time the school will assess if we will be able to meet the needs of each individual student.

## Registration Fees

A non-refundable registration fee of \$180 per child is due upon completion of enrollment. For current students, all tuition and fees must be paid to date at the time of registration for the next academic year. If a delinquent balance exists and is not paid by August 1<sup>st</sup>, the student will not be permitted to begin the next academic year.

## Supplies

The school is able to create uniformity and consistency in the tools that are used in the classroom by purchasing and providing them for students. If the school requires additional supplies outside of regular use, parents will be notified.

## 8<sup>th</sup> Grade Graduation Fee

In order to have necessary decorations and sufficient provisions for the 8th grade graduation ceremony, a fee of \$115 dollars will be assessed to 8th grade parents as the graduation date draws near.

## Delinquent Fees

After 30 days delinquent, the family will be placed on probation for 30 days due to non-payment of tuition, with notice of possible withdrawal. After 60 days delinquent, student may be withdrawn from the school due to non payment of tuition. If all tuition, fees, and fines are not paid in full, the student will not be allowed to take final examinations. Report cards and transcripts will not be released until all tuition, fees, and fines are paid in full.

## Class Assignments

If applicable, the school will make every effort to place each child in the class that best suits the student's needs. Parents will not be able to select specific teachers or classmates for their student(s).

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## Financial Obligations

### 2023-2024 Tuition Schedule

A non-refundable registration fee of \$180 for each child is due upon acceptance.

#### **12-Month Tuition Schedule 2023-2024**

<b>1 Child</b>	<b>2 Children</b>	<b>3 Children</b>	<b>4 Children</b>
\$832.33	\$1,539.82	\$2,164.07	\$2,705.08

#### **Paid-In-Full Tuition Schedule by June 9, 2023**

	<b>1 Child</b>	<b>2 Children</b>	<b>3 Children</b>	<b>4 Children</b>
<b>Base Rate</b>	\$9,988.00	\$18,477.80	\$25,968.80	\$32,461.00
<b>Early Payment Discount</b>	\$299.64	\$554.33	\$779.06	\$973.83



(3%)				
Tuition Total With Discount	\$9,688.36	\$17,923.47	\$25,189.74	\$31,487.17

**All tuition and fees are non-refundable**

All monthly fees will be made through the FACTS tuition payment plan. Payments will be automatically deducted from a checking, savings, or credit card account, or by invoice. Monthly payments are due on the 10th or 20th of each month. All families, regardless of paying in full or monthly, must have a FACTS account. FACTS Management Company has a processing fee of \$25 for families paying in full, and \$55 for those families paying monthly. You will see this charge added to your account as “Enrollment Fee.” Additional FACTS fees exist for late or failed payments.

A 3% discount to the base tuition will be given if paid in full by June 9, 2023. Families joining our school after June 9th are asked to pay registration and ancillary fees upon acceptance.

**Raffle Tickets**

*Each family is required to sell \$300 worth of tickets during the annual school raffle. Families that do not sell at least \$300 in raffle tickets will have the remainder added to tuition.*

**All tuition and fees are non-refundable. If a student is withdrawn during the school year, the remaining balance for tuition becomes due.**

**Tuition Assistance**

The FACTS online application for tuition assistance is required for families seeking scholarships and/or tuition assistance. Families can login to their FACTS financial account to fill out the FACTS Grant & Aid application or access the link at <https://online.factsmgt.com/aid>. More information can be found on the Catholic Schools

Office website: [www.choosecatholicschools.org](http://www.choosecatholicschools.org). Please check website for details, including application deadlines.

ACE Scholarship information can be found here: <https://online.factsmgt.com/grant-aid/inst/4NGDB/landingpage>.

**2023-2024 Before/After School Program (BASP)**

	Before School Program	After School Program	After School Program Sibling Rate
Hours	6:30-7:20 AM	3:30-6:00 PM	3:30-6:00 PM
Daily Rate	\$4	\$13	\$11

- A \$50 one time registration fee (per child) will be added to your account upon first drop-in at BASP. •
- A late fee of \$5 per minute per child will be assessed if picked up after 6:00 PM
- Parents/Guardians will be billed through BASP.

## Academic Programs

### Academic Standards

St. Elizabeth Ann Seton Catholic School faculty and staff are committed to forming students who recognize and appreciate the Beauty, Truth, and Goodness found in all of God’s creation. The Catholic Classical educational process at St. Elizabeth Ann Seton Catholic School is imbued with the richness of Catholic Tradition, and develops students academically, spiritually, physically, and socially to seek their vocational call: to know, love and serve God in this life, and to be with Him forever in the next.

The academic standards for St. Elizabeth Ann Seton Catholic School are guided by the Texas Catholic Conference Education Department, the Archdiocese of Galveston-Houston, the Pastor, the Principal, and the Faculty and Staff of St. Elizabeth Ann Seton Catholic School.

The excellence of academic standards is derived from the following provisions:

- Degreed teachers who maintain professional growth through continuing education; •
- Use of texts, primary resources, and materials that facilitate classical learning;
- A commitment to education for both faculty and students;
- Yearly standardized testing to measure student achievement grades 1-8;
- Ongoing improvements of instructional facilities;
- A growing enrichment program;
- A disciplined atmosphere where children show respect for others and attention to the task at hand;
- A positive environment that allows children to achieve growth through success and failure.
- Consistently having high expectations

### Accreditation Status

St. Elizabeth Ann Seton Catholic School is accredited by the Texas Catholic Conference Education Department. The department is a branch of the Texas Education Agency.

### School Hours

7:20 AM –Doors open  
 7:40 AM -Tardy bell  
 3:15 PM –PK3-2nd Dismissal  
 3:30 PM -3rd-8th Dismissal

### Attendance

Daily school attendance is the most effective way to assure continued academic progress. In compliance with the Texas Catholic Conference Education Department and the State of Texas Family Code, the schools of the Archdiocese of Galveston-Houston (and St. Elizabeth Ann Seton Catholic School) follow compulsory attendance laws. St. Elizabeth Ann Seton Catholic School publishes a calendar prior to the beginning of the school year and parent/guardians are expected to honor this calendar. Classes are in session a minimum of 180 days in accordance with TCCED and Archdiocesan Guidelines. Any absences, tardies, or early dismissals that exceed 10% of the required 180 days of school will place the student at risk for retention. Students are expected to be in school unless they are ill or there is a family emergency.

## Absences

Absences from school are to be reported by phone or email to the school office, on the morning of the absence. A written explanation must accompany the student upon his/her return. It is the responsibility of the student to request makeup work for the days missed.

A student's absence is excused only if he/she has a doctor's appointment, is ill, there is a death in the family or serious illness, or he/she is participating in an academic activity, all other absences are considered unexcused. Middle school students must present a note to the front office to obtain an "Admit to Class" form after an absence.

Student work WILL NOT be given prior to an absence. Teachers will work with parents and students to accommodate special circumstances. Students must schedule test make ups upon their return from any absence. If the makeup work is not turned in on time (one day for each day absent) the late work policy is followed. A written note must be submitted for any student to be exempt from any P.E. activities. Students needing to be excused from P.E. for more than 2 days are required to provide a written doctor's excuse.

Students who miss two (2) hours of school will be considered absent for  $\frac{1}{2}$

## day. Family Emergency

A Family Emergency, such as death in the immediate family or serious or prolonged illness, is always handled on an individual basis. Special care and consideration for the student and his/her family would dictate the procedure that the school would follow under such circumstances.

## Make-up Work

After two (2) or more days' absence, parents/guardians may call the office (before 10:00 AM) to request make-up work for the days missed. These assignments can be picked up at the school office after 2:00 PM the following day. When a student is absent (excused), it is his or her obligation to make arrangements with the teachers for make-up work. Students will be given one school day for each day

absent to make up assigned work and tests. Work that was assigned prior to the absence and due on the day of an absence is due immediately upon the student's return to class. All tests will be made up either before, during, or after school, at the discretion of the teacher. Student make-up work, in general, will not be sent electronically in place of parent pick-up.

## Tardiness

The school doors open at 7:20 AM. Students that arrive between 6:30 AM -7:20 AM will be signed into the Before School Program and parents charged accordingly. Students should be in their classrooms by 7:40 AM to begin preparing for class.

Announcements begin promptly at 7:40 AM when the tardy bell rings. A student is considered tardy if they are not in their homeroom at 7:40 AM. Tardiness is not acceptable at St. Elizabeth Ann Seton Catholic School.

Students arriving after 7:40 will be considered tardy and must be "Signed-In" by their parent/guardian. Students must obtain a "tardy" slip before going to class. Tardiness affects the entire class, causing the teacher to have to stop lessons to bring the late student up to speed. Therefore, any work that is missed due to tardiness will be made up after school or during recess time. Tardies are recorded on both Progress Reports and Report Cards. Chronic tardies will result in a parent conference.

## Leaving Campus

Students are not permitted to leave the school grounds without written permission from their parents/guardians and in addition, the approval of the principal (or his representative). This also applies to students who participate in after-school activities. Written requests for early dismissal are to be taken to the office for approval before school. A homeroom teacher may not dismiss a student without permission from the office. Students who are dismissed early will be called from class once the parent/guardian arrives and they must be signed out and leave via the office. Please do not call the office ahead of time in order to have the student waiting in the office for your arrival. Parents/guardians are asked not to interrupt a class for any reason. Any student leaving campus without signing out in the office will be counted as a ½ day absent.

Parents wishing to take their child home following a classroom party or volunteer activity will need to sign their child out early.

A Catholic philosophy of grading and reporting recognizes the role of parents/guardians as the primary educators for their child and the home as the most important educational institution. The impact of parent/guardians greatly influences the educational progress of a child. The Catholic School assists the educational process by endeavoring to educate the whole child and influence the religious, academic, social, emotional, and physical growth of your child. The report card indicates your child's progress both in relation to his/her ability and what is usually expected of a child in this grade.

## Grading Scale

### Grading Standard:

Outstanding A+ = 99 -100	A = 95 - 98	A- = 93 - 94
Above Average B+ = 91- 92	B = 88 - 90	B- = 86 - 87
Average C+ = 84 - 85	C = 80- 83	C- = 78 -79
Below Average D+= 76-77	D = 72-75	D- = 70 - 71
F = Failure	F= Below 70	

### Fine Arts:

E = Excellent, 90 and above S = Satisfactory, 80-89

N = Needs Improvement, 70-79 U = Unsatisfactory, below 70

## Grade Weighting

All grades for 1st-5th grade students are evenly weighted. In grades 6-8<sup>th</sup> grade, tests are weighted at 60% and daily grades are weighted at 40% of the quarter average.

Mid-term and final exams are administered to middle school students. 6<sup>th</sup>-8<sup>th</sup> grade mid-term and final exams are worth 10% of their semester grade. Semester grades are worth 50% of the final grade.

## Curriculum

St. Elizabeth Ann Seton Catholic School academic curriculum is a Catholic Classical curriculum that surpasses state and Archdiocesan requirements. The regular academic curriculum includes religion, language arts, Latin, math/algebra, science, social studies, spelling, physical education, Spanish, music, and art.

## Conduct

### PK3- 2nd

Conduct for PK3- 2<sup>nd</sup> grade will be as stated below. General conduct is based on behavior in homeroom, hallway, lunch, recess, and other transitional times. Students are held accountable for behavior and conduct grades will be given by each classroom teacher. Students not following school policies and procedures may be referred to the office for discipline.

Students exhibiting chronic or severe behaviors for which an office referral is necessary will automatically receive an N in classroom conduct for that 9-week grading period. More than one office referral is an automatic U in Conduct on their report card.

Conduct:

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

- Excessive N's or U's will result in the student being placed on Behavioral Probation.

### 3rd-8th

Students in grades 3-8 will receive a general conduct grade every 9 weeks. Students in grades 6- 8 will also receive conduct grades in each class.

The *Disciplinary Notice form* will be used to communicate with parents if the student has violated a rule. The number of forms received in a 9 week period will determine the general conduct grade. Students exhibiting chronic or severe behaviors for which an office referral is necessary will automatically receive an N in classroom conduct for that 9-week grading period. Below is the chart for determining general conduct for grades 3<sup>rd</sup>-8<sup>th</sup>.

3-8 Grade	
E	0-2 Forms
S	3-4 Forms
N	5-6 Forms
U	7 or more Forms

Below is an example of what the *Disciplinary Notice form* looks like:

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Form #191 NATIONAL SCHOOL FORMS FD NUMBER CALL 1-800-401-1001

STUDENT NAME	<b>DISCIPLINARY NOTICE</b>	DATE OF EVENT
CLASS	<b>ST. ELIZABETH ANN SETON CATHOLIC SCHOOL</b>	GRADE / YEAR / DIV
TEACHER	(281) 483-1444	
<b>NOTICE TO PARENTS</b> 1. The purpose of this notice is to inform you of a disciplinary incident involving the student. 2. Please note the action taken by the teacher and the corrective action initiated today. 3. Please sign below and return to the school on the next school day.		
<b>REASONS FOR THIS NOTICE</b>		
<input type="checkbox"/> UNCOOPERATIVE BEHAVIOR	<input type="checkbox"/> DISRUPTIVE BEHAVIOR	<input type="checkbox"/> CHEATING/HONESTY
<input type="checkbox"/> DESTRUCTIVE TO SCHOOL PROPERTY	<input type="checkbox"/> FIGHTING/AGGRESSION	<input type="checkbox"/> EXCESSIVE TALKING
<input type="checkbox"/> BULLYING BEHAVIOR	<input type="checkbox"/> EXCESSIVE TALKING	<input type="checkbox"/> UNACCEPTABLE LANGUAGE
<b>ACTION TAKEN PRIOR TO THIS NOTICE</b>		
<input type="checkbox"/> NO CONFERENCE WITH STUDENT	<input type="checkbox"/> INVOLVED PARENT	<input type="checkbox"/> HAS CONFERENCE WITH PARENT
<input type="checkbox"/> CONSULTED COUNSELOR	<input type="checkbox"/> TELEPHONED PARENT	<input type="checkbox"/> SENT PREVIOUS NOTICE
<input type="checkbox"/> CHANGED STUDENT'S SEAT		
<b>PARENTS AND TEACHERS RECOMMENDATIONS</b>		
<input type="checkbox"/> PENDING MATTERS	<input type="checkbox"/> STUDENT WILL MAKE UP TIME	<input type="checkbox"/> STUDENT SUSPENDED
<input type="checkbox"/> PARENT CONFERENCE RECOMMENDED	<input type="checkbox"/> TELEPHONE PARENT	<input type="checkbox"/> MATTER REFERRED TO:
Parent Sign By	Date	Parent's Signature
FORM - PARENT'S COPY	GREEN - OFFICE COPY	BLUE - TEACHER'S COPY

The form is generally for minor infractions. Some major and severe infractions may directly constitute a drop in a student's general conduct grade.

## Extracurricular

Several extracurricular activities are available for students. Information regarding extracurriculars offered can be found at orientation and communicated throughout the year. In addition, the school is a member of the West Houston Christian Sports Association for PreK-5<sup>th</sup> grade students.

## Textbooks

Textbooks used in the Catholic School System conform to Archdiocesan Curriculum Guides and are approved. Religion textbooks come from the approved list of texts published by the Office of the Continued Christian Education. Textbooks are distributed to students at the beginning of the school year. The condition of the book is noted when it is assigned to the student. Students will be fined for damage beyond normal, expected wear. This includes writing in the text, broken bindings, torn pages, or damage to the cover. Lost textbooks must be replaced at the full cost of the textbook, and this cost is therefore passed along to the parent/guardian. Student records/report card will not be released if textbooks are not returned and/or damage fee is not paid.

## Grade Reporting

Parents and guardians will have the opportunity to monitor student grades via the FACTS Parent Portal.

## Progress Reports and Report Cards

Progress Reports are sent to parents/guardians around the 4th week of the grading period. Parents should monitor the FACTS Parent Portal regularly for students whose grade might drop after progress reports have been sent out. Parents/guardians will be notified of a drop in conduct by telephone and/or discipline notice.

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Report cards are issued quarterly via email and can be accessed on the FACTS Parent Portal. Pre-K and Kindergarten have their own developmental checklists that parents will receive. Any question or dispute of a report card grade must be made in writing within 3 weeks of the report card distribution date.

## Homework/Tests

Homework is part of the educational process. It should foster a habit of independent study. All students should recognize the difference between "Homework" and "Studying." A student may not always have homework to do, but he/she should always have studying. Students are expected to do their assignments and prepare for their classes every day. Parent/guardians are asked to supervise daily homework assignments to see that they are completed.

Students should expect to have homework assigned on a regular basis. Most students will be able to complete the assignments in the times listed.

Grades 6- 8 1-1 ½ hours

Grades 3-5 45 minutes - 1 hour

Grades 1-2 30 minutes - 45 minutes

PK4-Kindergarten 15 - 30 minutes

## Classwork/Homework

**Grades 1 – 5:** One day late – 10 point deduction

Two days late – 25 point deduction

Three days late – grade of 60 (fully completed and fully correct)

Assignment will not be accepted after three days and will be a – 0

**Grades 6 – 8:** One day late – 20 point deduction

Two days late – 30 point deduction

Three days late – grade of 60 (fully completed and fully correct)

Assignment will not be accepted after three days and will be a – 0



## Major Assignments/ Major Projects

**Grades 1 – 8:** One day late – 20 point deduction

Two days late – 30 point deduction

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Three days late – grade of 60 (fully completed and fully correct)

Assignment will not be accepted after three days and will be a - 0

All homework is due at the beginning of class. If it is not turned in at that time, it is considered late. It is the policy of the school that homework be purposeful reinforcement or enrichment with **minimal** parent/guardian involvement. Homework is not used as an assessment tool for mastery and parent/guardians are encouraged to monitor and check the work so the student gets immediate reinforcement. However, if your child needs excessive assistance, please notify the teacher for further teaching support.

No homework will be given on Fridays in grades PK-5<sup>th</sup>, or over holidays, except for long-term projects. However, if a student goes into a weekend with incomplete class work, it will be finished over the weekend and turned in on Monday. Students are encouraged to utilize weekend time for review, reading, preparing for the week ahead or reinforcement of previous lessons.

Grades 6-8 may be assigned homework, projects, and test reviews over a weekend.

All Middle School tests and projects will be scheduled on the master test calendar. There will be a maximum of three (3) tests or major grades per day in grades 6-8. No tests, quizzes or homework will be scheduled during finals or achievement testing. Middle School student projects are due to the teacher at 8:00 AM on the due date.

Students in K-2nd grade will not have tests on Monday and students in 3rd-5th will have limited Monday testing. Students in 6th-8th grade will be tested Monday through Friday. In these circumstances, teachers will make every attempt to give advance notice to enable students to study prior to the weekend.

- Grades 6<sup>th</sup>-8<sup>th</sup> will have a maximum of 3 tests per day.
- Grades 3<sup>rd</sup>-5<sup>th</sup> grade will have a maximum of 2 tests per day.
- Grades K-2nd will have a maximum of 1 test per day.

Eighth grade students participating in high school shadow days must turn in daily work and projects and take tests on the day assigned or the first day following the shadow day.

## Statement of Honor

“Ad Maiorem Dei Gloriam” translates into “For the greater glory of God.” The Statement of Honor will be handwritten in its entirety and not abbreviated by the student in grades 1-8<sup>th</sup> on every test, project, major assignment. In the lower grades, students write an abbreviated JMJ to represent the Holy Family: Jesus, Mary, and Joseph.

The students of St. Elizabeth Ann Seton Catholic School are taught and are expected to follow the teachings of our faith, as presented in the Gospel and in the Catholic Social Teachings.

We are called to...

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- Work, pray and grow with God;
- Respect ourselves and others;
- Treat one another with kindness;
- Hold ourselves to a high standard;
- Lead by word and by action.

## Standards of Integrity

Cheating, plagiarism, dishonesty, and aiding dishonesty are all violations of our standard of integrity. Students should always do their own work. Although studying with friends and classmates and receiving advice and guidance from parents is encouraged, the work should always be the student's own.

Violations would include, but are not limited to:

- Looking at or copying others' work or allowing others to look at or copy yours;
- Changing a grade or an answer on a paper and submitting it as the original;
- Using or attempting to use unauthorized study aids (cheat notes, calculators, tests from previous years);
- Submitting work done (in part or in whole) by another;
- Doing work for someone else to submit as their own;
- Signing another's name (forging) on school documents;
- Not carrying your share of the workload on group projects;
- Directly quoting another (5 or more words) without citation;
- Using someone else's ideas without giving them credit;
- Sharing information about a test with those who have not taken it;
- Taking something that is not yours without obtaining permission;
- Accessing someone else's property (locker, backpack, binder, pencil pack, etc.) without permission.
- Using cell phones to text answers or record information from a test
- Providing study guides or other academic tools for pay

Parents are asked to review the Honor Code with their children and help to enforce it.

## Honor Roll

Student academic achievement in grades 4-8 is recognized at the end of the year with the Principal's and A/B Honor Roll.

- Principal's Honor Roll- All A's and E's or S's
- A/B Honor Roll- All A's and B's; no less than S in conduct.
- Excellent Conduct - all E's in conduct(s)

## Standardized Testing

St. Elizabeth Ann Seton Catholic School administers the Archdiocesan approved MAP® Growth™ test from NWEA® to students in grades 1 – 8. This normed standardized test measures academic progress in language skills, mathematics, and science. Tests are administered at the beginning, middle, and end of

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the year. NWEA data communication to parents will be developed over the course of the year. A final report will be developed and kept in the student's permanent file.

Students in grades 7 and 8 also take the Classical Learning Test (CLT8) online. The CLT8 assesses student knowledge of grammar, literary comprehension, and mathematical and logical reasoning. Results are used to monitor academic progress.

## Promotion/Retention

A student is promoted to the next grade if he/she has satisfactorily completed the work of the current grade. If a child receives a final grade below 70, the child fails the subject. If two subjects are failed, the child may be placed or retained. The school recommends that students who fail courses seek credit recovery at an Archdiocesan school that offers summer credit recovery.

## Service Projects

Our Catholic identity instills in one the desire to serve others. Simple projects will be developed throughout the year both at the class and school levels. All Middle School students are asked to provide documentation of service hours completed to the Service Hour Coordinator prior to exam week each semester. A detailed description of requirements will come from the Religion teacher. Any service project performed as a grade level activity and performed as a group will not count toward these hours. These will be planned and implemented by the children and will be appropriate with the age of the students.

# Daily School Operations

## Student Records

If a parent/guardian wishes to view his/her child's records, the request must be made in writing and submitted to the school office 24 hours in advance.

The following items will be found in the student's file:

- Academic transcripts
- Academic testing
- Birth/baptismal records
- Court documents including divorce decree as pertaining to the student.

## Communications

It is the goal of St. Elizabeth Ann Seton Catholic School to form a circle of communication between the parents/guardians and the faculty/staff/administration. Parents/Guardians are encouraged to contact teachers, staff, or administrators with questions or concerns regarding their student. Every effort will be

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made by the faculty/staff of St. Elizabeth Ann Seton Catholic School to answer parent/guardian communications within 24 - 48 hours.

When questions or concerns arise, it is the policy of St. Elizabeth Ann Seton Catholic School to handle issues beginning at the teacher level. Parent/guardians should discuss concerns with the individual teacher/staff member.

The pastor, in alignment with Canon Law, holds the ultimate authority in all parish programs, including the Catholic School. The principal serves as the pastor's designee for the daily administration of the school. The principal serves as the instructional, managerial, and spiritual leader of the school, and aligns programs with the teaching of the Catholic Church. The school board is advisory to the pastor and principal. The pastor is the ultimate authority for all matters pertaining to the school.

The following departments are available for questions:

- Counseling -Achievement Testing, social issues, student accommodations
- Health- Screenings, medications, public/local health issues
- Admissions- Student files, entrance testing, welcoming, tours, new student packets •
- Administrative- Financial concerns, building/space requests
- Advancement- Marketing, fundraising

If further assistance is required, administrative team members will arrange a meeting with the principal. Parents are expected to follow school communication procedures.

## Conferences

Parents/guardians are urged to seek a conference with the teacher when there is a problem or concern. A conference can be scheduled with individual teachers by calling (281) 463-1444 or via e-mail. Conferences will not be scheduled the week of Christmas dismissal or the last week of school.

Conference days are scheduled twice a year during the first and third quarters. These conferences are held with the homeroom teacher and parent/guardians (for students PK3-2), and the student may attend. 3<sup>rd</sup>– 8<sup>th</sup> grade parents/guardians have the opportunity to conference with some or all teachers.

Teachers are not available for "spur-of-the-moment" conferences or conferences during carpool, lunch or in the hallway. Please take the time to email the teacher or call the office and leave a message for that teacher. If possible, please allow the teacher one week to schedule your conference.

During the year, there may be times where a request or recommendation for intervention with a student is needed. These conferences are referred to as Round Table Conferences because they include multiple resources, support personnel, administrators and teachers who have provided instruction during the school day.

## Parental/Guardian Rights

Parental/guardian rights extend to either parent/guardian unless the school is provided with a court order, statute, or legally binding document relating to divorce, separation, or custody that specifically revokes these rights. A complete copy of such a document must be on file in the school office.

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St. Elizabeth Ann Seton Catholic School requires a current copy of all custody related documents to be on file in the registrar's office. Teachers responsible for students with special custody-related situations will be notified. Non-custodial parental rights pertaining to student, student records or personnel access will be communicated on a case-by-case basis according to the custody documents. Legal documents are retained in student files. Consult with the principal or registrar, if necessary, regarding court documents.

Faculty and staff are reminded to remain neutral and to not place themselves or the school in the position of taking sides.

## Special Services

### Guidance and Counseling

St. Elizabeth Ann Seton Catholic School employs one part-time school counselor to help foster the academic, personal, and social needs of all students. The school counselor oversees a comprehensive

guidance framework that includes individual counseling, small group counseling, and classroom guidance lessons.

The school counselor also integrates a character education component to help students develop civic integrity and moral character to create a more compassionate, spiritually grounded, and conscientious society. The school counselor or teacher will introduce each character education virtue with structured guidance lessons designed to help students gain a sense of self-awareness. Classroom guidance lessons focus on respect and responsibility through self-control, optimism, gratitude, determination, and curiosity. These lessons are tailored to meet the developmental needs of students in PK3 through 8<sup>th</sup> grade. Additionally, the school counselor collaborates with administrators, educators, and parents/guardians to meet the immediate needs and concerns of students.

## Learners with Special Needs

Consistent with the contents of the Church document, *To Teach as Jesus Did*, and the Pastoral Statement of the U.S. Bishops, *Persons with Disabilities*, the Archdiocese of Galveston-Houston seeks to include students with special needs in our schools to the extent that the needs of such students can be met within the scope of the programs and resources offered. The Catholic Schools Office is aware that it is unrealistic to serve all categories of students with special needs. However, St. Elizabeth Ann Seton Catholic School and other Catholic schools in the Archdiocese are cognizant of the fact that admission of students with special needs must be considered and reviewed on an individual basis.

### Legal References to Special Services

The Individuals with Disabilities Education Act (IDEA) requires that local school districts locate, identify, and evaluate all private school students suspected of having a disability. For St. Elizabeth Ann Seton Catholic School, the local district is Cy-Fair ISD. This “Child Find” process must be conducted in

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consultation with private school representatives to ensure equitable access for private school students. In IDEA, these children are often referred to as “parentally placed private school children with disabilities,” and the benefits available to them differ from the benefits for children with disabilities enrolled in public schools.

The Rehabilitation Act of 1973, Section 504 educational section (frequently referenced as “Section 504”), provides that no otherwise qualified individual with a disability shall, solely by reason of his/her disability, be excluded from the participation in any program receiving federal assistance. Catholic educators strive to recognize and address the needs of all who seek a Catholic education. Within our resources, St. Elizabeth Ann Seton and other Catholic schools will offer services to eligible students with special needs, when possible. However, private schools are not required to significantly alter their programs, lower, or substantially modify their standards to accommodate a child with special needs. Private educational institutions are only required to make minor adjustments to accommodate eligible students.

### Records for Learners with Special Needs

All psychological and educational evaluations/reports regarding testing for students with special needs received from local public schools, persons, or agencies are forwarded to St. Elizabeth Ann Seton Catholic School, upon request. These records are kept on file at the school for a period of seven (7) years after the exit of the student. These records are kept in a secure file in an area accessible only to the principal, school counselor, and other appropriate staff members working with the student. Parents may view their child's record at any time. These records may not be forwarded to any other individual or agency.

### Criteria for Acceptance of Students with Special Needs

In making a determination regarding the admittance of a particular student, St. Elizabeth Ann Seton Catholic School will review the child's ability to meet the school's academic, behavioral, and physical qualifications. Each Catholic school determines its ability to meet the needs of the student applicant. Consideration will be given to the following:

- The student's demonstrated ability to meet grade-level requirements.
- Record of the student's ability to follow school rules and regulations; and
- The student's ability to meet the physical requirements of attendance.

### St. Elizabeth Ann Seton Catholic School's Services for Learners with Special Needs

*New Students-* When the Admissions Office or the principal is notified that an incoming student may have special learning needs, the principal and other appropriate school staff review current academic, social, medical, and psychological evaluations to determine if the applicant is qualified to enroll, with or without his/her disability. If the applicant is qualified for enrollment, the principal and school counselor will then determine if reasonable adjustments can be made to the educational program which will accommodate the student's needs. If an admission is determined, St. Elizabeth Ann Seton Catholic School will begin the procedures with parents to discuss a *Catholic Accommodation Plan*.

*Currently enrolled students-* If a teacher or parent is concerned about a child's academic, behavioral, or emotional progress and feels that testing may be needed, he/she will discuss concerns with the

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parent/family and the principal and school counselor as soon as possible. We work as a team to do what is best for the child and will discuss:

- The student's current educational status, including attendance records, grades, assessment data, and classroom observations;
- Previous educational efforts and strategies provided for the students and the results;
- Documentation of recent vision and hearing screenings;
- Updated general health history inventory; and
- Other information provided by the parents or teachers.

Parents will be expected to disclose any pertinent information that may assist us in educating their child. The principal and staff are responsible for recommending educational alternatives and/or referral to the local school district and/or private agency of the parent's choice for further evaluation. In some

cases, the campus may not have the resources necessary to help the child be successful. The principal or school counselor will then assist the family to locate an appropriate educational program for the child. Documentation for all referrals must be kept on file. This documentation will be included in the student's records. If an evaluation determines the student requires minor accommodations the school will begin the procedures with parents to discuss a *Catholic Accommodation Plan*. Accommodations for a child will be noted in the child's permanent folder.

### Student Success Expectations for Learners with Special Needs

All available school resources shall be utilized to promote student success. Lines of communication will be kept open to inform parents of student progress. School success can only be attained through cooperation between parents and educators. Parents are expected to disclose any pertinent information from private resources (diagnoses, medications, and recommendations) that would be of specific educational value in programming adequately for their children. If it is determined that the school's resources cannot meet the needs of a student, or if parent(s)/guardian(s) fail to act on the school's recommendations for remediation or diagnostic evaluation, the principal may request the withdrawal of the student or deny admission the following year.

### Accommodations for Learners with Special Needs

In many instances, accommodations (changes in methods of instruction) can be made in the classroom for students with special needs or for struggling students. Students who are diagnosed with a learning difference or who are diagnosed with a special need through the public school system, private doctors, or through special agencies may be referred for special assistance with the school counselor after the administration has verification of the student's recommended accommodations. Curricular modifications are not provided because modifications require alterations to curricular objectives. The number of intervention sessions per week, length of sessions, and goals will be determined by the principal, school counselor, and classroom teachers after all available information has been reviewed.

The purpose of an accommodation of any type is to provide the appropriate instruction according to the individual student's special needs. An accommodation does not alter the content, expectations, or standards, but rather adjusts instructional methods and/or a student's response to instruction. When using accommodations, students are expected to meet the grade level standards set for all students.

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Accommodations do not alter grading of student progress and work. As a result of a psychological/diagnostic evaluation, a student meets certain criteria to qualify for accommodations to his or her educational program. Any student diagnosed with a disability and has received a current, thorough psychological/diagnostic evaluation from the local school district and/or a private agency may be eligible for an accommodated educational program. A current evaluation is defined as one completed within the last three years. It may be conducted more often if the parent or school request a more thorough comprehensive evaluation. The three-year period is an IDEA and Archdiocesan requisite in order to assess current accommodations and identify any further changes to meet the student's needs.

If the child is not meeting the academic objectives and/or exhibiting new challenging behaviors in their educational setting, then a re-evaluation is required to reassess specific areas of concern. If a parent refuses to have a re-evaluation completed for their student, the school is not required to accommodate



for the student and the school will meet with the parents to decide on the appropriate procedures to take regarding the educational program of the student.

If a student is exhibiting success in their educational program and the parents, principal and educational team decide that accommodations are no longer necessary this must be documented on a Waiver of Accommodations form. After the waiver is signed, the student will then continue his/her educational program without any accommodations.

## Standardized Assessment for Students with Special Needs

Standardized assessments are one of several means of evaluating student performance. All students participate in the Archdiocese standardized assessment program. Students with disabilities identified through IDEA may require assessment accommodations. These accommodations should be provided on a weekly basis through the classroom teacher(s). These testing arrangements must be planned in advance through a meeting with the school counselor. Any adjustment made on the standardized assessment must be requested from the Catholic Schools Office via special request on the appropriate form.

## Student Transfers

If it becomes necessary to transfer a student from St. Elizabeth Ann Seton Catholic School to another school, parents/guardians must give written notification to the admission's office 48 hours prior to withdrawal. All textbooks, library books, and other school property should be returned to the teacher. The receiving school will request and be sent a copy of the permanent record card, which indicates the student's academic performance, behavioral performance, and lists the scores of standardized tests. Transcripts (permanent record) and other school records will not be released until all fees have been paid and school property returned. Records will not be sent if the family has any outstanding financial balance.

**All tuition and fees are non-refundable. If a student is withdrawn during the school year, the remaining balance for tuition becomes due.**

## Discipline and Behavior

**Discipline** - [L *discipulus* - pupil] **1.** instruction **2.** training that corrects, molds or perfects the mental faculties or moral character **3.** orderly or prescribed conduct or pattern of behavior **4.** self- control

## Discipline Philosophy

The ultimate goal of the Discipline of St. Elizabeth Ann Seton Catholic School is the development of a Christian person whose habits are consistent with good moral principles and Christian values. We strive for a non-disruptive environment in which all persons, their rights and their belongings are respected. Discipline builds self-worth and encourages the formation of a whole person. To this end, SEASCS believes it is just as important to recognize students who consistently comply with all rules and behavioral guidelines as it is to teach and correct those who struggle in this area.

Becoming self-disciplined is a developmental process that involves the whole child spiritually, morally, intellectually, socially, culturally, and physically. As partners with the parents/guardians, the school endeavors to teach students the necessary skills to become a responsible and self-directed adult.

The focus at St. Elizabeth Ann Seton Catholic School is to teach life skills in a developmentally appropriate way through:

- Modeling life skills through interactions with students and adults.
- Pre-teaching about the skills before events occur.
- Infusing the skills into curriculum and in daily interaction with students.

The school seeks to assist the student in becoming self-disciplined so that positive and appropriate behavior is intrinsic. However, the school also recognizes the need for a school wide discipline program to respond to infractions and inappropriate behavior. Discipline is the responsibility of every student, parent/guardian and educator since it is both a cooperative and an individual effort. The ideal is that discipline is best achieved through love and good example. However, when disciplinary action is necessary, it must be carried out with confidence, firmness, and a judicious use of punishment. Any disciplinary action must be immediate, positive, fair and consistent.

## Corporal Punishment

Corporal punishment **is not** allowed at St. Elizabeth Ann Seton Catholic School.

Discipline - What it is... What it is not...

- Discipline is more about teaching, learning and problem solving than about punishment. • The best discipline is self-discipline. Both incentives and consequences are used to help a child develop self-discipline.
- Discipline is not about consequences in order to control but understanding that every action has a consequence that may be either positive or negative.
- The best safeguard against disruptive behavior is simply good teaching.

## Discipline Policy

St. Elizabeth Ann Seton Catholic School accepts the responsibility of discipline for all enrolled students during school hours and at school functions. Christian principles of respect for the rights of others will govern the actions of all. Students are expected to follow all school and classroom rules and to accept the consequences for failure to do so. The teacher will explain general school rules to each class during

the first week of school. The teacher will also explain the consequences for failure to adhere to classroom or school rules. Students will receive feedback and/or consequences in accordance with their behavior. Every effort is made to emphasize the positive qualities of each child. Serious or habitual discipline issues will be referred to administration. In the event of an infraction, the staff member observing the behavior will first communicate with the child and a "Parent notification of student behavioral incident" form should be filled out for the student. Students who are unable or unwilling to comply, or who exhibit chronic or severe behavioral issues, will be referred to the office.

The school reserves the right to discipline for off-campus conduct, including conduct occurring during summer months. In addition, students must adhere to all school rules at any school function, including those on weekends and after school hours.

## Student Expectations and Standards for Conduct

Students are expected to comply with all school and classroom rules, as well as specific, individual instruction requested in a developmentally appropriate manner. Although all students are expected to follow directions, the degree to which a kindergarten student is capable of complying is different than that of an 8<sup>th</sup> grader. Therefore, each classroom teacher will present their students with a list of behavioral expectations. These lists will provide students with behavioral guidelines.

Please remember that these are guidelines and are not considered to be an all-inclusive list. In general, each student is expected to:

- Complete all academic work as assigned;
- Demonstrate courtesy and respect for others;
- Behave in a responsible manner at school and at all school functions on and off campus; •  
Attend all classes regularly and on time;
- Prepare for each class by having appropriate materials and assignments when entering into the class;
- Follow directions;
- Be well-groomed and properly uniformed and abide by the rules of modesty, safety and cleanliness;
- Obey all campus, classroom, and school rules, as well as state and federal laws; •  
Keep hands, feet, and objects to yourself;
- Respect the property of others including the church property and facilities;
- Cooperate with or assist the school staff in maintaining safety, order and discipline and be responsible for your own actions;

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- Report dangerous behaviors and or situations to school personnel;
- Be responsible for using appropriate language at school;

A student is a St. Elizabeth Ann Seton Catholic School student at all times. Any student who engages in conduct, whether inside or outside of the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

## Student Privileges

Students who comply with school expectations and standards may receive the following privileges:

- Participation in clubs or any extracurricular activities offered by the school; • Graduation exercises;
- Participation in athletics;
- Middle school parties or dances;
- Possession of a locker;
- Participation in or attendance in field trips

## Levels of Student Misconduct / Violations

St. Elizabeth Ann Seton Catholic School recognizes that not all acts of misconduct or disciplinary violation are equal. While it is important for students to follow dress code and to arrive at class prepared and on time, these violations, while not serious, are still considered a violation of standards and expectations. More serious violations can include any act of aggression, vandalizing, or possessing a controlled substance.

Also, students violating a rule for the first time will not necessarily receive the same consequence as a student who has repeated violations. Common sense and moral teachings form the backbone of St. Elizabeth Ann Seton Catholic School's discipline policy and will be used to gauge the behavior of our students. Therefore, St. Elizabeth Ann Seton Catholic School, teachers and administration reserve the right to assign consequences based on the action, circumstances and/or previous violations.

## Parent/Guardian Notification

Every effort will be made to contact the parent/guardian for all reoccurring misbehaviors. This contact can be made by telephone, discipline note, conference, or phone message. In most cases the teacher will be the first person to notify the parent. If the behavior continues, and/or other more serious infractions occur these may be handled by the principal or guidance counselor. Parents/guardians will receive information pertaining to the discipline of their child only. No information regarding any student will be shared with any parent outside of their own parent/guardian.

To guide students in their understanding of what constitutes negative behaviors, behavioral infractions have been divided into categories according to the degree of seriousness. They are minor infractions;

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major infractions; severe infractions, expulsions, and probation. The lists below are not all inclusive and there may be additional behaviors or actions that warrant discipline consequences.

## Minor Infractions

In general, minor infractions will be dealt with initially at the classroom level through the teacher's classroom management model. Once the last stage of the classroom discipline model has been reached, the teacher will issue a disciplinary referral for the appropriate minor infraction(s). The discipline form must be signed by the parent/guardian and returned to the teacher the following day. The teacher will assign any necessary consequences.

Generally, students will not be referred to the principal for minor infractions until the last stage of the teacher's classroom discipline model has been reached. Typically, teachers will give students adequate reminders first verbally, then in writing, followed by a phone call or email to notify and discuss possible interventions that will take place at home and at school. Agreed upon interventions will be used in an effort to correct the behavior before administration will intervene with more serious consequences. Notices of concern and notes from any conferences by phone or in person must be signed by the parent or guardian and returned to the teacher who issued the notice.

Minor infractions include, but are not limited to, the following:

1. Violations of the Dress Code (see Dress Code Policy)
2. Failure to bring assigned books and/or materials to class
3. Bringing unauthorized toys, backpack keychains, cameras, radios, cell phones, phone watches, iPod, iPad, electronic games, etc., on school grounds
4. Tardy to class between bells
5. Failure to complete assignments or bring in homework, signed papers, or notes of concern
6. Possession of and/or chewing gum or candy on the grounds without permission
7. Eating and/or taking food outside of the designated areas
8. Entering any building or classroom without permission or at unassigned times before, during or after school
9. Being in halls without permission; running and or making excessive noise in the hallway, building or in the classroom
10. Failure to return written communication between the classroom and home on a given date
11. Writing or marking on body parts including temporary/permanent tattoos
12. Any other act that impedes the orderly classroom procedures or interrupts the orderly operations of the school

## Major Infractions

Any student choosing to commit a major behavioral infraction must be referred to the principals' office using the appropriate discipline form. The form must be signed by the parents/guardians and returned to the principals' office the following day.

Major infractions include but are not limited to:

1. Fighting or the instigation/encouragement of fighting
2. Misconduct of any type at an extracurricular activity or field trip
3. Cheating or other dishonesty
4. Obscene language, gestures, writings, drawings, or actions
5. Marking on desks, walls, doors, student property, etc.

6. Leaving a classroom without permission of a teacher or other school authority
7. Failure to follow a teacher's directive (DEFIANCE)
8. Forging parent/guardian or signature of any faculty or staff on a referral, report card, progress reports or any other written communication between the school and home
9. Defacing uniforms – this includes but is not limited to cutting up and writing on uniforms during the last week of school
10. Participating in after-school events after having missed over ½ of that school day
11. Misconduct (pushing, shoving, continuous talking after quiet is requested, teasing, name-calling, writing or passing notes, etc.) during general assemblies, in walkways, in the cafeteria, car or carpool line, church, library, playground, or anywhere on the school grounds before or after school
12. Any un-Christian behavior on school grounds or at any school function
13. Speaking/responding to a faculty member in a disrespectful way
14. Bullying/cyber bullying
15. Unauthorized use of a cell phone, cameras, or wearable technology (i.e., watches with cellular access) on campus
16. Lunchroom or restroom misconduct i.e., food fights, failure to follow duty personnel directives; horse playing in either location
17. Skipping detention or other assigned school consequence
18. Public displays of affection

## Severe Infractions

Students choosing the following behavior will be referred to the office using the appropriate discipline form. The form must be signed by parents and guardians and returned to the principals' office upon return.

Severe infractions include, but are not limited to:

1. Three disciplinary referrals for **major infractions**
2. Any grave act of disrespect to a faculty member or staff member at any time
3. Any grave act of disrespect to a fellow student
4. Striking a faculty or staff member or other school personnel
5. Stealing, receiving or inappropriate possession of stolen goods
6. Vandalism
7. Behavior which endangers any member of the school community
8. Intentionally pulling fire alarms or perpetuating a bomb scare
9. Bringing explosives (including fireworks of any kind) on the school campus or to any school function deemed so by the administration
10. Use or possession of tobacco products on campus
11. Repeated bullying, any severe act of bullying or retaliation against anyone that reports severe acts of bullying
12. Any act or action of a sexual nature
13. Violation of the "acceptable/responsible use" policy

Since our school is a PK-8 campus, consequences will be administered with respect to the grade level of the student.

Disciplinary options include:

- Verbal reprimand
- Seat assignment change
- Extra assignments to be done at home
- Teacher/Student conference
- Parents/Guardians contact via phone call, note or conference
- Conference with intervention team assigned to the individual grade level (administrator, teacher, student, parent(s) and any other appropriate personnel) • Behavior contract
- Supervised campus or community service assignment while serving detention •
- Time-out in another classroom until the completion of the assignment or time limit •
- Confiscation of a prohibited nuisance item
- Morning detention
- Lunch detention
- After-school detention
- Saturday school (in extraordinary circumstances i.e., excessive absences or tardies) •
- In-class disciplinary action
- Exclusion from extra-curricular activity
- Grade penalty for copying, plagiarism and/or cheating
- In-school suspension
- Exclusion from field trip
- Involvement of law enforcement
- Restoration or restitution; (as applicable)
- Teacher removal of student from classroom
- Withdrawal of various student privileges
- Other appropriate disciplinary options as deemed necessary by the administration •
- Service projects
- Immediate expulsion

\*Law enforcement will be contacted if the behavior warrants such action.

## Detention

A teacher may assign a detention which may take place during lunch or after school at their discretion. A service project may be assigned as part of the detention. Any student that reports late to the detention may be assigned an additional after school detention. Multiple detentions will result in further and more serious consequences.

Any student receiving in-school suspension will be assigned to a supervised area where he/she will complete all assignments. The student will not attend his/her regular schedule. In-school suspension begins at 7:40 a.m. and extends throughout the remainder of the day or assigned suspension time. Parents may pick-up their child at regular dismissal time, but the student will not be allowed to participate in any after-school or extracurricular activities. This includes, but is not limited to, before/after school program, school dances, athletics, or school programs.

## Suspension

It is the philosophy of St. Elizabeth Ann Seton Catholic School, that every child is privileged to attend classes, every day of the school year in order to receive thorough instruction in all subject areas. Under certain circumstances, however, it may become necessary to suspend a student from school attendance. When a student is suspended, he/she must make up all work that is missed. All work will be graded and, if turned in on time, no grade penalty will be assessed. The student will be approved for re-admittance at a conference to be held following the completed suspension, by any member of the administrative team.

A student who has been suspended, in or out of school, will not participate in any school or extracurricular activities on the day(s) of his/her suspension including, but not limited to dances, athletics and school programs. Suspension will also affect the membership and/or leadership status of the student in any academic or extracurricular activities or groups.

## Expulsion

St. Elizabeth Ann Seton Catholic School reserves the right to expel any student whose behavior is so grievous that it threatens the safety and security of any student or staff members.

Reasons for expulsion may include but are not limited to:

- Participation in disruptive activities by a group such as gangs;
- Possesses, uses, or delivers narcotics, dangerous drugs, or alcohol on school sponsored activities;
- Smokes or uses any tobacco product on school property or at school related functions;
- Possesses, uses or conceals a weapon or any item construed to be a weapon on school property or at a school related function (a weapon is any instrument which may cause bodily harm or death);
- Threatens bodily injury or harm to student/school personnel;
- Assaults a student or any school personnel resulting in serious physical injury;
- Vandalizes school property or the property of others;
- Inappropriate use of electronic devices or cell phones;
- Engages in chronic or repeated misbehavior, which disrupts the learning environment.

## Probation

Once a student commits a major infraction the student has the potential of being placed on disciplinary probation by the school administration. Several minor infractions could also result in disciplinary



probation. If the student continues behavior patterns that result in major or severe referrals, he/she may be asked to leave St. Elizabeth Ann Seton Catholic School. In some cases, administration may deem it necessary to require specialized professional care for students as a condition for continued enrollment.

## Parents

Disruptive, threatening, or illegal behavior of a parent or guardian may result in the expulsion of a student.

## Violation of Moral Values / Christian Teachings

Students who participate in activities contrary to the moral teachings and Christian values held by the Catholic Church will be subject to serious consequences for their actions and may include expulsion.

## Plagiarism/Cheating

Any students participating in plagiarism, cheating or copying will automatically receive a “0” on that assignment as well as whatever other consequences the administration determines is appropriate.

## Controlled Substances

The use of illicit drugs and the unlawful possession or use of alcohol is wrong and harmful. A student is subject to immediate removal from class and may be suspended, expelled, or referred for prosecution if, while on school property or while attending a school-sponsored or school-related activity on or off school property, there is a question of:

- Chemical substance use, possession for consumption, sale or dispensing of illegal drugs and narcotics (hard or soft drugs, alcohol, inhalants, marijuana, or a controlled substance).
- Acting under the influence of an illegal drug - alcohol, narcotic, marijuana, or a controlled substance.
- Medication misuse or over dosage.

## Christian Charity

Christian charity and respect shall be observed during all verbal and non-verbal communication at all levels within the school community.

The following actions will be deemed in violation of Christian charity and may result in dismissal from school:

- Public criticism of school personnel, policies, or procedures.
- Threats of any nature toward personnel or families.
- Verbal/non-verbal acts of aggression including yelling, screaming, pushing, threats, etc.

- Public discussion of student and/or family matters based upon confidential information obtained as a result of volunteer duties, etc.

Any student, parent or guardian participating in this behavior is subject to disciplinary action which may include exclusion from school activities, students being expelled from school, or other action deemed appropriate by administration, parish or archdiocesan authorities.

## Appeals Process Grievance Procedures

Parents/Guardians are encouraged to address concerns at the lowest possible level. A process is in place for parents/guardians to institute a formal grievance. Contact the principal for the required paperwork and timeline. The school principal is the final recourse in every disciplinary situation and may waive any disciplinary rules for just cause at his discretion.

## Dismissal and Carpool Information

### Emergency Dismissal/ Inclement Weather

The principal will determine all emergency dismissals, unscheduled holiday, early closing and early releases. In addition, the FACTS Parent Alert emergency notification system is used by SEASCS. Parents/guardians are cautioned to exercise their judgment in situations which may only affect their local neighborhoods (such as flooding). In such instances, children may be released early to parents/guardians to ensure their safe arrival home. In the event the school is forced to close for an emergency or weather event, the day(s) missed will be made up during the school year at the discretion of the Principal and Archdiocesan office.

### Student Release

The parent/guardians (or official drivers who are registered on the student information card) may pick up students. Any parents/guardians wanting a student to go home with a different party must send a written note to the teacher and the office staff giving permission to change the normal procedure. ID's will be checked. If there are any changes made to the guardianship of the student, please notify the school in writing, and submit official court documents.

Early check out prior to dismissal must take place prior to 3:00pm. No early release will take place after 3:00pm.

No child will be released to a parent/guardian or parent designee if the school personnel have reason to believe the person may be impaired (such as inebriated). Another person from the student's emergency card will be contacted.

## Carpool Information and Procedures

In order to provide a safe environment for the arrival and dismissal of our students, organized drop-off and pick-up procedures have been established. It is imperative that we have the cooperation of all parent/guardians. Please help your child to memorize their family number. Any parent that does not display a SEASCS carpool tag with their number will be asked to park and go into the office to show identification in order to pick up a student.

Parents will be given a SEASCS carpool tag at the beginning of the year free of charge, but there will be a replacement fee of \$5.00 for any subsequent tags. Tags are “green” for PK3-2 and “blue” for 3-8. Please hang the card on the rearview mirror of your vehicle, facing outward. Once your child is in the vehicle remove your tag. Please notify the office, in writing if not on your emergency list, if any of the following circumstances exist: your child will be picked up by an outside Daycare facility, two or more families will be carpooling together, or you plan to have someone else pickup your child.

During both morning and afternoon carpool times, students are required to walk next to cars. Your diligent attention of the movement of all children is required. All drive through carpool lanes will be loaded prior to any carpool walking to the dismissal area.

Students are not allowed to drive cars during any pickup time or after school function anywhere on the SEAS premises, even if they are with their parents or guardians.

### Morning Drop-Off

- All students are to be dropped off in front of the education center.
- No student is to be dropped off in the parking lot area, the CLC, or pavilion •
- Students will exit and enter cars from the passenger side.
- Students must not be on school grounds before 7:20 AM, unless attending the before school program.
- Students on grounds before the start of school may be escorted to the before school program and parents will be charged all regular and registration fees.
- Only an adult should retrieve book bags or other materials from the trunk of a vehicle. •
- No cell phone use is permitted while in the carpool line.
- Adhere to all traffic signs and signals.

Drivers will form one line next to the education building sidewalk and pull forward, completely, to allow as many cars as possible to drop off. Please follow this procedure in order to ensure the safety and security of your child. Parents and guardians are asked to refrain from walking children into the Commons.

### Afternoon Pickup

- Each carpool/ family (individual/group) will be assigned a SEASCS carpool number / letter to be placed in the window of the car. (All students must have a carpool number regardless of their after-school plan.)
- SEASCS Staff members will walk students to the vehicle.
- Only adults may retrieve or deposit book bags or other materials in trunks.

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- Do not exit your vehicle while in the carpool line to search for your child/children. • If your child has not responded to his page, you will be asked to move through the carpool line again while a staff member locates him/her.
- No children will be allowed to walk to cars in the parking lot unless accompanied by a parent/guardian.
- Students ARE NOT to be picked up in any area other than the designated carpool area. • Drivers will form one line for afternoon pick-up, next to the education building sidewalk. PK3- 2<sup>nd</sup> grade vehicles will form a line next to the education building for 3:15 dismissal. 3<sup>rd</sup>- 8<sup>th</sup> vehicles can form a line next to the Family Life Center until 3:30, when they can merge into the dismissal line next to the Education Building sidewalk. Please do not use the Huffmeister entrance before 3:15pm, unless you have a PK-2<sup>nd</sup> grade student.
- Drivers, please remove your carpool number once your carpool is safely in the vehicle. • Parents and guardians must notify both the school and the daycare in the event of a change of transportation. Do not rely on the student to remember/relay the information. Late charges will apply if students remain on campus longer than 30 minutes following dismissal. • No cell phone use while in the carpool line.
- Adhere to all traffic signs and signals.

## Student Dismissal Procedures

- Take care of restroom and locker needs, turn in paperwork, etc. before leaving the homeroom class.
- Walk quietly and directly to your designated carpool area. Students should not detour to take the longest route or loiter in the hallways, etc.
- Students must remain quiet during carpool. Only books may be taken out to read. All other items must be kept in the backpack of the student.
- Stay in the carpool area until dismissed/number is called.
- Students not following dismissal procedures will receive a disciplinary consequence.

## Late Pickup

Parents are asked to please be on time for carpool.

- Any student who has not been picked up within 30 minutes after dismissal is considered a "late pickup" and will be walked to the After School Program. The \$50.00 registration fee (per child) plus \$13.00 daily fee (per child) will be applied. This fee must be paid at the time of pick-up. • "Late pickup" begins at 3:45 p.m.
- Only those children who are supervised by a sponsor and are participating in an approved activity

may be on the campus after 3:45 PM (brothers, sisters or other carpool member may NOT wait for a participant in an approved activity or for someone in detention).

- All students attending after-school activities must be picked up at the designated time or a \$1.00 per minute late charge will be assessed and is due at pick-up.
- If a day care provider transports your child before or after school, parents and guardians must notify them of early dismissals.

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- If you pick up a sick child from school, please remember to inform the other parents in your multi family carpool, so they will not look for your child at carpool time and may make the necessary changes in arranging how the other students in that carpool will be picked up.

## Unlicensed Drivers

Unlicensed drivers are not permitted to drive on the property and campus of St. Elizabeth Ann Seton Catholic Parish and School. Parents are not to authorize or permit their unlicensed children to drive to or from school or on any part of the property.

## Before and After School Programs (BASP)

The St. Elizabeth Ann Seton Catholic School before and after school program is open to students enrolled in SEASCS. The after-school program is not available on noon dismissal days, Ash Wednesday, Holy Thursday, and other schedule related days announced at the commencement of the year.

## Extracurricular and Athletic Activities

### Sports and Extracurricular Activities

St. Elizabeth Ann Seton Catholic School encourages students to engage and participate in extracurricular activities as an important means of developing bodily health, desirable traits of character, and physical skills. Specifically, the objective of each practice, contest, and extracurricular activity is to promote self esteem, develop the skill of each player and participant, promote courage by overcoming difficulty and adversity, temperance by developing self-control, justice by demanding fair play, and a sense of obligation to the group. Everyone's importance to the group and participation will be considered. Students will be encouraged to participate to the fullest of their ability.

If students are returning to campus for any activity, they must be physically walked by parents to the supervising adult. They must also be picked up from the supervising adult. Students may not be

dropped off with the assumption that they will find the supervising adult. Students attending games and other extracurricular activities as observers must be supervised by the parent/guardian or an adult appointed by that parent/guardian. As the supervising parent/guardian, the adult will be responsible for the actions and behaviors of the children he/she is supervising. Coaches and staff cannot assume this responsibility. The behavior of any student attending such an event must be in accordance with the rules and regulations of the school. Students who misbehave at after school events are subject to disciplinary action.

All students attending after-school activities must be picked up at the designated time or a \$1.00 per minute, per child fine will be assessed (as per our late pick-up policy).

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A student must be present at school for a minimum of 3.5 hours on the day of the game or activity in order to participate in games or practices.

### Athletic/Extracurricular/Special Event Eligibility

Each student participating in an extracurricular activity must meet the following eligibility standards of St. Elizabeth Ann Seton Catholic School. A student will be deemed eligible if he/she has an overall "C" average with passing grades in all subjects and have appropriate conduct (all E's or S's). Students receiving an office referral that results in an N in conduct will immediately be suspended from extracurricular and athletic activities. Behavioral and Academic eligibility will be reviewed weekly. The administration and the athletic advisor will look at both conduct and grades when making the decision regarding the student's re-eligibility to participate. A student who is ineligible will remain ineligible until grades are reviewed. Ineligible students are responsible for completing and submitting an "athletic eligibility form." In the event of a severe behavioral infraction, the student will be removed for a period of time as determined by the administration.

### Athletic Guidelines

The rules and policies for St. Elizabeth Ann Seton Catholic School's Athletic Program are outlined in these guidelines and are the agreement between the school, the student, and his or her parents or guardians. The principal and coaches have the authority to use their discretion in making decisions regarding unforeseen circumstances regarding the policies of the athletic department at St. Elizabeth Ann Seton Catholic School. The principal may also amend the athletic guidelines for just cause, and parents/guardians and students will be given written notification if changes are made.

### Athletic Registration Forms

The administration and coaching staff review all forms for registration each year. Separate registration forms are used for each sport. No student will be allowed to participate in tryouts, practices, or games until all forms are complete and on file in the school office. All students participating in a sport must have a current physical on file.

### Athletic Teams

At or before the beginning of each season, the coach of each sport will hold an open tryout. Any eligible student may sign up for a team during the "sign-up" period. In order for a student to become a member of a team, he or she must participate in every aspect of the tryout administered by the coach unless prior permission has been granted by the coach. All decisions as to team selections are made at the discretion of the coach and are final.

All students involved in athletics are under the supervision of coaches during practice and game times, and must comply with directions, rules and regulations given by them. Prior to scheduled practices or games, the student will follow the coach's directions for dressing out and meeting at a predetermined location. Students may not take care of younger siblings while participating in athletics.

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### Greater Houston Catholic Athletic Association (GHCAA)

St. Elizabeth Ann Seton Catholic School is a member of the Greater Houston Catholic Athletic Association (GHCAA), and participates in the following sports:

- Boys: 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade boys' soccer, basketball, track, baseball, and football.
- Girls: 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade girls' volleyball, soccer, basketball, track, and softball.
- 5<sup>th</sup> grade boys and girls: soccer and track only

### West Houston Christian Sports Association (WHCSA)

St. Elizabeth Ann Seton Catholic School is a member of the West Houston Christian Sports Association (WHCSA), and participates in the following PreK- 5<sup>th</sup> grade sports: • Soccer

- Basketball
- Baseball

### Athletic Fees

An athletic fee per sport is payable by the student/family to the office. The fee will be made known by the Athletic Director depending on the sport.

### Tournaments

Invitational tournaments are communicated as the invitation is received.

### National Junior Honor Society

The National Junior Honor Society will be involved in various activities throughout the school year at St. Elizabeth Ann Seton Catholic School. Membership in the National Junior Honor Society is open to students in middle school who apply, meet, and maintain the NJHS high standards of behavior and academics.

## House System

Sixth through Eighth graders will participate in the SEASCS House System. Four Houses will be made up of sixth, seventh, and eighth graders and will compete against each other in various activities. The House System teaches students how to compete in a healthy manner and pushes students to greater academic and physical excellence through competition. Community building is at the core of the House System.

## Field Trips and Activities

Field trips provide a valuable educational or cultural experience for students. Field trip behavior should be above reproach when dealing with bus drivers, chaperones, docents, and teachers. These trips are privileges, and any student can be denied participation and if they fail to meet academic and/or behavioral

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requirements, disciplinary action will take place with any reported misbehavior. Field trips will be taken only after proper planning. Each trip is assessed for educational value and correlation with the curriculum for a particular grade level. Our field trips are considered mandatory because they are academic or spiritual in nature. If the choice is made not to attend an alternate assignment will be given to take the place of the field trip grade. If the student does not come to school, they still must complete the assignment. The principal must approve all field trips. Permission slips are sent to parents/guardians in advance of each field trip/activity that takes students away from the school during the school day. Permission slips must be filled out completely, signed by parents/guardians and all fees must be paid at least 24 hours in advance of the field trip. The school must have the original signature on file. Neither a faxed copy nor a phone call will be accepted in lieu of the original, signed permission slip. Students will not be allowed to leave the school for a field trip or activity without a signed permission slip. Any student not participating in a field trip is required to attend school as usual or will be marked absent. It is understood that the school shall not be held responsible for any accident or mishap which may occur on a field trip. Students must travel to and from all field trips in the vehicle contracted by the school. Students may not leave field trips early.

While chaperones are necessary on all field trips, the number may vary. The teachers will notify parents/guardians when they need chaperones. Chaperones must take their role seriously. A group of children will be entrusted to the care of the chaperone. The chaperone must provide supervision for each child assigned to them. All parents/guardians in a class will be given the opportunity to chaperone before any parent/guardian chaperones a second time during the school year, provided they are Safe Haven approved. Field trips are an extension of the classroom, thus parents are asked not to travel with their children on field trips, or meet at field trip sites, unless they are asked to be official chaperones.

**Field trip refunds:** K-8<sup>th</sup> grade – payment is due prior to the day of the field trip; any cancellations after the payment is due, will not be refunded. “Major” 6<sup>th</sup>-8<sup>th</sup> grade field trips all payments due a minimum of three weeks prior to the field trip; any cancellations two weeks prior to the trip will not be refunded. PK3-PK4 will not have off campus field trips.

All chaperones must be at least 21 years old, complete the "Safe Environment Training CMG Connect Safe Haven" training and submit the required paperwork. Chaperones may not bring siblings on any



field trip.

As stated on the field trip form, parents and guardians release St. Elizabeth Ann Seton Catholic School, as well as any employees from any and all liability for any and all harm arising to their child as a result of the field trip, and waive any claims against them.

## Dress Code

Students at St. Elizabeth Ann Seton Catholic School will wear uniforms from the first day of school through the close of the school year.

Parents/guardians are responsible for seeing that students comply with the dress code of St. Elizabeth Ann Seton Catholic School. Uniforms must be purchased from Millswear. The appropriate size of all uniforms must be worn at all times; this includes length of pants, shorts, and skirts. Skirts must reach the top of the knee throughout the school year. All shirts must be able to tuck into the appropriate piece. Uniform pieces may be mixed to provide a variety of looks. No additional/extra monogram or insignia, (including names and initials) are permitted on the outside of the school uniform.

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Faculty members share the responsibility for enforcement. The school reserves the right to decide whether a student's grooming is in accord with school standards. Those in violation of the uniform and personal appearance codes will be given notice of violation and they will be sent home from school if the problems are repeated.

### Dress Uniform

All students must own a complete dress uniform, which must be worn to Mass and on special occasions. The only outerwear included in the Mass uniform is the navy cardigan.

#### **Fifth through Eighth Grade Dress Uniform:**

<b>5-8<sup>th</sup> Grade Girls</b>	<b>5-8<sup>th</sup> Grade Boys</b>
White oxford with shield (short sleeve)	White oxford with shield (short or long sleeve)
Plaid skirt	Navy slacks with belt (black, blue, or brown belt)
Knee-high socks or footed tights (plain white, black, hunter green, grey, or navy)	Plain white, navy, grey, or black socks. All socks must be visible outside of the shoe (1 in.).
Rubber-soled, closed toe and back dress shoes. No athletic shoes for Mass (black, navy, white, brown, grey, tan)	Rubber-soled dress shoes. No athletic shoes for Mass (black, navy, brown, grey, tan)
Modesty shorts (navy, black) *Girls must wear modesty shorts under skirts and athletic shorts	

### PreK3 through Fourth Grade Dress Uniform:

PreK3-4 <sup>th</sup> Grade Girls	PreK3-4 <sup>th</sup> Grade Boys
Jumper without patch	White Oxford shirt with shield (short or long sleeve)
White Peter Pan oxford cloth blouse	Navy slacks with belt (black, blue, or brown belt) *Pre-K and Kinder may wear elastic waist without belts
Knee-high socks or footed tights (plain white, black, hunter green, grey, or navy)	Plain white, navy, grey, or black socks. All socks must be visible outside of the shoe (1 in.).
Rubber-soled, closed-toe and back dress shoes. No athletic shoes for Mass (black, navy, white, brown, grey, tan)	Rubber-soled dress shoes. No athletic shoes for Mass (black, navy, brown, grey, tan)

### Optional Uniform Choices

All students must wear the official school uniform beginning on the first day of school.

### Fifth through Eighth Grade Optional Uniform Choices:

Girls	Boys
Millsweat plaid skirt	Millsweat navy or khaki shorts or pants with belt (brown, blue, or black). No belt required for Pre-K boys.

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Official embroidered polo shirt (hunter green or white for 5th-7th grade students, navy for 8th grade <b>ONLY</b> ) short and long sleeve	Official embroidered polo shirt (hunter green or white for 5th-7th grade students, navy for 8th grade <b>ONLY</b> ) short and long sleeve
Official school sweatshirt or fleece jacket	Official school sweatshirt or fleece jacket
Plain white, black, hunter green, grey, or navy socks. All socks must be visible outside of the shoe (1 in.). Footed tights (white, black, hunter green, grey, or navy) and/or leggings (ankle length in white, black, hunter green, grey, or navy) are allowed only under school uniform if needed.	Plain white, navy, grey or black socks. All socks must be visible outside of the shoe (1 in.).
Shoes may only be black, navy, white, brown, grey, or tan in color. No high-top shoes allowed.	Shoes may only be black, navy, white, brown, grey, or tan in color. No high-top shoes allowed.

### PreK3- through Fourth Grade Optional Uniform Choices:

Girls	Boys
Millsweat navy, khaki or plaid skorts	Millsweat navy or khaki shorts or pants. Brown, blue, or black belt required for Kinder-8 <sup>th</sup> grade. PreK must wear elastic waist shorts/pants.
Official embroidered polo shirt (hunter green or white); short and long sleeve	Official embroidered polo shirt (hunter green or white); long and short sleeve
Official school sweatshirt or fleece jacket	Official school sweatshirt or fleece jacket
Plain white, black, hunter green, grey, or navy socks. All socks must be visible outside of the shoe (1 in.). Footed tights (white, black, hunter green, grey, or navy) Leggings- ankle length (white, black, hunter green, grey, or navy solid color only), under school uniform if needed.	Plain white, navy, grey or black socks. All socks must be visible outside of the shoe (1 in.).
Shoes may only be black, navy, white, brown, grey, or tan in color. No high-top shoes allowed.	Shoes may only be black, navy, white, brown, grey, or tan in color. No high-top shoes allowed.

#### Outerwear

All students may wear a school sweater, fleece jacket or sweatshirt, purchased from Millsweat. Jackets or coats may be worn over the school jacket or sweatshirt, and then stored in their locker or cubby. Students should have appropriate outerwear to participate in outside activities during cold weather months. Sending a school jacket or sweatshirt daily from November through February is encouraged. Names should be written in the uniform and should be those of the current student. Sweatshirts and fleece jackets are not part of the dress uniform and therefore are not to be worn during Mass.

Any jacket/coat brought up to the school for the student by the parent/guardian will be put in the office. It is the student's responsibility to check the office to see if one has been brought in. Only approved outerwear (official school jacket, but not athletic jackets) will be allowed to be worn in the building.

Students can wear uniform sweaters, fleece jackets, and sweatshirts in the building. Students are not permitted to wear under shirts that are visible under the uniform shirt. Additional outerwear is acceptable for activities outside the building; i.e., Recess, walking to Mass, P.E., music, etc.

#### Shorts

All girls are required to wear navy or black modesty shorts underneath jumpers, skirts and athletic

shorts while at school. No other shorts are allowed under the uniform.

## Shoes

All students must wear closed toe and closed back rubber soled shoes. Shoes may be more than one of the approved colors (**blue, black, white, grey, brown only**). **No high-tops, graffiti-type writing, lights, character/action figures or wheels are allowed.** Light colored soles are preferred. Shoes must fit well, be laced and tied properly, and not fall off easily. Shoes must provide good support and traction while playing. Please test for dark soles that leave marks on the floors. Shoelaces must be appropriate to the school uniform. Dress shoes are required for Mass. All PreK students must wear Velcro shoes. "Crocs" and "Native" brands shoes that are worn to the beach, pool, waterpark, are not a part of the school uniform.

## Socks

### **Boys & Girls on Non-Mass Days:**

Socks must be white, navy blue, grey, or black. Girls may wear hunter green socks in addition to those colors. Socks may have a company logo such as Under Armour, Nike, etc., but the logo must also be one of the approved sock colors (e.g., no fluorescent green logos). No designs or stripes are allowed. Socks must be visible at least one inch above the front of the shoe. Students should not have to turn their foot sideways, angle their foot, or pull their sock out of their shoe in order to show that they are wearing socks. Socks must have a tight fit at the top and should not be loose, causing the sock to slide down the leg. Socks should not have any kind of design at the top, such as a floral design.

### **Mass Socks for Girls:**

Girls may wear knee-high socks or footed tights that are plain white, black, hunter green, grey, or navy blue. No socks with company logos may be worn on Mass days. Athletic socks or crew socks may not be worn. Socks with a grey patch (or any color patch) on the heel may not be worn. Socks should be at least halfway up the shin, but may not extend over the knee.

### **Mass Socks for Boys:**

Boys must wear plain white, navy blue, grey, or black socks. No socks with company logos may be worn. Athletic socks or crew socks may not be worn. Socks with a grey patch (or any color patch) on the heel may not be worn. Socks must be visible at least one inch above the front of the shoe. Students should not have to turn their foot sideways, angle their foot, or pull their sock out of their shoe in order to show that they are wearing socks.

## Glasses

Glasses are to be worn for corrective purposes only. No costume or glasses used solely for style purposes are allowed. Only eyewear prescribed by an eye doctor is allowed.

## Hair

Students' hair must be kept well-groomed. No extreme hairstyles or bright/fashion colors are allowed. Boys' hair must be kept trimmed and above the eyebrows, ears, and collar; no highlights allowed. Girls must keep their hair neat and no shorter than their earlobes; hair must be of a natural color (no bright/fashion colors), including hair extensions.

## Spirit Shirts

Students may wear current year shirts only.

## Accessories

Accessories are a privilege and as such no exceptions will be made. All accessories must be appropriate to the school uniform in color and style. Hats and sunglasses are to be reserved for special occasions and notification will be given in advance of these dates. Official scout uniforms may be worn on scout meeting days.

## Dress Code Prohibitions

### **Girls are not allowed to:**

- Wear makeup or carry it to school.
- Wear clear or colored nail polish, French tip nails, or carry polish or remover. •  
Wear acrylic nails.
- Carry perfume, cologne, or lotions to school.
- Wear jewelry other than one small stud per ear, (no loops or hanging earrings), one ring per hand, one necklace, one bracelet per wrist, and a watch without electronic tones (no "smart" watches allowed).
- Wear extreme hairstyles, including extremely short styles, or non-natural hair colors. •  
Wear shirts so that belt or waistband is covered.
- Wear shirts unbuttoned past the top button.
- Wear undershirts other than plain white.
- Wear undershirts with sleeves longer than the uniform shirt.
- Wear turtlenecks.
- Wear the uniform sweatshirt tied around the waist.
- Wear shoes untied.
- Wear socks that pass over the knee.

### **Boys are not allowed to:**

- Carry cologne to school.
- Wear jewelry other than a watch without electronic tones (no "smart" watches allowed), necklace, one bracelet, and one ring per hand.
- Wear their hair below the collar, eyebrows or earlobes or have extreme hairstyles or colors/highlights.
- Wear shirts so that belt or waistband is covered.

- Wear shirts unbuttoned past the top button.
- Wear undershirts other than plain white.
- Wear undershirts with sleeves longer than the uniform shirt.
- Wear turtlenecks.
- Wear shoes untied.

## Free dress

Free dress is a privilege. On free dress days, students must have shorts the length of uniform shorts and shirts that do not show the stomach or shoulders. The following shall NOT be allowed:

- Jeans with holes, rips, cutoffs
- Cut-off shorts
- Tank tops or Spaghetti straps
- Leggings with a shirt or short dress
- Flip-flops
- House shoes
- Inappropriate slogans, weapons, alcohol/drug references

Uniform standards apply to all school functions including school dances and 8<sup>th</sup> grade graduation. Administration reserves the right to add additional requirements to the dress code.

## Health

### Accidents

An accident report on any accident occurring during the school day will be filed in our records. You will be notified immediately of any head or severe injury. School Student Accident Insurance forms will be provided for accidents/injuries resulting in a doctor/hospital visit.

### Child Abuse

St. Elizabeth Ann Seton Catholic School to include each faculty and staff will follow the guidelines for reporting child abuse or neglect set by the Texas Department of Protective and Regulatory Services. All teachers, staff, volunteers, and anyone having contact with SEASCS students, including chaperones, will be trained in the Archdiocesan " Safe Environment Training CMG Connect Safe Haven " program and complete required paperwork.

### First Aid

Students complaining of injury or malaise will be assessed by the school health coordinator or her representative.

The following steps will be used in treating our students.

1. Students not feeling well will be assessed for fever (temperature of 100° will require the student be taken home until he/she is fever free, without the use of fever-reducing medication, for 24 hours). Students sent home with a fever may not return to school the following day.
2. If a student is fever free, but in the opinion of the health coordinator/teacher they are perhaps not capable of participating with their class, they will be given an opportunity to rest, and parents/guardians may be consulted before returning to class.
3. If after returning to class a student returns to the clinic, a reassessment will be made.
4. Bandages/ice packs will be used for minor cuts, bruises and abrasions.
5. Students suffering more severe injuries will have their parents/guardians contacted and may be transported to the hospital if necessary.

### Annual Student Health Screening

- Vision/Hearing – All students in grades Pre-4, K, 1,3,5,7, and any new student
- Texas Risk Assessment for Type 2 Diabetes in Children – All students in grades 1,3,5,7, and any new student
- Scoliosis screening - All students in grade 6 and any new student

**Parents/guardians will be notified of potential problems requiring medical evaluation and follow up care.**

### Illness Guidelines

Exclusion Guidelines	Return to School Guidelines
Oral temperature of 100 degrees or above	Fever free for 24 hours without the use of fever reducing medication (i.e., Tylenol, Motrin)
Vomiting, nausea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes	Symptom free – If bacterial infection – after 24 hours of antibiotics treatment and symptoms subside
Acute Skin rashes or eruption	Written physician release
Wound, skin, and soft tissue infections	Exclude until drainage is contained and

	covered with a clean dry bandage
Swollen glands around jaws, ears, and neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious

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Diarrhea; runny, watery, or bloody stool	Diarrhea free for 24 hours without the use of diarrhea suppressing medications. Diarrhea is 3 or more episodes of loose stool in a 24-hour period.
Earache	Symptom free
Pediculosis (head lice)	Child must be lice and nit free. Treatment of medicated shampoo and upon returning to school the child will be checked by clinic personnel. Child will be re-checked again by clinic personnel in seven to ten days
Other symptoms suggestive of acute illness	The school health coordinator will advise if symptoms suggestive of acute illness are present.

- For conditions other than emergencies, students will be attended to in the clinic and will return to the classroom promptly
- For the well-being of the children/staff the Principal and School Health Coordinator have the final say as to whether a child must be excluded from school

All families will fill out an Emergency Information Form at the beginning of each school year. All phone numbers and emergency contacts MUST be kept up to date. Whether a child is not feeling well, or a serious accident occurs, parents/guardians should be able to be reached at all times. Please inform the school office of any changes in the information throughout the school year.

### Immunization Requirements

Registration requirements for first-time students include a current immunization record from a physician or public health clinic on the required serious immunizations set forth by the Texas Department of Health, Immunization Division. All immunizations should be completed by the first day of attendance (Immunization exemptions are **only** permitted for medical reasons).

Parents/Guardians will be informed of needed immunization(s) for students already enrolled in school.



Parents/Guardians have 14 days to obtain the required immunization(s). If after 14 days the student has not received the required immunization(s), the student will not be allowed to return to school until the school receives proof of immunization(s). Parents/Guardians are urged to keep up booster immunizations throughout the school year.

All immunizations must include the day, month, year, and must be validated. If the record is from another state or country and does not have the day, month, and year, a copy of the record can be submitted by the school to the Immunization Division for approval.

## Communicable Disease Control

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Cases of communicable diseases (i.e., chicken pox, measles, mumps, pink eye, lice, impetigo, strep throat, scabies, ring worm, hepatitis, mononucleosis, etc.) must be reported to the school clinic immediately.

If in doubt of any type of infectious disease or rash, parents/guardians should consult their family physician before sending the child to school. Students will need a permit from their physician to re-admission to school. Do not send your child to the clinic to see the health coordinator, as this may expose other students to a communicable disease.

## Medication Administration

School personnel designated by the principal (a nurse or non-licensed person) will give medication necessary to allow a child to stay in school.

Only necessary medication (prescribed for, but not limited to the treatment of: ADD/ADHD, Asthma, Diabetes, and Epilepsy) may be given at school. All medications should be given outside of school hours, if possible. Three-time per day medications should be given before school, after school, and at bedtime for optimal coverage.

Should school personnel refuse to give medication, the parent/guardian will be informed and the incident documented.

The following are required for the administration of medication in Catholic schools in the Archdioceses of Galveston-Houston Catholic schools:

- If medication is needed in order for a student to remain in school, a SEASCS medication permission form must be completed by the parent/guardian, signed by the physician, and returned with the medication to the health coordinator. The physician must include the name of

the student, the name of the medication, directions concerning dosages, route of administration, time that medication is to be given and the length of time the medication is to be given. Students are NOT allowed to carry medication this includes: (Chap Stick, cough drops, prescribed medications, or OTC medications).

- All medications prescribed **MUST** be signed by a physician, physician assistant, dentist, podiatrist, or nurse practitioner and parent/guardian. All prescribed medication **MUST** be in the prescription bottle and labeled with a current pharmacy prescription label.
- Over-the-counter medication includes: (Ointments, eye drops, Tylenol, etc.) **MUST** be in its original labeled container and may not be given without a parent/guardian and physician's signature. Medications sent in baggies or unlabeled containers will NOT be given.
- It is the responsibility of the parent/guardian to bring all medications to the clinic and to pick up unused medication at the end of the school year. Any unused medication that is not picked up will be destroyed. • **ONLY** antibiotics prescribed to be taken four times a day with noon as one of those times will be dispensed.

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Sedatives, experimental drugs or dosages, herbal, dietary supplements, or other medication not approved by the FDA or narcotic analgesics will not be given. Nebulizer treatments may **ONLY** be given by a RN or LVN, or parent.

At the end of the school year, all medication must be picked up from the clinic or it will be destroyed.

### Serious Chronic Illness

It is the responsibility of the parent/guardian to inform the principal/health coordinator if their child has a serious and possibly life-threatening chronic illness or condition before entry into school. "Individualized Health Care Plan" and medication forms must be on file as well.

### Student Emergency Forms

Student emergency form updates must be made in person in the front office or made in writing, i.e., note, email, or fax by the parent or guardian. Change requests over the phone will not be accepted.

## Before and After School Program

Welcome to the St. Elizabeth Ann Seton Catholic School before and after school program. The program is an extension of the school day and provides a structured, nurturing environment where students are encouraged to practice good time management and begin homework and studies. They are allowed to enjoy free and organized play in a safe and familiar Christ-centered environment.

As an extension of the school day, all rules in the parent-student handbook apply in this program as well. By signing the handbook or attending school your child is automatically enrolled in the program.

There is a \$50.00 registration per child due after the first visit. Tuition is due upon receipt of a statement. Payment must be turned in to the school office during normal school business hours (Monday-Friday 7:30am-4pm). Staff will not be allowed to accept any form of payments.

### Rates

	Before School Program	After School Program	After School Program Sibling Rate
Hours	6:30 -7:20 AM	3:30 – 6:00 PM	3:30 – 6:00 PM
Daily Rate	\$4	\$13	\$11

- A \$50 one-time registration fee (per child) will be added to your account upon first drop in at BASP.
- A late fee of \$5 per minute per child will be assessed if picked up after 6:00 PM
- Parents/Guardians will be billed through BASP.

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### BASP Details:

- There is no afterschool program on noon dismissal days.
- Morning drop off is 6:30am in the school library, using the double doors nearest the library. Parents must walk the child in and sign in with the staff on duty.
- The after-school program begins immediately after dismissal and continues until 6pm. Parents must walk in using the doors nearest the library and sign the student out at the table. If pick up is after 6:05pm there is a \$5.00 per minute per family late fee. Only people listed on the BASP emergency form will be allowed to pick up a child. If you need to pick up your child before 3:45pm, please use the regular carpool line. Parents will not be allowed to walk in the school building to get a child before 3:45pm.
- Students are given quiet study time, according to their grade level. All students will read or do schoolwork during this time. Textbooks will be available in each room. Students will need to bring their own supplies to complete their assignments. Students are encouraged to use this time effectively but not every child will be able to complete all assignments. The staff in the room will be available for minor assistance with homework but they cannot sit individually with any one child. PK-Kinder students will be allowed to rest during this time if needed.
- A small morning and afternoon snack will be provided. Students may bring their own food. We ask that each student bring a labeled refillable water bottle each day, especially for the afternoon. Please let the directors know in writing if your child has a special allergy to any substance.
- Each day after snack and quiet time, the students will be allowed supervised play. This may include outside or inside play depending on the temperature and weather conditions. • Students should not bring additional toys and games from home. If something is brought, it is the responsibility of the student to care for that item. As is school policy, no electronic

devices are allowed during the before or after school program. This includes cell phones, headphones, and any i-device. If seen, they will be collected and given to the office. A parent will have to come to the office, pick up the item and pay the school fee.

- If a student is involved in an on-campus activity, an adult representative of the activity must come to pick up the student and escort them back, if needed. Parents must notify the directors in writing of participation in these events. It is the child's responsibility to remember to attend these events. Once a student leaves campus, they may not return to the after-school program.
- Students need to remain in school uniform while at the after-school program. On mass days, students may bring a pe uniform or other uniform shorts to change into.
- Medication cannot be given in the before or after school program unless specific permission is given by the school principal and all forms and requirements given. • Students are expected to maintain proper behavior while in the before or after school program. Although the program is not as structured as the regular school day, proper behavior is required to maintain the safety of all students. Minor incidents will be handled by the staff assigned to the group. Consequences may include removal from an activity,

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additional quiet time, separation from regular group, etc. More serious incidents will be discussed with the director on duty, the parents and possibly the school administrator.

## Technology and Acceptable Use Policy (TRUP)

St. Elizabeth Ann Seton Catholic School is pleased to offer students access to technology resources for educational purposes. This will include computer hardware, software licensed to the school and internet resources. To gain access to the technology resources, all students must obtain parental permission as verified by the signatures on this agreement.

### What is expected?

Whether occurring within or outside of school, when a student's use of technology jeopardizes the safe environment or reputation of the school, staff, or students or is contrary to Gospel values the student can be subject to the full range of disciplinary consequences including the expulsion of the student.

Students are responsible for appropriate behavior on the school's computer network and software licensed to the school, just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communication apply. It is expected that users will comply with Archdiocesan standards and the specific rules set forth below. **The use of technological resources is a privilege, not a right.** If the privilege is abused, it may be revoked, and additional disciplinary actions may be applied. The user is personally responsible for his/her actions in accessing and utilizing the school's technology resources. The students are expected never to access, keep, or send anything that they would not want their parents or teachers to see.

## Internet

St. Elizabeth Ann Seton students' technology usage will be monitored for appropriate usage. Access to the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. While the purpose of the school is to use Internet resources for constructive educational goals, students may find ways to access other materials. Access to such materials is strictly prohibited. St. Elizabeth Ann Seton Catholic School has taken action to prevent access to such material that includes filtering software, but due to the ever changing nature of the internet it is impossible to completely prevent access. It is our belief that in today's educational environment, the benefits of students having access to the Internet outweigh the risks associated with exposure to elements outside the school. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

### What are the Rules of Responsible Use?

**Electronic Communication** – Student may not use electronic communication in a way that jeopardizes the reputation or safe environment of the school, staff, or students or that is contrary to Gospel values.

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This policy applies to communications or depictions through e-mail, text messages, cell phone pictures, blogs, social media, or any other online postings, whether they occur through the school's equipment or connectivity resources, or through any personal electronic device.

**Cameras/Video Devices/Sound Recordings**-Students may not take pictures, record audio or videos of school employees or fellow students without permission. The use of any type of camera (photo or digital camera, video camera, or cell phone with camera) inside the school building is prohibited.

**Personal Safety and Personal Privacy** - Students will not post personal contact information about themselves or others. Personal contact information includes their address, telephone, school address, etc. This information may not be provided to an individual, organization, or company, including web sites that solicit personal information.

**Social Networking & Gaming** - Accessing social networking or gaming websites, except those used for educational purposes are off-limits on school property. The use of circumventors to get around school network security is prohibited.

**Illegal copying** - Students should never download or install any commercial software, shareware, or freeware onto network drives or disks, nor should students copy other people's work or intrude into other people's files. The download/upload of any material in violation of any U.S., State, Board, Archdiocesan, or school policy is prohibited. This includes, but is not limited to, copyrighted materials, threatening, violent, or obscene material, or material protected by trade secret.

**Inappropriate materials or language** – No profane, abusive, or impolite language should be used to communicate, nor should materials be accessed which are not in line with the rules of school behavior. Use of technology resources for non-school related activities is also prohibited including unauthorized

emails, chat, instant messaging, blogs, gaming, etc. Should students encounter such material by accident, they should report it to their teacher immediately. A good rule to follow is never view, send, or access materials, which you would not want your teachers and parents to see. Use of cell phones to transmit unacceptable language and/or photos that are harmful to self or to other people is prohibited.

## Succinct Advice

These are guidelines to follow to prevent the loss of technological privileges at school. 1. Do not use technology to harm self, other people, or their work.

2. Do not damage the network or any technological resource in any way.

3. Do not change the configuration of any computer settings in any way.

4. Do not try to get around network filtering or security in any way.

5. Do not interfere with the network or computer operation by installing any form of software or permitting the spread of computer viruses.

6. Do not violate copyright laws.

7. Do not view, send or display offensive messages or images.

8. Do not share your password/personal information or in any way obtain another person's password/personal information.

9. Do not waste technological resources such as disk space or printing supplies.

10. Do not trespass in another's folders, work, or files.

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11. Do notify an adult immediately if, by accident, you encounter materials which violate the Rules of Appropriate Use.

BE PREPARED to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated.

## General Information

### Asbestos

Saint Elizabeth Ann Seton Catholic School is asbestos free.

### Assemblies

There are various types of assemblies, and in all of them, speakers and performers expect courtesy from St. Elizabeth Ann Seton Catholic School students. Appropriate applause is the manner by which we show acceptance or pleasure, and this is welcomed. Talking when someone is performing, or speaking, is rude. It is not how St. Elizabeth Ann Seton Catholic School wants to treat its visitors and friends. IN ALL assemblies, students are to maintain appropriate behavior. Students will occupy the seats allotted to their class.

### Backpacks

Students may bring backpacks to and from school. Backpacks are stored through the day in lockers or cubbies. No backpacks on wheels may be used. In accordance with the state fire code, backpacks are not allowed in the classrooms, unless they fit within a cubby or a student desk. Toys or keychains are not permitted on the backpack.

## Birthdays

Parents may bring an individual sized snack for their child's birthday to be passed out to the class/grade at lunchtime. Please notify teachers to avoid schedule conflicts and any classroom allergies. To protect the feelings of children, invitations for parties may not be passed out at school unless ALL children in the class are invited. No other celebration is permitted (e.g., balloons/flowers/posters/locker decorating). Birthdays will be listed weekly in the Commons.

## Cell phones – Parents and Visitors

Parents and visitors are asked to refrain from cell phone usage while in the school building and in carpool. Parents may not take pictures while visiting the campus. Students are not allowed to use their parent's cell phone while on campus during school hours.

## Class Parties

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Class parties will be held at the discretion of the school and are for students and staff only. Outside visitors, parents, and/or siblings are not permitted to attend classroom parties. Parents/Guardians wishing to check their children out at the conclusion of a party will be required to sign them out in the front office. Administration will coordinate with PTO regarding any volunteers/help needed.

## Dances

All students attending school sponsored dances are reminded that these are school events. Proper attire includes no spaghetti straps or strapless tops. Flip flops are not permitted. Shorts or skirts that are mid-thigh or longer are required and appropriate behavior is required at all times. Students may be asked to leave or change if dressed inappropriately. Any student behaving in a manner unsuitable for school will be disciplined in the same manner as they would be during normal school hours.

## Electronic Devices

Electronic devices and their use are not permitted on the Saint Elizabeth Ann Seton Catholic School campus or at functions where students represent SEASCS. If taken up there is a \$25 fee to get them back which will be paid in the front office.

## Energy Drinks

No energy drinks are permitted at any school function, on or off campus or outside the regular school hours.

## Forgotten Items

Students must make every effort to bring all necessary supplies to school each day. All items such as books, homework, and/or projects that have been forgotten by the student and brought by a parent/guardian are to be dropped off at the front desk only. The school does not guarantee the items that are dropped off to the front office can be delivered on time. Lunches will be delivered to the cafeteria. A student who has forgotten lunch or lunch money will receive an emergency lunch. Parents/Guardians will be responsible for payment. No child will go without a meal. Students will not be allowed to call home for forgotten items.

## Harassment

The Archdiocese considers harassment, including bullying, as a severe infraction. ***As a result, any reports or claims of harassment brought to the attention of teachers, school counselor or administration will be explored.*** A ***referral to administration*** occurs when a student engages in harassment. Consequences up to and including expulsion, may be taken against a student who engages in any type of harassment, whether it occurs on or off campus, during or outside of school hours.

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Harassment includes, but is not necessarily limited to, the following behaviors: • Unwelcome repeated or persistent behavior that makes a person feel threatened, humiliated, uncomfortable, or unsafe including bullying in all forms – physical, verbal, relational, etc.

- Cyber-bullying is defined as the use of the internet, cell phone or other electronic device to send or post messages or visual images intended to hurt or embarrass another person. Cyberbullying includes, but is not limited to, the following:
  - sending cruel instant messaging or threatening emails
  - sending mean, repeated cell phone text messages
  - creating websites for the purpose of mocking students or school personnel
  - posting humiliating or digitally modified images of students or school personnel • forwarding private photos or videos to others
  - pretending to be someone else by using their online screen name

*St. Elizabeth Ann Seton Catholic School recommends that students do not use social media, or that it is very much limited and closely monitored at home.*

- Verbal conduct such as the use of racial slurs, vulgar or obscene language, derogatory jokes or comments, social ostracizing, and/or personally damaging statements about others.



- Behavior that is sexual or lewd in nature, including sexual advances, physical contact, and other verbal, physical or visual conduct of a sexual nature.
- Behavior that is intimidating, including but not limited to threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student's work, study, or play.

Retaliation or intimidation for having reported or threatened to report harassment, or for assisting the school in the investigations, is strictly prohibited. Acts of retaliation will result in disciplinary action.

Students experiencing or witnessing any type of harassment need to report this to school personnel directly. Reporting is the first step in getting help with any type of harassment. When harassment is reported, the school handles the report by working through the following procedures.

**Level I - Conflict Resolution** - Incidents of harassment should be brought to the attention of the assistant principal or the counselor. They explore the situation. Bystanders and witnesses may be brought in to gather information. Each student involved in the situation is met with to gather information. Parent permission is not required for school personnel to meet with students. If appropriate, both parties are brought together to discuss the incident and let them know about future consequences should the behavior continue. The counselor and/or assistant principal works with students to resolve conflicts on the school level. If the counselor and/or assistant principal determines a need, parents will be contacted and brought into the process.

**Level II - Referral to Administration** - If a second incident of harassment is reported to the assistant principal, the process in level I is followed in consultation with the principal.

Parents are contacted for a conference and written acknowledgement is provided to parents noting further consequences should the behavior continue.

**Level III – Consultation with Pastor and/or Catholic Schools Office** - If a third incident of harassment is reported, administration investigates the situation and consults with the pastor and/or Catholic Schools Office. Consequences of a third incident of harassment can include, but is not limited to, counseling, in or out of school suspension or expulsion.

## Holidays or Celebrations

We do not distribute individual or homemade treat bags (e.g., Halloween, Christmas, Birthdays, etc.).

## Library

St. Elizabeth Ann Seton Catholic School library will adhere to the following procedures:

- Checking out books: A student may check out 1-2 books per visit, provided they have returned all other library books from any previous visit. Books may be borrowed individually at any time or during the respective class/library periods. A book may be renewed one consecutive time only, allowing other students to borrow the book. A student may reserve a book through the library manager.

- Returning books: Books can be returned on the designated day, or before, as the student visits the library. If a student forgets his/her book on library day, he/she may not check out another book until it is returned.
- Replacing lost books: If a book is lost or damaged, a replacement fee may be required before the student will be allowed to check out any additional books.

- **Library student numbers are as confidential as a password.** Misuse of library numbers, scanners and/or computers will result in loss of library privileges.

## Lockers

Lockers are the property of St. Elizabeth Ann Seton Catholic School and may be inspected at any time. Their use is a privilege which can be withdrawn at any time. Lockers are an extension of the student and should be kept neat and clean at all times. No permanent changes may be made to the lockers (i.e., writing, adhesive), and no items should be visible when closed (papers, personal items, etc.). The school issues a standard combination lock to each student. There is a \$5.00 replacement cost for new locks. The teacher will determine the times for students to go to their lockers. Locks must be in place and secured at all times. Any items lost or damaged when the locker is not secured with the lock will be the responsibility of the student. The school reserves the right to search anything brought onto school property.

## Lost and Found

All lost and found items are kept in the Commons. Periodically, items that have not been claimed will be donated to the used uniform sale. All articles of clothing as well as book and pencil bags must be clearly marked with your child's first and last name and homeroom so they can easily be identified if they are lost. It is the responsibility of the student to look for his/her lost articles.

## Lunch/Snack

Students may bring a sack lunch and drink or purchase lunch from the lunch service. There is no food warming equipment for sack lunch items. Parents/Guardians are asked to supply a healthy lunch. A

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healthy snack in a safe disposable container may be packed for students. Please do not send candy for snack. Teachers will only allow students who bring ice cream money to go if they have eaten a satisfactory amount of their lunch.

## Lunch Visitors

Lunch visitors are permitted with the following guidelines:

- Any visitors to campus must be Safe Haven trained, including lunch visitors
- Parent lunch visitors must contact the front office before 10:00am on the day of the visit
- Visits should not be frequent, in order to allow students the opportunity to practice social skills with their peers
- Visits are at the discretion of the principal

## Media

St. Elizabeth Ann Seton Catholic School and the Archdiocese of Galveston-Houston publish newsletters, brochures, calendars, yearbooks, class pictures, a website, and press releases that often highlight the students and the programs of our school. Periodically, other media representatives

(television and newspaper sources) request permission to report a story about one of our school programs. In these cases, photography and/or video images usually accompany such articles for print or broadcast purposes. A signed Media/Website Release form must be on file in the school office in order for a student to be included in any public marketing events.

There will be no remuneration for students or parents participating in any marketing material.

## Monetary Transactions

The office staff does not have change for monetary transactions. Please be prepared with the exact amount.

## Parent-Teacher Organization

The PTO was established at St. Elizabeth Ann Seton Catholic School with the following objectives in mind:

- Enhance cooperation and communication among parents/guardians, faculty, administration, school board members, and the pastor in order to secure for every student the spiritual, physical, emotional, and academic opportunity available at St. Elizabeth Ann Seton Catholic School.
- Affirm, promote, and enhance a positive image of St. Elizabeth Ann Seton Catholic School within our parish community and the community at large.

All SEASCS students benefit from the work of the PTO, therefore parents are encouraged to become active members in this vital organization.

## Parking

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Visitors should park in the church or school parking lot. The driveway immediately adjacent to the education building is designated as a fire zone; therefore, there is no parking (for any length of time) along the curb in front of the school building. Please do not park adjacent to the modular buildings after 2 p.m. due to carpool pick-up. Please do not park in reserved spaces.

## Personal Items

St. Elizabeth Ann Seton Catholic School can search for and confiscate personal belongings of students if they are deemed illegal, unsafe, material to an investigation, or disruptive to the operation of the school.

## Prohibited Items

The state of Texas prohibits the sale of permanent markers and liquid correction fluid to minors; therefore, it is the policy of St. Elizabeth Ann Seton Catholic School that students may not use or have these items in their possession while at school or at a school sponsored event.

Pursuant to section 30.07, Penal Code (trespass by license holder with an openly carried handgun), A person licensed under Subchapter H, Chapter 411, Government Code (Handgun Licensing Law), may not enter this property with a handgun that is carried openly.

## Recess

Students are not permitted to bring playground equipment (balls, jump ropes, etc.) without the teacher's permission. Otherwise, recess equipment will be provided by the school.

## Remote Learning Plan

The SEASCS Remote Learning Plan outlines learning practices and strategies that St. Elizabeth Ann Seton Catholic School will use to continue teaching and learning in the event of an extended campus closure. Disruption of campus services can happen for many different reasons.

## School Grounds

St. Elizabeth Ann Seton Catholic School is an adjunct of St. Elizabeth Ann Seton Parish. The school utilizes the buildings, grounds and facilities of the parish community, therefore any group or organization wishing to use any of these facilities must schedule their activities through the parish office.

## School Name and Crest

Unauthorized use of the school name and crest is prohibited in any form is

prohibited. [School Visitors](#)

All parents/guardians are invited to visit their child's classes during Orientation. Classroom visitation is not permitted at any other time without prior administrative authorization. All visitors and volunteers must be Safe Haven Trained, and report to the office before entering the school during school hours. Visitors are required to provide a driver's license, sign-in and wear a visitor's badge while in the building or on school grounds. Permission must be secured from the principal or representative in the office before a visitor is allowed to speak to a student or teacher. All electronic devices must be silenced while in the building. Any visitors who are not Safe Haven Trained will not be allowed on campus.

## School Program Etiquette

As a courtesy to audience participants, parents are asked to remain in their seats during performances and to take pictures from your seats, unless there is an open seat closer to the performing area. Please

do not block the aisles so that we remain within the fire safety code. Your cooperation is greatly appreciated.

## Smoking

Smoking is prohibited in all parish and school facilities throughout the Archdiocese, as well as at any school sponsored function.

## Technology

The use of technology is a privilege, not a right; and inappropriate use may result in cancellation of those privileges.

Students are instructed as to the appropriate use of school technology. Any student found accessing an internet site that has not been approved by the teacher will be subject to appropriate disciplinary action. These sites include, but are not limited to email, social networks, music sites and game sites. Students shall also not attempt to circumvent the internet firewall, security, or monitoring systems in place at the school or Church facilities. Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school, staff, or students or may be construed as contrary to Gospel values, the student can be subject to the full range of disciplinary consequences including expulsion.

This policy applies to communications or depictions through e-mail, text messages, cell phone pictures, blogs, social media, or any online postings, whether they occur through the school's equipment or connectivity or through private communication.

## Telephone

Students are NOT allowed to use the school phone during the day. Permission to use the phone in the reception area will be restricted to EMERGENCIES only. Forgotten items from home are not an emergency. In the event of a school-initiated scheduling change, the school will send a message via electronic communication. Telephone messages to students during the day are discouraged. (Only emergency messages will be delivered.)

Students are forbidden to use cell phones or wristwatch phones during school hours. Students may bring cell phones to be used for after school events, but the phones must remain in their backpacks, in the off or silent setting and out of sight. Any cell phone or electronic device, seen in the open, or heard during the school day will be confiscated and held in the office. Parents may retrieve the cell phone or electronic device but will be assessed a \$25 fee.

Pagers, beepers, or other electronic communication devices are not allowed on campus. No cell phones, watch phones, iPods, or any other electronic equipment will be permitted on field trips. The school is not responsible for the loss of any forbidden items.

## Toys

Students should not bring toys, gadgets, collector cards or standard playing cards to school unless there is an education purpose for the item. Toys will be confiscated and held in the office for parent pick-up. Students may be subject to further disciplinary action as well.

## Volunteers

St. Elizabeth Ann Seton Catholic School recognizes that volunteers are a vital and integral component in the success of our school's mission and goals. We therefore offer multiple volunteer opportunities for the involvement of not only our parent/guardians, but also friends of St. Elizabeth Ann Seton Catholic School and Parish.

In order to maintain adequate training and responsibility in the various volunteer opportunities, the administration works with the "sponsor," the individual who is responsible for the activity, to determine the need and availability for volunteer involvement. All volunteers must be Safe Environment Training CMG Connect Safe Haven trained.

The following are some of the opportunities in which individuals can volunteer:

- Library

- Extracurricular Activities
- Field Day

Since many children have life threatening food allergies, we ask that no outside food be brought in or sent into the classroom.

## Safe Environment Training

All volunteers are required to complete the "Safe Environment Training CMG Connect Safe Haven" training and be approved. Once the training is complete, it may take up to two weeks to be approved. Parents/Guardians may not volunteer until they are approved. Information is available online at <https://galvestonhouston.cmgconnect.org>. Training is valid for 5 years.

## Handbook Amendments

The principal retains the right to amend the handbook, including to waive and or deviate from any and all disciplinary regulations, for just cause, at his or her discretion. Parents/guardians will be given prompt notification if changes are made.

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ST. ELIZABETH ANN SETON  
CATHOLIC SCHOOL

Living, Loving and Learning  
in Christ and the Church

School Year 2023-2024

All enrolled families are given a copy of the Parent/Student Handbook for the school year.

Initial each line below:

\_\_\_\_\_ I have accessed a copy of the Parent/Student Handbook.

\_\_\_\_\_ I will read and refer to the Parent/Student Handbook.

\_\_\_\_\_ I will follow the policies and procedures in the Parent/Student Handbook.

\_\_\_\_\_ I will seek clarification from the Principal for any policies and procedures if unclear.

\_\_\_\_\_  
Parent/Family Printed Name Child/ren Name/s

\_\_\_\_\_  
Parent Signature Date