



Parent/Student Handbook

2018-2019

St. Elizabeth Ann Seton Catholic School
925 S. Boulevard
P. O. Box 510
Edmond, OK 73034
(405) 348-5364 Fax: (405)340-9627
<http://www.stelizabethedmond.org>

Dear Parents and Students,

Welcome to St. Elizabeth Ann Seton Catholic School, the Parish school of St. John the Baptist Catholic Church, Edmond, Oklahoma.

This handbook has been prepared to serve as a guide and reference for information pertaining to student programs and activities. The handbook also serves as a contract between the school and the parents/students. **Please read this together with your child and refer to it as questions arise during the school year.** If you have any concerns or require clarification, you are encouraged to call the school office.

The principal is authorized to amend this handbook at any time, and parents are notified when changes are made. The school website is your resource for the most current handbook.

We are privileged to provide your child an environment to reach his/her full potential. May God bless our efforts.

Mrs. Laura Gallagher
Principal

Rev. Ray Ackerman
Pastor

IMPORTANT CONTACT INFORMATION

School Website..... www.stelizabethedmond.org
Principal Laura Gallagher..... lgallagher@stjohn-catholic.org

School Office	348-5364	Parish Office	340-0691
School FAX.	340-9627	School Counselor	348-5364

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The School and Administration

Mission Statement

Guided by our Catholic faith, St. Elizabeth Ann Seton Catholic School serves God and families by spiritually and academically preparing students for lives of holiness and service.

Vision Statement

St. Elizabeth Ann Seton Catholic School is dedicated to building the Kingdom through excellence in education of the whole person to a life of service, rooted in the values of love, respect, and justice for every individual and form of life existing in God's creation all of which have been elevated by the Incarnation of Jesus Christ.

Philosophy

St. Elizabeth Ann Seton Catholic School will serve the educational, cultural, social, spiritual, emotional and physical needs of the children enrolled in the school.

We will provide a loving and supportive environment that will allow the child to reach full potential as a child of God. We believe that with the "whole person" approach children will be taught and expected to practice for themselves values which flow from the teachings of Jesus Christ as taught by the Catholic Church. This also makes it possible for the child to achieve academic excellence.

We will prepare each student as an individual, graced by God, to live a faithful, creative, humane and compassionate life and to contribute to the human community.

Principal as Chief Administrator

The principal is the chief administrator of the school. When the principal is away from the building, the assistant principal and/or appointee assumes responsibility for the routine operations of the school.

Accreditation

St. Elizabeth Ann Seton is fully accredited with the State of Oklahoma and the Oklahoma Conference of Catholic School Accrediting Association.

History

St. Elizabeth Ann Seton Catholic School was established in 1990 serving students in kindergarten through 3rd grade. There were 85 students enrolled and the program included the basics in academics, religion and specials in music, art, Spanish and physical education. The following year prekindergarten, 4th and 5th grades were added with additional participation in extracurricular sports, and academic and fine arts competitions.

With each subsequent year additional classes were added, double tracking was begun, and renovations provided the needed classroom and activity space. The 1st graduating class completed their elementary education in 1994. In 1996, a new addition was constructed housing a Library and Computer Lab. That same year, the Annex was converted into the Middle School. Double tracking was completed in the fall of 1998. In 2008, a new wing was added that included a gymnasium and weight room, state of the art Science Laboratory, and classrooms for Music, Spanish and Band. In addition, a teacher workroom was added. Part of the 1st floor of the new wing is underground and serves as a safe room for our students in the event of a tornado or inclement weather.

Over the years, the Library has become fully automated. The Computer Lab is equipped with classroom set of desktop computers. Chromebook and iPad carts are available and utilized in different classes during the school day. All of the classrooms are equipped with interactive white boards, digital projectors, document cameras and portable voice amplifier systems.

Saint Elizabeth Ann Seton Catholic School joined the Catholic Grade School Athletic Association in 1990 and is an ongoing, active member. Students participate in volleyball, soccer, basketball, archery and spring track meets. School teams are coached by volunteer parents in grade school and when available non-parent coaches for middle school sports all under the guidance and policies established by the Athletic Commission founded in 1990.

A band was formed in 1993 with the addition of a jazz band in 2003. We offer Drama to students in grades 5th through 8th grades with evening performances twice a year. In 2004, we obtained our charter from the National Junior Honor Society for students in the middle school. Throughout the year students participate in numerous academic and athletic challenges and frequently make study trips to many points in the area and throughout Oklahoma. Every year we continue to add enrichment opportunities for our students. Full-day Prek4 was added in 2016 and a Prek3 program began in 2018. Cardinal University, our after school enrichment program, started in the fall of 2017.

There have been many changes since the school 1st opened its doors years ago. As the school has grown, its administration and staff have remained dedicated to serving our students and fulfilling the mission statement of the school, “Guided by our Catholic faith, St. Elizabeth Ann Seton Catholic School serves God and families by spiritually and academically preparing students for lives of holiness and service.” The school continues to maintain its philosophy to prepare each student as an individual, graced by God, to live a faithful, creative, humane and compassionate life and to contribute to the human community.

Admission Information

Admission Age

Prekindergarten 3 – three years of age on or before September 1, fully potty-trained and demonstration of readiness

Prekindergarten 4 - four years of age on or before September 1 and demonstration of readiness.

Kindergarten - five years of age on or before September 1 and demonstration of readiness.

1st grade - six years of age on or before September 1 (School Laws of OK, Section 14).

Admissions Priority

The priority of admissions is on a 1st come, 1st serve basis with special consideration to the children of **active* members** St. John the Baptist parishioner(s) with children enrolled in the school.

*All St John’s families who register for the Active Parishioner rate must participate in the Sacramental Life of the Church by attending weekend Mass, as well as use their contribution envelopes on a regular basis. Catholic families from other parishes must submit a Parish Verification Form to receive the Other Catholic tuition rate. All others will be billed at the Non-Catholic tuition rate.

Admission Requirements

For the admission of any student, we require:

1. The child's birth certificate or legal verification of the child's birth date.
2. An up-to-date immunization record: IMMUNIZATION--The state of Oklahoma requires evidence of adequate immunization records before any child may be enrolled in any school in Oklahoma. The only exemption acceptable is a medical exemption due to a life-threatening condition signed by an MD or DO licensed in Oklahoma

Immunizations required by state law are:

5 doses--DPT (Tdap booster for those entering 7-8)	K – 8 (4 doses DPT – Prek3)
4 doses--Oral Polio	K – 8 (3 doses Polio – Prek3)
2 MMR	K – 8 (1 dose MMR – Prek3)
3 doses-- hepatitis B	Prek3- 8
Hepatitis A	Prek3- 8

3. Sacramental records for Catholics only.
4. Report cards, standardized test results and record of IEP (if applicable).
These records are reviewed by school administration to determine whether the program at St. Elizabeth's will meet the educational needs of the student.
5. Satisfactory performance on a developmental and/or academic screening test.
6. Complete application and enrollment forms.
7. An interview with the principal will be required for all students entering the Middle School.
8. Prior school records, including results of previous educational testing, emergency cards and immunization records are required before a child can attend.
9. Students are admitted to St. Elizabeth's on probationary status for the 1st semester of enrollment.

*Failure to disclose all relevant information may result in a child not being accepted to or being dismissed from St. Elizabeth's.

St Elizabeth's reserves the right to contact previous school/s for recommendation.

Classroom Placement

The school does not accept requests for a specific teacher or placement with or without specific classmates. Students are placed into class groups and assigned to teachers using a thoughtful and diligent process by the school administration. For existing students, classroom teachers at all grade levels complete a profile on each student at the end of each year that provides information that speaks to the student's academic performance and test data, classroom behavior, peer relationships, personality, strengths/challenges and other relevant information. This profile is used, along with a few other resources, to strategically place each student in the class where our educational expertise tells us he/she would be the most successful. For new students, we use information obtained from previous schools and teachers, the Student History Survey and our admission screenings to place students in the appropriate classroom.

Nondiscriminatory Policy

St. Elizabeth Ann Seton Catholic School does not discriminate on the basis of race, color, sex, ethnicity, national origin, or disability in the administration of its educational policies, or athletic and other school-administered programs, including student admission. Since we are religiously oriented for the Catholic community, we give preference to members of the Roman Catholic Church, but welcome members of other denominations after our own community is served.

Registration & Fees

Enrollment is held in early spring for all Prek3-8th students. The registration fee is set annually by the School Advisory Council and is non-refundable. New students are subject to a testing fee upon application. All fees for school admission and testing are non-refundable.

Tuition

Tuition is paid according to the schedule set forth by the School Advisory Council. A scaled plan

is used to make adjustments for children attending less than full time. Tuition rates are figured on a monthly basis. Withdrawal during any portion of a month will not warrant a refund for that month. Tuition paid in advance for the months following the month of withdrawal will be refunded. Enrolling during the month will require full payment for that month and the remaining months of the school year.

Payment Options:

1. Payment in full during the month of July.
2. Enroll in FACTS Tuition Management and pay ten or twelve monthly payments through FACTS. These payments will be automatically deducted from a checking or savings account beginning in July or August depending payment plan chosen.

If tuition is not paid by the last day of the month, cafeteria and other school fees are not received by the end of the semester, or relief is not given because of extenuating circumstances, the student may not be allowed to continue at St. Elizabeth Ann Seton School.

If the family financial account is not current, access to academic records will be suspended, school records will not be forwarded to another school, diploma and/or report card will not be issued. Failure to pay all monies owed to the school one week prior to 8th grade graduation may limit the student's participation in graduation activities unless prior arrangements are made with the school.

Tuition Assistance

Tuition Assistance is available for those who are registered, active members of St. John's and/or who qualify through the Tuition Assistance Program criteria. An annual request for financial aid is required. Generally the request period is from February through April.

Financial Assistance Forms are available using our online enrollment program and on the school website. Parents/guardians are required to submit this form to FACTS. The recommendation received from this company is then used by the local tuition assistance committee in determining need and availability of funds. All matters are confidential.

Families that receive Tuition Assistance are encouraged to perform volunteer hours to the school and/or Parish.

Parents Role in Education

Custodial Responsibility

If parents are divorced or separated, the school presumes that both parents have access to the child and his/her educational records, unless one parent provides legal evidence that he or she has the sole right. Documentation from the Court must be presented to and held by the principal.

Parent Responsibilities

As partners in the educational process at St. Elizabeth Ann Seton Catholic School, we expect parents:

- To attend Mass and teach the Catholic faith by word and example;
- To facilitate regular and consistent school attendance;
- To see that students arrive at school on time and are picked up promptly; are dressed according to school Uniform Code; complete assignments on time; have funds for hot lunch or bring a nutritional sack lunch each day;
- To actively participate in school activities, including parent-teacher conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school when the student will be absent;
- To update the school of any changes to address and important phone numbers or emails;
- To complete and return to school any requested information promptly;
- To inform the school of any situation regarding the student's well-being, safety, and health;
- To read school notes, newsletters including all electronic correspondence, and respond when appropriate;
- To ensure that students attend our weekly school Masses;
- To support the religious and educational mission of the school;
- To support and cooperate with all discipline policies of the school;
- To treat teachers and administrators with respect and courtesy;
- To refrain from engaging in defamatory comments regarding the school, faculty, administration, other students, or our Catholic parishes, including, but not limited to, those made in online sites;
- To refrain from publishing/posting pictures that include any St. Elizabeth's student other than their own from a school-sponsored event to social media or online pages.
- To meet all financial obligations to the school.
- To read and follow the *Parent/Student Handbook and the Athletic Handbook*

Academic Information

After Hours/Evening Programs

Music/Drama/Band programs are often held in the evenings. Students involved are required to attend and may receive a grade for their participation.

Cheating and Plagiarism

Cheating and plagiarism of any type will not be tolerated. Any violation of academic integrity will be considered as a serious issue. Teachers will inform the administration and contact the parents. In addition, the following consequences will apply depending on the incident. They include but are not limited to: zero credit for the assignment, parent conference, probation or loss of membership in National Junior Honor Society, detention, suspension and/or expulsion or any appropriate combination of these.

Conferences - Parent/Teacher/Student

Parent-teacher conferences are held each year. The conferences provide the opportunity to discuss and explore various aspects of the student's growth and development. Because learning is ultimately the responsibility of the student, students at some grade levels are encouraged to attend the conferencing sessions. Parents requiring additional conferences during the school year may make arrangements with the teacher.

Curriculum

The traditions and teachings of the Catholic Church and the values of Christian living permeate the school day. This high priority is expressed through worship, prayer, Religion classes and the general climate of the school. The academic curriculum includes:

Theology	Language Arts	Social Studies
Science	Mathematics	Art
Computer Science	Music/Band	Library Science
Foreign Language	Physical Education	Cursive Writing
Electives of interest (grades 6-8)		

Educational Testing

When parents and/or teachers feel it is necessary to have their child/student tested for academic purposes or any other purposes, this testing may be done through the Edmond Public Schools or by our school psychometrist. If our school psychometrist administers the testing, there will be a nominal charge. Parents should 1st discuss the problem/situation with the classroom teacher, psychometrist and the principal. If testing is to be done by Edmond Public Schools, the parents make the initial contact. At this time, the teacher will complete several forms showing a plan of action that will be attempted or has been attempted in the classroom. Parents also complete a portion of this initial application.

Grading Scale

Prek3-Kindergarten
Skill-based grading

1st-8th Grade
A 93-100%
B 85-92%
C 75-84%
D 69-74%
F Below 69%

Homework

Homework/practice is an important aspect of the educational program. It is assigned to reinforce material taught and to foster habits of independent study. It is the student's responsibility to see that any homework is completed on time and returned to school by the due date.

Parents are asked to take an interest and to encourage their children to fulfill assigned homework

and classroom assignments. As a general rule, students are not permitted to print assignments at school. The exception would be printing in the library before and/or after school.

When a student is absent, a parent should call the school office before **9:00am** to arrange for homework assignments. This allows teachers sufficient time to gather the assignments. Homework assignments may be picked up at the school office between 3:15-3:45pm. Students have one school day for every **full** day of absence to make up work.

As a general rule, teachers do not provide work or administer tests ahead of time for planned absences. It is the student's responsibility upon return to contact his/her teacher(s) regarding completion of make-up work.

Honor Roll/Academic Recognition

Students in 3rd-8th grades are eligible to be recognized for their semester grades.

In grades 3-5 students earning a grade of "A" in every class will be named to the Academic Excellence list, and students earning a grade of "A" or "B" in every class will be named to the Academic Achievement list.

The Pastor's Honor Roll is the highest honor and is attained by earning all A's and B's with no more than 2 B's. The Principal's Honor Roll honors students with all A's and B's and no more than 4 B's. The elective classes are averaged as one class grade for the semester.

National Junior Honor Society

Middle school students are eligible for National Junior Honor Society (NJHS) after completing the fall semester of the school year. The Faculty Council of the chapter selects students who demonstrate outstanding performance in all five criteria of scholarship, leadership, service, citizenship and character. To be eligible, students must have attended St. Elizabeth's for one complete semester during the fall of the school year and be enrolled for the upcoming semester. After the fall semester is completed, middle school students with a 3.7 GPA or better will be identified. Upon review of a completed application package and essay those who are accepted will be notified and an induction ceremony is held annually in the spring. Terms of probation and release from the chapter are identified in the Chapter bylaws provided to members upon joining and available to view in the school office. An annual fee is charged to all members.

Parent/Guardian Involvement in Sacramental Preparation

Parent/guardian involvement in Catechetical programs is essential, especially in programs of Sacramental preparation. Particularly in 2nd grade, all children wishing to experience the Sacraments of Reconciliation and Eucharist must participate in the Parish program that is integrated with the Religious Education Program.

Personal Guidance of Students

The school employs the services of a part-time guidance counselor. The counselor is available to children and families and may be reached by calling the school office.

Catholic Charities also offers a program called St. Joseph's Children & Family Counseling. Various agencies in Edmond and Oklahoma City are also available.

Primary Place of the Religion Program

The school provides a set religion curriculum with established goals and objectives in accordance with Archdiocesan curriculum. The amount of time spent teaching religious education influences the students' perception of its importance, and therefore, daily instruction is included in the regular curriculum program.

Catechesis for justice, mercy and peace are also an integral part of the curriculum and environment of our school because of our Christian philosophy and our need to live this in our daily lives.

Progress/Evaluation

Report cards are available for online viewing quarterly for students Prek3 through 8th grades. Report cards provide pertinent factual information about the individual student's performance.

Promotion Policy and Retention Policy

The principal, with the recommendation from the school psychometrist and classroom teacher, decides all promotions. Such decisions are based on an evaluation of a student's growth in all areas of development. At the middle school level, students will be retained if they fail 2 or more core subjects. Each case will be handled individually. Any 8th grader who fails 2 or more core subjects will not participate in graduation exercises.

If, by early spring, a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher will discuss alternatives with the principal. As soon as possible, the teacher and/or principal will conference with the parents/guardians and often with the student. Although the principal will always act in consultation with the student's teachers and parents/guardians, the final responsibility for a student's promotion or retention rests with the principal.

Parents who disagree with retention may voice their disagreement in a signed letter, which will be placed in the student's file. All retention decisions will be made during consultation with the parents/guardians. St. Elizabeth Ann Seton Catholic School reserves the right to not serve families who do not agree with the educational plan for their child/children.

Ren Web

The school utilizes the information management program Ren Web for student and family data, recordkeeping, academic grades, **school communication** and family financial accounts. This program is tied to the tuition management program, FACTS, and is accessed through a single sign-on. Parents will be provided login instructions at enrollment.

Reports -Interim

At each mid-term (approximately 4 ½ weeks into each quarter) each student in grades 3-8 will have a midterm report grade available for viewing on Ren Web. If a conference is necessary, the parent or teacher will initiate a meeting at this time.

Safe Environment Curriculum

The Archdiocese has mandated that the Safe Environment Curriculum, “Circle of Grace” be taught at each grade level (Prek3-8) during the 1st semester. Materials are available for review on the Archdiocesan website.

Semester Exams – Middle School

In grades seven and eight, students participate in cumulative semester exams. Study guides and/or reviews are provided in advance. No early semester exams are administered.

Standardized Testing

A standardized test is administered to students at 3rd grade, 5th grade and 7th grade in the fall of every school year. All 8th grade students are required to take the placement test administered by the Archdiocesan Catholic high schools. The standardized tests are given in the fall help teachers to tailor their curriculum to better meet the needs of the students in their classes.

Student Records

Student records are maintained in accordance with the Family Educational Rights and Privacy Act. The child’s records and cumulative files are available for inspection by parents/guardians. St. Elizabeth Ann Seton School abides by the Buckley Amendment. If parents wish for their child’s academic progress to be shared with other professionals (tutors, etc.) or alternate family members (stepparents, grandparents, etc.), a signed release form must be on file in the school office.

Study Trips

Study trips are scheduled during the school year to enhance the curriculum and to expose our students to cultural opportunities, community service and the resources of the community. These trips are re-evaluated each year to determine the compatibility with curricular goals. The children will be transported according to all federal, state, city and Archdiocesan safety regulations and laws regarding the transportation of children.

Study trips are privileges and may be limited to those students with satisfactory academic performance and self-discipline. The teacher may refuse to allow any student to participate or may request that a student’s parent accompany their child on the study trip to insure everyone’s safety. Parents may be required to pick up a student from a study trip destination if the student engages in any behavior that endangers the student(s) or jeopardizes the reputation of our school. Use of seatbelts is required for all passengers. Unscheduled stops and viewing of any videos while in transit are prohibited.

An official school permission form signed by the parent or legal guardian is required for every study trip in which a student participates. Verbal permission, a phone call, fax or handwritten note to go on a trip is not acceptable. A blank copy of the Study Trip form is available at the end of this handbook. The official form must be signed and returned to school by the date identified on the form. Unless otherwise specified, students will wear their dress uniforms on all study trips.

An adequate number of responsible adults will accompany the students in accordance with the Safe Environment guidelines established by the Archdiocese. Parents volunteering to chaperone and drive students are approved by the Archdiocese for completing the Safe Environment process and have no siblings in attendance. Drivers must be 25 years of age, sign a Study Trip Driver Agreement form (at the end of handbook), supply a copy of their driver's license and current vehicle insurance. The driver must be named on the insurance verification. Parents volunteering to drive must have all paperwork in to the office no later than return date for the permission slip. A trip may be cancelled if there are not enough validated drivers. All money collected for field trips is non-refundable. Cell phones are not permitted for students during study trips unless otherwise directed by the teacher or administration.

Beginning November 1, 2015, any student four years of age or younger may only be transported on a school study trip in a properly installed car seat with a harness provided by the student's family. Any student under the age of 8 years may only be transported on a school study trip with a booster seat provided by the student's family on the day of the off-campus trip. The school cannot transport any student without the proper child restraint.

Health Services

Accidents and Serious Illness at School

At enrollment, parents complete a medical authorization form giving permission to proceed with emergency medical care for their children if necessary. **In addition, parents are provided information about concussion awareness and sudden cardiac arrest.**

When a student becomes ill or meets with a serious accident, the principal, assistant principal, or delegate will contact the parent or guardian immediately and make arrangements for medical care. If the parent or guardian cannot be reached, and/or if the child's condition demands immediate attention, administrative personnel will call for emergency medical help (911) and will direct standard 1st aid procedures by a qualified person if these are essential to the student's well being. The date, time, circumstances, witnesses and action taken will be documented.

In the event of accidents or illness involving a student in any grade requiring emergency care, a staff person from the school will accompany the student to the hospital where parents will be met.

In case of an accident at school, emergency 1st aid will be administered and parents/guardians will be notified. If the school is unable to reach a parent, emergency phone numbers will be used.

Law enforcement will be notified if deemed appropriate.

Child Abuse and Neglect

St. Elizabeth's abides by the Child Abuse laws of the State of Oklahoma. This law mandates all cases of suspected abuse and/or neglect will be reported **immediately** to the Oklahoma Department of Human Services. Anyone within the school community is required by law to report suspected cases of child abuse to the Child Abuse Hotline.

Food Allergies

The school recognizes that life-threatening food allergies are an important condition affecting many school children and positively welcomes all students with food allergies. The school does all it can to ensure the school environment is favorable to students with allergies. In order to minimize the incidence of a life-threatening allergic reaction, the school will coordinate with families to develop procedures and emergency plans for those students. **Parents notify the school of any present allergies during enrollment.** This information will be shared with all school personnel who have contact with the student.

HIV/AIDS

The school follows Archdiocesan policy regarding HIV/AIDS. Copies of the policy are available by request through the school office.

Illness / Health Issues / Contagious Diseases

Any student who is liable to transmit a contagious disease through day-to-day contact (such as measles, chickenpox, tuberculosis, strep throat, pink eye, flu or bronchitis) shall not be permitted at school or school sponsored activities as long as the possibility of contagion exists. Parents are to notify the school as soon as possible after the diagnosis. **Any student sent home from school due to vomiting, diarrhea or a fever may not attend school the following day.**

Child must be free of vomiting, diarrhea and fever for one full day without fever reducer before returning to school. Child needs to be on an antibiotic for a full 24 hours before returning to school from a contagious disease. In some instances, a doctor's release may be requested. Any child afflicted with head lice may be prohibited from attending school until such time as he/she is free from head lice or nits.

Returning to school after an illness should be considered only when the student is able to fully participate in all activities during the school day, including recess and physical education.

When a child is identified as having a temperature or shows obvious signs of illness or unrest, a parent will be notified. Parents are expected to come for the child as early as possible for their own care and the care of other students. Parents are encouraged to provide the necessary professional medical care for their children. **Parents are expected to notify the school at enrollment of any specific allergies and/or medical conditions.**

Immunization Requirements

All students will be appropriately immunized or in the process of being immunized. In accordance with Archdiocesan policy, St. Elizabeth Ann Seton Catholic School will not admit any new families without all state-required immunizations or a medical exemption due to a life-threatening condition as verified by an MD or DO licensed to practice in the state of Oklahoma. No personal or religious exemptions are accepted. A current record will be kept for every student. (See Admissions)

Students will not be allowed to enter school on the 1st day unless they are in compliance with the immunization requirements or qualify for a medical exemption and all medical forms required for enrollment are complete. The complete version of the Archdiocesan Health Policy can be found in the Appendix.

Medicine--Administration

Over-the-counter drugs will be administered by school personnel without written permission from a treating physician. Parents may bring and give non-prescription drugs to their child as needed.

If your child requires daily medication at designated times, please establish a reminder to foster individual responsibility. Neither teachers nor school personnel are responsible for reminding students to take medication.

If a child needs medication during school hours, any medicine or supplements must be dispensed from the school office, with the exception of inhalers, insulin and epinephrine. These time-sensitive medications may be kept with each student to be used as needed. All other medication must be sent to the school in the container from the pharmacy and must include the child's name, doctor's name, frequency, dose, and date. This includes minor medications such as over the counter medications (Tylenol, Benadryl, cough medications such as over the counter medications, etc.)

The appropriate forms must be completed and on file in the school office prior to medication being dispensed from the school office. The following procedures must be observed:

- The doctor's order must be on file in the school office. Doctor's orders expire at the end of each school year.
- The school must be given written authorization from the parent/guardian to dispense the medication to the student (upon written authorization by a physician).
- The parent/guardian may come to the office to administer the medication until such time as the written order is received from the doctor.
- The student must come to the school office to take the medication.

Parents of students requiring inhalers, insulin and epinephrine must complete a Parental Request for Administration of Medication form and return it to the school office. This information will be shared with the child's teachers(s).

Meningococcal Meningitis

In accordance with Oklahoma Senate Bill 1467, the Oklahoma Department of Health distributes information to all parents of students in Grade 6-8 each year. The information includes causes and symptoms of Meningococcal Meningitis and the availability, effectiveness and risks of vaccination. This information can be found at the back of this handbook.

Special Health Classes

Special classes may be held regarding such health issues as AIDS, prevention of illnesses, eating disorders, personal and dental hygiene at designated grade levels.

Student Health Screenings

Students will occasionally be screened for visual and hearing acuity and generally observed for signs of deviation from normal health and behavior patterns.

Supplies for External Care

Basic medical supplies for emergency 1st aid and for minor accidents are available at all times.

Tobacco-Free Policy

In accordance with Oklahoma state law, our parish and school campus is a 24/7 tobacco-free campus. Tobacco use, including electronic cigarettes and vapor products, is prohibited by law anywhere on the school campus, at school events (including sporting events and evening events), in school vehicles and at all school-sponsored activities, held on or off campus.

Uniform

The school uniform helps to identify the student as a member of the St. Elizabeth Ann Seton community; a student who is contributing to the sense of cooperation and community, which is important to a Catholic parish school. The school uniform code is designed to ensure that neatness and the St. Elizabeth's identity are evident at all times. For this to create the desired results, the code must be specific. Within this specificity there is some diversity, but the limits of that diversity are clearly defined. These standards are based on **neatness, cleanliness and modesty**. The intent of the dress code is to keep the students' appearance simple, modest, and free from distraction and competitiveness.

Uniform Attire

Uniforms are purchased online from **Dennis Uniform**. A uniform is required for boys and girls throughout the school year except for special days designated by the principal. All plaid items, dress uniform shirts and MS boys' and girls' ties must be purchased from Dennis Uniform. **Navy and khaki items as well as polo shirts, shoes, socks, belts and cardigans may be purchased elsewhere, but must be identical to Dennis products in style, fabric and color. Navy attire that has faded is not permitted. All khaki items must be dark khaki as is sold**

through Dennis. Scout uniforms may not be worn to school. Students are allowed to bring necessary Scout uniforms or other clothing for after-school activities and change after dismissal.

BOYS REQUIRED DRESS UNIFORM (PREK to 5th grade)

Slacks (no shorts): Navy Twill (trouser style – no golf style, cargo pants or skinny pants)
Shirt: White oxford (Short or long sleeve)
Tie: Plaid, Pre-tied (Dennis Only)

GIRLS REQUIRED DRESS UNIFORM (PREK to 5th grade)

Jumper: Plaid (Dennis Only)
Blouse: White (Short or long sleeve)

BOYS / GIRLS OPTIONAL UNIFORM (PREK to 5th grade)

Slacks/Shorts: Navy Twill (trouser style – no golf style, cargo pants or skinny pants)
Skorts (girls): Plaid skort or navy skort (Dennis Only)
Jersey/Pique Polo: Red or White (Short or long sleeve)
Shirt: White long sleeve turtleneck (under polo shirt only)

Navy gingham check-short or long sleeve (Dennis Only) -3rd-5th
Dress (girls): Jersey polo dress in navy or red (Dennis Only) - PreK-2nd

Navy blue cardigan or navy blue v-neck sweaters may be worn. These do not have to be purchased from Dennis. (PreK – 5th Grade).

BOYS REQUIRED DRESS UNIFORM (6th-8th grade)

Slacks (no shorts): Dark Khaki Twill (trouser style – no golf style, cargo pants or skinny pants)
Shirt: Navy/White striped oxford (Short or long sleeve) (Dennis Only)
Tie: Solid, navy (Dennis Only)

GIRLS REQUIRED DRESS UNIFORM (6th-8th grade)

Skirt: Plaid pleated skirt (Dennis Only)
Blouse: White oxford (Short or long sleeve)
Tie: Navy pearl snap crossover tie (Dennis Only)

BOYS / GIRLS OPTIONAL UNIFORM (6th-8th grade)

Slacks/Shorts: Dark Khaki (trouser style – no golf style, cargo pants or skinny pants)
Skirts/Skorts: Khaki pleated skirt (Dennis Only)
Khaki pleated skort (Dennis Only)
Jersey/Pique Polo: Navy or White (Short or long sleeve – not both)
Shirt: White long sleeve turtleneck (Under polo shirt only)
Navy gingham check-short or long sleeve (Dennis Only) - 6th-8th
Girls' sweater: *Navy* cardigan or v-neck

Proper skirt/short/skort length can be determined by kneeling on a flat floor. The hemline should be no more than the width of a credit card above the floor. Longer is always permissible. Skirts should never be rolled at the waist.

Girls and boys will wear belts at all times in shorts or trousers with belt loops. Belts are to be undecorated solid color black, brown or navy with a traditional buckle in the front. Belts are not required for Prek3 or Prek4 students. Boys' pants and shorts should not hang off their hips. All students' shirts will be tucked in when they are in the school building, church or church facilities.

Mass Day Uniform Requirements

All students must be in full dress uniform at the Thursday or Holy Day Masses. **No shorts are permitted on Mass days.**

Socks/Shoes/Outerwear

Socks for all students Prek3 thru 5th Grade must be solid colored white. Socks for the middle school students' grades 6th – 8th are solid colored white or black. The only logo permitted is the school logo. Solid colored navy or white tights may be worn. Leggings are not permitted. Socks will be worn with all types of shoes, must be visible and need to cover the entire foot-toe to heel.

All shoes should be clean, in good repair, and fit properly. Brown, black or navy loafers, mary janes or flats are permitted as well as low top athletic shoes. Any shoe with lace holes must have laces and be securely tied at all times. No boots or sandals of any kind are permitted. On days when students have Physical Education class they must wear athletic shoes for class.

A solid white short-sleeved t-shirt may be worn under the regular uniform clothes for warmth. If printing on the t-shirt is visible through the uniform shirt or if sleeves hang below the over shirt, students will be asked to remove the t-shirt.

St. Elizabeth Ann Seton Sweatshirts with "SETON" on the front (Navy Blue or Gray grades K-5, Navy Blue only for grades 6-8) may be worn as part of the non-dress school uniform. The navy or red quarter-zip pullover with the school crest may also be worn as part of the non-dress uniform. School sweatshirts and pullovers are to be unaltered and in good condition not faded, ripped or ragged. The navy jacket with the school crest is considered outerwear and is not permitted to be worn in the classroom. Outerwear (coat, jacket, Seton sweatshirts and quarter-zip pullovers) is to be removed during Mass. Girls must wear modesty shorts under skirts and jumpers.

Study Trips

Students will wear dress uniform for study trips unless otherwise designated by the principal.

Physical Education Uniform

In order to participate students (Prek3-8) must wear gym shoes to P.E. class. Children in Grades

6-8 are required to dress for physical education classes. The uniform for this class is the school t-shirt and solid red knit shorts. A student's grade may be affected for lack of uniform or unapproved pieces. All shorts are to fit properly and be long enough to reach the tips of fingers when arm and hand are fully extended along the side of the student. T-shirts are to be unaltered and in good condition. Students forgetting their PE clothes may be asked to sit out, or the office may outfit them in clothing from our athletic attire.

Spirit Days

Spirit Days occur every Friday during the year. On Fridays, students are permitted to wear a St. Elizabeth's spirit shirt or St. Elizabeth's sweatshirt from the current year or previous years with their regular uniform bottoms. An exception may occur if a holy day or special event falls on a Friday. **School t-shirts and sweatshirts cannot be altered in any way.** As on every other day, belts must be worn with pants and shorts having belt loops and all spirit shirts must be tucked in for all students. Socks, shoes and grooming regulations apply as on regular uniform days. Students having a uniform infraction during the week may lose the Spirit Day privilege for that week.

Jeans Days/Special Dress Days

Throughout the year special days may be designated as Jeans Days. Dressing appropriately is ALWAYS expected. Shirts with inappropriate advertising, short skirts, thin straps on tops, low-cut necklines and bare midriffs are not permitted. Jeans must be free of holes, frays or rough edges and ONLY denim blue in color. Denim skirts or shorts that meet uniform length requirements are also permitted. Shoes and socks are the same as uniform days. On Jeans Days, students may wear a regular uniform shirt or a school spirit shirt. Any day designated as a special dress day (i.e. free dress, hat day, etc.) requires school-appropriate clothing. Skirts and shorts must meet length requirements. Exercise leggings may only be worn with shorts over them. If inappropriate clothing is worn, children will call their parents to bring a regular or dress uniform. The teacher is the primary enforcer of the uniform policy. Should clarification be needed the administration will make the final decision as to what is appropriate. Students are always given the option of wearing the regular uniform if they choose not to wear the designated clothes.

Grooming

Good grooming is encouraged such as cleanliness of body, care of teeth, skin, hair and nails. **Grooming policies apply to all uniform, spirit days, jeans days and special dress days.** The intent of the grooming policy is to keep the students' appearance simple, modest, and free from distraction and competitiveness. **All students – hair should be combed and neat with bangs above the eyebrows, no extreme hairstyles.** Boys' hair should be above and not touch the shirt collar and trimmed around the ears. Natural hair color with no attached accessories is required. Girls may wear a simple solid color headband or simple solid color bow in brown or black or the same colors and shade as the uniform. No large headbands or headwraps permitted. Girls at the middle school level may wear only a slight amount of mascara, eye shadow, or blush. No eyeliner or dark make-up is permitted. No make-up is to be brought to school. Tattoos, body painting or writing on the skin is not permitted. No colored nail polish, French manicures or

fake nails may be worn at school. Only single, traditional ear piercing is permitted with stud earrings, no hoops or post earrings with anything dangling. No other piercings are permitted. Boys are not permitted to wear an earring to school. Boys' and girls' necklaces can be a simple chain with a small pendant. Multiple chains (more than one), or necklaces with a chain wider than 1/8" are not allowed. No more than one small ring may be worn. Watches are the only acceptable wrist jewelry and should be without alarms. Apple watches, FitBits and/or any other activity tracking items are not permitted. Hologram contact lenses are not allowed. Hair sprays or any aerosol sprays of any kind are not allowed at school.

Enforcement and Infractions

The teacher is the primary enforcer of the uniform policy. Should clarification be needed, the administration will make the final decision as to what is appropriate. Parents may be called immediately after morning uniform check if students are out of uniform. If extra uniform items are available, the student may be fitted in the proper uniform by the office. In addition, for middle school students there is a consequence for uniform violations. When called, parents will be expected to bring the appropriate uniform and the student will remain in the office area until the correct uniform is brought. This includes spirit days, jeans days and special dress days.

General Information

Absences and Tardies

An absence of two hours or more anytime during the day equals a half-day absence. Unexcused half day absences will be counted as a tardy for fee purposes. In case of a child's absence, a parent/guardian is to notify the school office before 9:00 a.m. The school will attempt to contact the parent/guardian if the absence has not been reported by 9:00 am. For homework during an absence, see Homework Policy in this handbook. As a general rule, students who are absent the day of a scheduled test will be required to stay after school the day they return to makeup the missed test. Students have one day for every day of absence to makeup work.

An excused absence is considered when a student is home sick and the school is notified, in situations with a doctor's note and in cases of bereavement. An absence of 3 consecutive days due to illness requires a doctor's note to be excused. All other absences are considered unexcused.

Oklahoma school law defines a truant as any student who is absent for more than three days without a valid excuse. For safety considerations, the office will attempt to call parents, and then notify the proper authorities when a student is truant.

A medical excuse is necessary for absences greater than 10 days in a semester and must include an outline of activities allowed. This may or may not allow for the student to proceed to the next grade level as make-up work alone cannot replace presence in the classroom. Excessive unexcused absences or repeated absences from a given class period and/or excessive tardies, as determined by the school administration, may be cause for a student to be retained in the current grade for another year or dismissed from the school.

Punctuality is an essential habit for developing responsibility. It is an important “life skill.” Students arriving late are disruptive not only to good order, but also to the learning process as well. Students must receive tardy slips from school personnel located at either entrance door, or from the school office if they are not in the building by 8:00am when the tone sounds. Students should be in the classroom, seated and ready to begin the day at 8:00am.

After five accumulated tardies per semester without a doctor or dentist note, the family will be charged \$5.00 per additional tardy. Late arrival in any class period, early checkout and extended lunch checkout will be treated the same as a tardy. As mentioned above, unexcused half day absences will be counted as a tardy for fee purposes. Unpaid fines will be sufficient reason to suspend access to academic progress, withhold report cards and school records and will prohibit re-enrollment.

Leaving early for appointments and returning late from lunch will be recorded in the same manner as an early morning or afternoon tardy. On days of inclement weather, it is possible tardies will be reconsidered. Only tardies with a doctor/dentist slip turned into the office are considered excused. Since the school building is locked during school Mass, students arriving late on a Mass day should be brought to the upper level of the church and checked in the office staff members seated in that area. Students should not enter the main sanctuary when tardy so as not to disrupt Mass.

Altar Servers

Boys and girls in 5th – 8th grades have the opportunity to become altar servers. Training is provided by the parish.

Arrival and Dismissal Plan

All students in Prekindergarten3 - 2nd grades and their carpools dismiss from east side of building (Boulevard). Please stay to the left of painted line on the driveway.

All students in 3rd – 8th grades dismiss from the west side of the building (Littler).

Entrance is gained via the buzzer/intercom during school hours. All other doors are locked during school hours. Arrivals after 8:00am should use north door.

Arrival and Dismissal Procedures

For arrival in the mornings, the only entrances used are the east door facing Boulevard where a teacher is stationed and the west doors facing Littler Ave. Cars are to pull up as far as possible in the Littler lane or along the east side of the building a car’s width from the curb in order to let children out of the car. The north doors of the school will remain locked until the bell rings at 8am.

Two doors are used during dismissal, one on the east side of the main building (Boulevard) and one on the west side (Littler). Prekindergarten3 – 2nd grade students and their carpools will pick up on the east side, and 3rd-8th grade students and their carpools with pickup on the west side.

If parents choose to come from anywhere else, they must park, wait for their child's class to reach the assigned spot and come to their children and escort them to the car. Those parking in the east lot should only cross at monitored crosswalk with child. Parking is prohibited at all times in the carpool areas. Parental permission is required if someone else is to pick up your child. **During times of inclement conditions (freezing temps or wind chill, rain, snow, lightning, etc.), all parents in both carpools should stay in their cars and pick up in the car line only.**

Students who have not been picked up by 3:30 will be escorted to the after school program **and the drop in rate will be assessed through FACTS.**

Asbestos

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), St. Elizabeth Ann Seton Catholic School has been inspected and subsequently re-inspected for the presence of asbestos as required by law. A management plan has been developed for the proper management and maintenance of all hazardous materials. The Parish employs individuals who have had training in the implementation of the Asbestos Management Plan. The management plan and re-inspection reports are on file in the school office.

Athletic Commission

The Athletic Commission is to function as part of St. Elizabeth Ann Seton Catholic School and is overseen by the principal. It consists of the assistant principal and physical education instructor of St. Elizabeth Ann Seton Catholic School and other appointed school parents and/or parishioners.

The function of the Athletic Commission shall be to advise and coordinate the athletic teams of St. Elizabeth's as they participate in the Catholic Grade School Athletic Association.

In the event that there are grievances by parents of students participating in athletics, a formal complaint should be submitted in writing to the school.

Attendance Law

All Catholic Schools in the Archdiocese of Oklahoma City are required to comply with the current compulsory attendance regulations set by the state of Oklahoma. This includes kindergarten students. In accordance with Oklahoma School Code, a student may not have more than ten (10) unexcused absences from school or a given class period during a semester. A medical excuse is necessary for absences greater than 10 days in a semester and must include an outline of activities allowed. This may or may not allow for the student to proceed to the next grade level as make-up work alone cannot replace presence in the classroom. Excessive unexcused absences may also result in the student repeating the grade.

Birthday Celebrations

In an effort to protect instructional time and ensure the safety of our students with food allergies, no outside food or other items may be brought in for birthdays. St. Elizabeth's recognizes that birthdays are a special day, and we celebrate students with a special school-wide announcement

and other recognitions as a birthday crown, singing happy birthday, prayer, or in another manner appropriate for their age and grade. These birthday celebration guidelines apply to teacher and staff birthdays as well. Thank you for supporting us in maintaining a healthy learning environment for our students. No birthday invitations or invitations to any other private parties or social gatherings may be distributed at school.

Bullying Hotline

Bullying can be reported at **348-0480 x3492**. Messages are listened to and handled by the principal. **Any matter requiring immediate attention should be reported directly to the principal via school office phone or email.**

Cell Phones

Students are not permitted to have cell phones or other internet-access devices at school unless instructed by the teacher. If needed off school property before or after school by students these devices can be brought to school, but need to remain turned off and **MUST BE CHECKED IN TO THE DESIGNATED LOCATION UPON ARRIVAL AND PICKED UP AFTER DISMISSAL. If not checked in, visible before check-in or after check-out and/or in use these items will be confiscated and will only be returned to the parent upon payment of a \$10 fine. Repeated violation of this policy may result in suspension.**

Change of Information

Please update our online system immediately of change of address, phone number, email address, place of employment, custodial agreement change or special health condition.

Christian Due Process

At St. Elizabeth's, everyone is entitled to Christian Due Process consisting of three steps. A child(ren) who has been offended or hurt in a matter, which deems being reported to a teacher or the administration, will be treated in the following manner:

- 1) Child(ren) reports to the administration what he/she/they feels has happened to them.
- 2) Child(ren) offending him/her/them reports what was done to offended person(s) in the presence of the offended and the administration.
- 3) The administration, whose decision is final, acts as impartial tribunal and decides how the situation will be handled.

Christian Self-Discipline

St. Elizabeth's strives for students to have opportunities to grow in Christian self-discipline and behavior. Students are expected to strive for Christian ideals of behavior - within and beyond the school day. The school's concern for children requires that extreme caution and concern be exercised in disciplining students. Disciplinary actions are designed to help the students grow in an understanding of themselves and of their Christian responsibilities to others. When possible, the teachers and principal will try to discover the cause of any recurrent problem, communicating personally with students and others involved. Students are expected to conduct themselves in a manner that does not interfere with the rights, privileges, and safety of others at school and

school-sponsored activities.

Students are encouraged to develop good habits such as courtesy, respect, integrity, kindness, helpfulness, cooperation, responsibility, as well as good study habits. Students are expected to respect themselves, others and things, contribute to the learning environment and follow school and classroom procedures.

Students need to be aware of the rules and regulations that the school expects to be followed. By accepting their responsibilities as contributing members of the school and community, students also will enjoy the rights and privileges provided for them by the school.

Registration for the following school year may be denied to a student who has demonstrated extreme or repeated disciplinary problems that are detrimental to the school and its members, and who will not support or comply with the goals of St. Elizabeth's. A student may be registered under a probationary condition, the terms of which will be specified by the administration.

St. Elizabeth Ann Seton Catholic School students:

- 1) witness Christ to others.
- 2) are respectful of persons in authority and respectful of the rights of others.
- 3) behave courteously at all times in manner and speech, including social media.
- 4) do not inflict harm on self or others.
- 5) are obedient to the rules of the school.
- 6) follow the dress code.
- 7) respect property of the school and personal property.
- 8) exercise proper care in the use of materials and equipment.

Chum Program

Beginning in Prekindergarten³ and continuing through 8th grade students are paired with students in other grades as part of our chum program. Generally, students sit with their chums at Mass and meet occasionally throughout the school year for activities organized by the classroom teachers. Students are permitted to make their chum a card for holidays, however, there are no gift exchanges between chums.

Conduct

In keeping with the Christian nature of the school, the very highest standards of conduct and courtesy are expected of both students and their parents at all times, **this includes athletic events**. Any student **or parent** who does not abide by the school rules and regulations, or whose conduct is such that the learning process or behavior of the other students is adversely affected, may be suspended, expelled or asked to withdraw from the school. These same standards apply to parents as well.

One goal of Christian education is to provide a loving and supportive environment responsive to

the needs of the individual student. The school tries to provide the incentive for students to develop strength of character and self-discipline as well as academic success in their education. St. Elizabeth's students are expected to be responsible for their own behavior and to act in an appropriate manner which will reflect favorably upon themselves, their parents and the community.

Controlled Substances

The school will help to educate students through various programs on drug and alcohol abuse that are current and appropriate for the age and maturity level of the students.

The possession, use, or distribution of any stimulant, controlled substance, drug, or alcoholic beverage is not permitted in the school, on the school grounds, or at any student school function. This policy is reflective of the serious misuse and abuse of these substances in our society and our obligation in Catholic schools to help the student, as well as to maintain the integrity of the school and the protection of the learning atmosphere within the school.

Crisis Plan

mented a "crisis plan" in case of an emergency. All teachers and staff are aware of the procedures to follow to keep students safe. In the event of an emergency, circumstances permitting, the building may be evacuated and/or locked down and students may be moved to a secure, approved location off campus.

Detention

An after-school detention is a possible consequence served by students in 6th – 8th grades.

Discipline

Discipline will be handled by the classroom or special area teachers or by referral to the school administration and/or school counselor. Discipline may include loss of privileges, detention, suspension or expulsion. In the event of in-school suspension, parents may be required to pay the supervising substitute teacher. Students may also be remanded to the custody of his/her parent during the school day if the school administration deems appropriate.

Early Dismissal

Students needing to leave for any portion of the school day must be checked out by their parent or guardian or other authorized person in the school office and checked back in upon return. Any early dismissal that does not meet the requirement for a half-day absence is considered a tardy for attendance records.

Eligibility for Sports

In order to be eligible to participate in school-sponsored activities including athletics, students must maintain satisfactory academic standing as well as a satisfactory behavioral norm. This is a parent/student responsibility. They must be in attendance in school on any day they wish to participate in any extra-curricular activity on that same day. The student must meet all eligibility criteria for the specific sport as outlined in the school Athletic Handbook and CGSAA rules. If

the activity is during school hours, participation is subject to teacher approval and all work must be completed and turned in.

Expulsion

A student may be expelled from school for misconduct of a very serious nature or repeated behavioral offenses calling for immediate dismissal. This permanent termination of a student's enrollment will be invoked rarely, as a last resort for clear and serious cause. The principal and the Pastor will make the final decision as to the imposition of expulsion or other forms of discipline and will immediately notify the parent or guardian of the affected student.

Family Requests for Absence

Extended absences during the school year are strongly discouraged. Parents are asked to arrange vacations for times when school is not in session to avoid adding days to designated holidays. Parents needing to take their children out of school for an extended time due to a serious family matter should notify the classroom teachers and the office. Missed work is the responsibility of the students to obtain from the teacher on the 1st day they return to school. Missed work must be completed and turned in within the time frame given by the teacher. Any work not completed by the required time frame will result in a grade of zero being recorded.

Fire Drills/Emergency Drills

Students practice proper exiting procedures in case of a fire. Fire drills are held periodically as stated in Oklahoma state laws. Students are expected to exit the building in complete silence. Additional emergency drills such as tornado drills, lockdown and security drills are also held throughout the year as required.

Fundraisers

Official school fundraisers are handled through the Parent-Teacher Organization or at the discretion of the principal or Pastor. A Fundraising Authorization Form must be completed and approved by the principal for any fundraiser. No unofficial fundraisers are permitted.

Gift Exchanging

It is a policy that no gifts be brought to school to be exchanged between students. Individual birthday gifts, etc. should be handled at some other time other than school time.

Gum

Chewing gum at school at any time. Disciplinary action will occur for students who are chewing gum during the course of the school day or during carpool.

Harassment is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Holiday Parties

School-wide holiday parties will be held at designated times of the year during the last portion of the school day. Homeroom Parents will make arrangements with the teacher in each class prior to the party day. The party will consist of reasonable foods and activities.

Home School Communication

The welfare of students depends primarily on how well parents are informed about school matters. A monthly newsletter is posted on the website. It is extremely important that parents read the contents completely. Most official school communication is done electronically.

Other important notes are sent on occasion. We ask that parents make receiving this information a high priority. We will attempt to send notes with weekly folders and/or on Fridays.

A parent who wishes to talk with a teacher may do so by e-mail or phoning the school. If an appointment for a parent/teacher conference is desired, the request should be made in the same manner. Teachers will return calls within 24-hours.

Any communication not originated by the school must be approved by the principal prior to dissemination. The school will not release email addresses or contact information for any purpose.

Inappropriate Behaviors

The following are some examples of student behavior that violate the rights of teachers and students. If they occur at school or during school activities, the school will take disciplinary action. This list is not intended to be all-inclusive. Students may be disciplined, suspended or expelled for any of the following:

1. Possession, transmission and/or use of tobacco, drugs, or alcohol.
2. Insolence, disrespect or dishonesty
3. The use of improper language.
4. Fighting or aggressive behavior
5. Rowdy behavior: running, pushing, shoving, yelling, etc.
6. Leaving the classroom or grounds without permission.
7. Class tardiness.
8. Vandalizing, damaging or stealing school/private property.
9. Threatening, intimidating or causing bodily harm to any person.
10. Academic integrity such as cheating on tests, quizzes, projects, assignments, etc.
11. Possession of potentially dangerous objects.
12. Possession of obscene materials (including electronically)
13. Any form of physical or sexual harassment.
14. Any activity that attempts to destroy the good order of the school.
15. Misuse of cafeteria food or drink.
16. Disrespect before the Blessed Sacrament.

17. Repeated put-downs.
18. Forging a parent's signature.
19. Any infraction deemed severe by the administration.

Leaving Premises

Once a student has come to school, the child may not leave the school grounds without permission. If a need arises, the parent/guardian or other designated person must sign the child out and back in at the school office. All children must be picked up only from the school office. Children will be released only to parents/guardian or those authorized in writing.

Library

Well-equipped automated library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. A fine of one canned good per day is required for overdue books with a maximum fine of ten cans. (Canned goods are donated to local food banks).
3. Books damaged or lost will be billed to the family FACTS account and a hold will be placed on the family ParentsWeb account until the account is clear.

Life Threatening Situations

The school reserves the right to act as deemed necessary by the principal, assistant principal, or their representatives in a perceived life-threatening situation. All actions and circumstances involved will be fully and clearly documented and the Pastor will be notified immediately. A written copy of the sequence of events, actions and circumstances will be forwarded to the superintendent also. Staff and students are trained in the emergency management plan.

Liturgical Celebrations

As a faith community, our school will celebrate liturgical seasons and feast days, generally integrating the life of the Church within the everyday life of the school.

Mass is attended on a weekly basis and students will learn to prepare Liturgies and also participate when appropriate. Older students will serve as acolytes and help the priest prepare for the Mass. All children are expected to participate actively. Parents are encouraged to attend when possible and serve as Eucharistic Ministers. Parents are also expected to take their children to Sunday Mass. Occasionally, students are invited to attend funeral masses. Parents who strongly object should notify the office.

Lockers

Older students are loaned the use of a school locker for the duration of the school year. These lockers are used to hold books, bags and school supplies. A lock with a customized 4-digit code is also issued to each middle school student. The school maintains documentation of all lock combinations, and these codes are not to be changed by students. The school reserves the right to open any locker at any time. Middle school lockers are to be locked at the end of every school day. If the lock is lost or it is necessary to cut the lock from the locker, the student will be

assessed a \$10 replacement fee. Additional disciplinary action will be taken if a lock code is changed, if a locker is found unlocked at the end of the day or if a lock or locker is damaged.

Lunch Program/Food at School

A balanced, nutritious lunch is served daily in the cafeteria. Children have the option of buying their lunch or bringing a sack lunch. Lunch or drinks from carry-out restaurants is prohibited. Soft drinks and candy are not allowed.

Lunch funds can be paid in the school office or billed to family FACTS accounts through the school website. When a family lunch balance becomes delinquent by more than \$25, lunch charging privileges will be suspended.

No other food or class snacks or treats may be brought to school at any time unless specifically requested by a teacher.

Lunch with Students

Parents/guardians are welcome to eat lunch with their child in the cafeteria. Lunches from carry-out restaurants may not be brought to school. To order lunch please phone the office prior to 9:00 a.m. on the day you are visiting to place your request.

Nuisance Items

Toys, games and all other electronic devices, etc. are to be left at home unless requested by the teacher for various projects. If these items are brought to school, these items will become the property of the classroom teacher or the principal until the parent conferences and retrieves the item. If an item is collected by the teacher, the teacher is not responsible should the item be lost or taken while in their possession.

Off-Campus Conduct

The administration of St. Elizabeth's reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off-campus behavior includes, but is not limited to, cyber-bullying and activity on social media.

Office Hours

Office hours are 7:50am to 3:45pm Monday through Friday when school is in session. Appointments may be made for other times. Messages may be left on voice mail anytime during the day.

Parental Concerns and Procedures

A parent/guardian who has a question or concern regarding a situation involving their child should follow this procedure:

- 1) The parent/guardian contacts the student's teacher to discuss the situation and work with the teacher to arrive at possible solutions. Appointments with the teachers are made by writing a note, sending an email, or by calling the school office and leaving a voice mail message.

- 2) If the concern cannot be resolved with the teacher, the parent/guardian should then request a conference with the principal. After discussing the situation with both parties, the principal will act as a facilitator, making every effort to resolve the problem and initiate reconciliation between the two parties.
- 3) If resolution and reconciliation have not been achieved after discussing the problem with the teacher and the principal, and the parent/guardian still feels that their complaint has not received proper consideration, the Pastor will assist in the situation.

Parent Teacher Organization

PTO is the parent organization created to support St. Elizabeth Ann Seton Catholic School. All parents are members of the PTO and pay a membership fee. PTO works to bring home and school together. Saint Elizabeth Ann Seton-PTO is committed to the vision of Catholic education. PTO goals include fundraising, parent education and building community. Bylaws are available on the school website.

Pet Policy

In accordance with Archdiocesan policy, individuals with a documented need for a service animal or service animals as employed by the school are welcome on the school campus and at school-related activities. All other pets or animals are not allowed on the school campus at any time unless for an administration approved activity. Administration approval is only intended for events in which the presence of animal encourages the learning process or specific, Church sponsored pet blessings. Pets or other animals are not allowed on any school field trip or other school sponsored event, including school-sponsored social events.

Playground Equipment after School

Students will not be permitted on the playground equipment unless enrolled in our afterschool program or after 6:00 pm on school days.

Right to Amend Handbook

The principal, in consultation with the Pastor, retains the right to amend this Parent/Student Handbook for just cause. Notice will be promptly sent if, or when changes are made. An updated version will be posted to the school website.

School Closing- Inclement Weather

School will be officially closed with an announcement is made over the news media. RenWeb push messages, school-wide emails and school social media will be utilized to announce all school closings.. If school is already in session when inclement weather occurs, early dismissal is considered. The closing of St. Elizabeth Ann Seton Catholic School will not necessarily follow Edmond Public Schools. A late start will also be considered.

School Furniture

Student desks, lockers and other storage areas are the property of the school. Students are allowed to use them with the understanding that authorized persons may inspect them at any time

for the health, safety, or welfare of the school community. Students are responsible for all articles found in their belongings and/or locker.

School Hours

School is in session from 8:00am – 3:15pm.

- 1) Children are permitted on school property at 7:20 am at which time adult supervision is provided.
- 2) Children are allowed in classrooms at 7:50 am.
- 3) Classes begin at 8:00 am
- 4) All classes dismiss at 3:15 pm.
- 5) After Care begins at 3:30pm until 6pm

Students who are not picked up by 3:30 pm will be sent to the after school program. Parents will be charged at the drop in rate unless enrolled in the after school program.

Students are not permitted in the gym without adult supervision nor are they allowed in the parish facilities or school while waiting for a sibling to practice a sport. Other arrangements for their supervision must be made.

Students participating in Cardinal University or other after school programs who are not picked up on time will also be sent to the After Care program and the family will be billed the drop in rate.

School Resource Officer

As funding is available, a deputy from the Oklahoma County Sheriff's office is typically on site from arrival through dismissal daily. The SRO is charged with law enforcement on and around our campus by the Oklahoma County Sheriff's Department.

School Safety

St. Elizabeth Ann Seton School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or using any type of social media, texting or notes) face detention, suspension, and/or expulsion.

Harassment of any type is not tolerated. The Administration investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

The school conducts at least two lockdown and two intruder safety drills each year. Please note that no one will be allowed into or out of the building during a lockdown/intruder situation (practice or actual). Students will be dismissed only when it is safe to do so.

School Visits

Visitors to the school are especially welcome to tour the school during Open Houses held periodically during the school year. Visitors are welcome at other times as well, provided they do

not disturb the educational process. Visitors may enter using the buzzer/intercom at the north doors off the walkway. **All visitors must check in and out at the office and receive a “Visitor’s” Pass.**

Searches

The school reserves the right to search lockers, desks, book bags, personal cell phones, electronic devices and other containers on the campus or at school-sponsored activities with or without the presence of the student. Such searches are intended for the safety and welfare of St. Elizabeth Ann Seton students and to ensure a safe and uninterrupted learning environment.

Service Projects

The purpose of the service program for students in Prek3 through 8th grade is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Each grade will participate in a pre-planned service project.

Sexual Harassment/Intimidation/Bullying Policy

Any action based on lack of respect for others, including sexual and physical abuse, and the creation of a hostile environment by students, faculty, and/or staff will not be tolerated at St. Elizabeth Ann Seton School. Harassment, intimidation, and bullying means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student’s property, place another student in reasonable fear of harm to the student’s person or damage to the student’s property, or insult or demean any student or group of students in such a way as to interfere with the school’s educational mission or the education of any student. “Harassment, intimidation, and bullying” include, but are not limited to, a gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student’s religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic; “at school” means on school grounds, at school-sponsored activities, or at school-sanctioned events.

Teachers and staff are the persons primarily responsible for identifying and dealing with inappropriate conduct. (See Handbook Section: Inappropriate Behaviors). When a staff or faculty member observes conduct which may violate this section, or receives information that a violation has occurred, a written report shall be prepared containing the following:

- A. Name of student alleged to be the aggressor
- B. Names of any other students or persons involved
- C. Date and time of incident
- D. Narrative description of incident
- E. Name of reporting person, if applicable

Anonymous reports should be documented in a like manner. The report will be forwarded to the principal/assistant principal. The principal or assistant principal will be responsible for:

- A. Investigating the report. This may include interviewing the parties involved, the reporting party, teachers or staff, and witnesses.
- B. Determining disciplinary consequences of any violations. Consequences may range from

counseling up to, and including, suspension and/or expulsion. The principal/assistant principal may consider all relevant factors in determining disciplinary consequences including, but not limited to, age and maturity of the student, past conduct, nature of the violation, remorsefulness, the effect on the safety of other students, and the effect on the general learning environment of the school.

- C. Generally, before substantial disciplinary consequences are imposed, the principal/assistant principal will confer with the student's parents and document the conference.
- D. Maintaining records relating to violations of this section as confidential, to be kept in a secure central location.
- E. Sending a copy of bullying report home for parental signature.

Student Transferring In / Out

When a new student is registered, ordinarily parents will have requested the transfer of records from the original school. If not, the school will request academic/health/diagnostic screening records. **Any student transferring into St. Elizabeth's will remain in a probationary enrollment status for at least one semester or until all records are received.** Students' grades from their previous school will not be averaged with their grades at St. Elizabeth's. In the case of a student transferring out, the school should be notified in ample time of departure. (Refer to Admission Policy).

Supplies, Physical Education Clothing

Students should have all other necessary materials to begin the school year on the 1st day of school.

Pre-ordered school book bags are mandatory for children in Prekindergarten and pre-ordered school backpacks are required for kindergarten students. Backpacks are used in 1st-8th grades and should be reasonably sized and may not be "decorated" with key chains, stuffed animals, etc. Backpacks on wheels are not allowed.

The only supplies any students should have at school are those listed on the supply list. Anything else is considered a "nuisance item".

All students are issued a school water bottle. This is the only water bottle that may be brought to school and only water is permitted.

The uniform for physical education (Grades 6-8) is mandatory. In order to participate, students must wear athletic shoes to P.E. class. The shirt for physical education is any St. Elizabeth's spirit shirt. The solid red shorts can be purchased wherever the parent chooses provided the length is to the tip of fingertips with arms at sides. School t-shirts and sweatshirts cannot be altered in any way.

Suspension

The administration has the right to suspend students. Parents will be notified of:

- 1) the reason for suspension,

- 2) the time/length of the suspension, and
- 3) requirements for reinstatement.

In-school suspension is also an option.

Telephone Messages

Students are not called to the phone during class periods. In the case of an emergency, the Administrative Assistant will take a message and relay it to the student. When it is not an emergency, the message is placed in the teacher's box and she/he will give it to the student before leaving the building. Messages concerning sleepover arrangements, party details, etc. will not be given to the students.

Telephone Use

Students may use the school phone before or after school, in an emergency or with the permission of a teacher.

Textbooks/Library Books

Textbooks are the property of the school and students are responsible for paying for any damage to books while they are checked out to them. Students are responsible for purchasing books checked out to them if not returned at the end of the school year. The cost of the book will be charged to the family FACTS account.

Title IX

St. Elizabeth's adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

Tornadoes

Students practice taking safety precautions during severe weather situations. If this weather is rapidly approaching at the time of dismissal, the students will be held at school until the danger passes. Students will be supervised by school staff in our below-ground-level facilities.

Visitation of Students during School Hours

Persons, agencies, or organizations desiring to contact individual students during the school day are to receive permission from the principal. The following policies based on legal consultation with the Archdiocese and Oklahoma statutes will apply to such situations:

- 1) Except in cases of suspected child abuse in the home, the principal will seek parental consent because the student is a minor.
- 2) Appropriate personnel with legal representation or with administrative presence may interview students.
- 3) Students will not be called out of class to speak to non-school personnel other than the student's parent(s) or legal guardian unless the principal or her representative is present.
- 4) The school will not be used by a non-legal guardian for the exercise of visitation rights.
- 5) No unauthorized organization, agency or person will be allowed to assume custody of

any student on school premises during school hours or immediately before or after school unless explicitly authorized by the parent or legal guardian.

A tone sounds at 8:00am signaling the start of school with morning prayer and announcements. At the 8:00am tone, parents should exit the building, and all visitors must check in at the school office. Forgotten lunches, books, etc. are to be left with the school office until periodic designated pickup times. All parents, volunteers, and other visitors to the school are required to sign the visitor's log at the school office and receive a visitor's pass before proceeding to any area of the school building and sign out upon leaving.

Volunteers

Volunteers are always welcome and needed to help at school. Anyone who works with or around the children at the school **must** have the following information on file in the school office:

1. A completed Archdiocesan background check
2. Three written referrals
3. Signed Code of Conduct
4. Documented attendance at a Safe Environment Workshop

Any visitor/volunteer is **required** to check in at the school office, receive a visitor sticker, and then sign out upon leaving the building.

Weapons

No authentic weapons, play weapons, ammunition, or explosives will be allowed anywhere on the school premises at any time. Spray cans, knives, and any other "item" which could be harmful to self or other students are considered weapons.

Health Policy Archdiocese of Oklahoma City

The Archdiocese of Oklahoma City shall provide an environment for students to study, interact, and learn. Such an environment shall be reasonably free of hazards that may threaten or endanger the health of our children or educators.

Diabetes

1. Every diagnosed student with diabetes must have on file: ***Diabetes Medical Management Plan signed by a physician.***
2. When a school has enrolled a student with diabetes, the school will provide training for **two** adults for “Managing Diabetes in Schools”. Information on these classes can be found on the State Department of Education Website under Health and Wellness.
3. A school will work with parents and the physician to establish necessary documentation for daily insulin and glucose monitoring.
4. Each school will establish a local implementation plan appropriate for each student’s needs.
5. The school will allow the diabetic student to manage his/her care, assessment, and treatment as needed while attending school and or activities. The school will provide a private area where the student may attend to the management of his/her diabetes.
6. **Liability Statement:** The school, employees and any other agent of the school will not be held liable while performing and or assisting in the diabetes management plan for individual students.

Immunizations

Immunizations are required for all **NEW** students beginning the 2016-2017 school year. Families with continuous enrollment in the Archdiocese of Oklahoma City prior to the 2016-2017 school year are accepted with their current immunization status.

Every new student enrolled in a Catholic school in the state of Oklahoma shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Oklahoma Department of Health Services. A student who fails to present the required evidence shall not be accepted for enrollment.

The only exception to the forgoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the State of Oklahoma.*
Procedures for a Child Needing a Medical Exemption (or for students of continuously enrolled families prior to 2016-2017 school year)

Parents are required to submit a waiver request for immunization exemptions in writing (Oklahoma Department of Health Form #216A). Parents are referred to schools to obtain the forms. A physician must sign medical exemptions. Parents should then return the entire form to the school. School officials must review the form to ensure that it has been properly completed, is legible, and signed. A copy of the form or statement must be kept on file in the student's cumulative record and a copy must be sent to the Immunization Service for approval.

Parents should be informed that their child might be excluded from school in the event of an outbreak of a disease for which their child is exempted.

Each exemption submitted to the Immunization Service is reviewed for validity and accuracy. If the exemption is determined to be invalid, the form or statement will be returned to the school along with a letter explaining the reason why the exemption is invalid. If the exemption is valid the form is returned to the school marked with an approval stamp. The Immunization Service does not keep a copy of the exemption certificate.

Oklahoma's immunization law does not require a new exemption form to be filed every year. It is the policy of the Immunization Service to accept exemption forms filed when the child entered the school system. Exemption forms should accompany children when they transfer between schools. Schools should not keep the exemption form of a transferring student. If a student transfers into Oklahoma schools from another state, an exemption form must be completed to comply with Oklahoma law. If an exemption form has been misplaced, a new form should be completed, but if an exemption form is on file, ***an additional form is not needed unless vaccine requirements change for the grade level of the child, such as when new vaccines are added for students entering the 7th grade to which the students does not have a previous exemption.***

If a parent needs a copy of a previously filed exemption form, they must obtain it from the school. If a copy of the original exemption is not available, the parent must complete a new form. The Immunization Service does not provide copies of previously filed exemption forms for parents.

The exemption process must be completed, approved and on file at the school prior to the 1st day of school or students will not be admitted.

*See *Dignitas Personae* from the Congregation for the Doctrine of the Faith.

What is meningitis?

Meningitis is a swelling of the covering of the brain and spinal cord. Bacteria, viruses, fungi or parasites may cause meningitis, but viral meningitis is the most common form of meningitis. The most serious type of meningitis is caused by *Neisseria meningitidis*. (See the OSDH "Meningococcal Disease" web page).

What are the symptoms of meningitis?

Symptoms of meningitis can include fever with a rash, headache, stiff neck, nausea, or vomiting. Infants may be very fussy, drowsy, or refuse to eat. Seek medical care if you or your child has these symptoms.

What causes meningitis and how is it spread?

About 90% of viral meningitis is caused by intestinal viruses, known as enteroviruses. These viruses are spread from the feces of people who are infected, usually on unclean hands or surfaces. Viruses can be spread to others from about three days after someone is infected until about 10 days after they become sick. Even if you are exposed, it is not likely that you will develop viral meningitis.

Bacterial meningitis is caused by bacteria such as *Haemophilus*, *Streptococcus* or *Neisseria meningitidis*. These germs are spread by direct contact with fluids from the nose and throat of an infected person.

How is meningitis diagnosed and treated?

Spinal fluid is tested to find the type of meningitis, but this test is not always needed. Most patients recover completely from viral meningitis with just bed rest and plenty of fluids. Your healthcare care provider may prescribe medicines for fever or headaches. Antibiotics are only needed to treat bacterial meningitis.

Should people who have been around a person with meningitis receive any treatment?

Only people with very close contact to someone with bacterial meningitis (and only *Neisseria meningitidis* or one form of *Haemophilus*) need to take preventive antibiotics. These are usually household members, very close contacts, certain health care workers, and day care center playmates. The health departments work to make sure that those close contacts receive antibiotics from their health care provider or through the health department. People with casual contact such as classmates or co-workers do not need to receive antibiotics.

- When a large cluster or outbreak of bacterial meningitis occurs, the health department may recommend antibiotics for additional groups, although this is rare.

How do you prevent the spread of meningitis?

Hand hygiene is the most important way to protect yourself and others. Wash your hands often, using soap and water when you can see that your hands are dirty. Wash your hands after using the toilet, after changing diapers, and before preparing or eating food. Use alcohol-based hand products when your hands already look clean.

Clean surfaces and items such as toys every day, and when saliva or nose/throat fluids are on them. In settings such as child care centers, wash objects and surfaces with a diluted bleach solution:

- For hard surfaces such as diaper-changing areas and bathrooms, use a 1:10 dilution of bleach (mix one cup of bleach with one gallon of water).
- For other objects such as toys and eating utensils, use a weaker bleach solution (mix one tablespoon of bleach with one gallon of water).

What are the vaccines recommended to prevent meningitis?

The routine childhood vaccines protect children from the most common causes of meningitis such as *Haemophilus influenzae* type b (Hib) and *Streptococcus pneumoniae*. Meningococcal vaccines are also recommended for children and some adults. For more information on these vaccines, call your health care provider or the local health department.

OSDH 02/2013



Acute Disease Service
Oklahoma State
Department of Health

For further information contact:
Acute Disease Service
Oklahoma State Department of Health
(405) 271-4060
<http://ads.health.ok.gov>



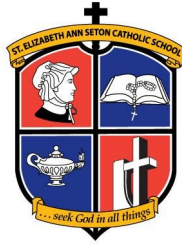
**2018-2019
Photo & Media Release**

concern:

permission for my child/children:

please print): _____

ed or videotaped at St. Elizabeth Ann Seton Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. This includes the school yearbook. The video may be used for informational or educational purposes regarding the programs or curriculum at St. Elizabeth Ann Seton Catholic School.



2018-2019 Study Trip Driver Agreement

We would like to take this opportunity to thank you for volunteering to transport and/or chaperone our students. This agreement will serve as a contractual reminder about our expectations for study trips:

1. All volunteers must provide a copy of their driver's license and proof of insurance. These will be kept on file in the office and verified before each trip as required by the Archdiocese.
2. Drivers agree to keep students seated and use seatbelts at all time with no child under 12 years of age transported in the front seat in accordance with state law.
3. Drivers must adhere to the predetermined route of travel.
4. Drivers agree to stop only in case of emergency. Drivers are not permitted to stop for refreshments, stop at a private residence, or make any other unplanned stops. All cars should arrive to and from the location at approximately the same time.
5. Videos are not to be shown while en route to or from a study trip.
6. Drivers will transport only those students assigned to them.
7. Drivers agree not to bring any siblings on field trips. This compromises the supervision provided to our students.
8. Drivers understand that smoking is prohibited while transporting children or while they are in their care.
9. Drivers agree to refrain from texting and driving so as to fully ensure the safety of our students *in accordance with state law effective 11/01/15*.

I agree to abide by the rules stated above when transporting St. Elizabeth's students on study trips.

Family Name (Please print)

Volunteer Signature

Date



ST. ELIZABETH ANN SETON CATHOLIC SCHOOL
(405) 348-5364

Study Trip Permission Form

I request and consent to the participation of my child _____ in the study trip to _____ on _____ as arranged by St. Elizabeth Ann Seton School.

I hereby release the school, the Archdiocese, and all official representatives of the school and archdiocese from any liability to the extent permitted by law.

Parent signature _____ Date: _____
Daytime Phone Number: _____



YES, I would be willing to be a driver _____ I have _____ (how many) back seat belts for children.

**** I presently am a licensed driver, have adequate automobile insurance, and my vehicle is in good condition.**

Be sure that you have a current copy of your driver's license and insurance verification on file in the office and that you have attended the Safe Environment workshop.

**** Must complete Study Trip Driver Agreement form**

Parent Driver signature _____

_____ I am unable to drive, but am willing to be a chaperone.



2018-2019

Telecommunications Use Agreement

Adapted from NCEA's From the Chalkboard to the Chatroom

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending St. Elizabeth Ann Seton Catholic School:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am using an electronic device, I will keep my work area clean and free of food and liquids.

2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.

3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

4. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

5. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

6. As a user of a network, I will not use bulletin boards nor chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

7. Parents must realize that their students may encounter material on a network that they do not consider appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.

8. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these

privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

Family Name (PLEASE PRINT)

Student Signature

Parent Signature