



**2016 ~ 2017  
PARENT ~ STUDENT  
HANDBOOK**

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## **School Information**

### Our Mission

The faith community of St. Elizabeth Seton Catholic School serves families in the southern Lee and Collier County area of the Diocese of Venice. The ministry of the school is to provide a high quality education where Catholic traditions and values are reinforced and incorporated into all areas of instruction, in an atmosphere of faith, love, and discipline. St. Elizabeth Seton School is an extension of the teaching mission of the Catholic Church.

The goal of the administration, faculty, and staff is to nurture the development of a complete, well-rounded child. In order to accomplish this goal, the school emphasizes high academic standards and moral values. The curriculum is designed to encourage all students to achieve their spiritual, intellectual, and social potential, as well as understand the relevance of Catholic values in their daily lives.

### History of the School

In 1981, St. Elizabeth Seton Catholic School opened its doors as an educational institution. Fully accredited by the Florida Catholic Conference, and falling under the auspices of the Diocese of Venice, St. Elizabeth Seton Catholic School is a co-educational parish school for children in grades PK3 through grade 8. St. Elizabeth Seton serves children from all six parishes in Collier County as well as those in Lee County, and is located in Naples just off Golden Gate Parkway. The principles and standards of the Florida Catholic Conference integrate Catholic faith and values with daily life and learning. These same standards have been applied to the school's curriculum, ensuring quality programs and justifying the faith parents and others have placed in our school.

## Statement of Objectives

1. To provide the student with spiritual, intellectual, social, cultural, physical and emotional support and guidance, thereby enabling him/her to take his/her place in society as a valuable member of the kingdom of God.
2. To maintain an environment stressing academic excellence embracing all intellectual skills and domains of knowledge, while exposing students to advanced technology which supports 21st century learners.
3. To develop curricula which will enable the students to grow and become mature Christians with a sense of self-worth and accountability.
4. To plan and develop programs for students which will encourage Christian leadership and develop a sense of responsibility to the community.
5. To instill in students a desire to learn and apply knowledge and faith in everyday situations. Additionally, to help students develop their ability to think clearly and critically.

## School Accreditation

St. Elizabeth Seton Catholic School is accredited by the Florida Catholic Conference (FCC) which is considered one of the finest accreditation organizations in the nation, and has served as a model for other areas. School accreditation establishes standards of education in the key areas of Mission and Catholic Identity, Governance and Leadership, Academic Excellent, and Operational Vitality. In March of 2010, our school completed its re-accreditation with special commendations for fostering Catholic values, and excellence in our technology, resource and enrichment programs.

## GENERAL INFORMATION

### Parent and Family Expectations

As a Catholic, and private, institution, the Parent-Student Handbook is the contract between St. Elizabeth Seton and parents regarding the policies, procedures, and philosophies which will be observed in the course of educating the children entrusted to the school's care. All parents and students are responsible for the information contained within this handbook. Parents are their child's first teachers and role models. SES and parents work in partnership to assist students in reaching their full potential. As such, parents and family members are expected to abide by and support school policies and model Christian behavior. Failure to do so, can result in the required withdrawal of their student regardless of his/her academic or discipline record.

Every effort is made to include all school policies and procedures pertaining to the current school year in this handbook. Circumstances may require administrators to apply the Handbook to unique and unanticipated situations. Final interpretation of the Handbook is the responsibility of the Principal.

### Material Distribution

The Principal or Director of School Affairs must approve all materials (flyers, notices, newsletters, emails, etc.) to be distributed to students, school family members, or others regarding school matters. The use or reprint of the school logo, images, mascot, website pictures, etc. is prohibited without the express written permission of the school.

Any changes which may be made during the school year will be communicated to students at school and to parents via email and the school app. Once formally announced, changes made during the school year shall be immediately considered part of the this document.

## ADMISSIONS

### Admission Policy

Admission to Saint Elizabeth Seton School, a parochial, parish school operated under the Diocese of Venice, is a privilege that is afforded to qualified applicants. St. Elizabeth Seton School does not discriminate on the basis of race, color, sex, national origin, or ethnic background. Admission is granted at the discretion of the Principal.

Student re-commitment for grades PK-3 through 8 occurs in January or February each year. Existing families are given the opportunity to register their students first. Due to space limitations, existing families are asked to re-commit and pay a fee by a deadline date to insure their child/children's seat for the upcoming school year. Any returning student who has not been re-committed by the deadline is not guaranteed a spot in the school. Families are strongly urged to ensure all deadlines are met and policies are followed.

## Admission Requirements

The following is a list of requirements regarding admissions:

### **Age**

- To enter PreK-3, the child must be three years of age by September 1st.
- To enter PreK-4, the child must be four years of age by September 1st
- To enter Kindergarten, the child must be five years of age by September 1st
- To enter First Grade, the child must have met the readiness requirements of our school, and must be six years of age by September 1st

### **Documents**

- Birth certificate
- Baptismal certificate
- Immunization record must be presented to the school prior to the first day of school.
- All new students must present a copy of recent physical examination.
- Prior school records.

## Tuition

The tuition is established each year and is subject to changes in the cost of operations and enrollment. Monthly payments must be made through an independent management company called FACTS which establishes an automatic cash transfer plan for families.

Tuition covers only part of the per student cost in a Catholic School. Parents are reminded the discrepancy is earned through school fundraisers and are asked to support the school through time, talent, and treasure. Each parish may provide financial subsidy to those families in need, so parents are encouraged to contact their pastor or his representative.

The policies regarding tuition and fees are as follows:

- A non-refundable registration fee is due at the time of registration and re-commitment.
- A Comprehensive fee which includes insurance, book, and material fee (PK3-5) A technology fee for grades 5-8 includes use of the school iPad and all school related apps.
- Parents who are supporting their Catholic parish faithfully may be eligible for a parish subsidy based on financial need. Each parish may have their own guidelines for receiving tuition assistance. Please contact your parish office for more information.
- Tuition is non-refundable for the current quarter. Families who enter school after the year has begun will be given a pro-rated tuition rate.

Re-commitment will not be accepted unless accompanied by the appropriate fee. Students will not be allowed to begin the new school year if there is any outstanding payment due. Report cards and school records may not be released unless tuition and fees are paid in full. Delinquent accounts shall be subject to collections and possible dismissal of the student.

# ATTENDANCE

## Arrival

- Students are permitted to enter the classrooms at 7:50 a.m.
- Supervision of arriving students begins at 7:30 a.m. in the pavilion area. **Do not leave your child before 7:30 a.m. Children left unattended prior to 7:30am are not the responsibility of the school.**
- Parents should drop students off in the car line along 53rd Terrace SW, or park in the school/church parking lot and walk their child to the pavilion area. Cars are never to be parked and left unattended in the car line, and to ensure the safety of all, students are never to be dropped off in the parking lot.
- Students are expected to arrive at school on time.
- Students arriving after 8:00 a.m. will obtain a tardy slip from the office to be admitted to the classroom.
- Parents are welcome to join the entire school community in the courtyard for morning prayers, but are required to leave campus when classes begin.
- Parents are not permitted in the classrooms as the teachers are responsible for effective classroom management.

## School Schedule

All students arriving before 7:50 a.m. must report to the plaza area.

Students enter classrooms -	7:50 a.m.
Attendance (Late Bell) -	8:00 a.m.
Prayers -	8:05 a.m.
First Lunch (1-5) -	11:25 a.m. - 12:10 p.m.
Second Lunch (6-8) -	12:15 a.m. - 1:00 p.m.
Third Lunch (PK, K) -	12:10 p.m. - 12:55 p.m.
Dismissal -	2:45 p.m.

## Attendance

- Regular attendance at school is important to ensure continuity of instruction and to develop positive habits and attitudes of responsibility in our children.
- When an excused absence occurs, tests may be made up within two (2) school days after the student returns. Failure to do so results in a grade of zero for the missed test
- It is the responsibility of the student to arrange a time with the teacher when the test(s) will be made up.

It is important for students to be in class on time each day. A pupil is tardy if he/she is not in the classroom by 8:00 a.m.

## Reporting Absences

Our school attendance is computerized; therefore it is essential the following procedure be adhered to:

- If a child is absent please call the school office before 8:30 a.m. the day your child is absent. This is for your child's protection.
- If your child is simply tardy and will be in school on or before 8:30am, there is no need to contact the school.
- At the time of your call, be sure to request any homework to be picked up by you for your child. If you call before the office is open, you are able to leave a message on the answering machine (239-455-2262).
- When a student is absent, a written excuse giving the reason for the absence and signed by the parent or guardian is required. An email is an acceptable form of communication as long as the email address matches one on file for the family. The excuses are kept on file for the duration of the semester. Students may not be admitted back into class the second day after returning without a signed absence note.

## Absences

- Every student must return to school with a written note stating the reason for the absence.
- Excessive absence is detrimental to a child's academic progress. Per Diocesan policy, a student with 30 days of absences for any reason will not be promoted to the next grade unless arrangements have been made with the school for summer school at an approved facility.
- Truancy is an absence without the knowledge of the parent or guardian. In the case of truancy, schoolwork cannot be made up.

## Tardies

- While tardies are sometimes unavoidable, our goal is to reinforce to all students the priority of their education. Students who are habitually late to class disrupt the learning of all. Therefore, any student who is late more than two times a quarter will be charged a \$5.00 tardy fee per incident. Exceptions are at the discretion of the Principal.

## Excessive Absences and Administrative Failure.

**Diocesan policy dictates that students are permitted eight (8) absences per course per quarter to be used for serious illness and family emergencies. If a student exceeds eight absences, the student will receive an administrative failure for the course(s) for that quarter. The Administration may determine that in exceptional circumstances (for example, extended hospitalization), an administrative failure is not warranted.**

## Partial Day Absences

- Students must log in and out in the school office; actual minutes will be recorded.

If a student is absent for three or more hours on a given day, he/she may not be permitted to participate in after school activities. A student must also finish the school day to participate in after-school activities. Only the principal has the authority to override this rule.

## Family Vacations

- If a situation arises and a student must be absent for a reason other than illness, a parent or guardian must contact an administrator to discuss the situation. A note to the classroom teacher does not suffice.
- Parents and guardians must realize when these absences occur, it puts the student at a disadvantage because there is a gap in the learning process. This instructional time can never be made up.
- Teachers are not required to provide students with the work missed prior to the absence. Upon returning to school teachers will provide all make-up work and allow the appropriate time to complete it.

It is the responsibility of parents or guardians to see their children are in attendance during school days.

## ACADEMICS

### Homework

Homework will be posted online each week or will be included in the child's take-home folder. All assignments are to be completed neatly and turned in on time. The consequences for missed or late homework will be reflected in the student's grades and they will receive a homework slip in the elementary classes (up to grade 3).

Homework is the responsibility of the student, not the parent. If a student is absent or misses class for any reason, it is the student's responsibility to check with the teacher to make up work, be prepared for tests, learn about projects, etc. There will be no excuse for missed homework.

A rule of thumb for homework time is approximately 10 minutes per grade level (e.g. a first grader should expect to have about 10 minutes of homework per night and a fifth grader should expect to have 50 minutes of homework per night)

### Report Cards and Awards

- We make every effort to assist students individually, so that each student has an opportunity to succeed and be challenged academically.
- We encourage parents and students to communicate with teachers about academic programs.
- In order to promote success, cooperative effort is essential. It is the responsibility of both parents and teachers to work together to help our students find success in school.

### Report cards

- The formal, written communication of a student's achievement during the grading period.
- The student's progress in subject areas is evaluated for the parents
- Report cards are issued four times a year.
- Parents are encouraged to view their child's progress online throughout the quarter. Parents will be given login information at the beginning of each year.



Scholastic and academic awards can provide incentive and the opportunity to recognize outstanding effort, ability and scholarship.

Grading Scale:

Grade	Range
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	60-66
F	0-59

Principal’s Award

- ALL A’s including behavior (no A- or below)

First Honors

- Only 1 B (no B-) allowed. All other grades must be A- or higher. No U (Unsatisfactory) or N (Needs Improvement) in any other subject or conduct.

Second Honors

- Only 2 B’s (no B-) allowed. All other grades must be A- or higher. No U (Unsatisfactory) or N (Needs Improvement) in any other subject or conduct.

Stewardship Hours

Believing everything we have is a gift from God, we strive to give back by using our time, talent and treasure for our parish community and the world. Middle School Students are required to donate 5 hours of stewardship to their community each school semester. Students who fail to do so may not take mid-term or final exams.

*Examples of Stewardship:* unpaid tutoring, helping at the school during supervised activities, assisting in a community outreach program such as St. Matthew’s House or St. Vincent de Paul.

*Examples of Non-Stewardship:* babysitting, assisting an athletic team, random acts of kindness

Please contact your Religion Teacher with any questions or concerns.

Enrichment Program

Seton’s Enrichment Program (Aim High) is offered to students in grades 1-8. There are three Aim High classes (1st-2nd, 3rd-5th, and 6th-8th). The program provides extra challenges outside the classroom setting. Student in Aim High will work on a variety of enrichment activities including STREAM, research, and writing. Students are challenged through self-discovery and group work while engaging in hands-on learning. Students who qualify for this program will be identified through teacher evaluations, IOWA test scores, and results from the gifted evaluation assessment.

Grades 1 and 2 must meet the following academic requirements: score one level or more above grade level on the Flynt-Cooter Oral Reading Assessment, score at least 85% on the Hawthorne Gifted Rating Scale, consistently have As and Bs on their report card, and maintain exemplary behavior in school.

Grades 3 through 8 must meet the following requirements: have a composite score of at least 85% or higher on the IOWA test, score an 85% or higher on the Hawthorne Gifted Rating Scale, consistently have honor roll grades, and maintain exemplary behavior in school.

Grades 6 through 8 who qualify to be enrolled in Aim High will be taking this course during the elective period, which meets once a week. The elective portion will be taken off their transcripts, as students involved in Aim High will not receive a grade.

Once students have qualified for the Enrichment Program, they may be invited to participate. Students are expected to continue meeting all academic requirements to remain in Aim High. Students with excessive absences and/or tardies (Four or more per quarter) will not meet requirements to participate. Aim High students are expected to maintain

exemplary behavior and be self-motivated to learn through the variety of STREAM activities presented.

### Resource and Learning Strategies

Saint Elizabeth Seton School provides resource services for students who may require academic improvement plans in order to support their learning process. This is a non-labeling program designed to meet the needs of students who may be at risk for academic difficulties and is directed by our resource teachers in collaboration with the classroom teachers. Whenever possible, an inclusion model will be followed to meet the students' needs. However, there may be times when a small group of students may need to be "pulled out" to meet some students' needs.

### Standardized Testing Of Students

The resource teachers will coordinate the standardized testing of all students in grades two to eight. Each spring, all students in grades 2-8 will take the Iowa Test of Basic Skills (ITBS) standardized test as directed by the Diocese of Venice. 5th and 8th grade will receive the ACRE test (Assessment of Catechesis/Religious Education) near the end of the school year.

### National Junior Honor Society - SES Chapter

Each year, middle school students are considered for membership to the NJHS by providing information to the Faculty Council. Characteristics such as Service, Leadership, Character, and Academic Excellence must exceed normal expectations for a middle school student to be considered.

#### NJHS Selection Process Description:

The National Junior Honor Society chapter of St. Elizabeth Seton School is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship and character. Standards for selection are established by the national office of NJHS and have been revised to meet our local chapter needs. which bestows this honor upon qualified students on behalf of the faculty of our school each spring.

Students are selected to be members by a 5-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each spring.

Students in the second semester of sixth grade or grades seven and eight are eligible for membership. For the scholarship criterion, a student must have a 3.5 GPA or better average. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. **Students qualify to participate based on grades. However, acceptance into NJHS is based on a history of leadership experiences and participation in school or community service, and admittance does not guarantee continued acceptance. Students who do not maintain the standards are subject to removal from the society**

To evaluate acceptance of a candidate, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, citizenship, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all five criteria that lead to their selection. This obligation includes regular attendance at chapter meetings held regularly during the school year and participation in the chapter service projects. Students or parents who have questions regarding the selection process or membership obligations may contact the chapter adviser.

## DISCIPLINE

### Field Trips

With the approval of the principal, teachers may arrange field trips with an educational purpose for students. Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students may be denied participation in a field trip if they have failed to meet academic or behavioral requirements. Students may not be allowed to attend field trips if families are in arrears with tuition and/or fees.

All field trips require a parent signed field trip consent form. The school will not accept any other form of permission slip other than the one provided by the school. Telephone calls are not accepted in lieu of the proper forms.

No one may accompany a class on a field trip without approval from the Principal, and each chaperone must be fingerprinted and have completed safe environment training.

Respect for others and personal responsibility are expected of all students and staff. Discipline must reflect our role as Disciples of Christ exhibiting attitudes and behavior in our daily lives as a community of believers.

- It is essential that students, parents, teachers, and administrators work together to foster a positive Christian environment of respect and love that builds up the Kingdom of God.
- Emphasis is placed on each student's development of self-discipline internalizing Christian virtues by positive encouragement and enforcement of school rules and policy.

Students are expected to follow all rules and comply with school and diocesan policies.

- Saint Elizabeth Seton School, in conjunction with the Diocese of Venice, reserves the right to take disciplinary action in the best interest of the student and the school community.
- A conference with the appropriate school authority, parents, and student is required in cases concerning serious disciplinary action.
- The principal will make decisions maintaining the school's philosophy of concern for the whole child and the safety and welfare of the school community according to local and diocesan policy.

The principal, in conjunction with the pastor, is the final recourse in all disciplinary situations.

## Basic School Rules

- Show respect toward staff and other students. No harassment or bullying, including cyber bullying will be tolerated.
- Be honest and truthful. No cheating or stealing is allowed.
- Take proper care of school property, your property, and other students' property.
- Be on time to school and class. Attend all assigned classes, prepared with required materials. Return permission slips and forms on time.
- Comply with the school dress code and uniform regulations.
- Keep hands, feet, and objects to yourself. Avoid personal displays of affection or physical action that could lead to injury of yourself or others.
- Use appropriate language and volume of voice at all times. No profanity or vulgarity is allowed in voice, gestures or writing.
- Display behavior that contributes to a positive learning environment and reflects Christian values.
- Use of personal electronic devices such as cell phones, music players, or games is restricted to outside school hours. Violation will result in confiscation of the items and possibly other disciplinary action.
- Chewing gum is not allowed.
- Students are not allowed possession of tobacco, alcohol, drugs, pornography or suggestive literature, weapons, weapon replicas, or potential weapons.
- Students must follow classroom rules and procedures as directed by the teacher.

## Lunchroom Rules

Students must follow the basic school rules in the lunchroom and the following:

- Sit at the assigned table for the class.
- Remain seated and ask for permission to use the restroom.
- Use proper table manners.
- Use indoor voices
- Leave the table and floor clean when finished.
- Clean off tables and dispose of trash.
- Follow the directions of the staff.
- Remain seated until dismissed by staff.

## Playground Rules

Students must follow the basic school rules on the playground, and the following:

- Students must remain in assigned playground area.
- No games with tackling or other actions that could harm others.
- Follow the directions of the playground staff.
- Report any injuries or dangerous situations to the playground staff.
- Use playground equipment appropriately. Do not climb up slides or jump off any swings or equipment.
- No food is allowed on the playground.
- Students who repeatedly disobey these rules will be subject to disciplinary action. Repeated violations could potentially result in consequences by administration.

## Christian Code Of Conduct

- A positive learning environment is essential to achieve our goal, which is to offer each child the quality of education that is consistent with our Catholic academic standards. With this objective in mind, Saint Elizabeth Seton School has formed a code of conduct called the “Accountability Card” for Middle School students.
- Extra curricular activities as well as after school care are considered to be an extension of the school day. As such, all school rules of behavior apply and will be enforced by school personnel.
- Parental support of our discipline code is essential to ensure that each child has the opportunity to use valuable class time in a productive manner. Together we can continue to create the atmosphere that inspires learning and Christian values in our children.

**Please refer to Appendix A for the definitions of the Christian Code of Conduct.**

## **DRESS CODE**

### General Appearance

Students are to be neat and well-groomed at all times. The school believes a child’s job is to attend school. Part of their training for life is to make good decisions in dress and grooming while on campus, just as a professional would in their careers.

Shirts and blouses are to be neatly tucked in. All pants and shorts will be worn with a belt. Pants, shorts, and belt must be worn on the waist not at the hips. Pants should be the correct size for the student. All shoes must fit securely and shoelaces must be tied. All socks must be white or black and visible all the way around the ankle and above the shoe. Socks cannot be tucked under the heel. Sneakers with wheels are prohibited.

### Students’ hair

- Neat, clean, cut and combed in a conservative style
- Should be out of face and eyes
- No extreme hairdos including mohawks or similar cuts, no shaved patches/designs, no dyeing of hair
- Girls’ hair accessories must be conservative and in uniform colors
- Boys’ hair may not touch their collar and must be cut above the eyes and ears

### Jewelry

- Consists of one religious medal around the neck
- Girls only may wear one pair of small earrings (nothing that dangles below the ear lobe)
- One watch is allowed
- No tattoos or body piercings (real or temporary)
- No bracelets or ankle bracelets are allowed

### Miscellaneous

- Lipstick, eye-shadow, colored nail polish, artificial nails, and make-up of any kind is not permitted
- T-shirts worn under clothing must be white and may not have writing on them

## Uniforms

The way students are dressed has a strong influence on their attitude about school and the way they feel about themselves. All uniforms are chosen to reflect modesty and Catholic school values. The school views parents as having primary responsibility for compliance with the dress code. While your child is at school, all staff will enforce the guidelines.

**Complete uniform is required of every student, every day, to include the proper belt, socks, shoes, shirt, skort, and shorts. Complete uniform consists of the following and must be purchased from Sunshine Uniform Company.**

### Girls

#### School Uniform

- Grade PK3 P.E. Shirt (heather gray school shirt) and black mesh Shorts. Solid white sneakers. (P.E. uniform for all grades)
- Grade PK4-1 Polo dress with plaid skirt  
Navy bike shorts must be worn under dress
- Grade 2 - 5 Skort and navy polo
- Grade 6 – 8 Skort and choice of navy, heather gray, red, yellow, or green short-sleeved polos;  
white ¾ sleeve blouse w/logo and plaid tie (mandatory for Mass)  
Blazer (mandatory for Mass)

\*Skorts must be modest length and is determined by placing your arms at your side; the hem of your skort must reach an inch below your longest fingertip. Skorts may not be rolled up at the waist. If skorts are too short they must be replaced.

### Shoes

- Grade PK - 8 Navy blue and white Saddle shoe (may be sneaker saddle shoe)
- Grade 6 – 8 Solid white sneaker.

### Socks

- Grade PK - 8 White socks - must be visible all the way around ankle and above the shoe.  
No socks may show a logo. Socks may not be worn higher than mid-calf.

### Cold Weather (optional)

All grades: Navy blue, white or black tights may be worn under skorts, dresses or PE shorts, black slacks, and school sanctioned jacket are permitted. Long-sleeved, plain white or black shirt may be worn underneath school polo.

### Boys

#### School Uniform

- Grade PK3 P.E. Shirt (heather gray school shirt) and navy blue or black PE shorts. Solid black sneakers. (P.E. uniform for all grades)
- Grades PK4 - 5 Black shorts without cuffs worn with a belt  
Red short sleeved polo
- Grades 6 – 8 Black shorts without cuffs worn with a belt  
Black pants for Mass worn with a belt  
Choice of heather gray, red, yellow, navy, or green short-sleeved polos;  
White long sleeve oxford shirt w/logo and long plaid tie (mandatory for Mass)  
Blazer (mandatory for Mass)

### Shoes

Grades PK - 8 Solid black shoe (may be sneaker style shoe)

### Belt

Black or Navy blue, belt and buckles must be plain and unadorned.

### Socks

Grades PK - 8 Black socks - must be visible all the way around ankle and above the shoe. No sock may show a logo.

### P.E.

All Grades P.E. Shirt (heather grey with logo) and black mesh shorts with logo

Girls Shoes Solid white sneakers (no color)

Boys Shoes Solid black sneakers (no color)

### Cold Weather (optional)

Grade PK - 8 Black pants or girls may wear navy blue, white or black tights under their dress or skirt  
Long sleeve plain white or black shirt worn under school polo.  
School sanctioned jacket

### Cold Weather P.E. for All Grades, Boys & Girls (optional)

Black school sweatshirt /sweat pants with logo  
Black school sweat-top jacket with zipper and logo  
Girls may wear black or white tights under shorts

## Non-uniform Days

To maximize learning potential for all Catholic school students, the following dress code guidelines on non-uniform days will apply:

In general:

- Clothes should present a modest appearance.
- Clothes should not reveal underwear or other undergarments.
- Clothes should be clean and in good repair, free of holes or tears
- The fit of the clothing should be appropriate to the child. This means clothing is not too small, too tight, nor is it worn several sizes too large. Room for growth is acceptable.
- Rolling shorts or skirts onto the hips is not acceptable.
- Sleeveless athletic jerseys must be worn with a shirt underneath.
- No shirts may be worn with offensive, double-meaning, anti-authority or mean-spirited emblems or sayings, including but not limited to sayings or emblems which refer to alcohol, logos of establishments with bars, tobacco, illegal substances, sexual connotations, and music groups.
- All tops must have at least a cap sleeve.
- No sleeveless shirts are allowed to be worn by boys or girls. (This includes spaghetti straps and halter tops or dresses.)
- No exposed bellies/body parts.
- No sandals or open toed shoes.
- No platform shoes or high heels
- Skirts and shorts must be a modest length and fit – modest length is determined by placing your arms at your side; the hem of your skirt/shorts must reach below your longest fingertip.
- No leggings or excessively tight jeans/pants.

On non-uniform days we expect parents will make sure students will be dressed appropriately for a Catholic school. When there is any question about non-uniform dress code it will be decided at the principal's discretion. Parents of students who are not dressed appropriately will be called to bring a change of clothes or pick up the student.

## SUPPORT SERVICES

### Student Health

Parents are urged to make regular medical and dental appointments for their children. Visual and audio examinations can identify perception and hearing difficulties so that adjustment and treatment can begin at an early stage. Collier County Health screening for Grades K, 1, 3, and 6 takes place in the fall.

#### Immunizations

Students must be immunized against:

- Diphtheria/Tetanus/Pertussis (DPT), Polio, Measles, Mumps, Rubella, Hepatitis B, and Varicella before entering school.
- Pursuant to Rule 10B-3.088 F.A.C., adopted in 1995, all incoming seventh grade students must complete the Hepatitis B vaccine series, a second dose of Measles vaccine and a Tetanus-Diphtheria booster before the beginning of the school year.

#### Athletics Health Screening

Students who wish to participate in sports are required to have a sports physical signed by a doctor on file.

### Illness

Getting well again, not completing work, should be the focus while keeping a sick child home from school.

- **Before returning to school, for the well being of the child and in concern for classmates, the sick child must be fever free, vomit free, and diarrhea free for a 24-hour period. Children who display any of these symptoms will be sent home immediately.**
- When the student returns to school, he/she is required to bring a written note from the parent/guardian, which will be kept on file.

Diocesan policy states students who exceed 30 days of absences will not be promoted to the next grade unless arrangements have been made with the school.

### Medications

Medications should be given at home whenever possible. School personnel can dispense medication to students only if all the following conditions are met:

- A serious health need such as a chronic illness or when failure to take it could jeopardize the student's health.
- A written prescription as required by law from your doctor or dentist for all medication given at school.
- Written permission from the student's parent/guardian for medication to be given to the student at school.
- Prescription medication must be in the original container with the student's name, name of medication, dosage, time, and date of the doctor's written order. Over the counter medicine must also be in the original container.

A parent/guardian or authorized adult must bring medications to the school office. Do not send medications to school with your student. Students are not allowed to have prescription or over the counter drugs in their possession at school. These can cause a serious danger to the student or other students if mis-used or lost at school.

Only a parent or guardian may drop off and pick up the medication from the school office. No medications shall be conveyed to or from school by the child.

### Communicable Diseases

- When a child develops a rash, such as impetigo, ring worm, pink eye, etc., the parent will be called and the child must be picked up immediately.
- A doctor's note is mandatory for re-entry into the classroom.

### Head Lice

- When a student is found to have head lice, the parent will be called and the student sent home for treatment and removal of nits.
- Upon returning to school, the student will report to the office with parent/guardian to be checked for the absence or presence of nits.
- Only when the student is found to be nit free by school personnel will that student be permitted to return to class.
- When head lice is reported in a class, all students in that class shall be checked for the presence of nits.
- Parents will then be notified that head lice are present in the classroom.

### Lunch Program

The school offers a hot lunch option each day, or students may bring their lunch. A monthly lunch menu with prices is sent home as an attachment to our school newsletter each month.

- If a child does not have sufficient funds for a hot lunch or he/she forgets their lunch, a lunch will be provided to them and the parent's account will be charged.
- Lunches from home should
  - have no breakable containers
  - include necessary utensils, napkins and condiments
  - not require refrigeration or heating
  - must be clearly marked with the student's name and grade.

### Extended Care

Saint Elizabeth Seton School offers an extended care program as a service for parents who are unable to pick up their children when school is dismissed. The programs are available from 3:00 p.m. until 5:30 p.m.

- When picking up your child (children) from after care, you must sign them out.
- If you are having someone else pick them up, send a signed note with your child (children) on the day they will be picked up.
- Your child will not be released to someone other than the parents or guardian without notification.
- A registration form regarding allergies and emergency contacts must be completed before the first day of after care attendance.

Listed below are the extended care program rates:

- 3:00 p.m. - 3:30 p.m. \$5.00 (Late pick up)
- Anytime after 3:15 p.m. up until 5:30 p.m.
  - 1 Child - \$12.00
  - 2 Children - \$15.00
  - 3 Children - \$18.00
- Anytime after 5:30 p.m. - \$1 per minute.

At the end of each week, payment will be collected for after care. All checks should be made out to Saint Elizabeth Seton School. Families whose bill has not been paid on Friday may not use the after school program until the balance is paid. Any unpaid balances which exceed 10 school days will result in a suspension of services to the child until the balance is paid.

### Lost and Found

Items in Lost and Found will be kept for a short period of time and then donated to a worthy cause. If your child loses an item, please stress the importance of checking the Lost & Found area immediately. Be sure to put your child's name on all items brought to school. The Lost and Found shelf is located across from the 5th grade classroom.

**Valuable Items** - Students should not bring any items of great sentimental or monetary value to school. The school is not responsible for loss or damage of property.

### Insurance

The school purchases secondary student insurance for each student. The coverage is limited to the school day and school sponsored after school activities. If you wish broader coverage, insurance information is available at the beginning of each school year. Our insurance is to be used as the secondary insurer unless you carry no other insurance.

## COMMUNICATION

### Personal Information

All personal information is held in the strictest confidence. Our school policy states the faculty and staff will not provide student information. It is required that any changes in address, telephone number, or emergency information must be reported to the school office immediately.

### Conferences

Any parent is free to make an appointment to meet with a teacher or teachers by writing, calling the office at 239-455-2262, or e-mailing the teacher for a conference. Teachers are responsible for the students while they are in the classroom and therefore, cannot stop to conference with parents.

### Telephone Use

- Students are permitted to use school phones only under supervision for necessary school business or for an emergency.
- Students will not be allowed to call for forgotten schoolwork or clothes, or to make arrangements for after school plans. Therefore, it is important you make afternoon arrangements with your child in the morning.
- If there is a deviation in your child's regular drop-off or pick-up procedure, please make these arrangements with your child before he/she arrives at school. Please send a note with your child, e-mail the school office, or leave a message.
- Emergencies will always be handled in a timely manner.
- Student cell phones must be turned off between 8:00 a.m. and 2:45 p.m. Middle school students must leave their cell phones in their homeroom at the beginning of the school day and pick them up at the end of the day. Experience has taught us that phones are used **during**

classes and test times. Therefore, the following consequences will be enforced:

1<sup>st</sup> Offense – Confiscate the phone, contact the parent to pick up phone at school (min. 1 signature on card)

2<sup>nd</sup> Offense – Confiscate the phone, contact parent to pick up phone, and administer detention (min. 3 signatures on card)

3<sup>rd</sup> Offense – The discretion of the principal; minimum 1 day suspension

### Parental Primary Residential Responsibility

Saint Elizabeth Seton School abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents.

- In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child.
- If there is a court order specifying there is to be no information given, it is the responsibility of the parent with primary residential responsibility to provide the school with an official copy of the court order.

Only parents, or persons authorized by parents, or those who have primary residential responsibility, will be permitted to release children from school.

- If anyone else is picking up a student, the person with the primary residential responsibility is required to notify the school office in writing.
- Identification is required before a student may be released from school.

The school will require the parents to furnish the school with an official copy of the custody portion of the decree.

**If there is a legal change in marital status or parental primary residential responsibility, the school office must be notified immediately and a copy of the court order must be submitted.**

### Withdrawals and Transfers

Withdrawals and transfers are granted upon written request of the parents or guardians of the student.

- The office should be notified at least one week prior to the withdrawal or transfer.
- Textbooks, library books, and school property must be returned and all financial accounts need to be settled before a transfer form will be issued or before scholastic records will be sent to the new school.
- No refunds can be made for tuition or fees for the current quarter.

### Newsletters, E-mails, App Alerts, etc.

- Weekly e-mails will be delivered to keep parents informed of events, activities, or school news as needed. The school must have current e-mail addresses and phone numbers on file at all times.
- It is the parents' responsibility to read/listen to all information delivered.
- Alerts will be sent through the school's app as needed.

In the beginning of the school year, a calendar will be sent home. Please keep it handy, as it lists important dates and holidays for the year. An updated calendar may also be viewed on our school website.

## Birthdays

Birthday Grams are available, or you may send in birthday treats.

**Birthday treats must be ready to be individually served.**

**The Health Department requires no homemade treats may be passed out at school. All treats must be store bought, no exceptions.**

Unless a blanket invitation is being extended to an entire class, private party invitations should be distributed away from school.

## **ORGANIZATIONS**

### School Board

The School Board is:

- advisory
- members are appointed

The School Board responsibilities include:

- long range planning advice
- policy development advice
- budget and financing advisement
- public relations and development assistance

### Home and School Association - HASA

The Home and School Association is a supportive group. Officers are elected, and membership consists of all parents and school staff. HASA does the following:

- Deals with coordination of activities to support the school
- Promotes quality Catholic education
- Provides support and encouragement to faculty and ad-

ministration

- Provides support and encouragement to parents
- Helps build a faith community
- Encourages positive communication
- Coordinates social activities, fundraisers and volunteers as needed
- Provides information about school events

The Home and School Association is NOT:

- The school board
- The finance committee
- A clearinghouse for complaints
- A go-between with administration, staff and parents who have personal issues

### Volunteers

Parent and community volunteers are an integral part of our program. They help us operate more efficiently, keep tuition lower, enrich the lives of our students, and enable us to raise funds necessary for the operation of our school.

- Volunteers and visitors, including parents, must sign in at the school office and sign out when they leave.
- Visitors and volunteers must wear a nametag while in the building.

The Diocese of Venice mandates that each volunteer complete the Safe Environment Training and three forms. These forms will be completed during the Safe Environment Training and will only need to be completed once while your children continue through all grade levels.

- Diocese of Venice Volunteer Application Form, Diocese of Venice Code of Conduct Form, the Diocese of Venice Attestation of Good Moral Character Form.

Volunteers must also be fingerprinted – the fee is the re-

sponsibility of the parent/volunteer. For more information on fingerprinting, please see Appendix F or visit the school office.

### Volunteer Service Hours

We greatly appreciate the donation of **time, talent and treasure** on the part of our parents. In the past, we have required parents to volunteer 40 hours (20 fundraising and 20 love hours). We realize this is difficult for many working parents to achieve, so we have reduced this requirement to twenty hours of service per family each school year in either or both areas.

**Since the number of required hours has been cut in half, we ask that ALL parents actively participate in our fundraisers and other activities, and/or contribute monetarily to the school.** For hours not fulfilled to the expected 20 hours, we ask that parents make a tax deductible donation for at least the number of hours not served at a rate of \$25 per hour. A donation invoice may be sent at the end of the school year.

Volunteerism provides a means by which parents can participate in the education of the children, and provides opportunities to get to know other parents. Our school program is strengthened by such a partnership, and children benefit as well.

- Fundraising examples include Silent Auction and Read-a-thon
- Love Hours - Examples of areas where our volunteers are needed are classroom, field trips, lunchroom, library, special events, etc.

Since parents are Christian role models, please dress appropriately when volunteering at school or for any Saint Elizabeth Seton function.

### Athletic Department

Saint Elizabeth Seton School competes in the Sunshine Schools Conference South. The purpose of the Sports Program at SES shall be to promote the development of the participants' athletic skills through teaching, practicing, and competition. We also strive to develop in the athletes, character, leadership abilities, and good citizenship by teaching the importance of practice, preparation, and sportsmanship in reaching one's potential. Our Sports Program should provide for the development of physical, social, spiritual, and moral skills in a setting which is an extension of the classroom. Therefore, students, coaches, and parents should conduct themselves in a way which fosters Catholic Christian principles, sportsmanship, and teamwork.

A complete Athletic Handbook is available on our school website, [www.saintelizabethseton.com](http://www.saintelizabethseton.com), by clicking on the *Sports Program* link. Please see the Athletic Participation Contract located in Appendix E of this handbook.

# SAFETY

## Weather Emergency

Saint Elizabeth Seton will follow the decisions reached by the Collier County Public School Board in regard to closing due to inclement weather unless the public schools are being used as a shelter for residents and bad weather is not imminent. During adverse weather conditions, teachers and parents should monitor the local television and radio stations for announcements.

School re-openings will be at the discretion of the principal in conjunction with the pastor – safety is the number one concern for re-opening.

## Regular Dismissal Procedure

Students are dismissed through two car lines. Students in grades 5-8 who do not have younger siblings will be escorted to the Church portico and dismissed from there. Students in grades PK3 through 4 and their older siblings will be picked up in the car line on 53<sup>rd</sup> Terrace.

### **\*\*\*IMPORTANT**

- Parents/guardians will be given a family name sign to be displayed on their dashboard where staff will be able to clearly see it. Please keep this in your car and use this sign each day. This helps us to keep the line moving quickly and smoothly. If you lose your sign, please write your family name on a piece of paper and place on your dashboard.
- Please do not get out of your car during car line. If you need to buckle up your child, please pull up so car line can continue to flow smoothly.
- If you are carpooling, please notify the teacher in writing so we can get the children to the cor-

rect car line.

Students are dismissed at 2:45 p.m. It is expected that parents who transport students by car be here on time. Students in grades PK3-8 remaining on school grounds after 3:00 p.m. will be placed in the extended care program and payment for such will be expected to the school. **There is no exception to this rule.**

At 3:00 p.m. there are to be no students on the grounds except those who are under the supervision of a teacher, coach, or after-school director.

A Safety Patrol program is in effect for the safety of the children. Proper respect for the patrol person should be shown at all times. Student protection and safety are major concerns. Once students are dismissed, they are **not** to return to school.

## Rainy Day Dismissal

On rainy days, it may be too dangerous to allow students in grade 5-8 to walk to the church for dismissal. If this is the case, students will be dismissed out of one carline—53<sup>rd</sup> Ter SW. We will send out a rainy day dismissal announcement via the school's app if time permits.

Parents are not to go to classrooms to pick up children. Please be patient as rainy day dismissal takes a few minutes longer.

## Safety Patrol

The Saint Elizabeth Seton School Safety Patrol is made up of students from 8th grade. Students are selected to serve on Safety Patrol based on their continued adherence to all safety codes and policies. Safety Patrol members assist faculty in assuring the safety of students during carline and when walking to church each week.

## Parking

When visiting the school for any reason, cars must be parked in the school or church parking lot. Parking in any other area is not permitted.

## Fire drill Procedures

Students are to walk in single file with their teacher and maintain silence throughout the drill. Each classroom or other school location has a specific route posted which students will follow in the event of a drill.

## Appendix A

### Christian Code of Conduct

## CHRISTIAN CODE OF CONDUCT - DEFINITIONS

### General guidelines:

- Students will be treated kindly, considerately, fairly, and in a Christian manner.
- Students are expected to treat adults and each other in the same manner.
- All students have a right to a learning environment that encourages academic excellence and is free from disruption.
- Every student has the potential for choosing appropriate behavior and for becoming a responsible citizen of the school community.
- School rules apply during school hours, anytime on school grounds, during school-sponsored events or while traveling in school-arranged transportation.

### Conduct outside the school:

- A student who engages in conduct which is detrimental to the reputation of the school— whether on or off our campus — will be addressed by the principal and disciplinary action may be taken.

### Abusive language/profanity:

- Profanity, obscene language, or indecent gestures — whether directed at students, teachers, staff, or visitors - are never permitted.
- Abusive language or behavior will also not be tolerated.
- Violation of this rule will result in a Conduct Notification Slip, signature on the Accountability Card, or office referral.

### Academic Dishonesty:

This is defined as an act of wrongfully using or attempting to use unauthorized materials, information, study aids, or the ideas or work of another in order to complete assignments or gain an unfair advantage. It includes but is not limited to:

- Plagiarism;
- Giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments, or examinations;
- Using or consulting unauthorized materials or using unauthorized equipment or devices on tests, quizzes, assignments, or examinations;
- Altering or falsifying any information on tests, quizzes, assignments, or examinations;
- Using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior faculty permission to do so;
- Working on any examination, test, quiz, or assignment outside of the time constraints imposed;
- Submitting an altered examination or assignment to a teacher for re-grading; or failing to adhere to a teacher's specific directions with respect to the terms of academic integrity or academic honesty.

### Assemblies & other programs:

- From time to time, the school may invite speakers to present programs. Students are reminded to treat all visitors with respect and to show appreciation for their time.

### Backpacks:

- Each student is provided a cubby in their classroom for the storage of their books, supplies, backpacks, bags, and other belongings.
- During class, backpacks and other bags should be stored only in designated areas.
- When purchasing student supplies, parents are discouraged from selecting items which are unreasonably large or unwieldy.

### **Bullying:**

- Bullying is commonly characterized as aggressive behavior that includes three elements:
  - is intended to cause distress or harm
  - involves an imbalance of power or strength between the aggressor and the victim.
  - commonly occurs *repeatedly* over time

(as defined by the American Psychological Assoc., 2004)

### **Candy, gum, drinks, food:**

- Students may not bring or consume candy, gum, beverages (except water), snacks, or other food items in class.
- Violation of this rule will result in a Conduct Notification Slip or signature on the Accountability Card.

### **Class cutting:**

- Failure to attend a scheduled class or program will be addressed by the Principal or Assistant Principal.

### **Corporal punishment:**

- Corporal punishment is never permitted in schools in the Diocese of Venice.

### **Damage/destruction of school property:**

- Students who vandalize, destroy, or otherwise damage school property will be required to pay full restitution and will be addressed by the Principal or Assistant Principal.

### **Displays of affection:**

- Romantic hugging, kissing, cuddling, holding hands, or inappropriate touching is never permitted.
- Students who engage in such behavior will conference with the principal.

### **Forging/altering parental documents:**

- Any student who forges, alters, or otherwise defrauds a document intended for parental signature will result in a Conduct Notification Slip or signature on the Accountability Card.
- A parent conference will also be arranged.

### **Items prohibited to possess:**

- Students are prohibited from possessing or carrying the following items at any time on campus. If found, the following items are subject to immediate confiscation and will result in a Conduct Notification Slip or signature on the Accountability Card.
  - lighters or matches
  - weapons of any kind (See “Weapons” in this section for more information.)
  - pornography or other sexually-explicit materials, (including viewing such material on school computers or other equipment)
  - alcohol, tobacco, or other illegal substances (See “Substance Abuse” in this section for more information.)
  - laser pointers
  - motorized scooters

### **Items prohibited to use:**

- The use of the following items is prohibited during school hours on our campus. These items are subject to

confiscation if seen being used or displayed:

- music players of any type
- cellular telephones (**the use of cameras to take photos at any time is prohibited**)
- electronic games or other toys
- any other item which disturbs or otherwise disrupts a class or activity

### **Lunch behavior:**

- A meal is a time to break bread with other people and enjoy their company. Students are expected to remain seated during lunch and demonstrate exemplary table manners. This includes ensuring that food is not wasted and never thrown away. Students are expected to clean up after themselves at the lunch table as they would in their own home.

### **Searches:**

- The school reserves the right to search desks and any school property at any time. The school reserves the right to review the Internet access history of all school computers and iPads, as well as any files stored on school computers, servers, and flash drives.
- In order to maintain a safe environment for all, any belongings brought to school at any time are subject to search and seizure. Failure to comply with these procedures may result in expulsion.

### **Serious misconduct:**

- The school believes some behaviors are so disruptive that they carry serious consequences. These behaviors may result in immediate suspension and removal from campus. These behaviors include:
  - Defiance of school personnel's authority
  - Refusal to comply with a reasonable request
  - Willfully endangering another person's physical safety

- Foul language towards school personnel
- Truancy
- Any other serious misconduct unbecoming of a Catholic school student

### **Substance abuse:**

- The use or possession of illegal drugs, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or non-prescription drugs by any student on school property or while attending or participating in any school-sponsored activity is forbidden and will result in disciplinary action which may include expulsion.
- The Diocese of Venice is committed to a drug- and alcohol-free environment.
- To accomplish this goal, schools have the right to implement a number of measures including mandatory drug testing upon enrollment, random drug testing and random drug sweeps, including searches of any possessions.
- Failure to comply with these procedures may result in expulsion.
- It is the policy of the Diocese and part of the pastoral mission of Saint Elizabeth Seton School to assist students suffering from substance abuse.
- To accomplish this, the school may take a number of measures, including conferences with parents, drug testing, assessment by a certified drug counselor, enrollment of a student in a treatment program, and random testing throughout the year.

### **Supervision/off-limits areas:**

- Students are not permitted in any campus areas without adult supervision.
- Teacher workrooms and lounges are off-limits to students.
- Students are not permitted behind the desk in the

Front Office or Library without permission.

### **Theft:**

- In keeping with the seventh commandment, the taking of another's possessions without permission is not permitted.
- Such theft will require full and complete restitution and the student and parents will conference with the principal.

### **Threats:**

- All threats of violence will be taken seriously.
- Threats intended in a joking manner may not be perceived as such and should be avoided.
- Credible threats will result in detention, suspension or expulsion depending on the severity of the threat.

### **Violence:**

- Any student who strikes, slaps, punches, pinches, bites, kicks, pulls the hair of, or otherwise inflicts bodily harm on another student, faculty or staff member will result in a Conduct Notification Slip or signature on the Accountability Card.
- Severe situations may also be cause for suspension or expulsion.
- If necessary, the school will contact the proper authorities to deal with any possible criminal behavior involved.

### **Weapons:**

- Weapons of any kind are prohibited on school property, at school functions, or on any school sponsored transportation.
- All firearms are prohibited and will result in suspension or expulsion.

- Possession of other weapons such as knives or any other item which may be used as a weapon is grounds for disciplinary action, including suspension or expulsion.
- If necessary, the school will contact the proper authorities to deal with any possible criminal behavior involved.

### **Other behavior:**

- Other inappropriate behavior not mentioned in this handbook or any conduct unbecoming of a student in a Catholic school is not tolerated. The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.
- Off-Campus Behavior – Schools in the Diocese of Venice reserve the right to discipline students for engaging in conduct that occurs off campus if it endangers the health and/or safety of others, adversely affects the education process or the reputation of the school, is in conflict with the moral teachings of the Catholic Church, or is otherwise a violation of school policy. Examples include, but are not limited to: illegal activity, alcohol consumption, possession, use, or sale of drugs, inappropriate Internet activity, harassment or bullying, pornography, fighting, illegal use of firearms, theft, arson, and sexually inappropriate behavior. Students may be subject to various disciplinary penalties for off-campus conduct depending on the severity of the issue. Such penalties may include, but are not limited to, detention, suspension, expulsion, and/or restitution. The student may also be removed from extra-curricular activities and sporting events, as well as field trips, dances, and graduation ceremonies.

## Friends Request

Teachers and other school staff are instructed not to reply to parents or student friendship requests on Facebook and other on-line social networking websites.

## Consequences

When a student violates the Code of Conduct, any staff member may issue a consequence. Consequences are intended not as mere punishment, but as a means to correct misbehavior and improve a student's overall conduct. Additional infractions or severe misconduct may result in escalated consequences.

- **Detention:** Upon issuance of the third written warning within one grading period, a student will be required to serve a detention. Detentions are served for one hour after school on a date assigned by administration.
- **Parent Conference:** Frequent misbehavior can result in a parent conference being arranged to discuss ways a student's behavior may be improved.
- **External Suspension (OSS):** Upon issuance of the sixth written warning within one grading period, a student will be issued one or more days of Out-of-School Suspension. Students may be placed on disciplinary probation.
- **Expulsion:** When the school's means of behavior improvement have proven ineffective or when a student's conduct is determined to be a definite hindrance to the welfare and progress of the school community, a student may be expelled or be required to withdraw from the school.
- **Time out or removal from an activity:** Participation in special classroom events is a right earned by each child, not a privilege bestowed upon everyone. Inap-

propriate behavior will be handled by the teacher first and consequences will apply.

## Suspension & expulsion:

- The authority to suspend or expel a student from school resides with the principal. In his or her absence, that authority resides with the assistant principal.
- The decision to expel a student will be made only with the agreement of the pastor of Saint Elizabeth Seton Parish or the priest-in-charge in the pastor's absence.
- In the case of suspension or expulsion, a student will be informed of the charges. If the student denies them, an explanation of the evidence will be given and the student will be given an opportunity to refute the charges before the principal.
- In the case of expulsion a student will be given the opportunity for a hearing if the student or the parents or legal guardians indicate the desire for one in writing.
- The hearing board will consist of at least the principal, a faculty representative, and the pastor or his representative. The recommendation of the hearing board to the Pastor and Principal are non-binding.

Certain consequences also bear academic and extracurricular repercussions and warrant action on the part of the teacher and will result in the use of either the Conduct Notification or Accountability Card.

PK - 5: A Conduct Notification Slip sent home for parent signature.

Middle School: A signature on the Accountability Card and phone call/e-mail to the parent.

## Appendix B

### Accountability Card

#### **Accountability Cards:**

Students in middle school grades will carry their Accountability Cards at all times. This card will chart times when the student's conduct did not improve following a verbal warning. The card allows students and parents to easily note areas where improvement is needed. Parents are encouraged to review their student's Accountability Card regularly and are required to sign it at the end of each grading period. Students who lose their Accountability Cards may be issued a detention .

# Accountability Card

## Grades 6, 7, and 8 for 2015-2016

## Back of Accountability Card For Grades 6, 7, 8

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_

**Code of Conduct General Guidelines:** Students will be treated kindly, considerately, fairly, and in a Christian manner. Students are expected to treat adults in the same manner. All students have a right to a learning environment that encourages academic excellence and is free from disruption. Every student has the potential for choosing appropriate behavior and for becoming a responsible citizen of the school community. School rules apply during school hours, anytime on school grounds, during school-sponsored events or while traveling in school-arranged transportation. A complete description of the entire Code of Conduct and its consequences can be found in the School Handbook.

**Accountability Card Policy:** Students in middle school grades must carry this Accountability Card with them at all times. This card will chart any infractions of the Code of Conduct and allow students to note areas where improvement is needed. Parents are encouraged to review their student's Accountability Card regularly and are required to sign it at the end of each grading period. **Student who lose, alter, or mutilate their cards may be issued a detention.**

**Consequence Policy: Students accumulating three points within one grading period will be required to serve a detention.** Detentions are served one hour after school on a date assigned by administration. **Upon issuance of the sixth point within one grading period, a student will be suspended from school. Upon issuance of a ninth point within one grading period, parent-conference will be needed to determine the continued enrollment of the student.** Detentions or suspensions may also be issued for more serious violations of the Code of Conduct. This may include: abusive language/profanity, academic dishonesty, cutting class, damage or destruction of school property, forging or altering parental documents, harassment, possessing prohibited items, public displays of affection, substance abuse, theft, serious threats, violence or possessing weapons. Other inappropriate behavior not mentioned in the School Handbook or any conduct unbecoming of a student in a Catholic school is not permitted. **The principal and/or assistant principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.**

*At the end of the grading period, both student and parent must sign and return this card.*

Student's signature: \_\_\_\_\_

Parent/guardian's signature: \_\_\_\_\_

**Date/Teacher Signature/Infraction**

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Administration \_\_\_\_\_

**Students will receive the associated number of signatures (consequences) for the following infractions:**

- UNI: Uniform/Jewelry/Makeup/Gum violation (1)
- UNP: Unpreparedness for class (1)
- RUL: Failure to observe classroom/school rules (1)
- CEL1: Cell phone-1st offense (1)
  
- LOU: Loud/excessive talking (2)
- RUD: Rude/discourteous/disruptive behavior (2)
- OUT: Out of class without permission (2)
- PRF: General Profanity (2)
- ITM: Possession/use of prohibited item (2 or off. referral)
  
- CHR: Inappropriate Church behavior (3)
- INF: Insubordinate to Faculty/Staff member (3)
- PRS: Profanity at Student (3)
- CEL2: Cell phone-2nd offense (3)
  
- INS: Insubordinate to substitute/guest (4)
  
- LIE: Lying (office referral)
- FOR: Forgery (office referral)
- BUL: Bullying (office referral)
- THE: Theft (office referral)
- TOU: Inappropriate touching (office referral)
- CHE: Cheating (office referral-1 day suspension)
- CEL3: Cell phone-3rd offense (minimum 1 day suspension)
- DES: Destruction/damage other student's property (office referral-1 day suspension)
- VAN: Vandalism (office referral-2 days suspension)
- PRA: Profanity at adult (office referral- minimum 3 days suspension)
- FIT: Fighting (office referral-3 days suspension)
- COM: Inappropriate/unauthorized use of computer (office referral)

**DIOCESE OF VENICE  
AUTHORIZATION FOR RELEASE AND USE OF  
STUDENT IMAGE  
IN PHOTO, VIDEOTAPE OR OTHER MEDIA**

I, the undersigned parent/legal guardian of a minor/student(s), hereby grant to Saint Elizabeth Seton Catholic School the following irrevocable rights:

1. To use the name, photograph, picture, portrait, voice, appearance, likeness, performance (hereinafter collectively known as “image”) of the above minor in connection with its educational, promotional, fund-raising activities, or for any other legitimate purpose;
2. The right to use, reproduce, publish, exhibit, distribute, and transmit the image of my minor individually or in conjunction with other images or printed matter in the production of brochures, slides, motion pictures, broadcasts (radio and television), audio or video tape, recordings, still photography, CD-Rom and any other manner of media now known or later developed;
3. The right to use, reproduce, publish, exhibit, distribute, and transmit the image of my minor individually or in conjunction with other images or printed matter on the school’s Internet website. No personal information such as home address or phone numbers will be published;
4. The right to record, reproduce, amplify, edit, and simulate my minor’s image and all sound effects produced; and
5. The right to copyright, in its own name, works that contain the image of minor; and
6. The right to assign the above-mentioned rights to third parties.

I understand that the videotape, still photos, or other media incorporating the image of minor will become the property of the school. I hereby waive the right to inspect or approve my minor’s image or any finished materials that incorporate said image.

I understand and agree that no compensation will be provided, now or in the future, in connection with the use of minor’s im-

Appendix C

Authorization for Release and Use of Student Image in Photo, Videotape or other Media

age, and nothing herein will create any obligation on the part of school to make use of the rights or materials set forth herein.

I hereby release and forever discharge Frank J. Dewane, as Bishop of the Diocese of Venice, his successors in office, a corporation sole, St. Elizabeth Seton Catholic School/Parish, their agents, employees and assigns from any and all claims demand, rights, and causes of action of whatever kind that may arise from the use of minor's image, including all claims for libel and invasion of privacy.

I hereby certify that I am the parent/legal guardian of the above referenced minor, and I give my consent, without reservation, to the above agreement on behalf of said minor. This agreement shall be valid for a period of four years from the date hereof, unless revoked in writing.

#### Appendix D

#### Diocese of Venice Technology Use Agreement

## **DIOCESE OF VENICE TECHNOLOGY USE AGREEMENT**

As a school-based computer user, I agree to the following rules and code of ethics:

1. I recognize that the purpose of school computers and electronic information services is for teaching and learning. I also recognize that all computer and device users have the same right to use the equipment; therefore, I will not use school resources for non academic purposes. I will not waste or take supplies, such as, paper, that are provided by the school. I will keep all computers and devices clean and will not eat or drink while they are in use.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software or apps, and I will not give, lend, or sell copies of software or apps to others. I understand that I will not be allowed to bring software applications, games, or CD ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel. All media from home must be free of viruses.
3. I recognize that the work of users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not be a party to any electronic plagiarism; I will not attempt to gain unauthorized access to system programs or computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in any communications.
4. I will honor my school's procedures for the storage of information. I understand that I am expected to save files that I want to keep on my flash drive or use my document space. I realize files may be deleted from the system to protect the integrity of the network or because of space limitations on the

computer's or device's hard drive.

5. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for the network or resource.
6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or phone number nor those of other students, teachers, or staff. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted.

Parents and students must realize that students may encounter material on the internet that the school does not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). Although filtering software is in place, there is no guarantee that all controversial material will be blocked. It is the student's responsibility not to pursue material that the school may consider offensive.

The use of the computer and device is a privilege, not a right. Vandalism or intentional modification of system settings is prohibited. The undersigned below assumes financial responsibility for any damage caused by the user. The system administrators may close an account at any time as required. The administration, faculty, and staff of the school may request the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously, including loss of privileges and/or disciplinary action.

**Please read this Technology Use Agreement carefully before signing. The signatures on this document are binding. This agreement must be signed before computer and device use and access to the Internet.**

#### **User**

As a student, I understand and will abide by the Technology Use Agreement. I further understand that any violation of these regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action initiated.

#### **Parent or Guardian**

As the parent or guardian of this student. I have read the Technology Use Agreement. I understand that this access is designed for educational purposes. I am aware that it is impossible for the school to restrict access to all controversial materials, and I will not hold them responsible for materials acquired in use or any injury to my child as a result of its acquisition. Further, I accept full responsibility for supervision if and when my child's use of the school's technology resources (e.g. device, computer) is not in a school setting.

## Appendix E

### Athletic Participation Contract

## **St. Elizabeth Seton School Athletic Participation Contract**

I hereby request St. Elizabeth Seton School to grant permission for my student to participate in St. Elizabeth School activities. I understand that I am entering into a voluntary contract between myself, the parent of a St. Elizabeth Seton Catholic school student, and St. Elizabeth Seton Catholic School for participation in school sponsored athletic activities.

I agree to cooperate with and support the rules and regulations of the Diocese of Venice, of St. Elizabeth Seton School and school board, and to be governed by these rules and regulations as announced to me by the pastor or principal of St. Elizabeth Seton School, as published in the Student-Parent Student Handbook and as announced or published in other places by the school administration. I understand that I must be familiar with and accountable for these rules and regulations and the policies and procedures, which govern participation in athletics representing St. Elizabeth Seton School.

As a player, my student understands that he/she must fulfill all religious and academic responsibilities to St. Elizabeth Seton School and Parish, and conduct himself/herself as a committed Christian in school, outside of school, and in particular at any activity involving athletic competition representing St. Elizabeth Seton School. My student agrees to be bound by the rules and regulations regarding athletics and to submit himself/herself voluntarily to the applications of the rules.

As a parent of a St. Elizabeth Seton School athletic participant, I understand my responsibility and obligation to see that my student fulfills his/her religious and academic responsibilities including schoolwork and homework assignments and complies with the rules and regulations for participation in St. Elizabeth Seton School athletics. I further agree that as an adult I will conduct myself in a responsible and mature Christian manner at all times at all practices and games, that I will show respect for authority, and will engage in no activity or conduct which in any way is disrespectful, combative or confrontational, or questions the jurisdiction of the pastor, school principal, coach, officials or anyone connected with the conduct of St. Elizabeth Seton School athletics.

As a player and parent, we acknowledge that a violation of the rules and regulations may result in a forfeiture of ability to participate in athletics representing St. Elizabeth Seton School.

Our signatures mean that we understand and accept these conditions for the participation of our student and family, which are binding through our student's graduation from St. Elizabeth Seton School.

Appendix F  
Fingerprint Procedure

**Fingerprint Procedure**

St. Elizabeth Seton Catholic School is privileged to partner with parents to help raise healthy, happy children. The safety of our children is a foremost concern. In order to provide them with the safest environment possible, the Diocese of Venice requires that all adults who come in contact with the children must: be fingerprinted, undergo a background investigation, and complete a short training on providing a safe environment for children and detecting and preventing sexual abuse.

This applies to all parents and individuals who wish to volunteer at the school, chaperone field trips, coach sports teams, etc. Please use the links below to fulfill these requirements if you wish to volunteer.

How to register:

1. REGISTER online by accessing <https://fingerprint.fadv.com/fpWebApp/webPages/module/home/redirect.jsf>

To log in, the username is diov and the password is Password1

2. ENROLL personal data required to submit fingerprints. Everyone must register using government issued photo identification (i.e. driver's license, military ID card, etc.) The Federal Bureau of Investigation also requires a social security number.

3. PAY

- You must pay in advance.

4. OBTAIN RECEIPT generated online. Print the Bar Code Receipt and bring it to the Service Center along with specific Photo ID you used to register.

5. Those needing additional assistance with registration may call the customer service number at 1-877-323-8885.

6. SCHEDULE an appointment by calling the authorized fingerprint Service Center listed below.

7. All Applicants MUST sign the Waiver Agreement and Statement using the Electronic Signature Pad after completing the fingerprint submission.

8. Results of the screening and adjudication (evaluation) of criminal history records will be provided to the Diocese of Venice Legal Department (DOVLD).

The actual fingerprinting is done at designated retail locations throughout the Diocese for convenient access.

Currently one designated site is available for use:

Saint John the Evangelist Catholic Church  
625 111th Avenue North  
Naples, FL 34108  
(239)556-8740

