

Saint Elizabeth Ann Seton Catholic School

2016 Willis Lane Keller, Texas 76248

Telephone: 817-431-4845 Fax: 817-431-1865

Web Site: <http://www.seascc.org/schoolhomepage.htm>

2008-09 Family Handbook



August, 2008

Dear Parent/Guardian:

The Family Handbook is a means of communicating between home and school. There are many policies, regulations, and services listed in these pages. Close cooperation between the home and school is essential to promote the best interests of the student. It is our hope that this handbook will be helpful to you and that it will promote that understanding.

Please read and keep this **Family Handbook** readily available throughout the year. As a parent/guardian of a student at St. Elizabeth Ann Seton Catholic School, you are required to agree and accept the regulations and policies of the school.

Please return the bottom portion of this sheet at your child's Back to School Night or by September 5, 2008.

God's Blessings be with you!

Kay Burrell, Principal

Father John Hennessy, Pastor

HANDBOOK ADDENDUM

Teachers have individual practices and procedures in their classrooms that may not all be covered in this handbook. The administration retains the right to amend the handbook. Students will be given prompt notification if changes are made. In all cases, the interpretation of the handbook remains with the administration.

To the Principal of St. Elizabeth Ann Seton Catholic School:

I have read the St. Elizabeth Ann Seton Catholic School Family Handbook and agree to accept the policies and regulations. I agree to discuss appropriate areas with my child(ren). I further understand that the Acceptable Use Agreement regarding Internet and general computer access at St. Elizabeth Ann Seton Catholic School located within this handbook is designed for educational purposes, and that use of this system by my child, myself, and others must be in accord with the educational and religious goals of SEASCS. I further understand that for any violation of the Acceptable Use Policy access privileges may be revoked and school disciplinary action taken. My signature below indicates that I understand and agree to abide by all policies of the school.

Parent/Guardian Name (PLEASE PRINT)

Student(s) PRINTED Name/Grade

Parent/Guardian Signature

Date

August, 2009

Dear St. Elizabeth Ann Seton Catholic School Students and Parents:

Welcome to a new and exciting school year. This will be a year of continued growth as we work together to provide for the educational needs of our students.

We should all be mindful that we are a Catholic school, and that means God is at the center of everything we do. We are a school family that not only strives for academic excellence but for the very core values that identify our school as Catholic: community, dignity, doctrine, and service. Ultimately, our success will be measured through our faithfulness to these concepts as we work together in the formation of young people who will make a difference through service in our world.

Our mission and philosophy is the foundation upon which we build our past, present, and future. Our philosophy, “Young minds can achieve great things” gives us direction as to the goals of our school. In the American bishops’ pastoral *To Teach as Jesus Did*, we are challenged to “teach all subjects well, and especially the Gospel of Jesus Christ”. The pastoral further directs us to “form community through which the presence of God is experienced in the midst of faith-filled people,” and this drives our liturgies and our continuing opportunity for fellowship with our Parish community. Finally, it directs us to Jesus’ command to “Go forth and teach all nations”. This drives the missionary spirit of our school to service.

Our goals certainly reinforce our mission. We are fortunate to have a school facility which our parish and school family proudly support and maintain as a critical need to providing an environment conducive to learning.

Our expectations are great, as they should be, as we form our children for tomorrow. We will be asking time and time again for each of you to share your time, talent, and treasure. With funding that depends strictly on tuition, fundraisers, and the goodwill of our patrons, we cannot operate our school without massive volunteer efforts. Whether it be driving on a field trip or sporting event, or serving in the lunchroom, we need your help even more since our enrollment is so much larger than in the past. We also have other great needs, including scholarship assistance to provide financial aid to students who cannot afford to go to our school, as well as the need to pay our faculty and staff just wages.

Whether it is through technology or service, our students and staff are continually drawn to live the Gospel message. We unite in weekly liturgies, assemblies, and seasonal celebrations to worship. We respond to the needs of our community through activities as varied as showcasing our Catholic identity during Catholic Schools Week, and collecting food and clothing for our parish ministries. Our entire school community will remain focused on our thirst to learn what Jesus taught – to share our gifts, whether they are spiritual, academic, temporal, or creative, so His Kingdom may be realized throughout the earth. It is an extremely high expectation we set for our school. We will need the help of each of you.

Our direction is forward; the pace is fast, the challenge is great, and the possibilities limitless. May God bless you all, and God bless St. Elizabeth Ann Seton Catholic School.

Sincerely,

Kay Burrell
Principal

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I. FACULTY AND STAFF

Principal	Mrs. Kay Burrell
Assistant Principal	Mrs. Linda Fitch
Executive Assistant	Mrs. Linda Corso
Bookkeeper	Mrs. Rose Howe
Bookkeeper Asst.	Mrs. Tracie Quan
Curriculum Coordinator	Mrs. Mary Hermes
Receptionist	Mrs. Cissy Grant
IT/Development Director	Mrs. Yvonne Halboth
IT/Development Director	Mrs. Kathleen Salazar
IT Assistant	Mrs. Mimi Bova
School Nurse	Mrs. Kim Schorn
Learning Lab Director	Mrs. Tammy Pellegrini
Learning Lab Technician	Mrs. Peggy Clark
Learning Lab Technician	Ms. Holly Burrell
Learning Lab Technician	Mrs. Christine Molitor
PK3 M/W & PK3 T/TH	Mrs. Elisa Baldasti
PK3 T/TH Aide	Mrs. Carla Prachyl
PK3 M/W Aide	Mrs. Thelma Navarro-Linkka
PK4 M/W/F & T/TH	Mrs. Jennifer Gaskin
PK4 M/W/F Aide	Mrs. Jo Ann Schmidhausler
PK4 T/TH Aide	Mrs. Terry Mallozzi
PK4 M-F	Mrs. Donna Findley
PK4 M-F Aide	Mrs. Didi Martinez
PK4K M-F	Mrs. Jacquelyn Marsh
Kindergarten	Mrs. Venessa Carpenter
Kindergarten Aide	Mrs. Sarah Bush
Kindergarten	Mrs. Amy Seyer
Kindergarten Aide	Mrs. Meredith Nieswiadomy
Kindergarten	Mrs. Mariann Walsh
Kindergarten Aide	Mrs. Amanda deRiso
First Grade	Mrs. Vyonne Barloco-Flores
First Grade	Mrs. Joann Hilton
First Grade	Mrs. Sandy Reiser
First Grade Aide	Mrs. Susan Crabtree
Second Grade	Mrs. Susan Suchower
Second Grade	Mrs. Judy Szuhy
Second Grade	Mrs. Kellie Weber
Second Grade Aide	Mrs. Mary Morgan
Third Grade	Mrs. Sharon Barmore
Third Grade	Mrs. Barbara Green

Third Grade	Ms. Susan Hartnett
Fourth Grade	Mrs. Lydia Lopez
Fourth Grade	Mrs. Pamela Meyer
Fourth Grade	Mrs. Pamela Webster
Fifth Grade	Mrs. Amanda Meyer
Fifth Grade	Mrs. Karen Ullman
Fifth Grade	Ms. Nikki Warner
Sixth Grade H.R./6 th Social Studies	Mr. Michael Braymer
Sixth Grade H.R./6 th Science	Mrs. Michelle Zaugg
Sixth Grade H.R./6 th Eng. & Literature	Mrs. Lisa Villagomez
Sixth Grade Religion	Mrs. Christine Molitor
Sixth Grade Math	Mrs. Susan Odom
Seventh-Eighth Science/7 th H.R.	Mrs. Katherine Arnold
Eighth English & Lit/7 th H.R.	Ms. Kay Gibson
Seventh H.R./7 th English & Lit	Mrs. Amanda Migura
Seventh-Eighth Religion/8 th H.R.	Claire Therese Heyne
Seventh-Eighth Math/8 th H.R.	Mrs. Terrie Krieger
Seventh-Eighth Social Studies/8 th H.R.	Mrs. Pam Wolf
Library	Mrs. Nancy Stone
Library Aide	Mrs. Marta Jose-Dieguez
Physical Education	Mrs. Tracy Bice
Physical Education Aide	Mr. Tim Boyd
Physical Education & Sports Coordinator	Mr. Doug Lauffer
Physical Education Aide	Mrs. Farissa Rosario
Art	Mrs. Allison Fitch-Jamison
Art Aide	Mrs. Annette Lawless
Music	Ms. Stephanie Witkowski
Spanish K-8 th Grades	Mrs. Jennifer Fitzpatrick
French K-3 rd Grade	Mrs. Mary Jo D'Amore
French 6 th -8 th Grades	Mrs. Lisa Arth
French 4 th -5 th Grades	Mrs. Stephanie Kuntz
Computers 4 th -8 th Grade	Mrs. Ronni Katz
Band/Choir	Mr. Thomas Woods
Lunch Room Aide	Mrs. Didia Martinez
Lunch Room Aide	Mrs. Beatriz Starck
Extended Day Director	Ms. Julianne Cuenco
Extended Day Aide	Mrs. Janet Botsois
Extended Day Aide	Mr. Andrew Laux
Extended Day Aide	Mrs. Annette Padilla
SCRIP Coordinator	Mrs. Frances Frederick

II. MISSION STATEMENT AND PHILOSOPHY

Canon Law

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

Mission Statement

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

Philosophy

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

Goals and Objectives:

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

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

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

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

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

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

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

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

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

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

III. ACADEMIC PROGRAM

Curriculum

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

Religious Formation

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

Students in grades K-8th will attend Mass each Wednesday morning at 9:00am. Prayer services will also be conducted on a regular basis. Second grade students will prepare to receive the Sacraments of First Reconciliation and Eucharist through their parishes. Confession for 2nd-8th graders is offered on a rotating schedule on Fridays. Prayer services and Mass provide the children with an opportunity to praise and thank God in a manner that they understand through song, Scripture reading, story telling, and role-playing. Families are welcome and strongly encouraged to attend these celebrations with their students. Please meet your student in the Narthex. Flash cameras, cell phones and pagers distract from the celebration and are not permitted. Non-flash photography and videotaping are acceptable only from a stationary position within the sanctuary.

IV. ACADEMIC EXPECTATIONS

Students who take their academic responsibilities seriously and achieve superior grades will be recognized with appropriate awards and honors. Students in grade 4-8 are honored for academic achievement. For the academic Honor Roll, all grades will be considered with the exception of Handwriting, Physical Education, and the electives, which involve highly subjective and developmental issues. Honor Roll qualifications are as follows:

Highest Honors: 4.0 grade point average

High Honors: 3.5-3.99 grade point average

Honors: 3.0-3.49 grade point average

Students who choose not to fulfill the academic expectations of St. Elizabeth Ann Seton Catholic School also choose consequences. Failure to turn in homework and/or being unprepared for class, etc., will be treated as an academic issue. Consequences will be appropriate to the conduct and will be determined and enforced by the teacher. The individual teachers will inform students and parents of those expectations, classroom rewards, and consequences. Grades are the usual consequences of academic performance. Failure to perform academically will result in a conference

with the Principal to determine a plan of remediation. The Principal may require a period of academic probation.

Parent/Teacher Conferences

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

Process for communication:

- Parent/Teacher
- Parent/Teacher/Principal
- Parent/Teacher/Principal/Pastor
- Parent/Teacher/Principal/Pastor/Superintendent

Testing

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

Stanford Achievement Test: Grades 1-8

Otis-Lennon School Ability Test: Grades 4 and 7

ACRE: Grades 5 and 8

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

Homework

Homework will be posted daily on RenWeb by 5:00 p.m. Homework is defined as any work or task planned by the teacher to be completed by the student outside of the regular classroom without immediate and direct teacher interaction. Homework provides practice, enrichment and extension opportunities with newly formed skills and concepts. Homework also encourages students to take initiative and responsibility and allows families to provide a supportive role in their child's education.

Homework should be assigned:

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

Homework Limitations

Homework should be assigned on a nightly basis or on a weekly basis by each classroom teacher. Homework should be encouraged at the discretion of the teacher. Homework may be required of all students at all grade levels. The emphasis should be on quality rather than quantity. Teaching responsibility and organization should be a by-product of homework. To be effective, homework assignments should not place an undue burden on students and families. Homework should reinforce classroom learning objectives and be related to individual student needs and abilities. Homework should include teacher involvement, student involvement, and parent involvement.

Missing Homework: (6th through 8th grades) - A note and/email will go home that day informing the parents that their student is missing today's assignment. Students will receive an 80% max grade for that assignment if turned in the next day. If the student does not have his assignment, a grade of "0" will be given and he/she will serve an after school academic detention that day.

Parent Responsibilities

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

Student Responsibilities

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

Report Cards

Students are evaluated during a grading period that ends each nine weeks. There are four grading periods in an academic year. Progress reports will be posted on RenWeb at the end of the fifth week for each grading period for grades 1 through 8. Grades are given for academic achievement, effort and conduct. Report cards are generated at the end of each nine week period and will be posted on RenWeb. Report cards for Pre-Kindergarten and Kindergarten are designed to inform

parents of specific skills areas and concepts mastered. An explanation of the grading system can be found on the report card for each grade level. First graders will receive S for Satisfactory, I for Improving and N for Needs Improvement. Students in grades 2-8 receive letter grades based on the following scale: 94-100 **A**, 86-93 **B**, 76-85 **C**, 70-75 **D**, 69 and below **F**.

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

Students in grades 6-8: If a student is absent during mid-term exams when report cards are generated, they will receive an 'I' (incomplete) on their report card for each subject in which the mid-term exam was not taken. Upon returning to school, the student will have 5 school days to make-up the exam and have the 'I' replaced with the appropriate grade. Mid term exams will not be administered prior to exam week. Please check the classroom calendar for specific exam dates.

V. SCHOOL POLICIES

Admission

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

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

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

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

Non-discriminatory Policy

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

Entrance Assessment

Entrance exams are administered to all new students entering K through 8th grade at a cost of \$25.00 per child. New families will be interviewed by the principal or assistant principal.

Registration

Each family will submit an application for registration/re-registration beginning in January. The following admission order and criteria will be considered in accepting the application.

Order:

1. Currently enrolled students
2. Siblings of currently enrolled students
3. St. Elizabeth Ann Seton Catholic Church parishioners
4. Catholics from other parishes
5. Students of other faiths

Criteria:

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

Admission Documentation Policy

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

1. Admission Application
2. Emergency Card
3. Permission for Publication/Directory Release
4. Official state birth certificate
5. Official Baptismal certificate (for Catholics)
6. Sacramental record of First Reconciliation and First Eucharist, where applicable for Catholics
7. Final report card from previous school(s)
8. Results of any standardized testing
9. Signed Transcript Request (release for previous school records)
10. Completed Diocese of Fort Worth Health Report (including school physical)
11. Directory Release Form
12. Immunization records signed by a physician
13. Information about special health needs
14. Documentation regarding psychological, medical or educational evaluations.
15. Registration fee paid in full
- 16. Math Placement Testing (6th-8th graders)**
- 17. Assessment for all new students entering K through 8th grade**

For all reenrolling students the following is required prior to admission:

1. Completed Admission Application
2. Completed Emergency Card
3. Completed Permission for Publication form
4. Current on financial obligations to the school
5. Registration fee paid in full

Attendance/Absences

If for any reason a student will not be in attendance at school, the parent is required to call the school office at 817-431-4845 or email andree@seascc.org by 9:00 a.m. to report the absence. If a student is marked absent and a phone call from the parent/guardian is not received, the school will call the parent/guardian. Any requests for missed class work should be directed via email to the teacher. All homework will be posted daily on RenWeb by 5:00 p.m. Upon the student's return to school, a written note is presented to the homeroom teacher indicating the reason for the absence and the dates involved. **PLEASE NOTE:** If participation in PE or recess is restricted, a doctor's note is required.

Regular attendance in school is necessary for students to be successful. The following will serve as guidelines:

If a student is absent one day, he/she has one day to make up homework. If a student is absent two days, he/she has two days to make up homework, etc. Arrangements must be made with the teacher to schedule make-up quizzes or tests. After 10 days of absences, the student and parents will meet with administration to determine a course of action regarding absences.

Lunch

Occasionally, a child will come to school without his/her lunch. If your child does not have a lunch, we will make sure the child is provided with a lunch. The cost of the lunch will be charged to the

parent and should be repaid the following day. **No carbonated drinks are allowed in the lunchroom.**

Every effort will be made to provide the lunch items you ordered for your child; however, we cannot guarantee that all items will be available. Substitutions may be necessary.

Tardiness

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

Morning prayer will begin at 8:00 a.m. Students must be in their classroom and prepared for class by 8:00 a.m. Students are tardy after 8:00 a.m. and students must wait quietly in the hallway until morning prayer and announcements are complete before reporting to class. ***All hallways need to be cleared of parents by 8:00a.m.*** Parents are asked to respect morning prayer and announcements if they are in the school building.

1. Students arriving at school after 10:00 a.m. will be counted absent ½ day.
2. Students leaving before 10:00 a.m. will be considered absent for the day.
3. After 10 tardies students and their parents will meet with the principal and/or assistant principal to determine a course of action regarding tardiness.
4. A tardy to a daily class other than morning homeroom will result in a 50% reduction in that day's class participation.

Release of Students

Students will only be released from school to an authorized parent or guardian. In instances of carpool and special situations, it may be necessary that an adult other than the parent or guardian pick up a child from school. At the beginning of the year, parents are asked to designate in writing those people who have permission to pick their child up from school. If circumstances require someone other than those designated to pick up the child, notification is required via hand delivered note or email and must include the person's name, address, and phone number. In an emergency, this information can be faxed or emailed to the school office at 817-431-1865 before dismissal. That person must come to the school office to sign the child out of school. If we have not received notification from you, we will not release your child until we are able to reach you by phone to confirm your permission. Please notify the front office if your child is to go home with someone other than those on your emergency or carpool list.

Searches

The Principal may conduct a reasonable search of a student on the premises if there is probable cause to believe that a student has in his/her possession an item, the possession of which constitutes a criminal offence under the laws of Texas. The search will be made in the presence of a third party and a parent or guardian will be notified in a timely manner. The Principal may conduct a search of the physical plant of the school, including cubbies, desks, and lockers on suspicion of threat to the health, welfare or safety of the school community.

Visitors

All visitors must sign in and obtain a visitor's pass at the school office upon arrival on campus to ensure the safety of the students and to maintain an orderly classroom atmosphere. If you are having lunch with your child check in with the cafeteria monitor. If necessary to deliver a forgotten lunch please take to the lunch room. Please leave forgotten items in the school office. Office personnel will notify the student of the forgotten item.

Security

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

Student Records

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

Textbooks

Textbooks are provided by the school as part of the registration fee. All textbooks, library books and other school materials are property of the school. Textbooks must be covered at all times. If after several warnings a book is not covered, it will be returned to the teacher until a book cover is brought to school. Students will be charged for the replacement cost of damaged or lost books. This charge will include shipping charges.

Promotion and Retention

A student is promoted to the next grade level when all State and Texas Catholic Conference Accreditation Commission requirements are met. Re-teaching and re-evaluation of basic skills will occur throughout each course to aid in the determination of promotion. It is recommended that students be given the gift of an extra year in the Early Childhood to lower elementary levels if an appropriate stage of maturity for learning has not been reached. If, in the teacher's judgment, retention should be considered, the option will be discussed with the Principal and arrangements will be made for a conference with the parents no later than the middle of the 3rd quarter. Written documentation of this conference will be placed in the child's file. The Principal will make the final determination by May 1st if the student's future educational needs can be met by St. Elizabeth Ann Seton Catholic School. When a student is promoted against the advice of the professional staff, parents will be required to sign a statement that this is the case.

Tutoring

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

Withdrawal

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

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

Money Matters

All checks should be made payable to SEAS School, regardless if the payment is for a fundraiser for another school entity. If there is an exception to this rule, you will be notified in writing.

THERE WILL BE A \$25.00 FEE FOR ALL CHECKS RETURNED BY THE BANK. AFTER THE SECOND RETURNED CHECK BY A FAMILY, THE SCHOOL WILL NO LONGER ACCEPT PAYMENT BY CHECK. CASHIER CHECK OR MONEY ORDER WILL BE REQUIRED. *Checks for different accounting systems may not be combined, i.e., Tuition, Registration, and Extended Day, and must be written separately.* Please use black or blue ink.

Tuition

Tuition is figured on a yearly basis for parishioners of St. Elizabeth Ann Seton Catholic Church, non-parishioners, and non-Catholic families. To receive parishioner status, a family must be registered in the parish and tithe a minimum of \$800.00 during the school calendar year (July to June NOT January to December). If you are a new family, you must register immediately with the parish and begin your tithe in order to qualify for the parishioner rate. You must maintain parishioner status continuously from year to year to hold the parishioner rate in place. Tuition rates are set by the Advisory Council and announced in the Spring for the following school year.

The prompt payment of tuition facilitates the sound financial operation of our school. Therefore, it is necessary that parents are faithful in meeting their financial obligations.

1. St. Elizabeth Ann Seton Catholic School requires either payment in full for tuition or a completed Texas Catholic Credit Union loan agreement by the appropriate deadlines. Loans are due in the school office by a specified date in May and tuition paid by check or money order is due by a set date in mid-June. The specific deadline dates are stated in the SEAS TUITION sheet published each year. There is a \$50 late fee if the enrollment procedure has not been completed by the appropriate deadlines for returning families and your spot may not be available after the deadline. If payment is delinquent, your student(s) will be classified as a new student and will not be eligible to register as a returning student.
2. All TCC loan payments are due on the 10th of each month. If a TCC loan becomes 30 days delinquent, parents will be notified by the school business office and given 10 days to bring the account current. If the loan is not made current in the allotted time, it is the parent's responsibility to promptly notify the school administration. The school administration will develop with the family an alternative tuition payment plan to address the family emergency.

Birthdays

If you are planning a party at home for your child, please be respectful of the feelings of all the children in the class by not sending party invitations for distribution at school **UNLESS** every child in the class is to be invited. **Please DO NOT have balloons, flowers, etc. delivered to the school for your child.**

VI. HEALTH PROGRAM AND PROCEDURES

For the safety of each student, parents or guardians must complete and return their Emergency Information Card to the administration before the first day of school. **If information changes at any time during the school year, please promptly notify the school office.**

Immunizations

Students must be current on immunizations to enroll.

Medication

So that all safeguards may be taken to protect the health of the child, the school office must be notified before the first day of school, concerning prescribed medications and/or any special physical conditions of the child. Diocesan policy states that necessary medications such as those needed for epileptics, asthmatics, diabetics and hyperkinectics may be given at school.

Acetaminophen and ibuprofen may be dispensed if necessary with written permission of a doctor. **ONLY DOCTOR PRESCRIBED MEDICATIONS IN THE ORIGINAL CONTAINER WILL BE ADMINISTERED TO THE STUDENT.** Medication must be accompanied by the appropriate form. The form and instructions for administering must be provided. The form must include specific dosage and times. Medication should be directly handed from the parent/guardian to the school nurse or office personnel. **Medication may not be carried or kept by students. It CANNOT be in backpacks, lunch boxes, etc. This includes throat lozenges and cough drops.**

Illness/Injury During School Hours

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

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

Infectious and Contagious Disease

Guidelines for Excluding Students from School

Keep Child at Home Guidelines	Return to school Guidelines
Oral temperature of 100 or above	Fever free for 24 hours
Vomiting, nausea or severe stomach pains	Symptom free
Marked drowsiness or malaise	Symptom free upon arrival to school
Sore throat, acute cold or persistent cough	Symptom free upon arrival to school
Red, inflamed or discharging eyes	Written physician release
Acute skin rashes or eruptions	Written physician release
Swollen glands around the jaws, ears or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Pediculosis (head lice)	Nit free- <i>must be cleared by school nurse before readmitted to school</i>
Other symptoms suggestive of acute illness	Written physician release
Diarrhea	Symptom free

A child must be free of fever and or vomiting 24 hours prior to returning to school.

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

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

Participation in Physical Education Classes

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

VII. DISCIPLINE PROGRAM

Philosophy

At St. Elizabeth Ann Seton Catholic School, we believe in the ability of our students to behave and react in ways appropriate to a Catholic community. We have high expectations for behavior, justice and fairness, and cooperative interaction among all members of the SEASCS community. Guidance and discipline are based on the idea of maintaining community. Behaviors and misbehavior are decisions, and decisions engender consequences. At SEASCS, we believe in natural consequences for actions. The consequences for poor decisions should flow from the nature of the mistake, and reconciliation is based on mending the community. Consequences reflect the natural outcome of poorly made or inappropriate decisions and should not be punitive in nature. All people need help in realizing that they are not perfect, and they are likely to make poor judgments and mistakes while learning and growing. Our responses to behavior problems are to reject the action, and apply the

appropriate consequences while remembering and reminding the child of our continued love and their God-given loveableness.

Behavior Standards

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

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

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

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

Disrespect of Property, Stealing, Vandalism

Any act, which demonstrates a lack of integrity or respect for the property of others, is never acceptable. SEASCS will not tolerate vandalism or stealing. Students who choose to engage in such activity will be suspended or may be expelled.

Fighting, Harassment or Bullying

SEASCS recognizes that each person has great dignity because each is made in the image and likeness of God; therefore, each person deserves respect. Respect and dignity are based on the Ten Commandments; we do not steal, lie, cheat, hurt a person in spirit or body, or do anything that would hurt the dignity of another.

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

Inappropriate Language

The way we speak to or treat one another directly correlates to respect. Profanity, crude or inappropriate language and rude gestures are never acceptable. Students should always show the utmost respect for faculty, staff and fellow students. Violating this ethic will result in a disciplinary referral.

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

Suspensions

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

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

Additional 4 - 8 Grade Disciplinary Program/Demerit System

Disciplinary Referrals will be given for the following behavioral issues:

1. Lack of respect in Church.
 2. Disrespect towards authority.
 3. Disrespect towards fellow classmates.
 4. Disrespect for property of others.
 5. Inappropriate language.
 6. Lack of self-control.
- After 4th Disciplinary Referral, a conference will be scheduled with child and parents to determine a plan of action.

Demerit System

Please note the following demerit system:

- 1. Untucked shirt: 1 demerit**
- 2. Missing Belt: 1 demerit**
- 3. Non-uniform socks: 2 demerits**
- 4. Make-up/nail polish: 2 demerits**
- 5. Lack of Full-Dress uniform: 3 demerits**
- 6. Chewing gum or eating candy: 3 demerits**
- 7. Non school attire during class or in the halls: 5 demerits**
- 8. Need of hair cut or unnatural hair color: 5 demerits**
- 9. Non-uniform shoes: sent to the office**

Ten demerits equal an after-school detention. Thirty demerits will warrant a conference with the principal and/or assistant principal.

Toys, Electronic Devices and Cell Phones

Students are not allowed to possess toys on campus unless being brought to class for Show and Tell, etc. Students are not allowed to possess on campus electronic devices such as radios, beepers, compact disc players, Ipods, MP3 players, etc. without prior permission from the teacher or administration. Students using cell phones, IPods, or MP3 players (whether audio, text message, or camera feature) during class are subject to an automatic detention or suspension. These devices will

remain in the school office until the parent/guardian picks them up. The school is not responsible for any lost or damaged cell phone or other electronic device.

Because of after school activities and the need to reach parents after school hours, students in grades 6 – 8 are allowed cell phones with the following restrictions:

Cell phones **MUST REMAIN TURNED OFF AND REMAIN IN THE STUDENT’S LOCKER DURING SCHOOL HOURS**. If the cell phone rings during school hours, the student will receive a warning. If the problem of a cell phone’s ringing becomes chronic, the cell phone will be taken by the teacher and placed in the office for the parents to pick up. The student may lose the privilege of having the cell phone at school.

VIII. LIBRARY

Loan Periods

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

Overdue Notices

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

Fines

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

Lost, Missing or Damaged Items

SEAS Library expects students to replace or pay for the cost of any library item that is not returned. The library will charge the student the current price to replace the lost, missing or damaged item plus shipping costs. This is in addition to fines accrued.

IX. COMMUNICATION

St. Elizabeth Ann Seton Catholic School is a paperless environment. In doing so, we utilize an online school software management program for our communication needs:



ParentsWeb provides access to:

- Attendance
- Daily Grades
- Progress Reports
- Report Cards
- Weekly FYI
- Homework
- Missing Assignments
- Staff & School Directory
- Teacher Email Addresses
- Teacher Websites

As well as school calendar, newsletter and announcements!

-----PARENTS DOWNLOAD FOR RENWEB SOFTWARE-----

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

1. Go to your internet address bar and type in www.renweb.com
2. Click on the 'ParentsWeb Login' tab
3. Follow the online directions for 'New Parent Log In'
4. District code = SEASCS-TX

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

School Webpage

In addition to RenWeb, our school's webpage, www.seascc.org/schoolhomepage.htm, contains valuable school information and should be checked on a regular basis for updated and last minute school information.

Friday Folders

Each Friday, the students bring home a weekly folder which contains class related communication from your child's teacher regarding homework, test scores, etc., as well as the weekly Scrip order form. SEASCS requires parents to check this folder each week and return it each Monday.

Assignment Books (1st – 8th grades only)

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

Messages to Students and Teachers

To get a message to your child during the school day due to an emergency, please call the school office as early in the school day as possible, leaving the message with the school office. The message will be delivered to the child's teacher as promptly as possible. Please notify the front office by 2:00 p.m. regarding instructions for dismissal or carpool. Students are not permitted to leave class to receive telephone calls except in extreme emergency situations. The use of the telephone by students is not permitted except under extreme emergency situations. The phone in the school lobby is available for student emergencies. Those 6-8th grade students, who feel the need to have a cell phone accessible after school hours, must leave the cell phone turned off and in their locker until after dismissal.

If you wish to contact a teacher during the school day, please do so through the teacher's email. The teacher will respond to your email as soon as possible.

Internet Terms, Conditions, and Regulations

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

1. Acceptable Use – The use of the internet and related technologies must be in support of education, research, and consistent with the educational objectives of St. Elizabeth Ann Seton Catholic School. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.
2. Unacceptable Use – Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyright material, threatening, violent or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized "chat" or chain letter communication is also prohibited. Other examples of unacceptable

information are pornography, information on bombs, inappropriate language and communications, flame letters, etc.

3. Privileges – The use of the internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to the internet and related technologies will participate in a training session with assigned staff person(s) concerning the proper use of the network. The faculty, staff or parent/guardian may request the administration or designee to deny, revoke, or suspend a specific user’s access to the internet and related technologies due to unacceptable use.
4. Copyright – It is the policy of St. Elizabeth Ann Seton Catholic School that all employees, volunteers, patrons, guests and students will abide by the federal copyright laws. Employees, volunteers, patrons, guests and students may, with the school’s permission, copy print or non-print materials allowed by:
 - i. Copyright law
 - ii. Fair use guidelines
 - iii. Specific licenses or contractual agreements
 - iv. Other types of permission
5. Employees, volunteers, patrons, guests, and students who willfully disregard copyright laws are in violation of St. Elizabeth Ann Seton Catholic School policy, doing so at their own risk and assuming all liability.
6. Other:
 - i. Network accounts are to be used only by the authorized owner of the account for the authorized purpose
 - ii. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network
 - iii. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software or hardware components of a computer or computing system is prohibited
 - iv. Prior approval for Listserves is required for students

X. FIELD TRIPS

Field trips serve the instructional program that cannot be brought to the classroom by utilizing those educative resources of the community and of the region. Field trips are a regular part of the curriculum and, therefore, not a matter of student or parent choice. SEASCS requires a signed permission form by a parent/guardian for all field trip activities. This form outlines for the parent the destination, time of trip, mode of travel, duration of trip and cost to the student. The parent/guardian should sign and return the form per the teacher’s instructions. The teacher or principal may deny a student participation of a field trip, if he/she fails to meet academic and/or behavioral expectations.

Parents driving on field trips must meet Diocesan insurance requirements, have a Diocesan form on file in the school office (See Appendix I), and have taken the Keeping Children Safe Course. Per

Diocesan policy, SEASCS requires parent drivers to supply them with a copy of their current insurance information and driver's license. Please submit new copies upon renewal.

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

I. VOLUNTEER OPPORTUNITIES

Team PSA

The purpose of Team PSA is to foster a close relationship between parents and the school staff by promoting a spirit of cooperation and support. In lieu of fundraisers there is a mandatory \$150 Check Writing Program (per family) to help provide for teacher approved activities, materials needed by faculty and support of the operating budget. This can be paid in full at time of registration or made in two payments, August and December. The Team PSA Board meets throughout the year. SEASCS encourages all families to be active in this organization.

Room Parents

Parents are extremely important to enrich the classroom environment. All room parents serve the school under the guidance and direction of the classroom teacher and the administration.

Classroom Volunteers

Classroom volunteers are critical, and we appreciate them! These parents help in the classroom, lunch room, and behind the scenes. In order to maintain an effective learning and quiet working environment, when visiting the school as a classroom volunteer, younger siblings are not allowed to be brought in to the classroom.

Keeping Children Safe

All adults who volunteer in a school activity (field trip, lunchroom, classroom, etc.) must have attended a Keeping Children Safe Seminar in the Diocese of Fort Worth and must have documentation on file with SEASCS office. Please note, this has to be renewed every 3 years. A schedule of classes is available as a link to the FW Diocese on our school's webpage.

XII. GENERAL INFORMATION

Child Abuse and Neglect

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

Lost and Found

Please make sure to mark clothing and property that your child brings to school. Should you misplace an item, there is a lost and found box for lunch box and uniform items. Please check with the front office for the location of these items. Any other lost and found items will be

located in the Parish Hall foyer. Unclaimed uniform items left in the box at the end of each quarter will be placed in the used uniform sale or donated to the Community Storehouse.

Inclement Weather

Announcements of school closing and/or a delay in opening due to inclement weather will be announced on radio station KRLD (1080) and/or television channel 8 and channel 5 between the hours of 6:00 a.m. and 7:00 a.m. and will be posted on our school webpage. If in doubt about the advisability of driving in inclement weather, please use your own judgment. If at all possible, a delay in opening (10:00 a.m. or so) will be the preference on bad weather days which allows us to count the day as a school day. If there is a Rainy Day Dismissal, red flags will be posted by school entrances 15 minutes prior to dismissal.

Drills and Alerts

SEASCS conducts fire and tornado drills routinely. In the event of a tornado warning or a fire, students and staff will proceed to their assigned areas. A crisis management plan is in place.

School Schedules

Pre K 3 is either Monday and Wednesday OR Tuesday and Thursday 8:00a.m.-3:15 p.m. Pre K 4 offers three different classes all from 8:00a.m.-3:15p.m.:

Monday, Wednesday & Friday OR Tuesday and Thursday OR Monday-Friday.
Kindergarten through 8th Grade school hours are from 8:00a.m.-3:15p.m.

Lunch Schedules

11:00 – 11:30 Lunch Period 1 PreK3, PreK4, K
11:15 – 11:45 Lunch Period 2 3rd & 6th
11:45 – 12:15 Lunch Period 3 1st & 2nd
12:00 – 12:30 Lunch Period 4 7th & 8th
12:15 – 12:45 Lunch Period 5 4th & 5th

Extended Day

SEASCS offers extended care before and after school hours for those families who register for this program. Enrollment in the Extended Day program requires a \$75.00 annual registration fee per family. Cost is \$5.00 per hour with a one-hour minimum. Morning extended care is available from 7:00 a.m. to 7:45 a.m. Afternoon extended care for students in grades PK4 through 8th grade is available from 3:15 p.m. to 6:00 p.m. The school will charge parents/guardians for students who arrive before 7:45 a.m. and for students who are not picked up by 3:30 p.m. Students not picked up promptly by 6:00p.m. will be assessed a \$10.00 late fee per child in addition to the hourly rate. Extended Day fee statements will be available on RenWeb bi-monthly and payment is due the 1st and 15th of each month.

Extended Day is not available on any day when the school is not in session. Only morning Extended Day is available on school days when we have early dismissal.

Asbestos Notification

Both the architect and the contractor have attested that they have not knowingly installed any materials containing asbestos in the school building. St. Elizabeth Ann Seton Catholic School is in

compliance with the requirements of the Asbestos Hazard Emergency Response Act (AHERA) and all Environmental Protection Agency (EPA) regulations concerning asbestos in schools. The complete file is available for review in the school office.

School Endorsements

Occasionally during the school year, SEASCS sends home flyers advertising various events, services and items that are available to our student population. The inclusion of these flyers in the Friday folder or available online, does not constitute an endorsement of the event, service or item by the school. Our intent is to provide information for you to evaluate and use as you determine appropriate.

XIII. UNIFORM POLICY

St. Elizabeth Ann Seton Catholic School is pleased to have a school uniform, which helps identify our students. Uniforms contribute to the sense of cooperation and community, which is important to the Catholic school. School uniforms are to be worn by all students in Kindergarten and above, except when designated by the Principal. Exceptions to the uniform code are made only with a doctor's note for medical reasons. All uniform clothing, with the exception of the white oxford shirt, must be purchased from Parker Uniform Company, 1125 Oakland Avenue, Fort Worth, Texas or 3001 Highway 121, Euless, Texas or the School Spirit Store. Parker Uniform Company may be reached at 817-429-9969 or 817-446-0436. ***Parents will be notified via email of a first uniform infraction. A written uniform infraction notice will be sent home at the second infraction. At the third infraction, parents will be notified by telephone to bring proper clothing to school.*** All clothing worn to school should be clean and in good repair, without holes or unhemmed edges. Official scout uniforms may be worn on meetings days, as long as the meeting day is not a Mass day. Parker Web ID code is FW392902

General Uniform Requirements

Students must wear "full dress uniform" (see Uniform Requirements) for Wednesday Mass. On warm days, the student will be allowed to remove their sweaters once they are in the church. Shirts and blouses should be tucked in at all times.

Students in grades 6 – 8 have the option of wearing the sweater or vest on full dress days.

The dress uniform requirements are as follows:

Girls (K-5th Grade)

Plaid jumper
White blouse with red piping
Red cross tie
cardigan sweater*
Navy modesty shorts

Girls (6th – 8th Grade)

Plaid skirt or skort**
White button-down oxford shirt
3/4 sleeve blouse (only worn w/skirt or skort; not Red w/shorts)
Navy cross tie worn (only with button-down oxford shirt, not 3/4 blouse)
Navy cardigan or varsity sweater or
Navy vest
Navy modesty shorts

Boys (K – 5th Grade)

White button-down oxford shirt
Khaki pants
Brown belt
Plaid tie
Red cardigan sweater*

Boys (6th – 8th Grade)

White button-down oxford shirt
Khaki pants
Brown belt
Upper class tie
Navy cardigan or varsity sweater or
Navy vest

*Red cardigan sweaters for K-5th grade require SEAS emblem (purchased at Parker Uniform) sewn on the left pocket.

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

Optional Uniform

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

Girls:

Khaki pants with:

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

Khaki cuffed shorts with:

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

Plaid jumper (K – 5th grade) or Plaid skirt or culottes (6th – 8th grade) with:

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

Boys:

Khaki pants with:

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

Khaki shorts with:

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

Uniform Accessories

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

SHOES, SOCKS & POLO SHIRTS

The shoes on the back page of the Parker Uniform flyer are the ONLY shoes acceptable for the 2008-09 school year. Velcro shoes are acceptable through Kindergarten only. 1st grade and above MUST wear the tie shoes. Extra flyers are available in the school office.

- **Boys:** The tennis shoes are plain white or plain black New Balance (NB) or K Swiss (Origins).
- **Girls:** The tennis shoes are plain white only New Balance (NB), K Swiss (Origins) **OR** the white and navy blue saddle shoe as shown in the Parker Uniform handout.
- Mary Jane shoes for girls in grades 6-8 are allowed. Ballerina shoes for 6th-8th grade girls are allowed but may only be worn with the skirt or skort and must be worn with navy blue tights or navy blue knee highs.
- Shoes and socks are available through Parker Uniform, 'To The Max Footwear' and Sports Authority, Academy Sports Stores and on the web at <http://www.jpennney.com>.

SOCKS:

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

SEAS POLO SHIRTS:

Parker Uniform's rule is they must sell out of the SEAS polo shirts before they will sell the new St. Elizabeth Ann Seton polo shirts. Since they are still selling the SEAS polo shirts students will be able to wear the SEAS shirts for the 2008-09 school year.

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

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

T-shirts – only plain white T-shirts may be worn under uniform shirts or blouses. School spirit shirt may be worn on Fridays with uniform pants or shorts, unless otherwise stated by the Principal.

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

Hair Bows – Must be in school colors only.

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

Sweatshirt/Hoodies – A SEAS sweatshirt or hoodie may be purchased from the School Spirit Store. It is to be worn only on non-dress uniform days with pants, shorts, jumpers or skirts. The SEAS uniform shirt with collar must be worn underneath the SEAS sweatshirt.

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

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

Spirit Day

Friday is Spirit Day on the school campus. Students may wear SEASCS Spirit shirts with their uniform shorts or pants except on days when another type of uniform is required, such as field trips or special Mass days. No sports uniforms may be worn on Spirit Day.

Uniform Length

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

Non-Uniform Days

Administration reserves the right to decide what is appropriate dress. Occasionally, SEASCS allows students to participate in non-uniform days during special occasions that may be thematic or for special circumstances. Students must dress neatly with no holes or frayed edges on clothing and all clothing must be modest. SEASCS does not allow any apparel of mini-length, halter tops, mini-skirts, spaghetti straps, strapless tops, or tops which do not cover the midriff area. Dresses and

skirts must comply with uniform length standards. T-shirts may be worn but may not have any inappropriate slogans or writing of any suggestive nature.

Hair, Jewelry & Accessories

Appearance standards include the following:

1. Hair should be the student's natural color. Students with hair not of a natural color will be required to return their hair back to its natural color. It should be kept trimmed and neatly combed. Extreme hairstyles and/or haircuts are not appropriate for boys or girls, i.e., no Mohawks, stripes, etc. For boys, the hair may not be longer than collar length – no tails. It should be trimmed around the ears and above the eyes.
2. Accessories for hair such as barrettes, ribbons, etc. should complement the school uniform and should not “stand out.” No seasonal decorations. Hair bows should be in the following colors only: solid blue, solid uniform green, solid red, or uniform plaid.
3. No colored fingernail polish, glitter, gel, lip gloss or make-up allowed.
4. Excessive jewelry can be dangerous during school times such as P.E. or recess. Please follow these guidelines concerning jewelry use:
 - One watch (non-beeping)
 - One short, simple chain necklace or religious medal (no chokers) worn inside shirt or blouse. No other necklaces are allowed, including chokers
 - One ring
 - No bracelets, including plastic ring bracelets
 - One pair of small single-stud earring – no ring or loop styles. This is a safety issue
 - Earrings for boys are not permitted

Pre-K Dress Code

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

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

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