

St. Elizabeth Ann Seton



Parent Handbook

2008-2009

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A. ST. ELIZABETH ANN SETON PHILOSOPHY OF EDUCATION

Within a Catholic faith community, St. Elizabeth Ann Seton School emphasizes each child as a unique reflection of God's goodness. Our excellent academic curriculum encourages the development of each individual's God-given gifts. Students are provided a variety of extra-curricular and co-curricular activities, which enriches the learning environment and teaches them responsibility. As a Catholic school we strive to develop a sense of self-worth and independence in students while encouraging service to others. We nurture the spiritual, moral, emotional, intellectual, and physical growth of all students. This educational environment provides a strong foundation for the future.

B. MISSION STATEMENT AND GOALS

The mission of St. Elizabeth Ann Seton School is to educate children in a Christ-centered environment where each child can achieve his/her fullest potential, become a lifelong learner, value service to God and the community, and work cooperatively and independently while serving others.

Profile of a St. Elizabeth Ann Seton Graduate

A St. Elizabeth Ann Seton graduate is:

- ❖ a Christ-centered person who exhibits a loving, generous spirit
- ❖ actively dedicated to service and social justice
- ❖ a creative critical thinker open to constantly evolving educational challenges
- ❖ a confident, well-rounded, and self-motivated individual
- ❖ a well-informed positive role model who actively demonstrates Gospel values

We, the faculty and staff of St. Elizabeth Ann Seton School, believe

- Each person is made in the image and likeness of God and is a valued individual with unique physical, social, emotional, intellectual, and spiritual needs.
- Creating a Christ-centered environment promotes an attitude of respect for the dignity of all persons and fosters a love of life, love of family, and love of country.
- Teachers, administrators, parents, the clergy, and the community share the responsibility for advancing the school's mission.
- Students learn in different ways and must be provided a variety of approaches to learning and assessment.
- A student's self esteem is enhanced by positive relationships and mutual respect between student and staff.
- Providing a safe, caring, and physically comfortable environment promotes student learning.
- Commitment to continuous improvement is imperative for our school to enable students to become confident, self-directed, lifelong learners.

C. ADMISSIONS

The schools of the Archdiocese of New Orleans admit students without regard to sex, race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at its schools. They do not discriminate on the basis of policies, scholarship or loan programs, admission policies or other school-administered programs. All students are admitted to school with the understanding and on the condition that they will be able to meet the rigors and requirements of school life. A child's physical, mental, or emotional condition will be considered in the admissions decision if it is thought to impact the effectiveness of teaching personnel.

1. ADMISSION REQUISITES

Parents must fully support the stated mission and educational philosophy of St. Elizabeth Ann Seton School.

Children entering first grade must be six years of age on or before September 30 of the current school year or have successfully completed kindergarten at another accredited school. Entering kindergarten students must be five years of age on or before September 30 of the current school year, and children entering pre-kindergarten must be four years of age by the same date. Entering students will be required to furnish evidence of correct birth dates. This age requirement is with the approval of the Archdiocese of New Orleans School Board.

Children entering other grades must have successfully completed all work required in previous grades, have a record of good conduct, and submit evidence of the same. Failure to be forthright about past misconduct is cause for expulsion.

Students applying for admission in pre-kindergarten, kindergarten and first grade may be required to undergo readiness testing and an interview. New students applying for admission in grades second through seventh must present copies of standardized testing, where available, and most recent report card. It is not our intent to accept only high ability students but rather to identify the student's ability for successful academic placement in St. Elizabeth Ann Seton School.

Any student who is admitted into St. Elizabeth Ann Seton School is accepted conditionally for the first year of admission. The academic and behavioral response of the student will be considered during this period. Parents must agree to cooperate with school authorities in all matters dealing with their child or children.

2. ADMISSION PRIORITIES

The following priorities of admission will be used to fill all opening remaining after re-registration of students currently enrolled is completed.

a. ADMISSION PRIORITIES FOR NEW STUDENTS

1. *Active worshipping members of St. Elizabeth Ann Seton parish who meet stewardship guidelines as specified in the pastor's definition of a parishioner dated January 1993, and have a child enrolled in St. Elizabeth Ann Seton School.*
2. *Active worshipping members of our parish who meet stewardship guidelines.*
3. *Those persons who do not fall in the above categories but who have a child presently enrolled in St. Elizabeth Ann Seton School.*
4. *All others, including non-parishioners and those persons who may reside in our parish but are not active worshipping members.*

Parents must sign a release of all records (academic, medical, and psychological) from the student's former school(s).

3. REQUIRED RECORDS

The following records are required for all new students:

1. *Certificate of Baptism*
2. *Certificate of Birth*
3. *Board of Health Immunization Record containing the following minimum requirements:*
 - a. *Four (4) DPT (Diphtheria, Pertussis (Whooping Cough), Tetanus combined)*
 - b. *Three (3) Oral Polio*
 - c. *One (1) Measles*
 - d. *One (1) Rubella (German measles)*
 - e. *Mumps*
 - f. *Hepatitis B (3 doses)*
 - g. *Varicella (Chicken Pox)*

The last DPT and Polio must have been received after the 4th birthday. Any child who has a note from a physician stating that no immunizations are needed or should be received at this time will be considered fully immunized.

4. *Emergency Card - An emergency card on each student is kept on file in the school office. All reasonable attempts are made to notify parents as soon as possible in case of accident or injury to a student or when a child becomes ill. Parents must keep the school informed of any changes in address, home phone numbers, work phone numbers, custodial arrangement, and/or leaving a child with a guardian while traveling, etc. If parents cannot be reached, the school will contact persons listed on the emergency card. It is the responsibility of the parent/guardian to notify the office of any changes that may occur regarding emergency data. If a parent is out of town, please notify the homeroom teacher and office in writing as to who will be the designated guardian.*
5. *Custody - The custodial/domicile parent must furnish the school office with a copy of the custody section of the divorce decree. In the absence of this decree, students, as well as student information, will be released to either parent. Upon written request, the school will provide the non-custodial/non-domicile parent with access to the academic records and other school related information regarding his/her child, unless we are legally directed otherwise.*

4. TRANSFER POLICY

According to the policy set forth by the Archdiocese of New Orleans, parents seeking to transfer their children from one Catholic school to another or from a public or private school must follow the Archdiocesan School Board's transfer procedures prior to registration. These procedures can be obtained from the school office.

Transfer request forms are required in the following cases:

- 1. Every Catholic or non-Catholic child wishing to transfer from any public or private school to a parochial school must get a transfer form from his/her home parish.*
- 2. Every child seeking admission to a parochial school other than the one in his/her own parish.*
- 3. Every child whose family moves outside of a parish but wishes to remain in the same school.*

5. WITHDRAWAL PROCEDURE

When a child withdraws from school, the parents should notify both the School Administrator and classroom teacher in writing as soon as possible. It is the parents' responsibility to see that all school-loaned books are returned to the teacher.

Parents may receive immunization and health records from the office, if requested. Academic records will be mailed to the new school when all appropriate checkout procedures are completed.

D. SCHOOL HOURS

Regular classes for all students begin at 8:55 a.m. and end at 3:30 p.m. The pre-kindergarten session begins at 8:35 a.m. and ends at 3:15 p.m. Students should arrive at school no earlier than 8:30 a.m. and no later than 8:45 a.m. In the afternoon, students must be picked-up by 3:45 p.m.

Students arriving prior to 8:30 a.m. or remaining after 3:45 p.m. may be sent to Extended Care, and the parents will be responsible for payment. This policy is to ensure your child's safety, as there will be no adult supervision prior to 8:30 a.m. or after 3:45 p.m. Students arriving at school in the morning are not to enter the building for any reason without the expressed permission of a teacher. Students violating this rule will be subject to disciplinary action.

School hours may be modified on an occasional basis to remain in accordance with Jefferson Parish Department of Transportation requirements. Please refer to the school calendar for dates and hours of half-day attendance.

If possible, please do not call the school office between 8:45 a.m. and 9:00 a.m., since this time is when we are saying opening prayers and announcements.

E. BUS TRANSPORTATION

Bus transportation will be made available to as many students as possible under Jefferson Parish Department of Transportation guidelines. Jefferson Parish bus drivers determine their schedule of bus stops and times. Drivers will contact parents to make specific pick-up and drop-off arrangements. Your patience is asked during the first weeks of school until definite schedules for bus routes can be established. If there are any questions, please contact the Jefferson Parish Transportation Department.

Students arriving after 8:45 a.m. because of a bus problem will not be considered tardy. In the afternoon, bus riders will be supervised until all buses leave school.

Parents are asked to remind their children of safety guidelines concerning behavior on the bus. Students who are reported for disorderly conduct may be penalized by temporary or permanent suspension from the bus.

In order to make any changes in bus riding routine, a note with parent's signature and that of the School Administrator must be presented to the bus driver. Please remind your child to bring your written request to the office at the beginning of the school day.

A transfer request can only be honored if the requested bus has not reached total capacity. An overloaded bus presents a safety hazard for the passengers.

1. DEPARTMENT OF TRANSPORTATION SCHOOL BUS SAFETY GUIDELINES

The school bus driver is assigned one of the most important roles in the school system: transporting our students safely to school and then home. The driver must observe constantly what is taking place outside the bus, listen for sounds that may signal mechanical problems with the bus, and protect all passengers from danger caused by improper behavior on the bus. These important activities are part of the driver's daily responsibilities. As a trained professional, the bus driver is the person in charge of the students he/she transports and is responsible for taking appropriate action to protect persons and property from injury and damage.

Parents can assist the driver by periodically reviewing behavior and safety standards with their children, by supporting the driver when a child misbehaves, by helping keep the neighborhood safe for school busses and by supervising children at bus stops.

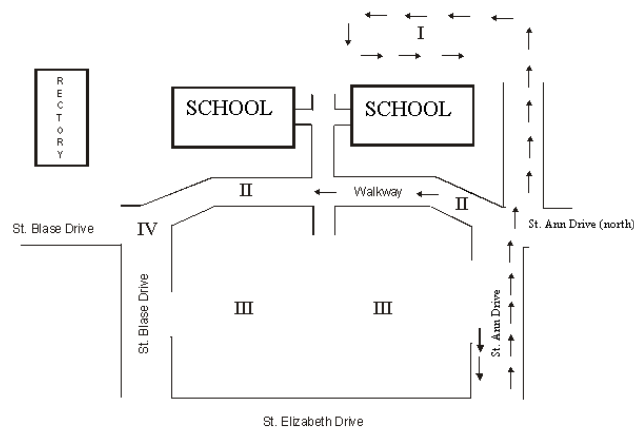
Students must be safety conscious at all times and must conduct themselves in a manner that will minimize hazards. The following guidelines, if followed by everyone, will make the daily bus ride both safe and enjoyable.

- 1. Leave home at a time appropriate for arriving at a bus stop no more than 15 minutes and no less than 5 minutes before the scheduled pick-up time.*
- 2. Walk on sidewalks whenever possible. If there are no sidewalks, walk on the edge of the left side of the street, facing on-coming traffic.*
- 3. Stand off the road when waiting for the bus.*
- 4. Conduct yourself in an orderly manner, avoiding damage to private property and safeguarding against injury to yourself and others.*

5. *If it is necessary to wait across the street from the bus stop, await the bus driver's signal before crossing, and CROSS ONLY IN FRONT OF THE BUS.*
6. *Board the bus only when the driver is seated at the controls.*
7. *Board the bus in single file and promptly proceed to the seat assigned or designated by the driver.*
8. *Place band instruments and school bags under the seat or where designated by the driver. Never place them in the aisle, the entrance or the exit.*
9. *Remain seated at all times when the bus is in motion.*
10. *Sit straight in your seat with both feet on the floor in front of the seat.*
11. *Always keep the aisle clear.*
12. *Speak quietly and carry on normal conversations with the other passengers in your vicinity. Loud talking and shouting will distract the driver.*
13. *Avoid unnecessary conversations with the driver.*
14. *Abstain from eating and drinking on the bus.*
15. *Keep arms and head inside the bus window at all times.*
16. *Refrain from using profanity.*
17. *Avoid littering the bus with trash and never throw objects inside or outside the bus.*
18. *Respect pedestrians and other motorists at all times.*
19. *Protect the bus. Any damage should be reported to the driver as you leave the bus. Parents shall be required to pay for damage caused by students.*
20. *Avoid touching any mechanical controls, including entrance and emergency exit doors, except in cases of emergency, and only then in accordance with the emergency procedures as explained by the driver. Emergency drills are to be conducted once each semester.*
21. *Never ask the driver to permit you to get off at any stop other than your designated stop.*
22. *Any student who must cross the street after departing from the bus should wait for the driver to signal that it is safe to cross. The student should cross approximately ten (10) feet IN FRONT OF THE BUS (never behind the bus).*
23. *Students should go home immediately after reaching the "home bus stop" location after school.*

F. ARRIVAL PROCEDURE

Upon arrival at school all students should go directly to their designated areas and wait there for the bell to ring. Behavior during this time should be orderly. In order to provide better safety coverage for our students upon arrival, the following procedures should be followed. There can be no exceptions so as to ensure an accident free arrival for our children.



Area I-Drive to the back and drop off. Three or four cars will drop off the students simultaneously. You do not need to leave your car.

Area II – Blacktop walkway in front of the school - No vehicles of any kind are to enter the blacktop walkway from 8:00 a.m. to 9:00 a.m. The only exception will be on rainy days. (See below)

Area III – This Shell Area will be used for parents who choose to park and walk children onto the campus. Parents are to enter the shell area from St. Ann Dr. or St. Blasé Dr. ***All students arriving at school from this area must be escorted on to the campus.***

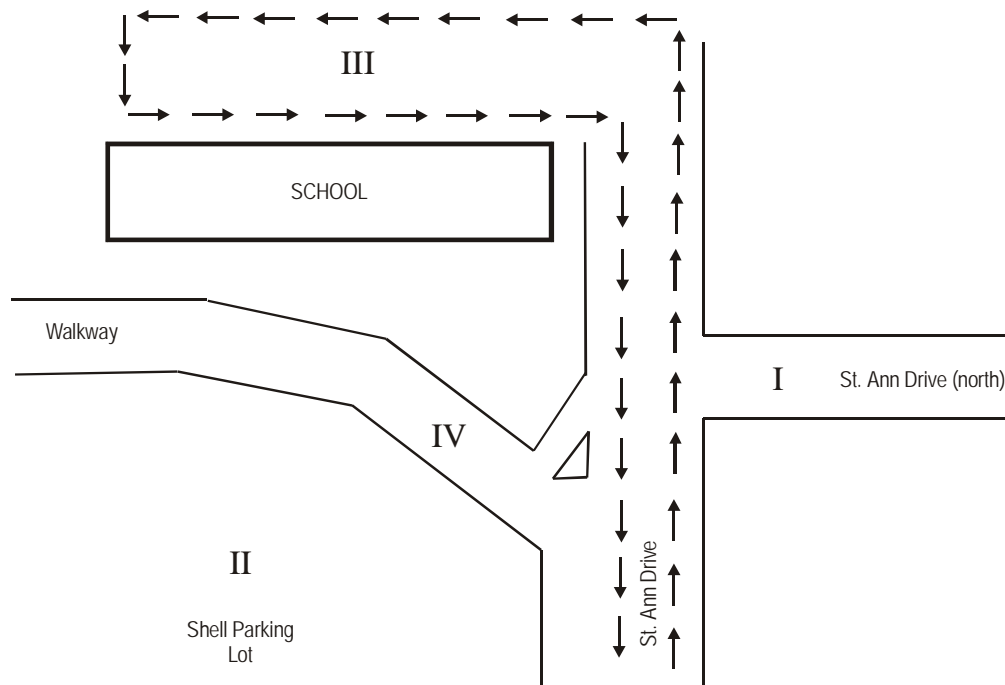
Area IV – St. Blase Dr. - This is the area where all buses will unload. ***Under no circumstances are children to be dropped off in this area.***

Rainy Days – On rainy days parents may drive through the walkway (**Area II**) to drop off children. Extreme caution must be observed, as the buses will also be using the covered walkway area to unload their riders.

G. DISMISSAL PROCEDURE

In order to allow carpool dismissal to flow quickly for students in grades kindergarten through seven, we will use the following procedure for carpool pick-up on the blacktop between 3:30 p.m. – 3:45 p.m.

- 1. Do not enter blacktopped area until after 3:20 p.m.*
- 2. Please stay in the carpool line. After entering the blacktopped area, **do not park** your car and walk to the school building to pick-up your child.*
- 3. A teacher will be supervising dismissal each day. Volunteer middle school students will form our Safety Patrol.*
- 4. Once you are in the pick-up area and have your child, do not let him/her exit your car and return to the school building for any reason.*
- 5. If your child is not ready to enter your car, please move up and wait in the area the duty teacher indicates.*
- 6. As your child approaches your car have him enter immediately. This is not the time or place to arrange book bags, etc. in the trunk.*
- 7. Make sure everyone in the car is belted prior to leaving the blacktopped area.*



Area I – St. Ann Dr. (north) - St. Ann Dr. (north) is not to be utilized by vehicles entering the schoolyard or when exiting the schoolyard. All vehicles are to use St. Ann Dr. during pick up of carpool.

Area II – Shell Parking Lot - The Shell Parking Lot is to be used by parents not picking up their children by carpool. Parents using this area must park their car and meet their children in front of school or on the walkway. An adult *must escort* all students to their car.

Area III – School Yard - The schoolyard is where children are picked up by carpool in the afternoon. *No vehicle is to enter the schoolyard before 3:20 P.M.*

Area IV – Vehicles are not to use the walkway from 3:00 p.m. until 4:15 p.m. If you have business in the church or school office, please park in **Area II – the Shell Parking Lot.**

We remind you that dismissal is 3:30 p.m. If you will be later than 3:45 p.m., please call the office. Carpools with both pre-k and older students should pick up pre-k students first at 3:15 p.m. and then drive to the rear blacktop at 3:30 p.m. to pick up older students.

Parents may park anywhere in the shells and escort their child from school to their car. Without your supervision this could become a potential safety hazard. ALL students must be chaperoned to the shell parking lot.

*Students **will not** be allowed to cross in the bus area alone (front blacktop loop). The sidewalk area adjoining the shell lot is not supervised and the safety of your child is our primary concern.*

Rainy Day Dismissal - Carpool students will be dismissed by last name from the lunchroom door or the last classroom door nearest the lunchroom on the blacktop side of the school. Your last name should be displayed on the

windshield on the passenger side of your car. Your entire carpool will exit from either the last classroom door or the lunchroom door to enter your car. If you do not have your name to display, you may park and come to the lunchroom.

Students who are picked up in front will be dismissed only to a parent or guardian from their homerooms. Parents are asked to pick up students from the lower grades before picking up students from sixth and seventh grade.

H. CAR REGULATIONS

Under no circumstances are drivers permitted to leave their cars unattended while waiting in line to pick up students. School personnel will supervise students riding home in carpools.

I. WALKING REGULATIONS

Students who walk to and from school are not allowed to leave school property after arriving in the morning, nor are they allowed to return to school property after leaving in the afternoon. Walking students should arrive at school no earlier than 8:30 a.m. Please caution these children about the proper behavior toward strangers while walking to and from school. It is advisable that they be instructed NEVER to accept a ride once they have begun walking. Children are NOT allowed to walk home via the bike path, as there have been some serious incidents on the path in the past.

J. BICYCLE RIDERS

Bicycles may be ridden to school, but riders must walk their bicycles on the school grounds. It is highly recommended that all bicycles be locked when parked at the school, as the school cannot be responsible for any damages or theft. We caution you not to bring or attach any fancy or "neat" gadgets to your bikes. It is advisable that bicycle riders allow enough travel time to arrive between 8:30 a.m. - 8:35 a.m. Students should be cautioned to leave campus in a safe and responsible manner. Parents should caution students about talking to strangers or what to do in case of a flat tire or an accident.

K. CHECKING OUT

If for a reasonable cause early dismissal is necessary, the parent or legal guardian must request this dismissal in writing or in person at the school office. Parent or guardian must come to the office and sign the student out before the student will be released. No student will be permitted to leave the school with an adult or parent who comes to the classroom asking for the child. Parents should not tell students to meet them outside. Students will report to the school office and be signed out by a parent or delegated person. If a student is leaving early with someone other than the parent or legal guardian, a request in writing must be submitted to the school office from the parent or legal guardian. Verbal approvals over the telephone will not be accepted. This procedure is necessary to protect the safety of the students. Students must be checked out by 3:15 p.m. If it's a rainy day dismissal, students must be checked out by 3:10 p.m.

L. EMERGENCY SCHOOL CANCELLATION OR DISMISSAL

In the event of an emergency situation that may require the cancellation of classes or early dismissal of students, consult the local radio/TV stations. Usually Catholic elementary schools follow the directions of the civil parishes. Please do not call the rectory or the school. School personnel will obtain information concerning these

emergencies through the same media. The official information station for all Archdiocesan Schools is WWL Radio (870 AM).

M. ATTENDANCE

The school is required by state regulations to keep an accurate record of daily attendance, tardiness, and absences. When a student has been absent, the school requires notification from the parents indicating the reason and specifying the time of absence. If a student is absent without excuse or the school has reason to suspect the validity of an excuse, the situation is investigated. Cases of frequent absenteeism may be referred to the attendance officer of the local public school district after consultation with parents. The student must bring a note the following day explaining the reason for the absence. A note from a parent or a doctor will excuse the absence for academic make-up purposes, not attendance guidelines. By law, students who have more than seventeen (17) days of unexcused absences (no more than 10 per semester) cannot be promoted to the next grade level.

1. SICKNESS - REPORTING ABSENCES

We ask that parents phone the school office before 9:15 a.m. on the day his/her child will be absent. This call must be made promptly and on each day of the child's absence, unless other arrangements are made with the School Administrator. This procedure is necessary in order to insure the safety of the child, especially in cases where students walk or ride bikes to school.

A student who is absent for more than three (3) consecutive days OR has recovered from a communicable disease must have a doctor's certificate of health before being allowed to return to the classroom. *NOTE: Failure to report a communicable condition such as measles, lice, pink eye, etc. may be cause for immediate suspension from school, possibly resulting in the student's expulsion.*

2. TARDINESS

A bell will sound at 8:45 a.m. signifying the start of the school day. A student (with the exception of those who ride the school bus) who arrives after that time is considered tardy and must report to the office to be signed in before going to class. Unexcused tardiness and frequent tardiness is subject to disciplinary action. The number of tardy days is recorded on your child's permanent record.

It is very important that students arrive on time at school. Parents are asked to personally check their children into school whenever possible to explain the reasons for the tardiness.

3. OUTSIDE APPOINTMENTS

Students should not be excused from school except in cases of emergency, or for dental or doctor appointments when such are unavoidable. Students must make up all work missed after returning to school.

4. MAKE UP WORK FOR ABSENCES

Should your child be absent for two consecutive days, you must inform the office as to with whom you want the schoolwork sent home. This should be done at the time you call in to report the child absent and this procedure should be repeated each day thereafter. It is the absent student's responsibility to get the schoolwork from the assisting student. Homework requests should be made before 8:45 a.m. because students begin moving to classes at 8:55 a.m. Calls before 8:45 a.m. will insure that accurate homework assignments are collected. Special arrangements may be made when extended absences are predicted.

a. MAKE UP WORK FOR EXCUSED ABSENCES

The time a student is given to make up schoolwork, including tests, after returning from an excused absence, will be equal to and not less than, the number of days that are excused.

b. MAKE UP WORK FOR UNEXCUSED ABSENCES

Any student missing school due to participation in a non-school sponsored event or vacation must turn in work missed and take test(s) missed on the day they return to school from these events. Such events include, but are not necessarily limited to, playground-sponsored events, dancing or tumbling activities, and vacations or trips on school days.

Requests for assignments during unexcused absences must be made in writing to the teacher at least five (5) working days prior to the first day of the unexcused absence.

II. CURRICULUM

The primary goal of the curriculum at St. Elizabeth is to provide learning experiences conducive to instilling in students virtues, knowledge, understanding, and skills necessary for spiritual, moral, emotional, intellectual, and physical development.

In accordance with the Archdiocese of New Orleans, our school's curriculum is aligned with the Archdiocesan Standards Based Education guidelines. The Archdiocesan Catholic Identity Standards are integrated into our complete academic curriculum. Each grade Pre-k-7 has specific Grade Level Expectations (GLE) that determine instruction and testing. Grade Level Expectations for each grade and each academic area may be obtained through your child's teacher.

A. INSTRUCTION

1. TEACHER - MADE TESTS

Fundamentally the teacher's task is directing and motivating learning. Teacher-made tests provide information immediately useful to the teacher in identifying students who will be best served by supplementary instruction, remedial instruction for those who earn low scores, and enrichment instruction for those whose scores are high.

Students earning grades of D+ or less are required to have a parent sign the test, or a supplied grade sheet, and return it to school. The purpose of the D/F slip is to inform the parent of a sub-standard performance by the child in some aspect of schoolwork. It is important that the parent/guardian is informed of this performance and equally important that we know the parent/guardian has been informed. D/F slips are to be returned to school the next day signed by the parent/guardian. Failure to return a D/F slip will result in the child receiving an after school detention. Of course, it is expected that parents will review tests sent home regardless of the grade.

2. STANDARDIZED TESTS

In grades 3 - 7, the full battery of standardized tests is administered to students in accordance with Archdiocesan Policy. These test results do not have a bearing on the student's grades.

3. HOME ASSIGNMENTS

Homework is an important part of the student's education and evaluation, but the amount of homework depends on the child's progress in school. It is of utmost importance to keep in mind that written work is not the only kind of homework. Study work constitutes an important part of every child's homework.

Homework is assigned as purposeful learning usually practicing skills or reinforcing lessons already presented in school. Failure to submit home assignments will usually lower the final grade.

Each student should spend a part of every evening reading silently, aloud, or being read to. It is important that the child selects reading material that will make this an enjoyable activity as well as a time to polish reading skills. Parents are to become involved in this reading, either by discussing the material that was read, listening to

the child read aloud or by reading to the child. This will greatly help the child's reading performance and enhance their enjoyment of literature.

Homework will not be assigned over the weekend unless a student is working on a special project or has make-up work; however, at times there may be exceptions. If a student missed an assignment or test, it is the student's responsibility to make-up the work or to take the test. Homework is not assigned on evenings of "all school" events.

Recommended Homework Time Limits

<i>Grades 1 & 2</i>	<i>45 Minutes</i>
<i>Grade 3</i>	<i>60 Minutes</i>
<i>Grades 4 & 5</i>	<i>90 Minutes</i>
<i>Middle School</i>	<i>120 Minutes</i>
<i>Honor Student, Grades 5 - should expect to spend additional time on assignments</i>	

The primary source for homework and test scheduling is your child's assignment book. It is subject to change as instructional needs for the students change. It is teacher's professional decision that determines when and if the homework assignment and/or testing schedule should be changed.

Many publishers of our textbooks either maintain an online site and/or have the student text online. Please consult your child's teacher regarding this benefit.

a. WEEKENDS

No written work on weekends for grades pre-k - 7. Special projects or make-up work are exceptions.

b. TESTS

One test may be assigned on Mondays for grades 3 – 7, but no Monday tests for grades pre-k - 2. D/F slips for middle school must be signed by the parent and returned by the student the next school day. Failure to return a signed D/F slip on the next school day will result in the student receiving an after school detention.

c. CONSEQUENCES FOR NOT COMPLETING HOMEWORK

There shall be no disciplinary consequences for missed homework assignments. Consequences will be academic in nature. Teachers may require students to complete homework assignments at recess as long as the teacher provides faculty/staff supervision during the recess period.

d. INCOMPLETE CLASS WORK

If a student fails to complete assigned class work because of lack of application, he/she may be assigned the class work in addition to the regularly assigned homework. Parents will be notified of this situation.

4. QUALITY WORK

While an answer is just as correct on a crumpled, scratched-up piece of paper, messy or careless work indicates a lack of personal pride in accomplishments. Therefore, the teachers will accept nothing but the best work from students.

- 1. All work handed in to the teacher should be labeled with the student's name.*

2. *Papers that are ruffled, folded, torn from spiral notebooks, or pulled from binders will not be accepted.*
3. *When mistakes are made, they must be either neatly erased or marked through with a single line.*
4. *Penmanship must be neat and legible. Teachers will refuse to accept any work that is not well written if the child is capable.*
5. *Students will write in ink beginning in fourth grade. It is recommended that all math work be done in pencil.*
6. *All tests and homework for grades fourth through seventh will be done in cursive.*

5. GRADING

Report cards are issued four times a year in grades first through seventh, three times a year for kindergarten, and twice a year for pre-kindergarten.

Report card grades will be determined by averaging the percentages earned in the nine week period to determine a letter grade as follows:

<i>94 - 100.</i>	<i>A</i>
<i>86 - 93.</i>	<i>B</i>
<i>78 - 85</i>	<i>C</i>
<i>70 - 77</i>	<i>D</i>
<i>Below 70.</i>	<i>F</i>

Ancillary Courses receive grades of Excellent (E), Satisfactory (S), or Needs Improvement (N). Evaluation in these subjects is, for the most part, based on attitude, interest, and class participation.

The final grade is an average of the four-quarter grades. Cheating on a test will result in a 0% grade on that test and an after school detention.

6. INTERIM REPORTS

In lower school, mid-quarter interim reports will be issued only for those students whose average is a "C" or below. In middle school, all students will receive an interim report.

Interim progress reports may be sent at any time between marking periods to parents of students who need some type of special attention. Parents are encouraged to inquire about an unsatisfactory report. They are asked to discover the cause of a poor grade either through a scheduled discussion with the student or through a conference with the teacher.

7. REPORT CARDS

Report cards are issued four times a year (at the end of each nine-week period) for the first through seventh grades. Kindergarten students will receive reports three times during the year. Pre-k will receive report cards two times a year. All report cards should be carefully checked, signed by the parent, and returned the next school day to the teacher. The report card envelope should be signed also.

8. HONOR ROLL CRITERIA

The criteria for the honor roll are as follows for grades 4-7:

Gold Honor Roll - All "A's" in the major subjects, including Religion. However, a "B" in middle school "honors" subjects will not disqualify the student from the Gold Honor Roll.

Silver Honor Roll - "A's" and "B's" in the major subjects, including Religion. However, a "C" in middle school "honors" subjects will not disqualify the student from the Silver Honor Roll.

For both honor rolls, a student must also have no behavior grade lower than a "B."

B. GENERAL PROMOTION POLICIES

Promotions are made annually. A student who successfully completes a year's work will be promoted to the next grade. It is recommended that any student earning an unsatisfactory grade in any graded subject attend summer school or receive tutoring by a qualified professional. This is especially important for those students earning an unsatisfactory grade in a major academic subject such as Reading, Math, English, Science and Social Studies.

A student who receives a non-passing grade in one subject such as Reading, English, Math, Science, or Social Studies will be promoted on the condition that he/she passes an accredited summer school course in the failed subject. Evidence of satisfactory completion of summer work in this major subject must be provided or the student will not be promoted. Students failing Religion and Spelling will be assigned an independent study course to be completed during the summer months.

A student receiving non-passing grades in two or more major subjects will not be promoted to the next grade. It is important that the student and his/her parents consider summer school and/or retention as an extended time for growth rather than failure.

Students missing more than seventeen days per year (no more than 10 days in any one semester) will not be eligible for promotion to the next grade.

1. SPECIAL CONSIDERATIONS

If a student is unable to maintain satisfactory academic status due to immaturity, lack of background, etc., he/she may be placed in a lower grade. This will be implemented at the School Administrator's discretion, after consultation with the teacher and the parents.

2. CLASS PLACEMENT

Students will be assigned to specific teachers at the discretion of the School Administrator after consultations with appropriate faculty members.

3. PARENT - TEACHER CONFERENCES

Parent-teacher conferences are scheduled during the school year; however, parents are encouraged to contact teachers at any time during the school year to discuss the child's progress. Should an appointment be desired, you may contact a teacher by sending a note with the child or by calling the school office. Your message will be given to the

teacher concerned and an appointment arranged for you. Parents should discuss any classroom concerns with the teacher first. If further explanation is needed, the parent should contact the School Administrator.

Conferences should be conducted in a Christian atmosphere. It is in the child's best interest that the conference be rescheduled if a resolution cannot be reached at that time.

Parents are asked not to call the homes of staff members, the School Administrator, teachers, or secretaries concerning school matters. In the event that information concerning the school in general is needed, please call the office during school hours or leave a message on the school answering machine.

4. EVALUATION OF STUDENTS

If a child is not making satisfactory progress, socially, academically, behaviorally or otherwise, the parents will be contacted in an effort to have the child evaluated. An evaluation may be conducted by a team of professionals as directed by the Jefferson Parish Public School System or through a private vendor agency.

After evaluation results are received, parents must follow through with all recommendations and suggestions of the testing team. It may mean that the child may have to go to a special school, receive special tutoring and/or parents and child may have to participate in special counseling sessions. These measures are for the benefit of the child.

If parents refuse to have a child evaluated or do not follow the recommendations of the evaluation, they will be asked to withdraw the child from St. Elizabeth Ann Seton School.

5. INDIVIDUAL NEEDS (IN) PROGRAM

The Individual Needs (IN) classroom is available for students in kindergarten through seventh grade who need minor classroom adjustments. The students are placed in the IN Room on the recommendation from the classroom teacher(s) and/or recommendations from an academic evaluation. This program is supplementary and tutorial in design. Students attending the IN Room are scheduled for instruction in lieu of an ancillary class. There is a \$40 monthly fee assessed to IN Room students.

6. SPECIAL EDUCATION

The parents and/or legal guardians of St. Elizabeth Ann Seton School acknowledge that this school does not provide special education services or facilities. The parents/ legal guardians further acknowledge that St. Elizabeth Ann Seton School, its School Administrator, faculty, and staff are only required to make minor adjustments in St. Elizabeth Ann Seton School's education program to attempt to accommodate whatever special needs their child/student may have and that the nature and extent of such minor adjustments is within the sole discretion of the School Administrator of St. Elizabeth Ann Seton School.

We further acknowledge that should the School Administrator of St. Elizabeth Ann Seton School determine in his/her own discretion that minor adjustments in St. Elizabeth Ann Seton School's education program have not resulted in satisfactory accommodation of the program to the special needs of the child and that it is in the best interest of both the school and the child that he/she be placed in a more appropriate learning environment, then the

School Administrator may ask the parent/legal guardian to withdraw their child/student from St. Elizabeth Ann Seton School and/or the child/student will be removed from the rolls of the school and/ or not allowed to re-enroll.

7. COUNSELING

Counseling services are provided as a component of our total school program. Parents and school personnel may refer students to the school counselor. The counselor works in conjunction with other specialists, not as a substitute for them. Students who require long-term services will be referred to the appropriate professional(s). The counselor will also provide guidance classes to students in grades k-7. Guidance instruction is aligned with our Catholic Identity Standards. Some of the guidance topics discussed are good decision-making, responsible citizenship, bullies, healthy choices, and test-taking strategies.

8. TEXTBOOKS

Textbooks are loaned to the student at the beginning of the school year. Any child who loses or damages a book in any way will be held responsible. The student will not be issued another book until compensation has been made for the damaged book. Textbooks are to be covered (do not paste or scotch tape) at all times and carried to and from school in a book bag.

9. SCHOOL SUPPLIES

Students will be provided with a list of needed school supplies. These supplies are available at any school supply store and should be purchased prior to the start of classes. Students are expected to have these supplies on hand at all times. Supplies that have been lost or consumed during the school year must be replaced promptly. Parents may be given the opportunity to order and purchase supplies in advance by the Home and School Association.

III. STUDENT RESPONSIBILITY AND SELF DISCIPLINE

One of the important tasks of teachers and parents is to enable students to successfully function under reasonable limits of behavior. Students enrolled at St. Elizabeth Ann Seton have by their presence, implicitly acknowledged and agreed to abide by all guidelines stated in the Parent Handbook. Likewise, parents of St. Elizabeth Ann Seton students recognize that the teacher takes the place of the parent and they should be supportive of the teacher's actions and recommendations.

A. STUDENT BEHAVIOR

1. EXPECTED STUDENT BEHAVIOR

One of the most important outcomes of education is to develop in each student a self-discipline that becomes evident in self-control, orderliness, and efficiency. Toward this end, directions given to students by any staff member including office personnel, teachers, teacher aides, substitute teachers, etc., must be followed immediately. Parent volunteers are due the same courtesy and obedience. Talking back or defiance in any form will not be accepted or tolerated. Students are expected to respond to adults in a courteous and polite manner.

2. EXTRACURRICULAR ACTIVITIES

Students that participate in extracurricular activities, as well as those attending the activities, are representing the school, and as such their behavior needs to be exemplary. All extracurricular activities are considered to be an extension of the

regular school day. The same school rules and standards of behavior apply. Violation of these rules will result in disciplinary action and a possible suspension from such activities.

Student Council Officers and Beta Club members must have an A average in conduct in order to qualify for membership. In order to continue membership in these organizations an A average in conduct must be maintained. Both of these organizations require a demonstration of positive role modeling and excellent leadership. Conduct and responsibility are of utmost importance. Final participation in these organizations will be with the approval of the School Administrator.

3. ELIGIBILITY FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Certain standards are required in order for a student to participate in extracurricular activities (i.e. choir, sports, cheerleading). In this regard, eligible students must maintain a minimum grade of "C" in all academic subjects and a grade no lower than a "C" in conduct. If a question arises concerning the student's ability to maintain academic standards while participating in extracurricular activities, a conference will be scheduled with the parents and teachers. At that time it will be determined if participation is in the best interest of the child.

If a student receives a grade of "D" or lower in conduct, he/she will be placed on probation for one grading period. If no improvement is noted, he/she will be removed from the activity.

While St. Elizabeth Ann Seton school encourages participation by as many students as possible, it is understood that circumstances such as competitive sports teams may have to limit the numbers of students who can make the team. The policy is to encourage participation but not to mandate it in all situations. The school provides a wide variety of activities so that students who are not able to participate in those programs where membership is limited can still find other activities in which to participate. This may include alternate sports activities or other activities that suit the students' interests.

4. EXPECTED CHRISTIAN BEHAVIOR IN CHURCH

All students, regardless of religious denomination, are to have reverent and meditative attitudes in church. This behavior is to continue from the moment they enter church to the end of Mass assembly. Upon entering church, students are expected to genuflect in reverence to the Blessed Sacrament and to participate fully in the Liturgy. The student will be subject to administrative disciplinary action.

Special reverence to the Blessed Sacrament is expected at all times but especially during the reception of Holy Communion.

Unacceptable behavior such as talking, playing with various objects, being silly and making any unnecessary disturbance will be corrected by the teachers in charge.

5. EXAMPLES OF EXPECTED CHRISTIAN CLASSROOM BEHAVIORS

- 1. Participating in prayers with reverence.*
- 2. Being prepared for class by completing homework, learning the given material.*
- 3. Bringing all necessary materials to class.*
- 4. Coming to class dressed in school uniforms that are neat and clean.*
- 5. Entering the classroom in a quiet and orderly manner according to the directions of the teacher.*
- 6. Keeping desk and surrounding area neat and clean.*
- 7. Refraining from defacing school property.*
- 8. Having proper posture.*
- 9. Being courteous to all school personnel, teachers, and fellow students.*
- 10. Speaking at appropriate times and when properly recognized.*
- 11. Being willing to participate actively in classroom discussions and activities.*
- 12. Asking permission to leave the desk.*
- 13. Giving full attention to the teacher and the subject matter being presented.*
- 14. Making effective use of class time.*
- 15. Having a positive and friendly attitude.*
- 16. Consciously obeying directions given by an adult responsible for supervision.*

6. GUIDELINES FOR ACCEPTABLE BEHAVIOR

- 1. Students are not allowed in the classrooms before school, during recess, or after school without a teacher being present. Students are not to enter the building during the morning recess and lunch recess periods without the expressed permission of a teacher. Students violating this rule will be subject to disciplinary action.*
- 2. Quiet is expected immediately after the bell rings in the morning and after each recess.*
- 3. Playing is never allowed in the lavatories. No student is to use the lavatory during the change of classes or at anytime without the permission of a teacher. Students who have a need to use the lavatory on a frequent basis must bring a doctor's note indicating the need for such frequent use.*
- 4. Comic books, magazines, tape recorders, radios, calculators (unless desired by the teacher), "cyber" or virtual reality pets, toy guns, water pistols, bean shooters, sling shots, knives, hard balls, electronic games or devices and any other items that conflict with our educational philosophy are not to be brought to school.*
- 5. Fighting, loud language, and gestures are unbecoming of any Christian person and are unacceptable. We encourage only positive and motivating language among fellow students and in teacher/student conversations.*

6. *The use of foul language and gestures is unbecoming of any Christian person and is never acceptable. We encourage only positive and motivating language among fellow students and in teacher/student conversations.*
7. *Destruction of any school property will not be tolerated.*
8. *Gum chewing is not permitted on school property. Candy may be eaten only with the expressed permission of the teacher.*
9. *Students must stay seated should the teacher be required to leave the room unsupervised because of an emergency.*

B. DISCIPLINE POLICY

Although the ultimate responsibility for student conduct rests with the student and his/her parents, it is the daily responsibility of school personnel to see that no person interferes with the total learning environment. Any behavior that interferes with a student's ability to learn or the teacher's ability to teach is not allowed. Students will be disciplined for misconduct occurring before, during, or after school hours and at school-sponsored activities. Continued discipline problems will result in a conference with the teacher, parent, student, and School Administrator.

1. DISCIPLINE PLAN

The Discipline Plan is the protocol a teacher will use to manage inappropriate student behavior – i.e., behavior which violates one of the agreed upon classroom rules. While flexible in specifics, the form and the major components will be the same school-wide. Specifically there should be a step approach with consequences associated with each step.

The protocol for our discipline plan is:

<i>First Offense</i>	<i>Warning</i>
<i>Second Offense</i>	<i>Written Work</i>
<i>Third Offense</i>	<i>Lunch</i>
<i>Detention/Parent contact</i>	
<i>Fourth Offense</i>	<i>Office Referral</i>

The discipline plan will be modified to meet the needs of each individual's situation at the discretion of the School Administrator.

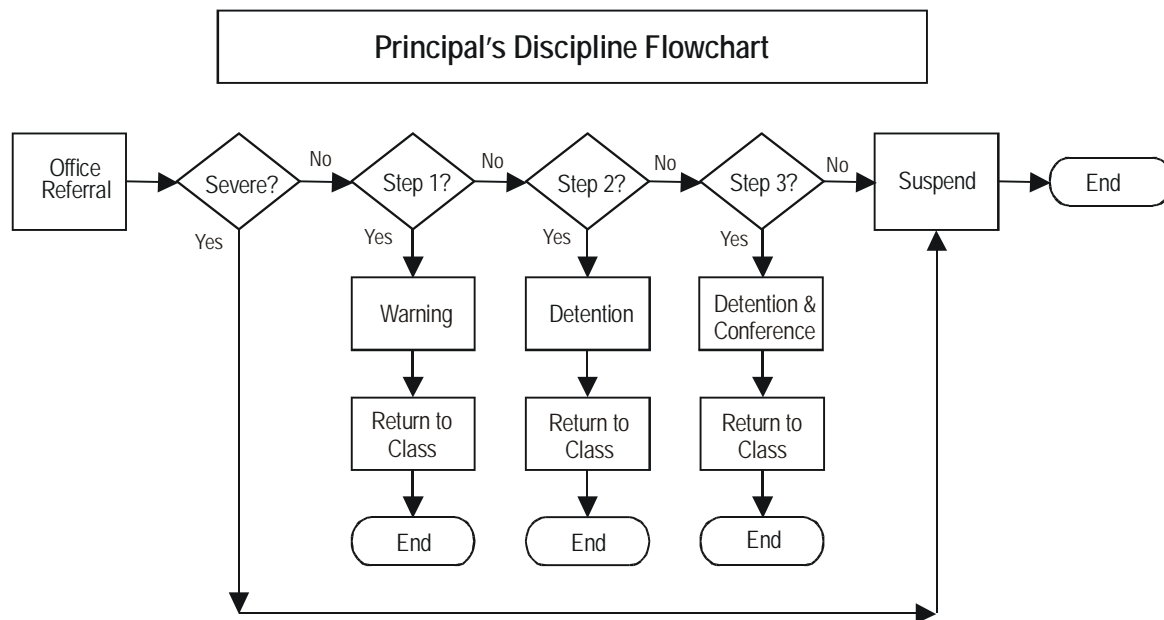
2. DAILY ROUTINES

Routines establish norms for completing the ordinary, everyday, reoccurring practices needed to carry out the business of the classroom. Examples of classroom routines include, but are not necessarily limited to: entering and exiting the classroom, passing out papers, clearing desk tops, getting books from desks, walking in the hallway, going to lockers, going to rest room, etc. It is important that students know what is appropriate behavior with respect to specific daily routines. Teachers will take the time to model appropriate student behavior for each daily routine. This will be done during the first week of school and anytime thereafter when needed.

3. SCHOOL ADMINISTRATOR'S DISCIPLINE FLOWCHART

There are some types of behavior that are so disruptive that they do not fall into the category of types of behavior teachers should handle. These types of severe student behavior may include but are not necessarily limited to: fighting, cursing, blasphemy,

disrespect to a staff member or parish employee, disruption of a church service, smoking, making threatening remarks to another student or staff member and making threatening statements concerning the destruction of school or parish property. If a student engages in a "severe behavior", they are to be referred immediately to administration. Teachers are to take no independent disciplinary action when severe in nature.



4. GENERAL COMMENTS

1. Except for severe behavior, all students referred to the office must have first completed the Classroom Discipline Plan.
2. All students referred to administration must come with a completed Conduct Referral.
3. An after school detention can be assigned only by administration.
4. All parent contacts concerning discipline will be documented.

5. DISCIPLINE PLAN FOR SUBSTITUTES

Due to the nature of students and their reaction to substitutes, the following steps will be used by substitutes:

- Step #1 Warning*
- Step #2 Written Assignment*
- Step #3 Referral to Office*

6. DETENTION

Detentions for grades 4-7 are designated on Tuesdays and Thursdays from 3:30 p.m. - 4:30 pm. Scheduled detentions will not be excused regardless of extracurricular activities. During detention students will be required to write for one hour reflecting on the behavior that created the detention consequence. The student is not allowed to complete written homework.

Students must be picked up from the assigned detention classroom. Students not picked up by 4:30 p.m. will be sent to Extended Care. There will be a fee assessment for delayed detention pickup.

7. SUSPENSION AND EXPULSION

The following offenses are examples of grounds for suspension or expulsion:

1. *Misbehavior during religious ceremonies.*
2. *Blatant and/or willful disrespect or disobedience to any faculty or staff member.*
3. *Destruction of school or personal property.*
4. *Behavior that may endanger the safety of others or cause physical harm to another person.*
5. *Stealing of school or personal property.*
6. *Vulgarity in speech or action.*
7. *Truancy.*
8. *Any deliberate action that causes serious disruption to the school or community, such as pulling the fire alarm, etc.*
9. *The making of an unfounded charge against anyone.*
10. *The habitual violation of expected behaviors for St. Elizabeth Ann Seton students.*
11. *Forgery of a parent's signature on any document is a serious matter and requires a serious consequence. Therefore, any student who forges his/her parent's name on any school document will receive an automatic one-day out-of-school suspension. When a student is suspended, they are considered to be absent on an unexcused basis, are not allowed to make up any class work missed, and will receive a zero (0) grade on any type of assessment given on the day(s) of their suspension.*

The School Administrator or assistant School Administrator may issue an in-school suspension in lieu of an out-of-school suspension. Students who receive an in-school suspension will not be allowed to attend class but will work under the supervision of the assistant School Administrator. A student who serves a suspension may not participate in school activities (field trips, extracurricular activities, etc.)

*A **PROBATION** period is given to a student that has been given an out-of-school suspension. This probation period is in effect for the remainder of the school year. During this time, the student will be notified to specific conditions that if not adhered to by the student may warrant his/her expulsion from school.*

***EXPULSION** is used as a last resort and only after all other avenues of correction have been seriously considered and have been unsuccessful. Some of the situations which demand the removal of a student from the school are:*

1. *Possession or transmission of a lethal weapon on school grounds or during an off-campus school activity.*
2. *Chronic and incorrigible misbehavior that impedes the academic progress of other students.*
3. *Delinquency and immorality that constitutes a definite menace to other students.*
4. *Sale, possession, or usage of alcohol, drugs, or tobacco on school premises or coming to school under the influence of alcohol or drugs.*
5. *Premeditated, willful vandalism of school property.*

6. *Any other violation deemed deserving of expulsion as determined by the School Administrator.*
7. *Making threatening statements to any other individual.*
8. *Making threatening statements about the destruction of school or parish property.*

The School Administrator will make the final decision concerning the suspension or expulsion of a student. The decision to expel a student may be appealed in writing within ten days to the St. Elizabeth Ann Seton School Board. The School Administrator or pastor are the final recourse in all disciplinary situations and may waive all regulations for just cause at his/her discretion.

IV. SCHOOL FINANCES

A. SCHOOL TUITION

The tuition scale has been developed in order to maintain the school's financial integrity while giving due consideration to those families who support our parish endeavors both financially and via their time and talents. The School Board will publish tuition rates prior to registration for each school year.

NOTE: Pre-kindergarten students are not included in the count of students from a family for tuition calculation purposes.

1. TUITION REFUNDS

Tuition for the first semester is refundable on a prorated basis once the semester has begun. Second semester refund will be prorated until the final fourth quarter. After fourth quarter there will be no refunding of tuition.

2. INDIVIDUAL NEEDS (IN) ROOM TUITION

Individual Needs Room tuition is payable in nine (9) monthly installments beginning on September 1.

3. PREPAYMENT TUITION PLAN

*Arrangements have been made for tuition line of credit assistance to be financed through Capital One Bank. Parents participating in the program must finance the full amount of the child's tuition. Application for obtaining a tuition line of credit may be obtained through the school office. The tuition loan through Capital One offers parents the opportunity to pay their tuition over the course of ten (10) months. **The first payment is due on July 1 and payable on the 1st day of each month through April 1st.** Fees may not be included in the financing.*

If tuition is paid in full through a check for the subsequent school year, it must be paid in full by May 1 preceding the start of that school year. Accounts thirty days past due may forfeit their space in school.

4. DEFAULT ON TUITION AND FEES

All tuition and fees are expected to be paid in a timely manner. Parents are responsible for the payment of tuition and fees as scheduled and agreed upon. Past due balances interfere with the fiscal operation of the school and cannot be tolerated.

The bank loan payments are due and payable on the first of each month and become delinquent 15 days thereafter. Capital One will notify you through a letter of 30 days delinquency. Loans that are in excess of 45 days late require that we not allow the student(s) to complete the academic year until the tuition is current. No tests or exams can be taken. The final report card will be marked "incomplete." If special needs for tuition payment need to be discussed, please call for an appointment with the School Administrator before the loan is 45 days delinquent.

5. INSUFFICIENT FUNDS (NSF)

The school will charge all NSF checks a \$20.00 fee in addition to the amount of the check.

B. FEES

1. REGISTRATION FEE

For those students already attending St. Elizabeth Ann Seton School, the registration fee of \$150.00 is due at registration. It holds a position in the school for the coming school year.

This fee partially defrays the administrative costs associated with the processing of texts, furnishing material and supplies, and the planning of educational programs.

*For new students this fee is due at admittance. **Registration Fee is non-refundable.***

2. ARCHDIOCESAN MANDATED FEES

*These fees are stated each year when the tuition rates are announced prior to registration. **These fees are non-refundable.***

3. EXTENDED CARE FEES

Information concerning the Extended Care Program is available upon request through the school office. Registration fee of \$40/family must be paid before a student is allowed to use this program. Extended Care fees must be paid bi-monthly (August-April) in order for students to continue using this service. In May, Extended Care fees are paid weekly. Late pick-up between 6:00-6:05 pm is assessed a late fee of \$5.00/child. Late pick-up after 6:05 pm is assessed \$1/minute/child.

4. INDIVIDUAL NEED (IN) ROOM FEES

There is a monthly fee of \$40 assessed to IN Room students. Payment is due by the first of each month. Late statements are issued after 5 days delinquent. In May fees are due before exams. Fees must be paid monthly in order for a student to continue receiving this academic support.

V. MISCELLANEOUS POLICIES AND PROCEDURES

A. SCHOOL UNIFORMS

It is imperative that students be dressed in the proper uniform each day. Small infractions of the uniform code may seem inconsequential, such as a student not wearing a belt, but such infractions lead to a subtle degradation of the uniform policy. Parents are responsible for seeing that their children are properly dressed before leaving home each morning.

The school uniform is to be worn with pride and respect. A clean, neat appearance should be a distinguishing mark of the St. Elizabeth Ann Seton student. Complete uniform is understood to mean not only the kind of clothing but also the manner in which it is worn. Sweatshirts are not to be worn around the waist. Shirts must be neatly tucked in skirt or pants. No monograms, emblems, or designs (initials, alligators, crawfish, etc.) are allowed on any part of the school uniform. The student's name should be marked on the inside of all items of clothing brought to school.

Items identified by an asterisk () are recommended for purchase from Schiro's, Inc. or uniforms and sweatshirts by Kajan.*

1. UNIFORM FOR GIRLS

JUMPER* Blue Plaid Jumper (grades pre-k-4)

WALKING SHORTS* Blue Plaid Walking Shorts (grades pre-k-7)

SKIRT* Blue Plaid Skirt (grades 5-7)

The length of the jumper, skirt or shorts may be no higher than three inches above the knee. Solid navy blue shorts will be worn under the skirt or jumper.

BLOUSE - should be long enough to stay tucked in all day. Appropriate white or beige undergarment will be worn beginning in fifth grade (T-shirts or undershirts will be white).

With Plaid Jumper (pre-k-4)

White blouse, short sleeve, pointed collar, no lace trim.

With Plaid Shorts (pre-k-7)

White blouse, short sleeve, pointed collar, no lace trim or hunter green or white short sleeve knit shirt with eagle emblem.

With Plaid Skirt (5-7)

White blouse, short sleeve, pointed collar, no lace trim or hunter green or white short sleeve knit shirt with eagle emblem.

SWEATER

Navy blue cardigan

OR

SWEATSHIRT /SWEATPANTS

Forest Green sweatshirts and sweatpants for grades pre-k-7 may be purchased through the school. Forest green sweatpants may be worn in cold weather under jumpers and skirts. Sweatshirts cannot be worn around the waist.

*In the winter, pre-k is allowed to wear the SEAS sweatshirt and sweatpants with a SEAS shirt underneath.

SOCKS Navy blue or white, crew or knee socks that when folded over will cover the ankle. White or navy leotards (no leg warmers or lacy trim). Low cut “sport socks” are not allowed.

SHOES Solid navy or black, low-quarter leather tennis shoes or navy buck as specified by the school. Shoes may be purchased at any of the stores specified by the school or at any store that carries the specified brands.

*Pre-k only—required Velcro shoe in solid white, solid navy, or solid black listed below.

JACKETS Any jacket, neat in appearance and free of immodest or inappropriate decorations or slogans. These coats or jackets must be removed when the child is in the classroom. Only SEAS sweatshirts or navy sweaters may be worn in the classroom.

2. UNIFORM FOR BOYS

PANTS Long, navy blue slacks or short, navy blue dress pants will be worn. The style of the shorts is identical to that of the pants except for the length.

BELTS Navy or black belts will be worn with pants and shorts beginning in the first grade.

SHIRTS*
SWEATSHIRT White or hunter green, short sleeve knit shirt with eagle emblem. Forest Green sweatshirts for grades pre-k-7 may be purchased through the school. Sweatshirts cannot be worn around the waist.

*In the winter, pre-k is allowed to wear the SEAS sweatshirt and sweatpants with a SEAS shirt underneath.

SOCKS Black, navy or white crew socks that if folded over will cover the ankle. Low cut “sport socks” are not allowed. No stripes if worn with the uniform shorts.

SHOES Solid black or navy, low-quarter leather tennis shoes as specified by the school. Shoes may be purchased at any of the stores specified by the school or at any store that carries the specified brands.

*Pre-k only—required Velcro shoe in white, navy, or black listed below.

JACKETS Any jacket, neat in appearance and free of immodest or inappropriate decorations or slogans. These coats or jackets must be removed when the child is in the classroom. Only SEAS sweatshirts may be worn in the classroom.

3. P.E. UNIFORMS FOR BOYS AND GIRLS (Pre-k – 7)

GIRLS Solid navy blue shorts with St. Elizabeth eagle stamp, as purchased from Schiro's or Uniforms by Kajan and SEAS uniform shirt. (Girls walking shorts are also acceptable for grades pre-k-4.)

SHOES Girls wearing the following shoes for school can wear any tennis shoe for P.E.: Bass – Navy “Buc” or “Exeter” and Jumping Jacks – Navy “Cheerleader.”

BOYS Regulation boys school shorts or pants and SEAS uniform shirt.

*The regulation sweatshirt and sweatpants may be worn in cold weather.

**Students in middle school may purchase an optional SEAS athletic T-shirt. These T-shirts may be purchased through the P.E. teacher.

4. ATHLETIC UNIFORMS

Students who are participating in the extracurricular sports program must turn in their uniforms at the conclusion of each season. Students who fail to turn in their uniforms will not be issued a report card.

B. GENERAL

1. MAKEUP

Wearing makeup or fingernail polish, including American or French manicure, is not permitted. Sculptured or false fingernails are not permitted. Perfume is not allowed to be worn.

2. JEWELRY

Ornaments, other than a chain and religious medal or chain and cross, shall not be worn with the uniform. Stud earrings will be permitted only for those girls who have pierced ears (one earring per ear) and can only be worn on the lower lobe. Loop or hoop earrings or any other type that hang below the ear are prohibited. No earrings for boys.

3. HAIR

Boy's hair must be neatly groomed, moderate in length in front, back, top, and sides. It must not extend below the top of the collar of school shirt and not be excessively bushy. Haircuts must be conventional. Short/long, Mohawks, tails, layered, shingled, wedged, dyed, streaked, highlighted, shaved, or carved into the natural hairline, rowed hair of any type, or other extraordinary styles will not be permitted.

Girl's hair must be neatly groomed. Hair should be maintained conventionally. Short/long, Mohawks, tails, layered, shingled, wedged, dyed, streaked, highlighted, carving into the natural hairline, rowed hair of any type, or other extraordinary styles will not be permitted.

It is left to the discretion of the administration to determine appropriate hairstyles. Any student in violation of the hair policy will be allowed to return to school only after their hair conforms to the policy.

4. TELEPHONE

Students are only allowed to use the office telephone with the permission of the teacher and the office personnel and only for emergency purposes. Students will not be allowed to phone home for forgotten items, except during free time for forgotten lunches. We expect this privilege concerning "forgotten" lunches not be abused. Students who wish to use the hall phone must first get a pass from a teacher. Permission must also be obtained from the secretary before using the phone.

Only messages of “vital” importance or “emergency” will be relayed to students during school hours. Messages concerning alternate transportation arrangements will be relayed to the students at the close of the school day. Parents are not allowed in the corridors to give messages. Please leave all messages in the office.

5. ELECTRONIC DEVICES

No student shall bring a beeper, cellular phone, or other electronic communication device to the school campus. If such a device is discovered, it will be confiscated and returned to the child’s parents after a conference with the School Administrator. A second offense will result in a suspension.

This policy was adopted for the safety and protection of our students. It is important that the school know with whom a student is communicating and why. Parents and students who wish to communicate with each other during the school day may always do so via the telephone in the school office.

6. VISITORS

Visitors are always welcome, especially parents. However, in the interest of safety and security, permission must be obtained from the office before going to any part of the school complex.

Parents are asked not to loiter in the walkway area prior to the start of school, as this often disrupts the normal flow of classes into the school building while in ranks.

Students from other schools are not to be on the grounds unless they have obtained permission from the School Administrator. All visitors to the school must sign in at the office and obtain a visitor’s pass prior to entering the school.

7. LUNCH

A hot lunch program is provided by an outside contracted food service five days a week for a fee. This is an entrée only lunch. Depending on the appetite of your child, you may want to send additional food. Parents are asked to pre-purchase a lunch ticket for their children.

Students may also elect to bring lunch from home. If a lunch box is used, please label each part of the thermos and the outside of the box with the child’s name. Refrigeration facilities will not be provided for lunches, so parents are cautioned to pack lunches accordingly. The lunch should be easily handled by the child, for example, fruit should be peeled, cut, etc. Please send food that your child likes.

As it is one of our aims to instruct students about the value of good nutrition, items such as candy, carbonated beverages, and junk food should not be eaten during the lunch period. Items with high sugar content should not be sent to school. “Fast food” items may not be delivered during the school day.

8. MILK MONEY

St. Elizabeth Ann Seton School is a participant through the Archdiocese of New Orleans in a state-subsidized milk purchase program. This program enables our school to provide milk to students at a substantial savings to the parents. If you wish your child to participate, please send a separate check for the milk fee in an envelope marked "Milk Money" during the first week of school. Unfortunately our commitment with the dairy supplier does not allow for refunds once enrolled in the program. The Food Service Department of the Archdiocese of New Orleans charges us a fee for their involvement in the program and part of the cost is to cover this fee.

9. FIRE DRILLS

Fire drills are conducted at regular intervals as required by law. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students the instructions necessary. Absolute silence and quick movement are necessary and a must at all times.

10. SCHOOL CALENDAR

A calendar of scheduled holidays and events is distributed on the first day of school in a packet sent home. It is also available upon request from the school office. Please keep it handy for the year. Any changes will be announced.

11. EXTENDED CARE PROGRAM

St. Elizabeth Ann Seton School conducts and monitors this program. Please note that the Extended Care Program adopts all policies and procedures of the school, as well as all rules and regulations. Information concerning the Extended Care Program is available upon request through the school office. Use of Extended Care is allowed after completing registration information. Extended Care fees must be paid bi-monthly (August-April) in order for students to continue using this service. In May, Extended Care fees are paid weekly. Late pick-up between 6:00-6:05 pm is assessed a late fee of \$5.00/child. Late pick up after 6:05 is assessed \$1/minute/child.

12. STUDENT INSURANCE

Student accident insurance covers students during the school hours, when going to and from school on school buses and on all school sponsored activities. It is provided on a group basis and should not be considered the primary carrier.

Student Accident Claim Forms may be obtained in the school office after your primary carrier has made all payments. Accident claim forms should be completed, signed by parent and doctor with attachment from your insurance company and returned to the school for further processing. Forms will then be forwarded to the student insurance office for processing. Student accident insurance is used only after filing with your primary insurance carrier.

13. LOST AND FOUND

Lost articles, when found, are placed in a box located in the school office. Articles must be clearly marked with the child's name in order to facilitate claims because articles of clothing are almost identical. The school assumes no responsibility for any personal articles or equipment brought to school. Articles not claimed within a reasonable period of time will be disposed of at the School Administrator's discretion. Students finding articles on the school grounds are obligated to turn them into the school office.

14. PARTY INVITATIONS/SOCIAL COLLECTIONS

Invitations are not to be distributed at school. Apart from collections for any school-wide drives, special permission of the School Administrator is required. No requests for money are to be sent home without the approval of the School Administrator.

15. DISTRIBUTION OF ANNOUNCEMENTS

The School Administrator must approve any flyers or announcements to be sent home to students through school. Handouts are to be submitted to the school office by 2:00 p.m. on the day prior to distribution. Office personnel will distribute the announcements to the students. Handouts are to be pre-counted to match class sizes.

16. USE OF NICKNAMES

Legal names will be used on all official school documents. If you would prefer that your child be addressed by some name other than his/her given name, please indicate this at the time of registration (example - William Henry Smith, called "Bill") and notify your child's teacher at the start of school.

17. FIELD TRIPS

Field trips may include trips to concerts, museums, planetariums, plantations, the public library, the zoo, and other activities that further the educational philosophy of St. Elizabeth Ann Seton School. Only those field trips that will enhance the spirit of the season can be scheduled during Lent or Advent.

Students will not be allowed to attend a field trip without written permission from parents. Permission slips will be sent home with the students and should be returned promptly. The school may deny any child the privilege of participating in a field trip if such action is deemed necessary. Children must wear safety belts when being transported on field trips in private automobiles.

In compliance with Archdiocesan insurance regulations, we must require proof of adequate liability insurance on all private vehicles used for field trip transportation. Such specifications are available from classroom teachers or the school office. Parents who chaperone field trips may not bring younger siblings. The parent's role on the field trip is to assist students with their learning experience and supervise against potential safety concerns.

18. FUND RAISERS

All fundraising conducted through the school must have the approval of the pastor and the School Administrator. This fundraising shall be properly planned on the school calendar. All fundraising shall be conducted in a manner consistent with the academic goals of the school. Students should not solicit sales door-to-door. Fundraising may not require mandatory participation by students and will be strictly on a voluntary basis.

19. MEDICATION

St. Elizabeth Ann Seton School does not have a registered nurse to dispense medication. Nevertheless, in order to assist parents whose children require medication during the school day, the policy listed below will be followed. This policy is taken directly from Act 87 of the state legislature regarding the administration of medication in the schools.

- 1. No medication prescribed or over the counter shall be administered to any student by any school employee without an order from a Louisiana licensed physician or dentist and a letter of request and authorization from the student's parent or guardian.*
- 2. No medication shall be administered to any student unless it is provided to the school in a container that meets acceptable pharmacy standards.*
- 3. Both the letter from the parent or guardian and the medication itself shall contain clear instructions identifying the student's name, RX number, date, frequency, name of medication, dosage, route, and physician or dentist name.*
- 4. Any employee shall have the right to request that another school employee be present while he/she is administering the medication to a student to serve as a witness. After making such a request, the employee shall not be required to administer the medication without such a witness.*
- 5. To circumvent potential abuse, the medication will be kept in the school office under lock and key in a secure, central location. Teachers are not to keep student medicines in the classroom or dispense medicine at any time. Please do not ask him/her to do so. Parents must bring all medications to the school office. Medication must not be sent with students. Students with medication (prescription, over-the-counter, cough drops, etc.) in their possession will be subject to disciplinary action.*

Parents are strongly encouraged, whenever possible, to come to the school personally to administer medication to their children. The above policy shall be strictly adhered to.

20. PARENT INVOLVEMENT PROGRAM

The success of our school relies heavily on effective parent involvement. Through joint parent-teacher efforts, the needs of all of our students are met. Besides the financial needs of operating a school, we need your time, gifts, and talents. Our Home and School Association is a vital source of fun/fund raising. Our students have enjoyed seeing members of our Grandparents Club on campus. The Do-Dads have performed minor repairs for our teachers.

One daily need we have is for volunteer assistance in the lunchroom. Please consider offering one day/week to assist with distributing the food and cleanup between our four lunch servings. Each of the four lunch sections have teachers on duty, you would assist with food distribution and clean up. Please call the office if you can volunteer.

21. COMPUTER USE POLICY

Rules for using computers at SEAS in Computer Lab, in individual classrooms, and Laptop Lab:

Computers are to be used for academic and school activity purposes only. To be allowed to use the computers, all students must turn in the attached form signed by both the parents and student. The consequences for violating terms of the agreement are:

1. First violation – loss of privileges for 10 days and office referral.

2. Second violation – loss of privileges for 20 days and office referral.
3. Subsequent violations – loss of privileges for 30 days per event and office referral.

If the student is enrolled in a course in which computer use is essential to the required work, the student must arrange to accomplish the work outside of school. This agreement is intended to protect the rights of all the network users and maintain appropriate use of computers and computer areas.

Rules:

1. You may use the computers only with the permission of faculty or staff, and only if supervised.
2. Before using the computer, check the computer station. Notify the teacher if anything is wrong, damaged, or missing. The last person to use the computer before something is found wrong will be held responsible.
3. Use only the applications available through the school's computer network. Do not bring your own software or downloads for SEAS computers. Do not delete or change any software that has already been installed.
4. Do not download or stream music or videos.
5. Do not change the configuration of computer hardware, remove or replace cables of any kind, change monitor settings, or modify computer hardware in any way.
6. Log into the network using only your homeroom and name. Do not share your folder, ID or password with anyone else, or enter into anyone else's folder. Do not enter information and attribute this work to another person. Do not change, copy or delete another student's work. Do not reveal anyone's password, phone number or address to anyone else.
7. Do not bring electronic devices, such as Walkman into the Computer Lab. Also, do not place magnets near either the screen or computer.
8. Send documents to Laser printer only. Color printing can be done with teacher's permission only.
9. Do not cause any damage to any part of the hardware of your computer, or to any type of storage device, such as floppy disks or CDs.
10. Use the Internet for appropriate educational resources as directed by your teacher. Do not attempt to access any site that has inappropriate content or pictures.
11. Do not use language that is obscene, insulting, purposely inaccurate or offensive to others either in the classroom setting, in anything you type, any passwords you may have to create, or for any other purposes.
12. Do not access inappropriate materials or show others how to use them.
13. Do not transmit computer viruses or any other malicious programs.
14. Do not intentionally damage or unlawfully disrupt Internet or SEAS network services.
15. Immediately report any security problems or violations of any rules to the appropriate school staff.

Please sign the computer use policy; website policy and parent handbook policy forms found at the end of this handbook and return by October 1. If viewing on-line, please print all of these pages and return signed to the school office.

COMPUTER USE POLICY

(to be returned signed by October 1)

I have read the rules concerning usage of computers, laptops and Internet at SEAS and have discussed them with my parent/child. I understand that disregard for any of these rules will result in disciplinary action that can include loss of computer privileges. I understand that the student is financially responsible for any purposeful damage to the computer network or computing equipment. I agree to comply with the regulations listed in this handbook with regards to the use of computers and laptops at St. Elizabeth Ann Seton School.

Student's signature

Date

Student's name printed

Homeroom _____

Parent's signature

Date

Parent's name printed

WEBSITE POLICY
(to be returned signed by October 1)

I/We, _____ the parents of _____,
a student at St. Elizabeth Ann Seton School, hereby grant permission to St. Elizabeth Ann
Seton School/Parish and/or the Archdiocese of New Orleans to publish and/or print
my/our child's name and/or likeness on the St. Elizabeth Ann Seton School/Parish web
site on the Internet and/or world wide web and/or any printed material to be published in
newspapers and/pr brochures.

I/We hereby further release, indemnity and hold harmless St. Elizabeth Ann Seton
School/Parish, the Roman Catholic Church of the Archdiocese of New Orleans, their
directors, officers, agents, pastor(s), employees and insurers from any and all claims
and/or damages on behalf of myself/ourselves and/or our child arising from the
publication of my/our child's names, photograph, or likeness on videotape and/or film on
St. Elizabeth Ann Seton School/Parish web site on the internet or the world wide web.

This agreement shall remain in force and effect at all times during my/our child's
enrollment at St. Elizabeth Ann Seton School.

Father's signature

Date

Father's name printed

Mother's signature

Date

Mother's name printed

PARENT HANDBOOK POLICY

(Please sign and return to school by October 1)

As a member of the St. Elizabeth Ann Seton School community, I promise to observe all policies, rules, procedures, and activities with full support and school spirit. I have read the school handbook in hardcopy or from the web site on the Internet at: www.seasparish.com and I am aware that the rules and policies are formed in the best interest of the students and will be administered fairly.

Mother's signature and date

Mother's name printed

Father's signature and date

Father's name printed

Student's signature and printed

Homeroom

Student's signature and printed

Homeroom

Student's signature and printed

Homeroom

Student's signature and printed

Homeroom

Student's signature and printed

Homeroom

