



## 2019-2020 PARENT – STUDENT HANDBOOK

**DIOCESE OF LAS VEGAS**

1807 Pueblo Vista Drive

Las Vegas, NV 89128

(702) 804-8328

[seaschool@seaslv.org](mailto:seaschool@seaslv.org)

[www.seaslvcs.org](http://www.seaslvcs.org)

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## WELCOME

Saint Elizabeth Ann Seton Catholic School welcomes you and hopes that you will be conscious of its traditions and requirements.

## VISION STATEMENT



*Students who  
Excel in  
Academics with  
Spirituality and  
Christian  
Service*

## Mission

Saint Elizabeth Ann Seton Catholic School is committed to the preparation of students to become well-adjusted, well-educated Catholic adults capable of adapting and functioning in a multicultural society. Throughout the learning process, students will be challenged and supported in all aspects of their development, through ethical principles, in order to prepare them to think critically and creatively, problem solve, and successfully face the challenges of living within a global environment and an ever-changing technological society.

# **Philosophy Statement**

## **One Bread, One Body, One Parish, One School**

The purpose of Saint Elizabeth Ann Seton Catholic School is to provide a Catholic Education based on the call of the Church to "Teach as Jesus did." We strive to teach the message of Christ, to advance the building of a Catholic Community and to encompass all people in love and service. Through our school-wide learning expectations, our school is committed to the total development of the child including: active faith-filled Catholics, lifelong learners, effective communicators, and responsible citizens who are culturally and globally aware.

Our school is an integral part of the parish structure of Saint Elizabeth Ann Seton and the community of Las Vegas that calls for integration and interdependence. Therefore, as shareholders (clergy, parishioners, faculty, parents, and students) we strive to teach the truths and traditions of our Catholic faith and values in a Christ-centered environment.

- As one, holy, Catholic, and Apostolic church, we recognize the fundamental dignity and uniqueness of each individual, and encourage the practice of self-discipline while maintaining a strong sense of personal responsibility. Students will be aided in the development of their ability to foster a healthy respect for themselves and others, to think creatively and problem solve, to nurture a love for life-long learning, and to stimulate the spirit of inquiry and innovation.
- In Catholic, Christian unity we recognize parents as the primary educators of their children whose religious experience is continued in the Catholic school. Our school provides the children with the tools necessary to be strong, vital members of our Catholic community. Our parents have a vital role in establishing habits that prepare their children for success through their own self-discipline, prayer, and weekly attendance at Mass.
- In Catholic, Christian unity, our school accepts each child with his/her individual talents, skills, and abilities. We provide the education, discipline, and structure necessary to develop the child in a loving, caring atmosphere. Whereby, this encourages and supports his/her intellectual, emotional, and spiritual growth. Each student develops skills to think logically and independently, maximizing his/her greatest potential through the right to the best education according to his/her ability.

## Schoolwide Learning Expectations

School-wide Learning Expectations are defined as what a student should know, understand, and be able to do by graduation. Through the School-wide Learning Expectations, our goal is to develop Catholic learners who are active, faith-filled Catholics, life-long learners, effective communicators, responsible citizens and culturally aware individuals. Our students, parents, teachers, staff, and administration have collaboratively developed these learning expectations to reflect the School Philosophy and Mission Statement of Saint Elizabeth Ann Seton Catholic School. St. Elizabeth Ann Seton Catholic School students are ....

1. Active faith-filled Catholics who:

- a. pray every day
- b. live each day as Jesus did
- c. demonstrate a spirit of service
- d. share the teachings of Jesus with others
- e. understand and participate in the teachings and traditions of the Catholic Church

2. Lifelong learners who:

- a. love to learn
- b. use and apply basic skills
- c. develop independence in learning
- d. utilize critical thinking skills
- e. appreciate fine arts
- f. value every life situation as a learning experience

3. Effective communicators who:

- a. speak well
- b. listen to others
- c. write ideas clearly
- d. read with understanding and enjoyment
- e. understand the tools of technology and use them responsibly

4. Responsible citizens who:

- a. make good choices
- b. think before they act
- c. help and take care of others
- d. accept accountability for their actions
- e. recognize, appreciate, and use their God-given talents

5. Culturally aware/Global citizens who:

- a. follow the Golden Rule
- b. respect themselves and each other
- c. are peacemakers
- d. appreciate and care for all of God's creation
- e. recognize that everyone is equal in God's eyes

The Rubrics for our Schoolwide Learning Expectations are included in Appendix N of this Handbook.

## **INTRODUCTION**

The Diocese of Las Vegas and Saint Elizabeth Ann Seton Catholic School reserves the right to unilaterally change the policies contained in the handbook at any time, to cancel any policy, or to decline to apply any particular policy to a given situation if in its discretion to do so would best serve the interests of the Diocese of Las Vegas and Saint Elizabeth Ann Seton Catholic School. Parents will be promptly notified, in writing, if changes are made.

**Diocese of Las Vegas**

P.O. Box 18316

Las Vegas, NV 89114

(702) 735-3500 -- Fax (702) 735-8941

The Saint Elizabeth Ann Seton Catholic School Parent/Student handbook is published to inform parents/guardians and students of the policies, rules, and regulations Saint Elizabeth Ann Seton Catholic School. Both parents/guardians and students are responsible for reading and supporting all of these policies, rules, and regulations as presented in this handbook.

We recognize that parents are the primary educators of their children, and that the school serves as an extension of that responsibility. The faculty and staff of Saint Elizabeth Ann Seton Catholic School take this responsibility seriously and endeavor to assist you in developing Catholic attitudes and behaviors as an integral part of your child's growth process. Should misunderstandings arise between home and school, the first avenue of discussion should be with the school personnel directly involved (usually the classroom teacher or activity supervisor); he/she is the person best able to provide you with the facts. If, after discussion with the appropriate school personnel, the misunderstanding cannot be resolved by mutual agreement, please consult with the Principal.

Please keep in mind that your support of school policies, rules and regulations is imperative and your child is to respect the authority and expertise of the school staff. This is essential if a positive learning environment is to exist. The staff of Saint Elizabeth Ann Seton Catholic School strives to work with you in order to provide each child with the best Catholic, academic education possible.

# **Notice of Non-Discriminatory Policy as to Students**

## **NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS**

The Diocese of Las Vegas complies with all applicable state and federal law with regard to the administration of its educational policies including, without limitation, the admission of students and the administration of all other school-related programs.

### **Accreditation**

St. Elizabeth Ann Seton Catholic School is fully accredited by the Western Catholic Educational Association (WCEA).

### **SAFE VOICE**

Safe Voice: The Diocese of Las Vegas students now have access to SafeVoice.

The SafeVoice program offers a hotline, mobile app and website for the purpose of reporting threats to the safety and well-being of our students.

SafeVoice was established by the Nevada Department of Education and is operated in partnership with the Nevada Department of Public Safety. Reports are anonymous unless the reporter chooses to share his or her name.

The SafeVoice App is free and the reporting system can be accessed by visiting [www.safevoicenv.org](http://www.safevoicenv.org) or by calling 833-216-7233(SAFE).

**SAINT ELIZABETH ANN SETON CATHOLIC SCHOOL FACULTY AND STAFF**

**Pastor:**

**Father Jim Jankowski**

**Administrative Offices**

Principal.....Dr. Erica Romero  
Administrative Assistant.....Ms. Donna Fernandini  
Office Assistant.....Ms. Mary Sekerak  
Office Assistant.....Mrs. Carol Baird

**Faith Formation Offices**

Pastoral Associate for Children’s Faith Formation & Family Life.....Mrs. Helen Silva  
Coordinator of Children’s Faith Formation.....Mrs. Jodie Minkin  
Coordinator of Children’s Faith Formation & Catechesis of the Good Shepherd...Mrs. Amy Melancon

**Parish Offices and Ministries**

Coordinator of Music.....Mr.Brian Hicks  
Director of Youth Ministry.....Ms.Meghan Hernandez  
Assistant Director to Youth Ministry.....Mr. JV Ocate  
Finance Department.....Ms. Krystalyn Pagan  
Safe Environment/Volunteer Coordinator.....Mrs. Maureen Sisto

**Instructors and Instructional Aides**

Kindergarten.....Ms. Naomi Ramos  
Grade 1.....Mrs. Terri Grisingher  
Grade 2.....Ms. Carrie Bertram

Grade 2.....Mrs. Colleen Soucoup

Grade 3.....Ms. Rene Kajioka

Grade 3.....Mrs. Dionne Von Tobel

Grade 4.....Mrs. Roselynde Rinaldo

Grade 4.....Mrs. Alexandra Van Wingerden

Grade 5.....Ms. Anne Buckley

Grade 5.....Ms. Kimberly Cognac

Grade 6.....Mr. George Hretz

Grade 6.....Mrs. Katherine Marquez

Grade 7.....Mrs. Julie Orquiza-Seatriz

Grade 7.....Mrs. Amanda Costello

Grade 8.....Mrs. Alexandra Borchard

Grade 8.....Mr. Sean Donohue

Catechesis of the Good Shepherd Instructor Grades K-3.....Mrs. Christine Faivre

Catechesis of the Good Shepherd Instructor Grades 4<sup>th</sup> & 5<sup>th</sup>.....Mrs. Wendy Nivera

Physical Education.....Mrs. Jaqueline Lamghari

Art.....Mrs. Gina DeGrechie

Music.....Mr. Michael Weber

Technology Teacher.....Mrs. Sally Calloway

School Counselor.....Mrs. Mary Keating-Curran

Spanish K-8.....Mrs. Paula Fernandez

Kindergarten Instructional Aide.....Ms. Delores Lopez

First Grade Instructional Aide.....Mrs. Heather Ham

## **The Parish School Advisory Council**

The Saint Elizabeth Ann Seton Catholic Parish School Advisory Council is made up of five to thirteen voting members. The Pastor, Principal, and Parish Business Manager are ex-officio members.

The primary purpose of the council shall be to:

1. Aid the Pastor and the Principal in their governance of the school according to, and consistent with the norm of canon law;
2. Make recommendations to the Pastor or his designee or the Principal as to the further development of the school as a whole; and
3. Advance to the Pastor and the Principal issues and concerns of the school community (including those of parents and students), as well as advance to parents, issues and concerns of the Pastor and Principal.

In all matters, the Council is consultative to the Administration and the Pastor.

### **St. Elizabeth Ann Seton Parish School Advisory Council**

Fr. Jim Jankowski, President

Chairwoman: Angela Segler

Cathy DeCastroverde

Ted Egerton

Mary Guido

Andrew Kano

Brendan Keating

Michael Kennedy

Adrina King

Joseph Novotni

Karen Sagisi

Ex-officio:

Roger West

Dr. Erica Romero

Tom Carroll

## ADMISSIONS/REGISTRATION

All requests for admission to the school and/or placement on the waiting list will require a completed application and the payment of an application fee. Application forms are available in the school office throughout the year. Applications will be kept on file throughout, and be valid for, the current school year.

**Re-Registration:** This process will take place at the same time our returning students re-register for the new school year. Registration for the following year may be denied for those children whose parents/guardians have not met all of the responsibilities as stated in this Handbook during the previous school year.

**Note:** *It is expected that families re-registering students and requesting the active parishioner tuition rate must be able to meet the parishioner criteria. The non-refundable \$35.00 application fee and \$265.00 registration fee are also due at re-registration. Payments received after the fifteenth day of the month are subject to a \$75.00 Late Fee. The processing fee for returned checks is \$35.00.*

### **Registration:**

The priority for acceptance into our school as a registered active member of the parish shall be defined as follows:

An individual who has formally registered by completing the parish registration form and turning it into the parish office. This will insure that they receive all parish mailings, as well as the weekly offertory envelopes or electronic communication. A registered parishioner will remain active and participating by making regular meaningful and identifiable contributions according to their means (using the parish tithe envelopes or using checks or electronically). Whenever possible, a parishioner should take part in community building parish functions and share their abilities and talents through ministry. A registered parishioner will attend the Sunday liturgy as often as possible. The parish tithe envelopes or checks of any and all amounts are used to register participation.

If your teenager is attending Bishop Gorman High School and you wish to have the discount affidavit signed, you must be an active member of this parish and your son or daughter should be in a confirmation program in our Diocese and belong to St. Elizabeth Ann Seton's Youth Group program.

In addition, those children of registered families, who are of school age, and are not already attending a Catholic school, should be enrolled in a religious education program. Those children who are in high school should participate in our SEAS Youth Group and if not already confirmed, should also be enrolled in a confirmation program in our Diocese. In order to receive parishioner rate tuition or tuition assistance in SEASCS the family must be active in the parish community by taking part in any of the parish ministries.

Please note: If you are unable to participate actively or not able to contribute because of your age/illness or economic situation please inform us.

**Order of Admission:** St. Elizabeth Ann Seton Catholic School may have fewer openings at any given grade level than applications.

1. Catholic families registered and participating at other parishes.

(Please include a letter from your current parish noting active participation)

2. Other parishioners not meeting the “active” criteria.
3. Other applicants, inactive Catholic or non-Catholic.

**Admission of Non-Catholics:** Non-Catholic students may be admitted to St. Elizabeth Ann Seton Catholic School under the following conditions:

1. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
2. The parents/guardians agree in writing to permit their child(ren) to attend religion classes and religious functions that are offered as part of the school program.
3. The parents /guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school.
4. The parents/ guardians agree in writing to assume responsibility for all financial obligations.

*(If there are more qualified applicants than there are available seats, placements will be made based on the highest level of participation. In the event of a tie or if necessary, placement will be made on a “first come, first served” basis).*

Waiting List: Once selections have been made, families who were not granted admission will have their children’s names placed on the waiting list. Placement from the waiting list will be granted from applications received during the registration period based on the highest level of participation, and secondly, if necessary, on a “first come, first served” basis. If a family granted admission, for a student or students, elects not to accept, they may make a request to be placed on the waiting list but will not be granted any priority for placement.

After all slots are filled, additional applicants will be offered the opportunity to place their children on a waiting list. Placement on the waiting list will be determined by the above criteria. Placements will be granted from the waiting list as vacancies occur.

Families on the waiting list will be notified when a vacancy occurs for which they are being offered a placement. Waiting lists **will not** roll up for succeeding school years. A new application must be filed during the appropriate registration period to gain admittance to the school.

**Note:** It is the intent that all persons making student applications to the school be serious regarding their commitment toward a Catholic education for their children, and that is the primary reason for the fees incurred. The payment of an application fee for the waiting list reinforces the commitment and provides an indication that if placement is offered it will be accepted.

Once a family is called for placement from the waiting list, they will have until noon of the second day following the call to accept. If they do not accept, the slot will be offered to the next qualified candidate and their name will be removed from the waiting list. If they desire to remain on the waiting list they will be moved to the bottom of the list.

**All paperwork for admission and the corresponding registration fees must be paid within 48 hours of acceptance.**

*\*Any student enrolling at St. Elizabeth Ann Seton Catholic School who has not received a Sacrament by the grade level students generally receive Sacraments in the Diocese of Las Vegas, need to make an appointment with the Children's Faith Formation Director to arrange for catechetical instruction through the Children's Faith Formation Program. The school and parish will expect parents to attend all meetings in preparation for the Sacraments.\**

**Enrollment Process:** Once a family is called for enrollment, their student will be administered a SEASCS adopted placement test based on their current grade level. The fee for the 1st through 8<sup>th</sup> grades placement test is \$75.00 payable at the time of testing. The Kindergarten assessment fee is \$100.00.

- As a Catholic school, we reserve the right to make placement decisions based upon placement test results/assessments and admissions criteria. We also reserve the right to require that a student present proof of tutoring or other specialized instruction prior to admission if we believe that such training or study would better prepare the student to succeed in the school's curriculum/instruction.
- The non-refundable registration fee is due at this time.
- Forward copies of existing report cards, standardized tests, and scholastic records results for a minimum of the past two (2) years to the school.
- Tuition and supply fees are due upon acceptance of an enrollment position.

Parents must provide:

- Child's Birth Certificate
- Child's Baptismal and Communion Certificates
- Immunizations prescribed by the State of Nevada: Parents must provide proof of all State required inoculations.

- Parents must request attendance, health, and scholastic records from former schools the student has attended.
- Parents must complete the Supplemental Health Card Form that is available from St. Elizabeth Ann Seton Catholic School.

As stated above, a placement examination, appropriate to grade level, will be administered to all students in Kindergarten through Grade 8. Areas of consideration include the student’s maturity, skill level, behavior characteristics, parent commitment, and cooperation. In order to communicate a sound understanding of expectations, an informal interview will also be conducted with parents and students.

St. Elizabeth Ann Seton maintains a disciplined Catholic school environment, therefore, each new student is accepted on a probationary standing. All new students will be carefully observed and monitored throughout the course of the school year. Dismissal could be warranted if a student exhibits serious behavioral or academic problems at any time during the course of the school year.

As stated above, the Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

Please keep in mind that your support of school policies, rules, and regulations is imperative and your child is to respect the authority and expertise of the school staff. This is essential if a positive learning environment is to exist. The staff of St. Elizabeth Ann Seton School strives to work with you in order to provide each child with the best Catholic, academic education possible.

## **TUITION**

Tuition Fees are assessed upon admission to the school and the payment plan is initiated

Tuition may be paid in full, or on a monthly payment plan.

1. All tuition is paid in advance and is due and payable on the fifteenth of each month beginning in July and ending in April of the school year. A late fee of \$75.00 will be assessed on the sixteenth day of the month commencing with the 2019/2020 school year. Payments overdue thirty days will be reviewed and may result in student withdrawal. Should a check be returned for insufficient funds, a payment in cash is due immediately.
2. If your tuition and fees are not paid in a timely manner, it may be necessary to prohibit your child's attendance until payment is made. Records, including final report cards, will not be released if fees are not current. Eighth grade students must have all fees current to participate in graduation activities.

At re-registration, parents are required to complete their re-registration commitment along with their tuition agreement and the re-registration fees are due at this time.

## **PAYMENTS**

The preferred form of payment for tuition, books, extended care, etc. should be our online system, “My School Bucks.” No tuition, books, extended care payments will be accepted by classroom teachers! If you are paying by check, please send payments to the Finance Department located in the Church Office.

# SCHOOL DAY INFORMATION

## Morning Drop Off/Arrival:

The children will enter the school through the side gate on the field, the car line will use the same gate for the students to enter.

## After School Pick Up/Dismissal:

**To maintain safety at all time for our students it was decided that the safest location to dismiss our K-5 students is the classroom.**

In light of the current incidents experienced in the various schools, we evaluated the dismissal process for our school as we want to minimize exposing the children and refrain from gathering on the field for dismissal. It was decided that the safest place for your children is the classroom. Parents will enter the school building through the main gate at 2:43 pm. The teachers will open the classroom doors at 2:45 pm. The teacher will dismiss each child as they see the parent. Parents are asked to pick up their child/ren from the classroom(s) and exit the school through the main gate before 2:55pm. Students who are not picked up by 2:55 pm will be signed in at Extended Care.

### Schedule:

<b>7:15 AM</b>	<b>DROP OFF/SIDE GATE OPENS FOR STUDENTS.</b>
7:30 a.m.	Classrooms open
7:30 a.m.	Gate into school hallway open
7:40 a.m.	School gates close
7:45 a.m.	School begins- students in their desks
10:50 a.m.-11:30 a.m.	1 <sup>st</sup> Lunch (K-2)
11:35 a.m.-12:15 p.m.	2 <sup>nd</sup> Lunch (3-5)
12:20 p.m. - 1:00 p.m.	3 <sup>rd</sup> Lunch (6-8)
2:43 p.m.	Main school gate open to all K-5 classrooms MS will dismiss at bell tower
2:45 p.m.	Teachers dismiss students from classrooms
2:55 p.m.	Parents and Students exit through the main school gate Extended Care opens
3:00 p.m.	Main school gate closed/ M.S. gate closed
5:30 p.m.	Extended Care closes

**SCHOOL MASSES:** all students will attend Mass on Wednesday mornings at 8 A.M. Parents are invited to worship with us.

## **ATTENDANCE POLICY** (Absences, Dismissals, and Tardies)

Attendance is an essential part of success, and as such, SEASCS has school policies that dictate minimum attendance requirements to ensure success. Please see below:

If your child has been absent for more than one day and you would like information concerning homework, log-in to the parent portal to obtain the current homework. For additional information concerning late work see section of *Parent Plus Portal*. If your child is going to be absent or has an appointment for an early dismissal, please email the school office at [seasschool@seaslv.org](mailto:seasschool@seaslv.org) or call and leave a message at **702-804-8328**. On the day the child returns to school following an absence, the student must submit to the school office a note from the parent/guardian which includes:

1. Child's name and date and dates the child was absent
2. Reason for the absence and, if absent more than four consecutive days, a release from the child's doctor
3. Signature of parent/guardian

**PLEASE NOTE:** A student who has been absent from school because of a reportable communicable disease must have a permit issued by the Public Health Department, a [qualified] physician, or nurse before he/she is readmitted to school. The Principal may readmit a student absent because of a non-reportable communicable disease, such as chicken pox, German measles, influenza, etc.

If a student is absent 20 or more days during a school year, a student may be denied promotion unless the work is made up. Students are legally credited for attendance when time is spent in medical or dental appointments. This is called medical absence; however, it is [requested] that such appointments not be scheduled during school hours.

Students who are excessively absent or tardy without good cause will be placed on probation and may be asked to consider placement in another school if the situation is not improved. Continued disruption of the classroom environment takes away from the education of other students and is not acceptable.

### **Tardiness:**

Please be sure that your child is in the classroom by 7:45 am so that daily directions and announcements will not be missed. **Students not in the classroom and ready to learn by 7:45 a.m. are considered tardy** (the entrance gate closes at 7:40 a.m.). Arriving late can be disruptive for the entire class. Consistent tardiness teaches children that being on time is not very important. Please teach your child good habits by arriving at school on time.

**Middle School Students:** An accumulation of five (5) unexcused tardies during a trimester will result in an after-school detention.

**Early Dismissal:**

Early dismissals are made at any time by the Principal or his/her representative when a serious condition such as sickness, accident, or emergency home conditions warrant it. If a student is to be dismissed for illness, an adult shall normally accompany him/her. No student will be dismissed during the school day unless school officials are certain that a parent or other responsible adult will be at home to receive him/her. **To avoid disruption to the end of day classroom routine, students will not be released from school within 15 minutes of the release time.**

**Minimum Days:**

Classes are dismissed at 11:45 am on minimum days. Minimum days are scheduled during the first week of school and our annual parent-teacher conference week in October. In addition, the first Friday of each month is a minimum day for teacher in-services and workshops. To help teachers keep abreast of the latest teaching techniques, it is necessary for the teachers in the Diocese of Las Vegas to attend full day or half-day in-service workshops during the school year. When these workshops are held for teachers, school is dismissed for that day or half-day. While those days are considered free days for the children, they are not free days legally because the teachers are in session for the length of the school day.

**Vacations:**

Please refer to our school calendar and plan your vacations to coincide with what is already scheduled. Your child will suffer academically when missing regular class instruction. It is also difficult and frustrating for students to make up the work when they return. The teacher is not under any obligation to help students make up missed work. It will be the parent's responsibility to assist in making up all assignments that were missed. **If it is necessary for your child to miss school for vacation, schoolwork will not be provided prior to your vacation. Please do not request work beforehand. No exceptions.**

**Student Insurance:**

Diocesan policy requires each student to be insured. Parents/guardians purchase student insurance through the consumable fee.

**HEALTH AND SAFETY**

## **COUNSELOR:**

The role of the counselor at St. Elizabeth Ann Seton Catholic School is to provide services that will facilitate an educational and developmental process for all students. The counselor serves the school community through personal, social and academic counseling. The counselor is an essential member of the Student Intervention Program by providing essential testing, counseling and assisting teachers in developing and implementing student intervention plans as well as providing Guidance services

The counselor organizes and administers a guidance program that disseminates information to support students in planning goals. Some of the services provided include: academic planning and interpretation of various tests, classroom guidance lessons and small groups. The counselor is available to meet with parents during the time of Parent-Teacher Conferences and daily through appointments scheduled through the counseling office. Items to discuss with the counselor include academic advising and social, personal, or behavioral concerns. The counselor serves as a facilitator for administrators, teachers, parents and students. The counseling relationship is confidential in nature unless a student has displayed intent to hurt herself/himself or others.

Provides appropriate counseling for individual students.

- Schedules observation of students in the classroom to provide additional information to the teacher.
- Collaborate with parents, teachers, administrators, social workers and community health personnel in order to plan and implement strategies to help students be successful.
- Meets with students individually and in small groups to help them resolve or cope constructively with their problems and developmental concerns
- The counselor assists parents in obtaining needed services for their children through referral and follow up process and serves as a liaison between school and community agencies so that they may collaborate in efforts to help students.
- Provides educational testing and observations upon referrals from staff/administration or parents.
- Provides feedback on educational testing to parents and staff and makes placement recommendations based on these tests/referrals.

## **COUNSELING APPOINTMENTS**

There are four primary ways available for a student to make an appointment with the school counselor/psychologist.

- ❑ Asking permission of the teacher at the beginning of class
- ❑ Stopping by the main office and filling out a request form – before or after school, during lunch/recess, or between class changes

- ❑ Stopping by the counseling office and filling out a request form
- ❑ Counselor request forms are also available in each classroom

## **SMALL GROUP PROGRAM**

The counselor may offer voluntary, confidential small groups during the school year covering a variety of topics including but not limited to: divorce, loss, anger management, time management, study skills, and self-esteem.

The groups are voluntary and confidential so the child must agree to be in the group or it will not be beneficial to anyone. The nature of groups requires that they be small (six to eight similarly aged students) and cohesive therefore the students must agree to work with each other. Some screening will take place and every student who wants to participate in a group may not be able to do so. If this occurs, the counselor will make every effort to form another group, or to refer the student and parents to outside groups as well as offer individual attention.

The purpose of the group is:

- To provide an opportunity for emotional healing from a death, a divorce, or any other painful transition in the family unit.
- To assist in building a stronger sense of self-esteem, to help the student see that he/she is not alone
- To help the child improve social and academic skills
- The groups are confidential in nature and the counselor may not discuss individual/group comments with parents unless a student has displayed intent to hurt herself/himself or others.

## **INTERVENTION ASSISTANCE TEAM**

Effective intervention on behalf of students requires parents and teachers working as a team. This approach assists the child's teacher in determining what intervention strategies may prove effective in assisting a student who is struggling academically. The intervention team may include any of the following persons: the principal, assistant principal, parents/guardian, student's current teacher or teachers, the student's previous teacher or teachers, and counselor.

In order to attend classes, immunization records must be complete and updated as mandated by NRS 439.550, including, without limitation, \* DTaP: 4 or 5 doses (If dose #4 is given on or after 4th birthday #5 is not needed), \* Polio: 3 or 4 doses (If dose #3 is given on or after 4th birthday, #4 is not needed), \* MMR: 2 doses, \* Hepatitis B: 3 doses, \* Hepatitis A: 2 doses, \*Varicella: 2 doses, TDap- 1 dose (age 11-12-entering 7<sup>th</sup> grade), \* MCVA 2 doses (Meningococcal (Minimum age 10 years) required for 7<sup>th</sup> Grade enrollment after June 30, 2017).

Parents are required to notify the school office immediately when their child has a communicable disease or other serious illness. Students becoming ill during the school day will be directed to the office for care. If necessary, parents may be contacted to pick students up.

During the registration process, parents are requested to alert the school staff to student medical concerns. Allergies, medical problems, and emergency information must be complete and communicated to staff during registration.

This information must be kept on file in the school office and be kept up to date at all times. It is the parents' responsibility to keep this information current. If you have a change of address or telephone number (at work or at home), please notify the school office.

**If at all possible, please do not make medical appointments during school hours.** If necessary, we ask that you **send email the office the day prior to the appointment.** Requests for student dismissals must be made in writing to the school office. No student may leave school to wait to be picked up; the student will wait in the school office.

**In case of emergency medical appointments, if it is necessary for your child to be released from** class during school time, please email the school office, noting the time and the person who will be picking up the child. The email must be sent by a parent or guardian.

Always report to the office when picking up a student – no exceptions. It is in the child's best interest to attempt scheduling dental and medical appointments outside of school hours. Doctor and dentist appointments and emergencies are the only acceptable excuses for children to be dismissed from school early.

Students may be released to persons other than parents or legal guardians only if:

1. The school and teacher have been notified in advance by the parents or guardians that the student is to be released to a specific person or persons. Written notes must be sent to the office. Students will only be released to persons listed in the emergency records;
2. The student can correctly identify the person to whom he/she is to be released as the one the parent intended; and
3. The person requesting to take the child comes to the school office to pick up the child; and
4. The school office will require proof of identification when anyone, other than a parent, picks up a child from school. In addition, the sign out log must be completed prior to the release of a child.

**Note:** Keep the school and your children apprised of people allowed to pick up the student from school. In the case of unusual concerns, notify the school immediately. Caution is a great defense and should be communicated to all age levels.

All children who become ill during the school day must report to the School Office.

If the illness warrants that the child be sent home, parents or guardians will be contacted by the school office and the **child is to be picked up within the hour. If we are not able to reach you, the school will contact each person on the authorized pick up list.**

**Medication at School:** If a student requires medication during school hours, the parent must make the request for such administration in writing and complete the Diocesan forms:

**"Parent's Request for The Administration Of Medication" and the "Physician's Request for The Administration Of Medication By School Personnel."**

These forms are available in the school office and on the website. The forms must contain information stating the type of medicine, the amount to be taken and the time it is to be given by school personnel. The written request for such medication administration must be approved by the Principal. Submission of such a request does not automatically permit such administration of medication.

- The required forms and the **current, referenced medicine** should be left at the school office with directions from the prescribing physician. The child must be notified by the parent when to report to the office for dispensing.
- **Prescription medication must be in the original bottle with the student's name on it.**
- Over the counter medications must be prescribed by a physician in order to be administered by school staff.

The school **does not provide** Tylenol or any other type of medication for the children. Under no circumstances may children have medicine (including Tylenol or cough drops) in their classrooms or lunch boxes.

Children who are unable to participate fully in P.E. must have a written note from a physician.

## **FOOD POLICY**

Today's concern about Food allergies, General School Best Practices, General School Guidelines

For the last several years we have been looking at the food policy for the health and safety of our children. According to a study by the Centers for Disease Control and Prevention, food allergies among children increased app. 50% between 1997 and 2015.

- Every 3 minutes a food allergy reaction sends someone to the emergency room – that is about 200,000 visits every year and every 6 minutes the reaction is worth using an epi pen.
- Individuals with food allergies who also have asthma may be at increased risk for severe/fatal food allergy reactions.
- Failure to promptly (within minutes) treat food anaphylaxis with an epi pen is a risk for fatalities.
- There is no cure for food allergies. Strict avoidance of food allergens and early recognition and management of allergic reactions to food are important measures to prevent serious health consequences.
- App. 20 -25% of epi pen administrations in school involve individuals whose allergy was unknown at the time of the reaction.
- More than 15% of school aged children with food allergies have had a reaction in school

In addressing this we decided to look into policies regarding food and update and revise SEAS policies. In 2014 CCSD published Procedures and Guidelines for Managing Potential Life-threatening Allergies in school. (This document is app. 50 pages) FARE (Food and Allergy Research and Education) has been an integral part of helping to develop procedures and policies.

In reviewing this document, we then adapted and updated SEAS food policies and procedures.

**We looked at and identified High risk areas at schools in general and particularly:**

- SEAS Classrooms: Snacks, parties, goody bags and special events where food and drink items are brought from home.
- Lunchroom/Cafeteria
- Extracurricular activities Arts and crafts projects

**We reviewed the General Best Practices of schools described in CCSD policies and implemented those that addressed our needs at SEAS:**

- Completely remove food from curriculum
- Select non- food item in celebration and awards.
- Encourage teachers to research the web to find non-food alternatives to celebrate Holidays, curriculum activities and events.
- NO homemade food, bought, sold or given away for parties.
- Create Allergy free zones
- Special cleaning procedures and products to prevent cross contamination.
- Cleaning of computer keyboards
- Field trip procedures- Assign staff member or parent to monitor student

**Guidelines for Classrooms / Cafeteria:**

**Classroom:** Snacks eaten in classroom should be a protein bar, bag of pretzels, etc. healthier choices and peanut free

**Cafeteria** /Lunch Peanut free –tables set up

- Prohibit sharing or trading food.
- We revised our cleaning procedures to prevent cross contamination.
- Cleaning agents for tables has been chosen based on no peanut oil or other allergens
- Provide materials for students to frequently wash hands, in the classroom, cafeteria etc.

**Lockers:** Lockers are used by students in 6<sup>th</sup> through 8<sup>th</sup> Grades for storing books and school-related personal items, but remain the property of the school. School personnel maintain the right to monitor and examine the contents of lockers. For additional information regarding this policy, please refer to the Searches/Inspections/Seizures policy included in this handbook. Acceptance of a locker by a student is acknowledgement of the right retained by the school to monitor and examine the contents of that locker

whenever determined appropriate. Each student will be responsible for the locker assigned and must keep it clean and neat. No food is permitted in lockers except lunch contained in a lunch box. All rules for lockers also apply to desks and backpacks. Teachers will designate times for locker use. Locker numbers and combinations will be maintained by the office. Please refer to the “Locker Contract”.

**St. Elizabeth Ann Seton School**

**Locker Use Contract**

Students in grades 6<sup>th</sup> through 8<sup>th</sup> will have the use of lockers assigned to them by the school. Prior to receiving the use of the locker, this contract must be signed by both the student and their parent / guardian acknowledging the regulations set forth below and agreeing to the terms outlined.

**LOCKER USE REGULATIONS**

1. Each student is assigned his or her own locker for the school year.
2. A student may not change or make use of any other locker.
3. Lockers are for day use only.
4. Drinks are never permitted in the locker
5. It is grounds for suspension if a student enter another student's locker.
6. Students may use their lockers before or after school or between classes.
7. Students are responsible for any damage/graffiti to his or her locker.
8. Stickers are not permitted on a student locker.
9. The lockers are property of Elizabeth Ann Seton School and are subject to search at any time by authorized personnel.
  
10. Student locker combination should be written on the line below

Student Signature

Parent / Guardian Signature

Date:

## COMMUNICATIONS

### APPOINTMENTS

If you wish to meet with the Principal or a teacher, please schedule an appointment via email.

### PARENT/TEACHER CONFERENCES

Formal conferences for all families are scheduled during the first week of October and minimum days (dismissal at noon) are observed. Parents are welcomed to confer with a teacher at any time, please make prior arrangements (via written note, e-mail, or telephone call). This will insure that your child's teacher is available and prepared to assist you. Many times our teachers have full schedules at the end of the school day (meeting with other parents, working with students, attending workshops, meetings, etc.). We recognize the importance of good communication and enjoy working with parents on behalf of our students.

### CLASSROOM PARTIES/CELEBRATIONS

School wide celebrations are scheduled for the entire school by administration. Classroom teachers will plan celebrations that support curriculum and are approved by the Principal. Parties will be kept to a minimum and held at the end of the day. A field day for the entire school population may be held, if feasible, at the end of the year.

### BIRTHDAYS

A treat (**NO FOOD ITEMS- please refer to the FOOD POLICY**) may be provided to the class. Please communicate with the classroom teacher to make arrangements consistent with the K-2, 3-5, and 6-8 classes. Invitations to parties may not be distributed in the classroom. Students are invited to wear "free dress" in celebration of their birthdays. A special "free dress" day will be chosen for our summer birthdays!

### CLASSROOM VISITATION

Parents are not permitted to visit their children's classroom without permission and no one, including a parent, is allowed to go into a classroom while class is in session to speak to the teacher or to a student. Classes may not be disturbed while they are in session. **No parent volunteers will be in the classroom during instruction time.** Parent volunteer hours will take place in the library during non-instructional library hours. Parent volunteer hours would be from 7:45am to 9am and 2:00pm to 2:45pm.

### SPECIAL OCCASIONS

Please inform your homeroom teacher in the event you may need to bring your younger children to a special event (i.e. muffins with mom, donuts with dad). We understand if you have difficulty securing childcare for those special events that your attendance is required at school. We ask that you supervise them during the event so that everyone can enjoy the event without disruption

## CURRICULUM

Saint Elizabeth Ann Seton Catholic School complies with all mandates regarding curriculum matters as required by the Diocese of Las Vegas and the State of Nevada. The curriculum at Saint Elizabeth Ann Seton Catholic School is based on the guidelines and objectives contained in the Core Knowledge Sequence and the Diocese of Las Vegas Graded Courses of Study.

Saint Elizabeth Ann Seton Catholic School and Catholic Schools of the Diocese of Las Vegas operate as exempt schools under the provisions of NRS 349.211 and as such is exempt from the provisions of the Private Elementary and Secondary Authorization Act. In effect, the Catholic Schools of Las Vegas are recognized by the State of Nevada as alternatives to public schools but are not subject to the licensing requirements of the State. Exempt schools are required to provide a curriculum equivalent to that required for public schools and that follows the state curriculum standards. Instruction time, length of day, and school must meet state requirements. The schools are required to comply with all applicable state, county, and local health, safety, and fire inspections and laws, ordinances, and regulations including those relating to fire emergency drills, vehicles, immunizations of pupils, and crisis management.

**Testing Program:** Students in Grades 2–8 take the Terra Nova test in the fall of each year.

Students in Grades 3-8 take the ECRA Writing assessments in the winter of each year.

### **St Elizabeth Ann Seton Kindergarten Program**

The Kindergarten child needs guidance in their physical, emotional, social and intellectual development.

1. A young child learns through the medium of play.
2. A positive self-image is important in the development of the whole child.
3. Children should be taught respect and sensitivity toward the needs and feelings of others and themselves.
4. Children need to have meaningful, concrete experiences, which are fundamental to later learning.
5. Exploration and experimentation are basic to creative thinking and problem solving.
6. The school will provide an environment that will stimulate curiosity, a questioning attitude, and an eagerness for learning.
7. Kindergarten for each child should be a successful experience of happy and healthy living.

Kindergarten is a place where young children learn as they play and as they share experiences with other children. It is a place where they are provided with a variety of materials and experiences suited to their individual needs, and where they are offered guidance and encouragement as they learn.

This is a crucial period of development when parents and teachers educate the child by being loving and understanding, by acting as role models to show them how to pattern their behavior. Positive Christian behavior is the goal at St Elizabeth Ann Seton School.

At the beginning of the school year we work with the children on social adjustment, learning to cooperate with each other, and sharing. Many new materials will be introduced for play and exploration. As the year continues we will spend time developing certain skills, habits and attitudes and work on their reading skills to The ability to listen and pay attention is of utmost importance for success in school.

Our program covers religion, language arts, math, art, music, physical education, science and social studies.

Our Kindergarten Program is a full day program and will consist of, but not limited to, the following activities:

### **ACADEMIC CURRICULUM:**

**Religion:** The Catechesis of the Good Shepherd is a program for the faith formation of children. The primary goal of this program is to deepen the child's existing relationship with God, to encourage the formation of a personal prayer life, and to participate in the liturgy. The Catechesis accomplishes this through the use of child-friendly materials, prayer, song, and listening to the Word of God with children. The children have time to work with the materials of their choosing.

The Catechesis of the Good Shepherd is a faith formation program based on the methods of Maria Montessori. Dr. Sofia Cavalletti and her co-worker, Gianna Gobbi, have worked for more than 45 years to develop the Catechesis of the Good Shepherd program through observing and working with children from ages 3-12. The Catechesis uses Montessori's models of who children are, taking into account their developing spiritual and cognitive capacities. The program then matches Bible and Liturgy to the known needs and capacities of children, presenting these materials in a developmentally appropriate manner.

It is the joyful, peaceful response of the children themselves that has inspired and determined the ultimate content of this unique program. Children in Kindergarten through Grade 5 will visit the Atrium for weekly instructions in addition to classroom prayer.

There are three levels of Catechesis of the Good Shepherd:

- Level I atrium for children kindergarten.
- Level II atrium for children ages 6-9 (Grade 1-3)
- Level III atrium for children ages 6-12 (Grade 4-5)

**Language Arts:** We use the Core Knowledge Curriculum. Students will be using authentic literature and extension activities to learn to read. These lessons incorporate various strategies, such as phonics skills (sounding out), context clues (such as pictures) and the use of sight words. The lessons also teach children to think about and make personal connections to stories and poems through discussions and response strategies.

There should be daily reading at home for a minimum of 15 minutes. This is required of all students. At first you will read to your child and as the year progresses, your child will begin to read to you.

**Math:** Our series is Pearson Envisions Math. We will be covering topics such as patterning, counting, ordering, and comparing numbers, measurements, recognizing and counting coins, telling time and addition and subtraction.

**Handwriting:** Handwriting will be incorporated into all areas. Neatness and proper formation of letters will be stressed. Children will learn to print their first and last names.

**Science and Social Studies:** Science and Social Studies will be integrated into the curriculum. Individual units in these subject areas will also be introduced.

**Physical Education, Art, and Music:** These subjects will be taught each week.

**Computer:** In each classroom all children have the opportunity to work on Reading, Math, Science, and Language Activities on computer programs.

**HOMEWORK:** Homework will be assigned in Kindergarten. It will be a reinforcement of what was taught in class. Parents will be given more information on homework near the end September. The children are encouraged to review their daily take-home papers with their parents for reinforcement.

**CONFERENCES:** Scheduled conferences will be held in the fall. All parents are required to attend a conference.

## **HOMEWORK POLICY**

As a general rule, students will be assigned an appropriate amount of homework each day and may also be assigned work to be completed over weekends. Homework is designed to provide reinforcement of classroom instruction, provide practice, and develop skills in research, planning, and presentation of information and facts.

Generally *recommended* amount of time to be spent on homework:

Kindergarten, 1 and 2.....	Not to exceed one-half hour
Grades 3, 4 and 5.....	Not to exceed one hour
Grade 6 .....	90 minutes per night
Grades 7 and 8.....	120 minutes per night

Make up work may be obtained from the PlusPortal or when a student returns after being absent.

## **FIELD TRIPS**

Field trips taken by classes are scheduled by teachers in light of educational needs and appropriateness. All parents, volunteers, and chaperones must complete the Diocesan Field Trip Permission Forms, which include the Field Trip Parental/Guardian Consent Form and Liability Waiver and Field Trip Questionnaire. The Principal or designee must give approval and all appropriate paperwork must be completed and approved prior to the trip. There is no expectation that every class will have one or more field trips each school year. Buses will be used to transport students to and from field trips. Please refer to the Volunteer section of this handbook for complete information. Parents must have completed fingerprints and have approval before volunteering as a chaperone.

## **EVALUATION AND GRADING**

**Progress and SLE Reports:** Progress and SLE Reports are sent home to parents each trimester. The purpose of this report is to inform parents of their child's academic and/or behavioral progress.

St. Elizabeth Ann Seton School has adopted the Diocesan format for Kindergarten through 8<sup>th</sup> Grade report cards in 2017-2018 school year. As a result, the skills as well as the evaluation codes are new. Our greatest desire for children in kindergarten through Second Grade is to provide an environment that gives them the gift of time to master their skills.

The K – 2 Student Report Cards and the Progress Reports are a means of communicating to the parent their child's growth within a trimester/six-week period. The students are evaluated on their skills through observations, classwork, and assessments. The progress code is a culmination of all the above.

Parents will be able to follow their child's current progress through assignments and assessments that are sent home in the weekly folder throughout the trimester. The scores the students receive on their class assignments etc. are indicators to the teacher and parent the child's mastery of skills or areas that need further assistance. The teacher will provide ongoing feedback via email or phone call to the parent, in the event there is concern about the child's progress between report cards.

The Plus Portal will only serve as a means of communication for all events and activities between the school and home for K-2.

We hope the above information provides clarity to the new approach with Plus Portal access and grades/scores.

If a parent wishes to meet with the teacher at this point (or at any time during the school year), please call or e-mail the teacher and leave a message for the teacher or send a note to the teacher, he/she will return your call in a timely manner.

Should a teacher believe a conference is needed at any time during the school year, he/she will contact the parent without delay.

**Report Cards:** Grades K through 2 will utilize the evaluation codes on their report cards and grades 3 through 8 will receive percentage grades based upon grading scale. Parents should study these carefully. If any problems are indicated, you may wish to arrange for a private conference with the teacher.

## **PARENT PLUS PORTAL**

This is an easy way to remain up-to-date with announcements, grades, and assignments. Grades will be posted online regularly so that students and parents can check on the progress of their grades. No extra credit will be assigned unless the entire class has the same opportunity to earn the extra credit points. Students are held accountable for checking online homework and progress reports regularly. It is the student's responsibility to stay on top of their daily work and seek to correct symbols such as "ABS", "MW", and "\*\*\*", if any.

1. **Absent** – ABS is inserted when a student is absent. This symbol does not affect the students' grade. In the Middle School, the student has one school day to make up absent work per excused absence and will receive full credit for the work. Make up work can be obtained when a student returns after being absent.
2. **Sickness/Illness**- If a student misses school due to sickness or hospitalization, the student receives full credit for work that is turned in upon their return. A doctor's note is required after four (4) days of absence. Additional days equivalent to the number of days absent are given for missing work to be turned in, If the deadline is during the timeframe when the student is sick, the deadline is extended by the number of days the student is absent. Weekend days are not included. Deadlines for special projects will be determined by the teacher.
3. **Missing Work** – MW is inserted if a child fails to complete an assignment on the due date. The MW symbol counts as a zero in the grade book, until the work is completed. Missing work is defined as any

work that has been missed due to student neglect or an unexcused absence. Students are responsible for keeping track of any missing late assignments.

Late work must be completed within five (5) days of the original due date with the proper form attached. All late work is subjected to grade penalization as follows:

**Up to 5 days late-** maximum of 60% credit

**More than 5 days-**no credit (gradebook will be changed from MW to zero (0))

3. **Exempt** – X is inserted when a child is exempt from the assignment at the discretion of the teacher.

4. **In Process/Assignment- IP** – Due at a later date; assignment may be submitted early.

5. **Received, Pending Grading- REC**

### **Major Projects and Online Assignments (mostly middle school):**

Online assignments are due at the beginning of the class period on the day of the assigned due date, unless noted. Due to the nature of these assignments no late work will be accepted even in the case of absences (excused/unexcused). Students should utilize all means available to turn in these assignments on time. Technical issues will not be considered as a valid reason for any late work in this category.

These assignments are announced well in advance and, in some cases, may be submitted early. When such assignments are given, teachers generally will post those early graded assignments with the future due date and indicate “IP”. This symbol does not impact the student’s grade until the due date.

Major projects or papers that are not received on the due date will be subjected to grade penalization as follows:

**Up to five 5 days late** - maximum of 60% credit

**More than five (5) days** - no credit (gradebook will be changed from MW to zero (0))

Of course, students may schedule a time to meet with the teacher prior to the due date in order to discuss questions or concerns regarding the assignment in this category. In these rearranged cases only, teachers may use discretion and accept on a declining scale.

## **Headings/ “No Name” Assignments**

Students are expected to include a full and proper heading on every paper, for example:

*JMJ*

*Student First and Last Name*

*August 18, 2014*

*6A Math, pg. 241, 2-40 even*

Cursive handwriting required for Grades 4-8 –ink (black or blue only) except for Math (pencil). Points may be reduced per paper with improper information at teacher discretion.

Any “no name” assignments will be discarded in order to avoid any dishonest claiming of assignments. Assignments will be subject to the missing work policy.

## **ACADEMIC ACHIEVEMENT**

### **Kindergarten through 3<sup>rd</sup> Grades**

For students in grades Kindergarten through 3<sup>rd</sup> Grade, achievement is determined by overall progress in Religion, Mathematics, Reading, Spelling, English, Science, and Social Studies. Music, Art, Technology, and Physical Education are also considered.

If in determining the academic progress of a child at these grade levels, we find that he/she is not meeting grade level expectations in two out of the five subject areas, the school will consider retention. For advancement to the next grade level, there must be positive proof of academic growth for the year. Further, if a student is experiencing difficulties or showing little progress or academic growth in Reading or Mathematics, summer school may be recommended and/or required.

### **4<sup>th</sup> through 8<sup>th</sup> Grades**

For students in grades 4 through 8, advancement or retention is determined by the grading scale for the current school year. This is determined based on the grades earned in Religion, Mathematics, Reading/Literature, Science, Social Studies, and English. Music, Art, Technology, Spanish and Physical Education are also considered.

For advancement to the next grade level, a grade should be above a D. There must be positive proof of academic growth for the year. Students with less than a D will be considered for retention by the school. Further, if a student is experiencing difficulties or showing little progress or academic growth in Reading or Mathematics, summer school may be recommended or required.

**Promotion/Retention:** Students with irregular attendance or poor work (has not satisfactorily completed the work of the grade level) may be retained or conditionally promoted. When it is necessary to retain a student, the parents, teacher, and principal should reach a mutual agreement. However, the school reserves the right of not accepting the student in the next grade if the student is incapable of academically performing at that level.

### **Academic Probation**

If a student has failed one or more subjects (received a final average grade in that or in those subjects below "D") he/she will be placed on academic probation for the following school year.

In order to maintain enrollment for the following year, summer school or an equivalent amount of documented hours of tutoring from a reputable company for the subject matter may be required.

If the student maintains a grade of "D" or better by the first progress report of the next school year, the probationary status will be removed. A student whose work habits indicate a lack of cooperation and who does not maintain at least a "D" average while he/she is on probation, may not be allowed to continue as a student at Saint Elizabeth Ann Seton Catholic School.

Parent awareness and cooperation is the key. The parent/guardian must be aware of the child's progress. It is the teacher's responsibility to issue a unsatisfactory report and discuss the situation with parent/guardian if and when the problem could lead to retention.

**Retention Policy:** If a child is to be retained in a grade, parents will be notified no later than late April. It is the discretion of teachers and Principal in conference to decide on the retention of a child. The final decision will be made by the Principal. Excessive absence is grounds for retention. Under normal circumstances, any student absent more than 20 days may not be promoted. Extenuating circumstances may be considered if all work has been made up and the teacher recommends promotion.

### **Academic Recognition:**

**Honor Roll** is awarded for students in grades 6-8. In order to be eligible for the Honor Roll, the student must *not* have an *Unsatisfactory* mark in Conduct or Work Habits.

First Honors are awarded based upon receiving grades between 90-100 in the core subject areas.

Second Honors are awarded based upon receiving grades between 90-100 with a maximum of two grades between 80-89 in the core subject area.

Core subjects include: Religion, Reading/Literature, Math, English Language Arts, Social Studies, and Science. Failing grades in any core subjects will preclude honors awards.

## DIOCESAN GRADING SCALE

### *Grades 3-8 Evaluation Key*

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

### *Grades 1-2 Evaluation Codes*

S	Strong Progress
P	Satisfactory Progress
N	Needs time, Experience, Improvement
L	Limited Progress/Unsatisfactory
X	Not Yet Introduced

### *Kindergarten Evaluation Codes*

E	Excellent Progress
VG	Very good Progress
S	Satisfactory Progress
N	Needs time, experience, improvement
L	Limited Progress
U	Unsatisfactory
-	Not yet introduced

## **Special Recognition Awards:**

**Certificates are awarded for grades K-5 in recognition of Achievement, Courtesy, Effort, Scholarship, and Service.**

Good manners, thoughtfulness, kindness, and politeness are expected of everyone. Our students should always strive to conduct themselves with behavior that is noteworthy of students attending a Catholic school. A positive atmosphere of discipline and orderliness creates a safe and supportive learning environment that fosters personal and social growth for all students. Students are encouraged to develop self-discipline and personal responsibility for their attitudes and behaviors including:

- Respect for and cooperation with others
- Obedience to school authority and school rules
- Truthfulness in all situations
- Self-control while acting or speaking
- Courage in dealing with difficult situations
- Perseverance in spite of obstacles
- Responsibility toward property, assignments and other duties
- Respect for the Catholic faith

The expected behavior detailed on the previous page as well as the discipline policy included below applies to students and parents during in-school and at school-sponsored events; as well as in the SEAS Parish community and outside the SEAS Parish community. The school will not tolerate behavior contrary to our Catholic teachings or behavior that could bring disrepute or embarrassment.

## **Discipline**

Discipline is to be considered as an aspect of moral guidance – a firm, yet fair approach to discipline is the basis of our philosophy. The purpose of discipline is to promote genuine student self-development, to increase respect (for students and teachers), and to provide an atmosphere that is conducive to learning. St. Elizabeth Ann Seton is a Catholic School and the conduct for all students shall conform to this Christian philosophy. Respect for others and self is basic.

One of the most important facets of education involves the learning of an inner discipline and the wise use of freedom. At all stages of their development, young people need to experience both freedom and control. We attempt to help the students develop the kind of discipline that will enable them to grow into responsible persons.

When behavioral problems become evident, teachers and parents must work together to develop plans for improving behavior. A student's eligibility for continued enrollment at St. Elizabeth Ann Seton Catholic School shall be reviewed if parents/guardians are not supportive of school policies and attempts made to work with the student on behavioral or emotional problems, or if the student makes no attempts to improve his/her behavior.

Disruptive and uncooperative behavior seriously interferes with the learning environment and the learning process; such behavior prevents other students from learning and is, therefore, unacceptable.

Disciplinary action shall be taken when, in the judgment of the teacher, little or no improvement has been made by a student regarding an attitude or behavior. Parents/guardians' efforts to work with the teachers are essential.

If a solution cannot be reached with the teacher, please consult with the Principal. Lack of parent/guardian support pertaining to serious disciplinary matters is sufficient reason for not accepting a child's registration for the following year. The school reserves the right to refuse to accept a registration and/or a re-enrollment.

### **Expectations For Students**

At the beginning of each school year, all teachers will fully explain classroom expectations to parents/guardians and students. For grades K-5 classroom teachers will develop a behavior management plan that is age appropriate for each grade level. The classroom teacher will provide a Parent Notification Form to inform the parent of any school/classroom infractions.

For grades 6-8 a demerit system will be used for students who have difficulty fulfilling classroom/school expectations. The purpose of the Demerit Notification is to make certain that parents are aware of the area(s) in which student growth is necessary. We recognize parents as the primary educators of their children and that the school serves as an extension of that responsibility. St. Elizabeth Ann Seton Catholic School provides an environment where all students are learning to be responsible for making good choices. If a Demerit is issued, please discuss the situation with your child. Should you have a question regarding the issuance of a Demerit, the first avenue of discussion should be with the school personnel directly involved (usually the classroom teacher or activity supervisor); he/she is the person best able to provide you with the facts. If, after discussion with the appropriate school personnel, questions cannot be resolved, please consult with the Principal. The Demerit form will be taken home by the student for a parent signature. The form must be returned the following day or another demerit will be issued.

**ITEMS COULD RESULT IN AUTOMATIC DETENTION DEPENDING ON THE SEVERITY OF CIRCUMSTANCE**

**These behaviors could happen in Church, Classroom, Gym, Playground, Courtyard, Restrooms, Assembly, Parking Lot**

**Academics:**

- Poor effort
  - Absentee work not submitted
  - Does not work well in group
  - Improper use of time/materials
  - Incomplete assignments
  - Missing assignments
  - Unacceptable assignments
  - Excessive Late Work
  - Excessive Missing Work
  - Unprepared for class
  - Other
- Misuse of school property/materials
  - Speaks at inappropriate times
  - Tardy to class
  - Tardy to school
  - Other

**Dress Code:**

Improper uniform, inappropriate haircut, hair colored/dyed, wearing nail polish, wearing jewelry, wearing make-up, etc. (in accordance with the school policies listed in the handbook)

**Behavior:**

- Excessive Talking/Disrupting Class
- Inappropriate behavior at Church
- Throwing objects
- Horseplay
- Disobey school regulations
- Disrespectful of the rights & property of others
- Disrespects authority
- Disruptive behavior in class
- Failure to show up for detention
- Fails to Follow Directions
- Harassment (Verbal/Physical)
- Inappropriate language

## **Merits**

St. Elizabeth Ann Seton also uses a system of “Merits” to notify parents of each student’s outstanding behavior/work in grades K-8! It is the teacher’s decision to award a merit to a student, not based on a student’s request. One Merit will erase the issuance of one Demerit. Merits are awarded for the following accomplishments/reasons:

1. Making good choices
2. Achieving high score on tests/quizzes
3. Following directions
4. Improvement (in effort, behavior, grade(s))
5. Outstanding participation (in class discussion, academic competitions, challenging assignments, and at school Masses)
6. Displaying exemplary behavior – students who exemplify characteristics of kindness, tolerance, respect, cooperation, responsibility, care, curiosity, and patience.
7. Problem solving and/or coming up with innovative ideas
8. Volunteering/assisting in the classroom, at school functions, or anywhere on the school/parish grounds
9. Producing consistent good work (example: consistent completion of homework, completion of extra credit assignments, always prepared, completion of a job well done, etc.)

## **Detention**

Students will be required to attend detention after receiving five Demerits and/or notification of more serious behaviors (such as poor conduct in class or during recess, inappropriate language, fighting, violation of academic honor code, etc.). Please note: one merit erases the issuance of one Demerit.

Parents/guardians will be notified at least one day in advance when a student is assigned a detention, and are expected to cooperate. Students will serve detention under the supervision of the Principal on Thursdays from 3:00 to 4:00 PM. If a student participating in a school sport or club is issued a detention, and the detention to be served falls on the same day of the game or performance, the detention will be served first.

Detentions may also be automatically assigned for reasons such as:

1. Inappropriate/unacceptable behavior\*
2. Non-compliance with school rules and regulations
3. Poor conduct at recess
4. Fighting
5. Inappropriate language
6. Violation of academic honor code

7. Violation of Technology Use Agreement policies
8. Possession/use of a cell phone
9. Violation of the Respectful Learning Environment policies

\* The categories listed on the previous page do not cover every possible situation. The school will determine which behavior is inappropriate.

Upon receipt of a third detention, and each one hereafter in a single trimester the student will be required to serve a one day suspension. Following the suspension, a conference will be held with the parent/guardian, student, teacher, and Principal. A Disciplinary Referral form will detail the course of action to be taken and specify corrective measures needed. Three Disciplinary Referral Notices may result in expulsion.

### **Suspension/Expulsion**

A suspension is the temporary removal of a student from the classroom and/or school. The primary purpose of suspension is to give the student, parent/guardian, and the school the time needed for resolving a problem. Suspension is considered a serious matter, which could lead to expulsion from school. It is not used for minor infractions. Every effort is made to resolve problems before considering suspension. Grounds for suspension include, but are not limited to, the following:

- A. Violation of any Federal, state or local laws.
- B. Conduct that harms the good name of St. Elizabeth Ann Seton Catholic School.
- C. Violation of school policies, rules or regulations such as:
  1. Disrespectful attitudes:
    - a. Inappropriate or disrespectful comments/actions or arguing with a teacher/staff member.
    - b. Questioning a teacher's/supervisor's authority.
    - c. Harassing/bullying fellow students as well as Respectful Learning Environment policies
  2. Violent fighting (parents/guardians are called immediately and students are sent home).
    - a. Causing physical harm or injury (or attempting to injure).
    - b. Provoking a fight.
    - c. Losing control (temper tantrums).
  3. Disruption/disturbance of class:
    - a. Ignoring classroom rules.
    - b. Ignoring playground and/or lunchtime rules.

4. Profane language:
  - a. Using vulgarity or profanity (whether written or spoken).
  - b. Using profane or vulgar signs or actions.
5. Repeated refusal to do or complete required work.
6. Stealing or cheating (includes plagiarism).
7. Vandalism (deliberate destruction or damage of property-parish, school, staff or student).
8. Violation of Technology Use Agreement policies
9. No improvement following a Disciplinary Referral.

### **Duration of Suspension**

Solely the Principal determines the length and type of suspension. All suspensions will take place “out of school.” The type of suspension imposed depends on the severity and/or nature of the offense. During suspension students will not be permitted to participate in extra-curricular/co-curricular activities and events.

### **Admission Following Suspension**

Re-admission requires evidence that the problem that led to the suspension has been resolved. In addition, **the student must be accompanied back to school by his/her parent/guardian** and must have completed all work assigned during the suspension. The student who completes a suspension must report to the school office with a parent before returning to the classroom.

### **Expulsion**

Expulsion is the removal of a child from attendance at St. Elizabeth Ann Seton Catholic School by the Principal and the Pastor as a result of (but not limited to) such things as:

1. Behavior so serious that future attendance is not acceptable. Involvement with drugs, alcohol and/or weapons, on or off school grounds is one area that constitutes cause for immediate expulsion.
2. A consistent pattern of disruptive/disrespectful behavior. Three Disciplinary Referrals in a school year is one such criterion, as is three suspensions or any combination thereof.
3. A consistent refusal to complete schoolwork may result in expulsion.
4. Gross lack of improvement following suspension(s) may result in expulsion.
5. Other behavior or action deemed serious by the Principal.

## **Procedure to be followed with regard to Expulsion**

Expulsion procedures follow Diocesan regulations. These include:

1. The Principal shall make a recommendation for expulsion to the Pastor.
2. Notification of the Superintendent of Catholic Schools.
3. Notification of the parents/guardians.
4. If parents/guardians so request, a meeting with the Pastor and the Principal will take place at which time the reasons will be made known (as stated in written form). Documentation for the incident(s) leading up to the recommendation for expulsion shall be presented.
5. Following the meeting, the Pastor and Principal, after consulting with the Superintendent, will make the final decision regarding the recommended expulsion.
6. Parents/guardians will be notified of the decision in writing.

## **Proper Grievance Procedure**

If a parent/guardian is dissatisfied with a child's status or progress, the proper procedure is:

1. Consult with the respective teacher(s).
2. If the problem cannot be solved by mutual agreement, consult with the Principal.
3. If that doesn't appear to alleviate the situation, consult with the Pastor or his representative.

Be aware that the person with whom you wish to consult will advise you to refer to the previous step if it has been omitted, prior to meeting with him/her.

## **Prohibition of Bullying, Intimidation and Harassment**

Bullying, harassment and/or intimidation of any student on school property, at school-sponsored functions or through electronic means (on or off campus) are prohibited. St. Elizabeth Ann Seton Catholic School is committed to each student's successful education within a safe and respectful atmosphere.

Please use the Bullying Report that is on the school website and Plus Portal to report any incidents to the Principal.

All reports of bullying are to be reported immediately to the Diocese of Las Vegas Director of Safety and Emergency Management.

As used in this policy, “bullying, harassment, and/or intimidation” means unwelcome, intentional conduct that is not authorized by law which is either severe or is repeated over time in a situation where an imbalance of power exists between those involved.

- Intentional conduct means the act or conduct is willfully, knowingly, and with deliberate intent to hurt or harm a person or that person’s property.
- An imbalance of power can exist on the basis of, but not limited to, a student’s physical strength, their access to embarrassing information, or popularity to control or harm others. Power imbalances can change over time and vary in different situations, even if they involve the same people.
- Bullying, harassment, and/or intimidation can take various forms, including physical or social, oral or written (including electronic writings).
- Bullying, harassment, and/or intimidation may be motivated by an actual or perceived personal characteristic, which include, without limitation, race, religion, national origin, socioeconomic status, disability, sex, sexual orientation, etc.
- Behavior that may not qualify as bullying, harassment, and/or intimidation may nevertheless be inappropriate and subject to disciplinary action.

### **Investigation of Reports**

Within one business day of the receipt of a report the school, with guidance from the Director of Safety and Emergency Management, will commence a preliminary investigation into the allegation to obtain further information and to ascertain whether the allegation has merit, which may include speaking with the alleged bully and the alleged victim. If, after the initial investigation, there is substance to the allegation, the parent(s) of the alleged victim will be contacted within the next business day. Additional investigation, as well as reports to the authorities, may occur thereafter depending on the facts and circumstances of the matter. Bullying, harassment, intimidation, and the making of false reports are all considered serious infractions.

Conduct by students or parents, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student; as well as reporting the incident to legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended, but not dismissed, may be required to receive psychological or psychiatric clearance before returning to school.

## **TEXTBOOKS/NOTEBOOKS**

Only workbooks may be covered with contact paper. Students will be responsible to pay for lost or damaged textbooks. Students are not permitted to affix stickers, pictures, etc. to any book which depicts persons, characters, pictures, or phrases considered to be inappropriate in regards to profanity, bullying, sexual harassment or against the philosophy of the school.

## **CELL PHONES (Personal Electronic Devices)**

**Cell Phones must be turned off as soon as students arrive on campus and are inside the gates.** No APPLE Watches or any other type of Android Smartwatches for students are allowed on campus. The phones will be collected and locked away in the teacher's cabinet. Any student who is found in possession of using a cell phone during the school day, will have the phone collected by the faculty/staff member and turned in to the office. The parent will be required to collect the phone from the school office and the student will be banned from bringing a phone to school. If the phone is brought to school and used during the school day, there will be a fine of \$100. No wireless headphones are permitted on school property. Wired headphones are permitted for activities that are requested by the teacher **only**.

## **COMPUTERS**

Saint Elizabeth Ann Seton Catholic School offers a bring your own device program for grades five through eight. Teachers incorporate the use of technology on an ongoing basis within their daily/weekly instruction as aligned with the International Society for Technology in Education Standards. Students therefore are able to utilize their own device as a means to enhance their educational and faith formation experience at SEASCS. Whether conducting asynchronous research, utilizing Web 2.0 tools, or participating in a virtual field trip, the ability to harness the incredible power of technology in the classroom is possible through our 1:1 program.

The upcoming school year will mark our 3rd year as a Google School. As a parent of an incoming fifth grader, we felt there is some important information that would be beneficial to you as you research and consider a device for your student. It is always highly recommended that the children use a Chromebook with a webcam, as it is most compatible with Google. We highly recommend that your student have his or her own device dedicated to schoolwork alone. As you research and secure a device for your child, it is important that our staff set up the SEAS edu profiles. Therefore, we ask that you refrain from setting up any personal profiles, for yourself or your child, as that account will not be used at or monitored by the school. The staff at SEASCS will provide assistance to establish the SEAS edu accounts during the school days. We anticipate the setup process will take place in August of 2019, in the first few weeks of the school year. The Chromebook and SEAS edu account will serve as your child's device and account for all the grades thereafter.

Here is a link to all the devices that are fully compatible with the G Suite for Education account.  
<https://edu.google.com/products/devices/>

In the event you have already purchased a device of your choice, your student is still able to utilize it in school for all academic purposes.

Students in grades 5-8 will have a software monitoring program license installed on their device by our I.T. Department. This monitoring program will be inactive once the student leaves campus for the day and not connected to our server. If a student brings a new device replacing the previous one, we will need 24-28 hours to install the monitoring program license.

If you have any questions, please contact our Technology Instructor Mrs. Sally Calloway at [scalloway@seaslv.org](mailto:scalloway@seaslv.org) or tech department at [admin@seaslv.org](mailto:admin@seaslv.org) to the attention of Keith Mills.

## CUSTODY

Parents are asked to inform school personnel when the legal custody of the child(ren) resides with one parent. ***It is mandatory for the school to have a copy of the custody decree.*** This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters. Absent a subpoena or court order, school records of the student may be disclosed only upon written consent of the parent with legal custody.

A child will not be released to a parent who does not have physical custody, without the written consent of the custodial parent. To determine the custodial parent, all separated or divorced parents of students enrolled in Saint Elizabeth Ann Seton Catholic School must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This court order/custodial agreement will be placed in a confidential file. Saint Elizabeth Ann Seton Catholic School requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition. Tuition is billed and collected from the parents with legal custody only.

**Non-Custodial Parent: (Buckley Amendment):** Saint Elizabeth Ann Seton Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial

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

## **LUNCH PROGRAM**

Students need to bring their own lunch each day. The SEAS Lunch program is open to all students in grades K-8. All lunches must be pre-ordered for all Grades. **No hot lunches will be sold at the window;** only snacks. For safety reasons no **glass containers are allowed**. No fast foods may be brought to students. Nutritious lunches are encouraged; candy and "junk food" are discouraged. There is no refrigeration available to store lunches. There is no microwaving or heating of food. If you are delivering your child's lunch, **it must be delivered before 10:30a.m.**

Parents are not permitted to take students off campus for lunch.

## **SPIRITUAL LIFE**

Chief among the goals of St. Elizabeth Ann Seton Catholic School are those related to helping our student develop into strong young people who are dedicated to God, the Catholic faith, and Christian service. Together we strive to instill in them the desire to live out the Gospel message in their daily lives. The fact that you have enrolled your children in this Catholic school is proof of your commitment to these goals.

We begin each day with prayer as we set the tone for the day and remind each other of our responsibilities as followers of Christ. Throughout the day, each class will pray as a group in order to help us focus on this goal through our thoughts and actions. Weekly, the students assist the priest in preparing and celebrating Mass as a school community. We invite and encourage you to join us whenever your schedule permits.

## **SPORTS PROGRAM**

The Parental Consent Form and Liability Waiver Form must be completed for every student participating in any school or Diocesan sponsored sports programs. Parental support is required for students participating in the sports program. This support includes paying all fees before the beginning of a season, and, of course, signing all the necessary permission forms and returning all uniforms and equipment in good condition and by the due date. **Students will be charged \$25.00 per sport to participate. Students will not participate if they are deemed ineligible.**

## **STUDENT ACTIVITIES ELIGIBILITY REQUIREMENTS**

At St. Elizabeth Ann Seton Catholic School, the belief is that Catholic Christian values, academics, effort, and conduct are of prime importance because they are the building blocks for future success. Therefore, Catholic Christian values, academics, effort, and conduct must be at an acceptable level before students may participate in extra or co-curricular activities. These activities are privileges, not rights.

As previously indicated, a “Parent/Guardian Consent Form and Liability Waiver” form must be signed. These forms will be handed out by the P.E. Teacher/Athletics Director.

**At the end of each trimester grading period, a student must have passed six (6) core classes of work on his/her school record for the previous trimester to be eligible for co-curricular or athletic activities.**

Core classes are defined as: Religion, Mathematics, Reading/Literature, Science, Social Studies, and English.

A student who has not passed six (6) core classes during a trimester will be ineligible for participation in co-curricular or athletic activities for the entire next trimester. A student who has not passed six (6) classes in the third trimester will be ineligible for the first Trimester of the new school year unless he/she has made up the failed class in summer school.

**Students must have and maintain a minimum of 76% in each course to be eligible for sports along with good citizenship and behavior. If a student receives “U” unsatisfactory grade in the areas of Work habits and Behavior during a grading period he/she will be ineligible to participate in sports.**

A student who has been declared academically ineligible may NOT attend practices, meetings, rehearsals, or participate in games or activities for the arts, athletics, organization, and publications.

If the student is declared ineligible by the administration, his/her period of ineligibility will be a minimum of ONE WEEK beginning on a Monday and concluding the following Sunday. The athletic director will notify the student and parents of his/her eligibility status. If a student is declared ineligible before a vacation period, the student will remain ineligible until the first Sunday after school is back in session.

He/she may not participate in any co-curricular activity until evidence of academic improvement has been achieved. Such improvement must be documented on the following eligibility check.

If a student is absent for any part of the school day, he/she will not be permitted to participate in any co-curricular activity on that day.

Students must participate in the majority of scheduled practices for the week in order to participate in a contest. The week is defined as the preceding five school days.

A student who feels that extenuating circumstances resulted in his or her ineligibility may appeal in writing to the Principal/Pastor.

## **PET POLICY**

Although we are very aware that your beloved pets are most definitely a part of your family, the school does not allow pets of any kind on campus at any time, this also includes the playground and field area. This policy is in the best interests of our children, as pets in general can be a potential safety and health concern. \*Service animals are permitted with appropriate identifiable gear\*

## **PLAYGROUND**

In order to maintain a safe and healthy atmosphere on the playground at all times, students must exercise self-discipline.

Students are not allowed in playground areas without faculty/staff supervision

Playground personnel and volunteers are here to assist and must be treated with the greatest respect at all times. Students are always to remain in their assigned areas.

**Tackle football or any other type of games or physical contact or activities that could cause severe injury are not permitted on school grounds at any time.**

## **EXTENDED CARE PROGRAM**

For your convenience, we provide an Extended Care Program for children who remain on school grounds after 2:55 p.m. Thus, all children must be picked up after school unless they are involved in organized and supervised school activities or enrolled in the Extended Care Program. At the end of each school day, students not actually engaged in organized school activities will be moved to the Extended Care Program area and parents will be liable for payment for those services.

Our goal is to provide a Christian atmosphere while supervising your children as they complete homework or play. It is a privilege, not a right to attend. Therefore, all children must obey the rules and regulations in order to continue in the program.

Following attendance, students can enjoy a snack brought from home and supervised outdoor play. We also offer a variety of games to be played when inside, as well as an opportunity to complete homework. Students in 5<sup>th</sup> through 8<sup>th</sup> grade will have access to the library to utilize their device for homework or the computer lab. Parents who prefer that their student not complete homework in the Extended Care Program are asked to provide a written note advising so.

*Please refer to the Extended Care Handbook – Appendix L - for a complete explanation of the program.*

## **PROCEDURES/ DRILLS**

Saint Elizabeth Ann Seton Catholic School has specific procedures for each type of emergency and undertakes regularly scheduled drills in order to ensure safety and prepare both employees and students for emergency situations.

## **EMERGENCY EVACUATION PROCEDURES**

In the event of an emergency situation that would require the evacuation of our school, all students and teachers from Saint Elizabeth Ann Seton will be directed to Richard H. Bryan Elementary School. This would become the evacuation pick-up point for our students. Richard H. Bryan is located at 8050 Cielo Vista Avenue, Las Vegas, NV 89128. It is on the Northeast corner of Cielo Vista and Pueblo Vista Drive.

## **CAMPUS SAFETY & SECURITY**

The school campus is enclosed with appropriate barriers. Students are to use only the appropriate entrances and exits. Scaling of walls, fences, and gates is prohibited.

## **SEARCHES/SEIZURES/INSPECTIONS**

Students and parents do not have a right of privacy in their lockers, bags, backpacks, computers, or in any other property belonging to SEAS/The Diocese of Las Vegas, or bought on to the property of SEAS/The Diocese of Las Vegas. Property belonging to SEAS/The Diocese of Las Vegas includes, but is not limited to: lockers, desks, storage areas, computers and/or other work space. Personal property brought onto the Diocesan/SEAS premises, includes, but is not limited to: backpacks, purses, bags, computers, i-pods, game-boys, cellular telephones, and vehicles. SEAS/The Diocese of Las Vegas reserves the right to search such property at any time, without warning, to ensure compliance with our policies, including, without limitation, policies on safety, theft, drug and alcohol use/possession, etc. Accordingly, no student, parent, or other person on the SEAS/Diocese of Las Vegas premises should have an expectation of privacy while on SEAS/Diocesan property. Failure to cooperate in searches or inspection may result in disciplinary action, up to and including expulsion/trespass.

## **SCHOOL UNIFORM POLICY:**

### **UNIFORMS AND DRESS CODE (REVISED APRIL 4, 2019)**

We are excited to inform you that we are collaborating with **Campus Club Uniforms** along with **Dennis Uniform** to offer you more shopping options. We are also going to incorporate the new Pelican logo on the school uniforms for the upcoming school year. However, **the new logo will not be mandatory until August 2021**. The current uniforms are acceptable until August 2021. All new apparel purchased through Campus Club, Dennis Uniform, or the Pelican Perch by Gear Up (P.E. approved items) will also include the new Pelican logo beginning July 2019.

Dennis Uniform will have a sale and promotion on all items on the following days:

**June 18<sup>th</sup> thru 25<sup>th</sup>** - Online and In Store

**October 17<sup>th</sup> thru 19<sup>th</sup>** - Online and In Store

**December 2<sup>nd</sup>** - Online Only

Middle School Students **WILL NOT BE REQUIRED** to purchase a blazer for the 2019-2020 school year. However, since we are in a period of transition, the students are still encouraged to wear the blazer for all special activities and field trips. Students who do not own a blazer may borrow one from the school for special occasions and/or pictures. Children in Student Council and NJHS who do not own a blazer may also borrow a blazer from the school to wear to all SEAS related functions.

The websites for approved SEAS apparel are as follows:

Campus Club: <https://www.campusclubuniforms.com/> -school code 1036  
2411 Tech Center Ct #107, Las Vegas, NV 89128- 702-360-0555

Dennis Uniforms: <https://www.dennisuniform.com/> -school code J40  
5275 S Arville Street Ste. B124, Las Vegas, NV 89118 -702-252-7341

Perch Merch: <https://pelicanperch.itemorder.com/sale>

Thank you to everyone who shared their input in connection with the uniform changes that we are implementing in the upcoming school year. Below is additional information regarding the changes that will take effect August 2019.

# St. Elizabeth Ann Seton Catholic School

## BOYS & GIRLS UNIFORMS



**Cardigan w/logo**  
(Grades K-5)  
Navy



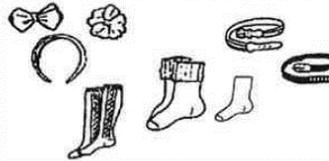
**V Neck Sweater w/logo**  
(Grades 6-8)  
Hunter Green  
(Winter Dress Uniform)



**Vest w/logo**  
(Grades 6-8)  
Hunter Green  
(Summer/Winter Dress  
Uniform-Optional)



**1/4 Zip Sweatshirt w/logo**  
(Grades K-8)  
Navy  
Jerzee



**Belts, Shoes,  
Socks and  
Hair Accessories**  
Available

## BOYS & GIRLS P.E. UNIFORMS (Grades K-8)



**T-Shirt w/logo**  
Hunter Green  
Youth  
Adult  
Port



**Shorts with logo**  
Navy  
Youth and Adult  
Soffe



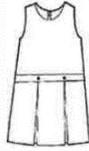
**Crew Sweatshirt w/logo**  
Navy  
Jerzee



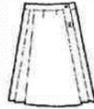
**Sweatpants w/ logo**  
Navy  
Youth  
Adult  
Jerzee

St. Elizabeth Ann Seton Catholic School

GIRLS UNIFORMS



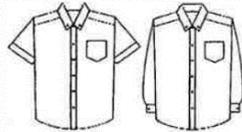
**Jumper**  
(Grades K-5)  
Plaid



**Skirt**  
(Grades 6-8)  
Plaid



**Tie**  
Navy

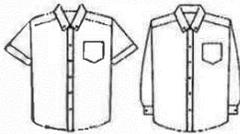


**Oxford w/ logo**  
K-8



**Flat Front Pants**  
Navy  
K-8

BOYS UNIFORMS



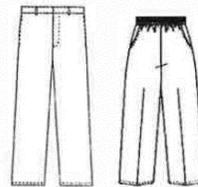
**Oxford w/ logo**  
White



**Tie**  
Navy



**Flat Front Short**  
Full Elastic Available



**Flat Front Pants**  
Navy  
Full Elastic Available

All students are to be dressed in a proper school uniform purchased through one of the approved uniform stores. It is the responsibility of the parent(s) and/or guardian(s) to make sure students are brought to school in proper uniform in accordance to the SEAS dress code.

<b>GIRLS DRESS UNIFORM REQUIREMENTS:</b>	
<p><b>Plaid Jumpers</b></p> <p>Jumpers no higher than 2 inches above the knee.</p> <p>Navy or black bike shorts <b>MUST</b> be worn under the school uniform jumper dress and/or skirt at all times.</p>	Kindergarten-5 <sup>th</sup> Grade
<p><b>Plaid Skirt</b></p> <p>Skirts no higher than 2 inches above the knee.</p> <p>Navy or black bike shorts <b>MUST</b> be worn under the school uniform jumper dress and/or skirt at all times.</p>	Grades 6 <sup>th</sup> - 8 <sup>th</sup>
<p><b>Blouse</b></p> <p>White, oxford shirt with SEAS logo, short or long sleeve (must be ordered in advance).</p>	All Grades
<p><b>Tie</b></p> <p>Navy clip-on tie.</p>	All Grades
<p><b>Cardigan Sweater*</b></p> <p>Navy with SEAS logo, button down cardigan.</p>	Kindergarten-5 <sup>th</sup> Grade
<p><b>Pullover Sweater (Winter)</b></p> <p>Hunter green pullover sweater with SEAS logo</p>	Grades 6 <sup>th</sup> -8 <sup>th</sup>
<p><b>Sweater Vest (Winter/Summer)*</b></p> <p>Hunter green sweater vest with SEAS logo</p>	Grades 6 <sup>th</sup> - 8 <sup>th</sup>
<p><b>Socks (Summer)</b></p> <p>White sock with blackwatch ruffle or navy knee high socks</p>	Grades K-2 <sup>nd</sup>
<p><b>Socks (Winter)</b></p> <p>Navy knee highs or navy tights</p>	Grades K-8 <sup>th</sup>
<p><b>Shoes</b></p> <p>Black or navy Mary Jane shoes</p>	Grades K-5 <sup>th</sup>
<p><b>Shoes</b></p> <p>Black leather lace-up or penny loafer shoes (Chunky heels, boots and platforms are not permitted)</p>	Grades 6 <sup>th</sup> -8 <sup>th</sup>
<p><b>Pants (Winter)</b></p> <p>Navy blue flat front trouser purchased from the uniform shop.</p>	Grades K-8 <sup>th</sup>
<p><b>Jacket (Winter)</b></p> <p>Jacket complementing the uniform. Gloves and scarves are acceptable when necessary, but not worn in class.</p>	Grades K-8 <sup>th</sup>

<b>BOYS DRESS UNIFORM REQUIREMENTS:</b>	
<b>Pants (Winter)</b> Elastic waist trouser purchased from the uniform shop	Grades K-1 <sup>st</sup>
<b>Pants (Winter)</b> Navy flat front trouser purchased from the uniform shop	Grades 2 <sup>nd</sup> -8 <sup>th</sup>
<b>Shorts (Summer)</b> Elastic waist short purchased from the uniform shop	Grades K-1 <sup>st</sup>
<b>Shorts (Summer)</b> Navy flat front short purchased from the uniform shop	Grades 2 <sup>nd</sup> -8 <sup>th</sup>
<b>Belt</b> Navy leather (belt is required)	Grades 2 <sup>nd</sup> -8 <sup>th</sup>
<b>Shirt</b> White, oxford shirt with SEAS logo, short or long sleeve	Grades K-8 <sup>th</sup>
<b>Tie</b> Navy clip-on tie.	All Grades
<b>Cardigan Sweater*</b> Navy with SEAS logo, button down cardigan.	Kindergarten-5 <sup>th</sup>
<b>Pullover Sweater (Winter)</b> Hunter green pullover sweater and vest with SEAS logo	Grades 6 <sup>th</sup> -8 <sup>th</sup>
<b>Sweater Vest (Winter/Summer) *</b> Hunter green pullover sweater and vest with SEAS logo	Grades 6 <sup>th</sup> -8 <sup>th</sup>
<b>Socks</b> Navy or black crew socks (NO WHITE SOCKS)	Grades K-8 <sup>th</sup>
<b>Shoes</b> Black leather lace-up shoes (chunky heels, boots and platforms are not permitted)	Grades K-8 <sup>th</sup>
<b>Shoes</b> Black loafers (chunky heels, boots and platforms are not permitted)	Grades 6 <sup>th</sup> -8 <sup>th</sup>
<b>Jacket (Winter)</b> Jacket complementing the uniform. Gloves and scarves are acceptable when necessary, but not worn in class.	Grades K-8 <sup>th</sup>

**The navy cardigan sweater (boys and girls grades K-5) and the hunter green sweater/vest (boys and girls grades 6-8) is mandatory when attending Mass, Field Trips, and any other occasion deemed necessary.**

<b>P.E. UNIFORM GIRLS AND BOYS:</b>	
<b>Shorts (Summer)</b> Navy Mesh with school logo	Grades K-8 <sup>th</sup>
<b>Shirts (Summer/Winter)</b> Hunter green athletic shirt with school logo.	Grades K-8 <sup>th</sup>
<b>Shirts (Winter)</b> Hunter green athletic shirt with school logo. (Under Armor long sleeve shirts in navy, dark green or white can be worn under the P.E. shirt)	Grades K-8 <sup>th</sup>
<b>Sweat (Winter)</b> Solid navy athletic/sweatpants with SEAS logo, solid navy ¼ zip sweatshirt with SEAS logo or solid navy crewneck with SEAS logo	Grades K-8 <sup>th</sup>
<b>Socks</b> White crew socks (must cover ankle)	Grades K-8 <sup>th</sup>
<b>Tennis Shoes</b> Athletic shoes- predominately white with white laces	Grades K-8 <sup>th</sup>

<b>UNIFORM SEASON DATES</b>	
Summer Uniform	August through October
Winter Uniform	November through March
Summer Uniform	April through June

**Dress and PE Uniforms can be purchased at Dennis Uniform and Campus Club Uniforms. Additionally, P.E. approved uniform pieces can be purchased online through the Pelican Perch Gear-Up by Design [www.gearupbydesign.com](http://www.gearupbydesign.com) .**

## **SCHOOL DRESS CODE**

**All decisions regarding the appropriateness of student appearance rest with the Administration.** Please note that students will receive disciplinary consequences for not adhering to the uniform code. Infractions to the policy are listed below including, but are not limited to:

- ❖ Wearing make-up or nail polish. (No tips or acrylic nails)
- ❖ Wearing excessively tight or revealing clothing (spandex, tube-tops or spaghetti straps, etc.)
- ❖ Wearing leggings, yoga pants, etc.
- ❖ Wearing over-sized, baggy clothing; leaving shirttails out.
- ❖ Wearing shoes with stacked or large heels with open toes, heels or soles greater than 1" in thickness.
- ❖ Having improper hair styles, such as the following:
  - Shaved, carved, dyed, frosted, or layered hair
  - Hairstyles are to be traditional in nature
  - Boys hair will be above ears, eyes, collar and neatly combed
  - Girls with long hair should have it looking neat
- ❖ Hair extensions or fake hair of any kind is not allowed
- ❖ Jewelry is not to be worn by students with the exception of a single religious medal or cross. Chains without crosses and/or medals are not acceptable. One wristwatch is acceptable.
- ❖ Girls may **ONLY** wear post earrings; one per earlobe. No earrings permitted for boys.
- ❖ Jackets and hats are not worn in the classrooms.
- ❖ Headbands, scrunchies, and any hair accessory are to match the uniform (i.e. matching plaid; solid navy or white). Sparkly fabrics are not acceptable.

**Parent Dress Code:** Parents are to be mindful of being dressed appropriately. Modesty and respect should be the attire of our parents while on the campus.

## **Non-Uniform Day Dress Code:**

When students are given permission to have a "NON-UNIFORM DAY" the following guidelines are to be followed:

### **Girls:**

May wear a dress, skirt, jeans, or shorts.

- ❖ Shorts are permitted when summer uniform policy is in effect. All dresses, skirts and shorts must be an appropriate length (no more than 2 inches above the knee).
- ❖ No leggings/yoga pants/jeggings are acceptable if not worn with a dress or skirt of an appropriate length (no more than two inches above the knee).
- ❖ Blouses and dresses must have sleeves (and should appropriately cover the midriff). No make-up or nail polish.
- ❖ Bike shorts **MUST** be worn under dresses and/or skirts at all times.

### **Boys:**

Slacks, jeans, or shorts.

- ❖ Shorts can be worn when summer uniform policy is in effect.
- ❖ Extremely baggy clothing is not to be worn.

### **All Students:**

- ❖ Socks or stockings are to be worn (no sandals/open toed shoes).
- ❖ Clothing with profanity, inappropriate language, pictures, or symbols will not be permitted.
- ❖ No hats/hoodies or sunglasses are permitted in the classroom.
- ❖ Students are invited to wear "free dress" in celebration of their birthdays. A special "free dress" day will be chosen for our summer birthdays!
- ❖ Please note: Students will be asked to refrain from wearing "free dress" on all School Mass days (Wednesdays and Holy Days of Obligation).
- ❖ When wearing "free dress" on P.E. days, students are expected to wear the appropriate shoes to fully participate in classes. Appropriate shoes for P.E. classes include the following, as stated on previous pages: Athletic/Running/Tennis shoes: shoes must be lace-up and provide appropriate support (No Vans or "Heelys" are permitted).

All of our students enjoy "free dress" days, however, if students do not follow the non-uniform dress code, "free dress" privileges will be revoked for the remainder of the school year.

Students are invited to show their school spirit by wearing SEAS the DAY apparel or Pelican Pride t-shirts.

Spirit Wear can be purchased online through the Pelican Perch Gear-Up by Design at

[www.gearupbydesign.com](http://www.gearupbydesign.com) .

## **VOLUNTEERS**

The purpose of volunteering is to provide assistance to the teacher, event coordinator, and students. Younger siblings not attending St. Elizabeth Ann Seton Catholic School will not be permitted on campus during the volunteer time so that you can give your full attention to the students who you are providing assistance to.

Volunteers are valued members of our community and we sincerely appreciate your hard work and dedication on behalf of our children. Giving of your time and talent adds so much to our school community. There is no job too small and no task that is insignificant. May God bless you for all that you do for His children.

## **St. Elizabeth Ann Seton Catholic School Volunteer Requirements**

The Diocese of Las Vegas has the following requirements for all adults who are employed or who volunteer in our Catholic communities.

1. All prospective volunteers must fill out a volunteer application and receive a volunteer handbook. Volunteer applications may be found in the school or church office, Youth Ministry, Outreach, the Children's Faith Formation Office or online at [seaslv.org/Links and Forms/Diocese of Las Vegas Volunteer Application](https://seaslv.org/Links%20and%20Forms/Diocese%20of%20Las%20Vegas%20Volunteer%20Application). Please fill out the application in black ink.
2. All volunteers are required to take the online Safe Environment Training course, CMG Connect. To get started, go to <https://lasvegas.cmgconnect.org/> and follow the directions to "Register for a New Account." This course is taking the place of the VIRTUS Protecting God's Children class and is to be done at home on your own time. It is a one hour course but must be completed before volunteering in the church, school or anywhere within the parish.
3. Please contact Maureen Sisto at [msisto@seaslv.org](mailto:msisto@seaslv.org) to make an appointment for fingerprinting. Fingerprinting is done Monday-Saturday during church office hours (8:30am-5:00pm; the office is closed between 12-1pm for lunch). Evening and Sunday appointments are available by appointment only.
4. There is a 30 day waiting period from the time the fingerprints are taken and when volunteers are permitted to work with children. You will be notified if your fingerprints have to be redone, otherwise at the end of 30 days you are free to volunteer.

If you have any questions with regard to any of the above information or would like further information on volunteer opportunities, please contact Maureen Sisto at [msisto@seaslv.org](mailto:msisto@seaslv.org).

The success of the school and parish depends on the involvement of our parents, and we would like to invite everyone to consider volunteering in any of our ministries or school activities.

- Lector Ministry
- Eucharistic Ministry
- Usher Ministry

- Sacristan Ministry
- Music Ministry
- Funeral Ministry
- Hospitality Ministry (including parish festivals)
- Faith Formation (Catechist/Catechist Aide)
- Book Fair (October)
- Athletics (Schedule dependent)
- Science Fair/Invention Convention (Schedule dependent)
- Artesia (Schedule dependent)
- Parish Picnic (August)
- Boo Bash (October)
- Fundraisers (Schedule dependent)
- Room Parent
- Lunch and Recess Duty

Forty hours of volunteer service will be assigned per family of enrolled students. These volunteer hours may be served to the school, parish, or both. If you are unable to satisfy these hours, you may consider buying out of the requirement for \$400.00. Volunteer hours will be accounted for through X2Vol.com. [www.X2Vol.com](http://www.X2Vol.com) is a web-based software program designed to help schools manage the accounting of its community's parent/student/staff volunteer hours. Information on how to register can be found on our school website and Parent PlusPortal. Please create one account per family. The account must be created under the name of one parent- not the student.

**Volunteer hours for the 2019-2020 school year start accruing April 2<sup>nd</sup>, 2019 and must be completed by April 1<sup>st</sup>, 2020. You must log your hours in X2VOL.com within two (2) weeks from the date you volunteered.**

Each volunteer hour has been given a \$10.00 value. For example, let's say you were able to complete 20 of the 40 required volunteer hours. A balance of 20 hours would still remain. 20 hours at \$10 per hour would equal \$200 due to the school for not completing the 40-hour volunteer hour requirement.

## **X2VOL.COM VOLUNTEER SIGN-UP**

Thank you for your interest in joining to account for your volunteer hours for St. Elizabeth Ann Seton Catholic School. X2Vol.com is a web-based software program designed to help schools manage the accounts of its community's hours. Please launch the website in your browser: <https://www.x2vol.com/>

### **To Create Your Account:**

1. Click "Join" in the upper right hand corner
2. Under "Find your school" type in "Saint Elizabeth Ann Seton" and you will click on our local school.
3. Type in your last name and your email address and "search"
4. Although this page is titled "Student Registration", **please complete with your parent information.** If your child's last name is different than your last name, please add the child's

last name in parenthesis. **Only one (1) account per family.**

5. Complete your registration and click “proceed” at the bottom. It is not necessary to complete the interest gauge or themes on the next page.
6. Complete the “Sign-in Preference” with your email address and selected password.
7. Select the “**SEAS Family Stewardship**” group and check the appropriate boxes.
8. Your request for registration will be pending until the next business day.

### **Search for Opportunities**

- Log into your account
- Under the tab entitled "Dashboard", look for the “Common Tasks” box on the upper right hand side of the page.
- Click the green button “Find Opportunities” and you will see many opportunities available for our parish and school community.
- Click each opportunity title for additional information. Some opportunities are posted as ongoing or recurring and some opportunities are scheduled for specific days and times. You can differentiate by the detail buttons on the right. Scheduled opportunities have a yellow button with “view event details”.
- If the event is an on-going or recurring activity, please contact the coordinator to be scheduled.
- If the event is specific with a date and time, you may click "sign up!" and it will appear in "My Upcoming Activities" on the right hand side.

### **To Log your Volunteer Activity**

#### **IT IS REQUIRED THAT YOU LOG IN YOUR HOURS WITHIN 2 WEEKS OF VOLUNTEERING**

- Under the tab entitled "Common Tasks" click on the button "Add Hours"
- On the next page, simply click "Create New" which appears under "My Activity Log" or add hours for your active scheduled projects.
- Please complete the information in the boxes provided. Be sure to add the contact name, phone and email. This should be a SEAS faculty or staff member.
- As you scroll to the bottom, **please select “SEAS Family Stewardship”**
- We welcome your comments and reflections for school-wide improvement.
- Check the box for accuracy
- Click "submit"
- Hours will be verified and submitted for approval.

#### **Volunteer Rights**

- You are a valued member of our school community.
- You have the right to be treated with the same respect as any adult staff member, whether paid or not.
- You have the right to worship with us.
- You have the right to the tools and information necessary to perform the tasks to which you

are assigned.

- You have the right to ask questions and receive assistance.

### **Volunteer Duties**

- Volunteers are asked to arrive on time, sign in at the school office, and perform the assigned task.
- The volunteer will dress appropriately for the situation, remembering that moral values are part of our teaching.
- The volunteer respects and enforces the rules.
- The volunteer remembers that the school exists for the students and treats students the way that Jesus would if He were a volunteer.
- The volunteer asks for instruction and assistance when needed.
- The volunteer will be a positive role model at all times.
- The volunteer will be supportive of St. Elizabeth Ann Seton Catholic School.

### **Discipline Code**

While you are performing your duties as a volunteer, please enforce all school rules, support the authority of the teachers and administration, and remember that you are a representative of St. Elizabeth Ann Seton Catholic School. If there are questions about discipline, please refer them to a teacher or to the office. Please be consistent, fair and positive in all you do.

### **Field Trips**

- All school rules are enforced.
- Chaperones are to stay with their assigned group.
- Supervision is both mental and physical. Be sure your attention is on the students.
- If you own child is on the trip, he or she must not be treated any differently than any other child.
- We hope you enjoy the outing, but remember your first obligation is to the students.

### **The following Diocesan forms must be completed prior to all field trips:**

- Field Trip Parental/Guardian Consent Form and Liability Waiver
- Field Trip Questionnaire (required for ALL Volunteers donating their services for field trips)
- Field Trip Transportation Policy
- Field Trip Driver Information Sheet

Volunteers supervising children must always comply with all aspects of Diocesan Policy for Volunteers, before any volunteer services can be rendered.

## **Volunteer Loyalty to Church and School**

Volunteers do not just give of their time, they represent the Church and school, both to students and the larger community. When you volunteer at St. Elizabeth Ann Seton Catholic School, you are a representative of the school and Church. You should support the directions given by staff and administration. If you disagree with school policy, the Principal will be happy to hear your concerns and discuss them with you. Since you are serving at a Catholic school, you are expected to support the teachings of the Catholic Church, to live in a manner consistent with them, and to model the faith. Volunteer time is precious to our community and should be a positive experience for all concerned.

### **Confidentiality**

As a volunteer, you function in a quasi-professional position. In the course of your volunteer work, you may learn confidential information about students or teachers. You are expected to keep this information confidential in any setting inside or outside the school, just as you wish your own privacy rights to be respected. Volunteers must understand that there are times when a student's confidence cannot be kept. The guideline is: if there is any information which, if shared with parents and/or administrators, may save someone from harm, it must be reported.

### **Supervision of Volunteers**

The Principal is responsible for the operation of the school, thus, the Principal supervises all who serve in any capacity in the school.

## **St. Elizabeth Ann Seton Catholic School Volunteer Activities and Descriptions**

### ***Events***

**Boo Bash and International Food Festival: (October):** This is a day-long event which includes games, raffles, cakewalks, food, and beverages. Volunteers are needed to obtain donations, run the games, sell tickets and assist with set up and clean up.

**Artesia (Spring) Annual Fundraiser:** Involves a live and silent auction, dinner, and dancing. Volunteers are needed to help collect auction items, prepare auction baskets, set-up, and assist with cleanup.

**Parish Picnic (August):** This picnic is our way to show our appreciation for all volunteers within school and various ministries within the church. Volunteers are needed to cook burgers and hot dogs, and to help with cleanup.

Field Day (April/May): This is an event where our students participate in games and fun. Volunteers are needed to supervise and manage field day games, preparing and serving food, and beverages.

### ***Functions***

Vision Screenings Program: During the year, volunteers are asked to assist escorting students from classrooms to the location of the eye exams.

Playground: This program is designed to provide our children with lunch recess. Volunteers are needed to assist with and playground supervision

Picture Days (Fall/Spring): During the year, volunteers are asked to assist escorting students from classrooms to the location of pictures.

Textbook Distribution (Spring/Summer): During the year, volunteers are asked to assist in breaking down deliveries, comparing orders to packing slips, and delivering to classrooms.

Book Fair (October): During the year, volunteers are asked to assist in setting up book fair decorations, maintaining book displays, collecting payments, and clean-up.

Mass Hospitality Nights/Days (TBD by Teacher): Volunteers help to prepare food and beverage and clean up planned hospitality after specific Masses on Saturday evenings or Sunday mornings. This also includes Art Show, 5<sup>th</sup> Grade Explorers, 4<sup>th</sup> Grade Saints Museum, and 3<sup>rd</sup> Grade Native American Displays.

Graduation Events (8<sup>th</sup> Grade Trip and Graduation celebration): Volunteers are needed for organizing the events and multi-day field trip chaperone to amusement parks, cathedral, restaurants, busses, hotels, etc.

### ***Classroom/Extra-Curricular Assistance***

Field Trip Chaperones: Each class will need chaperones for field trips. You will need to complete all of the necessary Diocesan forms for each class field trip.

Coaching: For those interested in assisting our Athletic Director with sports/coaching including: softball, soccer, volleyball, and basketball. There are additional one-day events including: tennis, golf, and table tennis.

Science Fair Judging: Volunteers with a science background are needed to help with setting up and judging science fair projects - under the supervision of our Middle School Science Teacher. An interest in science and the ability to judge projects on their own merits is all that is necessary. This is a one day event (during the month of February).

Yearbook Committee: Volunteers work closely with the teacher in charge of the Yearbook to create the school yearbook online, accumulate pictures throughout the school year and assist with distributing yearbooks in May.

## CARLINE & PARKING LOT PROCEDURES

## APPENDIX A

In an effort to maintain the safety of students, parents, and employees during drop-off, SEASCS has instituted a car line and park-and-walk procedure. Please review the maps that illustrate the car line traffic flow and the option for parents that choose to park-and-walk.

As you will notice, we have established one-way routes throughout the parking lots and students will access the campus from the side field gate. We have limited the smaller portion of the parking lot to the south (in front of baseball field) for parents who desire to park. Parents may not enter into the gates to the field.

Please follow these instructions:

1. Cars are to enter one-way into the northern entrance of the large lot.
2. Cars are to make a left turn in front of the school and proceed around the parking lot to the drop off area.
3. Cars are to proceed slowly along the sidewalk, moving as far forward as possible.  
**Please do not stop at the gate.**
4. Cars are to come to a stop and allow child(ren) to exit the car with their belongings.
5. Cars are to proceed straight and make a left or right turn exiting the parking lot.

Please remember that parents are not allowed to exit the car, open trunks, etc. while in the midst of car line drop-off procedures. Children should have their school associated belongings (backpacks, laptop cases, lunches, etc.) with them and ready to exit the car upon arrival. Whenever possible, they should be seated on the passenger-side of the vehicle (front or back seat). In the case of multiple children, we would still like all children to exit the vehicle from the passenger-side. If you must exit your car to assist your child(ren) with belongings, we recommend that you utilize the park-and-walk procedure (see below).

**Park-and-Walk:** As you will notice, we continue to have opportunities for the park-and-walk procedure. Please follow these instructions:

1. Cars are to enter the southernmost entrance of the parking lot.
2. Cars are to make a right turn into available aisles of the parking lot.
3. Cars are to proceed slowly until an available parking space has been identified.
4. Once parked, parents must accompany their child(ren) to the side field gate.
5. Cars are to exit through the same exit with car-line.
6. Do not utilize car-line drop off procedures in the park and walk lot.

Thank you in advance for your cooperation in making the SEASCS parking lot a safer place for everyone.




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## St. Elizabeth Ann Seton Catholic School

### Technology Acceptable Use Policy

### User Agreement and Parent Permission

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*"Do not conform yourselves to this age but be transformed by the renewal of your mind, that you may discern what is the will of God, what is good and pleasing and perfect."*

Romans 12:2

*"Young people in particular need to be taught 'not only to be good Christians when they are recipients but also to be active in using all the aids to communication that lie within the media...So, young people will be true citizens of that age of social communications which has already begun' - an age in which media are seen to be 'part of a still unfolding culture whose full implications are as yet imperfectly understood.' Teaching about the Internet and the new technology thus involves much more than teaching techniques; young people need to learn how to function well in the world of cyberspace, make discerning judgments according to sound moral criteria about what they find there, and use the new technology for their integral development and the benefit of others." **The Church and Internet, 7.***

We believe that technology is a vital means to assist those who carry out the educational ministry of the school. We are pleased to offer our students access to our computer network, including access to the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to school. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

#### Acceptable Use Policies

1. **Catholic, Christian Behavior:** Students are responsible for good Catholic, Christian behavior on the school computer networks, just as they are in a classroom or on the playground. General school rules for behavior apply in the use of the school technology equipment. The use of computers is a privilege, not a right. Disciplinary action will include, but is not limited to, revoking computer use privileges, suspension, and/or expulsion.
2. **Network:** Vandalism or intentional modification of system settings will result in disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student, including the fee for a technician to restore the systems. Students are aware that they are not permitted to change local workstation settings, such as screen savers and desktop settings.
3. **Filtering:** Technology access is designed for educational purposes. It is impossible for the school to restrict access to all controversial materials and cannot be held responsible for materials acquired in use. Although every precaution and use of filtering has been incorporated, students may still encounter inappropriate material.
4. **Appropriate use:** Students understand what appropriate usage is and are responsible and trusted to use technology in an appropriate manner. Students are expected to use the Internet for directed educational searching as their teachers assign work. Students are not to use the Internet for games unless the game is authorized by a teacher for academic use. Further, students are not permitted to use the Internet for private interest (music, sports, etc.) or personal searches (checking home e-mail accounts, use of social networking sites - "social network" web sites include, but are not limited to, *Facebook, Twitter, MySpace, Xanga, and Pinterest, and Tumblr*. The use of the St. Francis de Sales name may not be used or referenced (this includes

pictures/video) on any social networking site at any time or for any reason unless authorized by the Principal.

5. **Plagiarism:** Plagiarizing is considered a violation of the academic honor code and will be subject to disciplinary action as described in the Parent/Student Handbook. Plagiarism takes many forms, some of the most common include:
  - "Cutting and pasting" to create a paper from several sources.
  - Downloading and use of free research papers.
  - Copying an article from the Web or an online or electronic database.
6. **Copyright:** Students must respect all rules of copyright and personal property. Ownership of text, music, software, and other media is protected to the full extent of the law. Students cannot bring software programs from home to load on school computer equipment. Students will not copy school software programs to take home.
7. **Passwords:** The work of all users is valuable; therefore, students will protect the privacy of others by not trying to learn or access their passwords. Never share your password or account with anyone. You have full responsibility for the use of your account and will be held responsible for any violations that are traced to your account. Students will not copy, change, read, or use files from another user. Copying another student's computer files to present as their own work is a violation of the academic honor code and will be subject to disciplinary action as described in the Parent/Student Handbook.
8. **Unauthorized use of technology:** Students are not authorized to use cell phones, cameras, or any ancillary devices (cell phone cameras, digital cameras, video, etc.) while on school property. The only exception to this would be with the approval of a teacher when taking pictures/video for specific lessons, assignments, or special events. Such use will result in the loss of computer privileges as well as disciplinary action.
9. **Unacceptable Use of Outside Technology:** The school expects students to use information technology (including but not limited to the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Catholic moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as *MySpace* and *Facebook*. "Social network" web sites include, but are not limited to, *Facebook, Twitter, MySpace, Xanga, and Pinterest, and Tumblr*.
10. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Catholic moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees is strictly prohibited.
11. Failure to comply with these rules may result in disciplinary actions, up to and including dismissal from school, and the loss of the privilege of using computers, and other equipment or technology services, and/or accessing the Internet at St. Elizabeth Ann Seton
12. Students in grades 5-8 will have a software monitoring program license installed on their device by our I.T. Department. This monitoring program will be inactive once the student leaves campus for the day and not connected to our server. If a student brings a new device replacing the previous one, we will need 24-28 hours to install the monitoring program license.

13. If you and your child fail to sign the **Technology Acceptable Use Policy agreement**, your child will not be able to use a device or have access to the internet while on campus.

14. As the student departs from St. Elizabeth Ann Seton, the license will be removed from the device. Failure to have the license removed from the device will result in a fee which will be charged to your SchoolBucks account.

As a user of the St. Elizabeth Ann Seton Catholic School computer network, I hereby agree to comply with the above stated rules detailed within this agreement.

Student's Signature: \_\_\_\_\_ Grade: \_\_\_\_\_

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as the Internet. I support the above stated rules detailed within this agreement.

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**TUITION SCHEDULE AND POLICY**

**APPENDIX C**

Tuition (per child):

Tuition may be paid annually (due semi-annually or monthly). Monthly payments are due on the 1<sup>st</sup> of the month from July and through April.

Subsidized Parishioner:.....\$ 6,600  
Standard Tuition Rate: .....\$ 7,500

Re-Registration Fee (per child):

All current students re-registering for the upcoming school year, must pay the *non-refundable* re-registration fee.

Re-Registration Fee .....\$ 300

Consumables Fee (per child):

The consumables fee is due at the time of enrollment or re-registration as follows:

Grades K-2:.....\$250  
Grades 3-5: .....\$275  
Grades 6-8:.....\$400  
Grade 8 (Graduation Fee due in April):.....\$150

Application Fee (per child):

All new applicants must pay the non-refundable Application fee when applying to St. Elizabeth Ann Seton Catholic School.

New student Application Fee:.....\$ 35

Assessment Fee (per child):

All new applicants must pay the non-refundable Assessment fee when applying to St. Elizabeth Ann Seton Catholic School.

Assessment Fee for Applicants entering kindergarten: .....\$ 100  
Assessment Fee for Applicants entering grades one through eight: ..... \$ 75

Enrollment Fee (per child):

All new students who have been accepted must pay the non-refundable Enrollment Fee at the time of acceptance into St. Elizabeth Ann Seton Catholic School.

New Student Enrollment Fee: .....\$ 265

Development Fee (per family):

There is a one-time Development Fee per family due at the time of acceptance into the school.

Development Fee:.....\$ 500

Miscellaneous

Tuition Late Payment Charge: \$75

- Athletics fee (per sport): \$25
- Field Trip fee (based on venue)

There is a 3% additional transaction fee charged to all credit card payments.



## Subsidized Parishioner Tuition Rate

Affix Family Label Here

St. Elizabeth Ann Seton Church subsidizes a substantial portion of the school operating budget to assist families in meeting the financial demands of non-public education. The reasoning for this is that Catholic education is the responsibility of the entire parish community in order to hand on the faith to its youth. Therefore, tuition charged to students is considerably less than the actual cost of the education. The actual cost of tuition is \$7,800.

Qualifying Catholic families may be eligible for the 2019-2020 Subsidized Parishioner Tuition Rate of **\$6,600**. This rate is not automatically assigned to families. The Subsidized Parishioner Tuition rate will become effective when this completed Tuition Agreement Form is approved/signed by the pastor or his authorized representative and is received in the Finance Office. This agreement is an administrative procedure to ensure that our families understand their responsibility to be active in the parish and to document the family's request for the Subsidized Parishioner Tuition rate. Without this properly completed and returned request form, the family will be assessed the higher Standard Tuition Rate.

### Eligibility Requirements for Subsidized Parishioner Tuition Rate

- The parent(s)/guardian and child(ren) must regularly attend Mass at the parish.
- The parent(s)/guardian must contribute a minimum of \$500 annually to the parish during the calendar year preceding the school year. The year-end contribution statement from the parish office indicates your 2018 donations.
- Verified, regular participation of the student or a parent in one of the ministries of St. Elizabeth Ann Seton Church (including required school volunteer opportunities).

# Subsidized Parishioner Tuition Rate

## Terms and Conditions of Agreement

1. I/we understand the tuition I/we pay for my/our student(s) does not cover the total cost of their education. The difference between the tuition I/we pay and the actual cost is subsidized by the parishioners of St. Elizabeth Ann Seton Roman Catholic Church through contributions from the Sunday Offertory.
2. I/we affirm that I/we meet the eligibility requirements for the Subsidized Parishioner Tuition Rate and request the parish subsidy for my child/ren to attend St. Elizabeth Ann Seton School.
3. I/we understand that if I/we do not maintain the Eligibility Requirements for the subsidized Parishioner Rate Tuition, I/we will be assessed the higher non-Parishioner/non-Catholic rate. Eligibility Requirements will be verified semi-annually.
4. I/we commit to volunteer a minimum of three hours of our time to the *Boo Bash Festival* (October 2019).
5. I/we understand our call to participate in purchasing a minimum of four (4) *Boo Bash Festival Raffle* ticket books. The cost for four raffle ticket books is \$80.
6. I/we commit to volunteer a minimum of forty hours of our time during this academic year to St. Elizabeth Ann Seton Church and/or School (Service hours). These Volunteer hours must be accounted for through the X2Vol.com program. All volunteer hours must be completed by April 30, 2020.
7. I/we understand that each volunteer hour has been given a value of \$10. If our/my commitment to volunteer forty hours is unfulfilled, I/we understand I/we will be assessed \$10 per volunteer hour not satisfied. For example, if I/we were to complete only 25 hours of the required 40 hours, my/our account will be charged \$150 on May 1, 2020.
8. I/we understand that tuition is invoiced on the month prior to attendance (i.e. July for August). All payments are due on the first of the month. I/we are aware that a late fee of \$35.00 will be charged to the account for tuition payments received after the 15th of the month.
9. I/we are aware that we can make payments with cash, check, or credit card in the Parish Finance Office or via MySchoolBucks. Questions or concerns regarding tuition payments should be directed to:

Parish Finance Office

Krystalyn Pagan (Accounts Receivable)

1811 Pueblo Vista Drive

702 804 8305, [kpagan@seaslv.org](mailto:kpagan@seaslv.org)

# Subsidized Parishioner Tuition Rate

## Terms and Conditions of Tuition Agreement (continued)

10. I/we understand there is a 3% transaction fee for credit card payments.
11. I/we understand that a penalty of \$35.00 will be assessed for returned payments.
12. I/we understand that payments will be applied to the oldest outstanding invoice for the family. If a student(s) account is sixty (60) days in arrears, I/we understand the School will impose any or all of the following sanctions: a) assessed late fees, b) withholding of academic records, c) disallowing Student's participation in sports or other school activities, d) loss of PlusPortal access.
13. I/we understand that no part of this tuition package is tax deductible and all tuition and fees are non- refundable.
14. I/we agree to support the school mission, philosophy, faculty, and administration by complying with the policies contained within the Parent/Student Handbook. As the primary educator of my/our child, I/we commit to provide a Catholic home environment, which includes regular attendance at Mass.
15. I/we understand that the parish and school have the sole discretion in determining whether a family will receive the Subsidized Parishioner Tuition Rate.
16. I/we understand that Tuition rates and subsidies are assessed annually and adjusted according to the needs of the Parish and School.

[Remainder of this page left intentionally blank.]

2019-2020 Agreement for

## Subsidized Parishioner Tuition Rate

I/we, the undersigned, have read and understand the Terms and Conditions of this Agreement. By signing this agreement, I/we agree to be the Responsible Party and to abide by said terms and conditions.

---

Signature of Parent / Legal Guardian/ Responsible

Party

---

Print name of Parent / Legal Guardian/ Responsible

Party

Parish Family ID Number: \_\_\_\_\_

---

Mailing Address for Student Billing (include  
zipcode)

---

Email Address for Student Billing (mandatory)

---

Phone Number (mandatory)

---

Signature of Parent / Legal Guardian/ Responsible

Party

---

Print name of Parent / Legal Guardian/ Responsible  
Party

Parish Family ID Number: \_\_\_\_\_

---

Mailing Address for Student Billing (include  
zipcode)

---

Email Address for Student Billing (mandatory)

---

Phone Number (mandatory)

Student Last Name    Student First Name    Student Middle Initial    Student Grade in Fall

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Please retain a copy of this agreement for your records.

\*\*\*\*\*  
\*\*\*\*\*

Parish Verification

I verify that the above named is a registered parishioner of St. Elizabeth Ann Seton Church and meets the eligibility requirement for the Subsidized Parishioner Tuition Rate.

Pastor's Signature or Authorized Representative: \_\_\_\_\_

Date: \_\_\_\_\_



*Saint Elizabeth Ann Seton*

ROMAN CATHOLIC SCHOOL

2019-2020 Agreement for

## Standard Tuition Rate

Affix Family Label Here

St. Elizabeth Ann Seton Church subsidizes a substantial portion of the operating budget of the school to assist families in meeting the financial demands of non-public education. The main reason for this is that Catholic education is the responsibility of the entire parish community in order to hand on the faith to its youth. Therefore, tuition charged to students is considerably less than the actual cost of the education. The actual cost of tuition is \$7,800.

The Standard Tuition Rate for the school year 2019-2020 is **\$7,500**. As part of the application process, the responsible parent(s) or guardian(s) of each student must review and complete this Tuition agreement form.

### Terms and Conditions

1. I/we understand the tuition I/we pay for my/our student(s) does not cover the total cost of their education. The difference between the tuition I/we pay and the actual cost is subsidized by the parishioners of St. Elizabeth Ann Seton Roman Catholic Church through contributions from the Sunday Offertory.
2. I/we commit to volunteer a minimum of three hours of our time to the *Boo Bash Festival* (October 2019).
3. I/we commit to purchasing a minimum of four (4) *Boo Bash Festival Raffle* ticket books. The cost for four raffle ticket books is \$80.
4. I/we commit to volunteer a minimum of forty hours of our time during this academic to St. Elizabeth Ann Seton Church and/or School (Service hours). These volunteer hours must be accounted for through the X2Vol.com program. All volunteer hours must be completed by April 30, 2020.
5. I/we understand that each volunteer hour has been given a value of \$10. If our/my commitment to volunteer forty hours is unfulfilled, I/we understand I/we will be assessed \$10 per volunteer hour not satisfied. For example, if I/we were to complete only 25 hours of the required 40 hours, my/our account will be charged \$150 on May 1, 2020.

Terms and Conditions of Tuition Agreement (continued)

6. I/we understand that tuition is invoiced on the month prior to attendance (i.e. July for August). All payments are due on the first of the month. I/we are aware that a late fee of \$75.00 will be charged to the account for tuition payments received after the 15th of the month.
7. I/we are aware that we can make payments with cash, check, or credit card in the Parish Finance Office or via MySchoolBucks. Questions or concerns regarding tuition payments tuition payments to:

Parish Finance Office

Krystalyn Pagan (Accounts Receivable)

1811 Pueblo Vista Drive

702 804 8305, kpagan@seaslv.org

8. I/we understand there is a 3% transaction fee for credit card payments.
9. I/we understand that if payment is made by check and it is returned for insufficient funds, a penalty of \$35.00 will be assessed.
10. I/we understand that payments will be applied to the oldest outstanding invoice for the family. If a student(s) account is sixty (60) days in arrears, I/we understand the School may impose any or all of the following sanctions: a) assessed late fees, b) withholding of academic records, c) disallowing Student's participation in sports or other school activities, d) loss of PlusPortal access.
11. I/we understand that no part of this tuition package is tax deductible and all tuition and fees are non- refundable.
12. I/we agree to support the school mission, philosophy, faculty, and administration by complying with the policies contained within the Parent/Student Handbook. As the primary educator of my/our child, I/we commit to provide a Catholic home environment, which includes regular attendance at Mass.
13. I/we understand that the parish and school have the sole discretion in determining whether a family will receive the Standard Tuition Rate.
14. I/we understand that Tuition rates and subsidies are assessed annually and adjusted according to the needs of the Parish and School.

2019-2020 Agreement  
Standard Tuition Rate

**SIGNATURE:** By signing this statement, I hereby agree to be the Responsible Party. I hereby accept, and agree to be bound by the Terms and Conditions contained within the St. Elizabeth Ann Seton Roman Catholic School Tuition Agreement for the Standard Tuition Rate.

I/we, the undersigned, have read and understand the Terms and Conditions of this Agreement. By signing this agreement, I/we agree to be the Responsible Party and to abide by said terms and conditions.

\_\_\_\_\_  
Signature of Parent / Legal Guardian/ Responsible Party

\_\_\_\_\_  
Signature of Parent / Legal Guardian/ Responsible Party

\_\_\_\_\_  
Print name of Parent / Legal Guardian/ Responsible Party

\_\_\_\_\_  
Print name of Parent / Legal Guardian/ Responsible Party

\_\_\_\_\_  
Mailing Address for Student Billing (include zipcode)

\_\_\_\_\_  
Mailing Address for Student Billing (include zipcode)

\_\_\_\_\_  
Email Address for Student Billing (mandatory)

\_\_\_\_\_  
Email Address for Student Billing (mandatory)

\_\_\_\_\_  
Phone Number (mandatory)

\_\_\_\_\_  
Phone Number (mandatory)

Student Last Name

Student First Name

Student Middle Initial

Student Grade in Fall

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Please retain a copy of this agreement for your records.

## Saint Elizabeth Ann Seton Catholic School Memorandum of Understanding

This memorandum contains principles which need to be understood and attested to before a student may be enrolled in Saint Elizabeth Ann Seton Catholic School.

***As a parent/guardian of a student in Saint Elizabeth Ann Seton Catholic School, I understand, affirm and support the following:***

- 1. The primary purpose of a Catholic school education is to form students in the values of Jesus Christ and the teaching of the Catholic Church.*
- 2. Catholic schools are distinctive religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by the sponsoring Parish, the Diocese, and religious community.*
- 3. Attending a Catholic School is a privilege, not a right.*
- 4. While academic excellence and involvement in extracurricular activity (i.e. sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.*
- 5. The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.*
- 6. In all questions involving faith, morals, faith teaching and church law, the final determination rests with the Diocesan Bishop.*

### ***Please initial:***

- 7. All students are accepted on a probationary period every school year, not to exceed one academic year. Students continuously enrolled from one academic year to the next academic year are subject to the same probationary period.*  

\_\_\_\_\_

*(initials) (initials)*
- 8. St. Elizabeth Ann Seton Catholic School is unable to fully implement Individualized Education Plans.*  

\_\_\_\_\_

*(initials) (initials)*
- 9. Saint Elizabeth Ann Seton Catholic School reserves the right to amend the handbook for just cause at any time. Parents will be promptly notified in writing if changes are made via postings on the school website. We have read and agreed to be governed by the handbook.*  

\_\_\_\_\_

*(initials) (initials)*

*As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for Saint Elizabeth Ann Seton Catholic School and by enrolling my child, I commit myself to uphold all the principles and policies that govern Saint Elizabeth Ann Seton Catholic School.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

*Diocese of Las Vegas*

SCHOOL HEALTH SERVICES

St. Elizabeth Ann Seton Catholic School

2019-2020 SCHOOL YEAR

**PARENT'S REQUEST FOR THE ADMINISTRATION  
OF MEDICATION BY SCHOOL PERSONNEL**

I hereby request, authorize, and give my permission to the Principal or his/her designee (e.g., school nurse or responsible person) to administer the following medication to my child.

Prescribed medication \_\_\_\_\_

(See physician's completed request form attached)

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Name of prescribed drug, dosage, and routine of administration

\_\_\_\_\_  
Times of day to be administered

\_\_\_\_\_  
Beginning and expiration dates of this request

It is not possible for this medication to be taken at home by my son/daughter, and it must be administered during the school day.

In consideration of my child being administered, the above specified medication at my request, on behalf of my child, my spouse, and myself, I hereby assume all risks in connection therewith, and I further release the Diocese of Las Vegas, the Bishop of the Roman Catholic Diocese of Las Vegas, \_\_\_\_\_ (Name of School), \_\_\_\_\_ (Name of Parish), employees and volunteers from all claims, judgments, liability for any injury or damage due to the designated administration of said medication to my son/daughter.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

**NOTE: This form should be updated not less than once each school year.**

**DIOCESE OF LAS VEGAS  
SCHOOL HEALTH SERVICES**

**St. Elizabeth Ann Seton Catholic School**

**2019-2020 SCHOOL YEAR**

**PHYSICIAN'S REQUEST FOR THE ADMINISTRATION  
OF MEDICATION BY SCHOOL PERSONNEL**

\_\_\_\_\_, \_\_\_\_\_, who resides at

Name of Student (DOB)

\_\_\_\_\_,  
Street City State Zip Code

is under my care and should receive the following medication indicated below:

_____ Name of prescribed drug	_____ Dosage	_____ Number of times/intervals for administration
----------------------------------	-----------------	--

\_\_\_\_\_  
Specific instructions for administration

\_\_\_\_\_  
Reaction(s) and/or possible side effects to be reported to physician

\_\_\_\_\_  
Beginning and expiration date of this request

It is not possible for the above specified medication to be taken at home under the supervision of a parent and it is, therefore, necessary that that specified medication be administered during school hours. The medication provided shall be in the original container obtained by the parent/guardian from the pharmacist. This medication can be safely administered by non-medical personnel.

\_\_\_\_\_  
Physician's Signature Date Phone Number Physician's Name

*Diocese of Las Vegas*

FIELD TRIP

**PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER**

Participant's name: \_\_\_\_\_

Birth date: \_\_\_\_\_ Sex: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

Home address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

I/We, \_\_\_\_\_ Parent/Guardian Name \_\_\_\_\_ grant permission for my/our child,

\_\_\_\_\_ Child's Name \_\_\_\_\_ to participate in this Parish/School/Institution event

that requires transportation to a location away from the Parish/School/Institution site. This activity will take place under the guidance and direction of Parish/School/Institution employees and/or volunteers from \_\_\_\_\_

\_\_\_\_\_ Parish/School/Institution. A brief description of the activity follows:

Type of event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Destination of event: \_\_\_\_\_

Individual in charge: \_\_\_\_\_

Estimated time of departure and return: \_\_\_\_\_

Mode of transportation to and from event: \_\_\_\_\_

(If using waiver for multiple events see p. 3)

As parent and/or guardian, I/we remain legally responsible for any personal actions taken by the above named minor ("participant").

When it is necessary to arrange for overnight accommodations for a field trip the following Diocesan policy will be effective:

- Students must be roomed with other students only.
- Chaperons and teachers must be roomed with chaperons and teachers only.
- It is not permissible for a student to be roomed with a chaperon or teacher.

The ratio of students to chaperons/teachers will not exceed 8 to 1 for any fieldtrip.

I/We agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to release and waive any and all claims for damages which I/we or our child may have so as to release and discharge in advance those parties hereinafter named and further agree to indemnify, hold harmless and defend The Roman Catholic Bishop of Las Vegas, and His Successors, a Corporation Sole (The Diocese of Las Vegas), its officers, directors and agents, volunteers, chaperons, and/or representatives, and the Parish/School/Institution from any and all liability arising from or in

\_\_\_\_\_ (Name of the Parish/School/Institution)

connection with my child attending the event or in connection with any illness or injury or cost of medical treatment in connection herewith, and I/we further agree to compensate the Parish/School/Institution and the Diocese, it's officers, directors, agents, volunteers, chaperons, and/or representatives associated with the event for reasonable attorney fees and expenses arising in connection therewith.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**MEDICAL MATTERS:** I/We hereby warrant that to the best of my/our knowledge, my/our child is in good health, and I/we assume all responsibility for the health of my/our child. (OF THE FOLLOWING STATEMENTS PERTAINING TO MEDICAL MATTERS, SIGN ONLY THOSE THAT ARE APPLICABLE.)

**Emergency Medical Treatment:** In the event of an emergency, I/we hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I/We wish to be advised prior to any further treatment by the hospital or doctor. In the event of an emergency, if you are unable to reach me/us at the above numbers, contact:

Name and relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name and relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Family doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Health Plan Carrier: \_\_\_\_\_ Policy #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Medications:** My child is taking medication at present. My child will bring all such medications necessary, and such medications will be well-labeled. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage, are as follows:

\_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

No medication of any type, whether prescription or non-prescription, may be administered to my child unless the situation is life-threatening and emergency treatment is required:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I/We hereby grant permission for non-prescription medication (such as acetaminophen, throat lozenges, cough syrup) to be given to my child if deemed appropriate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Specific Medical Information:** The Parish/School/Institution will take reasonable care to see that the following information will be held in confidence.

Allergic reaction (medications, foods, plants, insects, etc.): \_\_\_\_\_

Immunizations: Date of last tetanus/diphtheria immunization: \_\_\_\_\_

Does child have medically prescribed diet? \_\_\_\_\_

Are there any physical limitations? \_\_\_\_\_

Is child subject to chronic homesickness, emotional reactions to new situations, sleepwalking, bed-wetting, fainting?

You should be aware of these special medical conditions of my child: \_\_\_\_\_

THIS RELEASE MUST BE SIGNED BY BOTH PARENTS. If only one parent signs this document, that parent presents and warrants to the Diocese that he/she is the sole custodial parent of the student participant with the authority to sign this waiver and release form.

Signature of Father: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Mother: \_\_\_\_\_ Date: \_\_\_\_\_

Parent(s) phone number in case of emergency: \_\_\_\_\_ or \_\_\_\_\_

### Multiple Events Schedule

I/We permit my/our child to participate in the following activities:

Date	Activity	Location	Depart/Return	Mode of Transportation

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I/We do not permit my/our child to participate in these activities:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Diocese of Las Vegas*  
FIELD TRIP QUESTIONNAIRE

**This form must be completed by all employees, volunteers, group leaders, chaperons, and drivers.**

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street

Address: \_\_\_\_\_  
City State Zip

Telephone: \_\_\_\_\_  
Home Business

Sexual misconduct by personnel (including officers, employees, lay volunteers, clerics, and religious personnel) of the Roman Catholic Bishop of Las Vegas, and His Successors, a Corporation Sole, while performing the work of the Roman Catholic Bishop of Las Vegas, and His Successors, a Corporation Sole, is contrary to Christian principles and is outside the scope of the duties and employment of all personnel.

Therefore, all personnel who are involved in the field trips must answer the following questions:

Has a civil or criminal complaint ever been filed against you alleging drug, alcohol, physical or sexual abuse or misconduct? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, give a short explanation of the complaint. (Please indicate the date, nature, and place of the incident leading to the complaint, where the complaint was filed, and the disposition of the complaint.)

---

---

Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of drug, alcohol, physical or sexual abuse misconduct? Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, give a short explanation of the allegations. (Please indicate the date, nature, and place of the allegations, the dispositions of the allegations, and your employer at the time. Include your employer's name, address, and telephone number.)

---

---

Have you ever received any medical treatment, physical or psychological, for reasons involving drug, alcohol, physical or sexual abuse misconduct?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

If yes, give a short description of the treatment, including date(s), nature, and location(s), identifying the treating physician with name, address, and telephone number.

---

---

List three persons who can provide character references relating to your fitness for working with children. These should not be family members or past or present employers.

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

---

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

---

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

---

The information provided on this form is correct to the best of my knowledge. I understand that in signing this document, I authorize verification of this information through communication with any person or organization named herein. I release from liability any person or organization which provides such information, as well as the Roman Catholic Bishop of Las Vegas, and His Successors, a Corporation Sole and \_\_\_\_\_.

Parish/School/Institution

I agree to contact the Parish/School/Institution immediately if there are any instances or accusations of sexual misconduct on my part after signing this form as described in and attested to in this questionnaire.

When it is necessary to arrange for overnight accommodations for a field trip the following Diocesan policy will be effective:

- Students must be roomed with students only.
- Chaperons and teachers must be roomed with chaperons and teachers only.
- It is not permissible for a student to be roomed with a chaperon or teacher.

The ratio of students to chaperons/teachers will not exceed 8 to 1 for any field trip.

It is the policy of the Diocese of Las Vegas to prohibit the consumption of alcoholic beverages by any Teacher, Chaperon or Staff Member overseeing a child's field trip.

By signing this document, the undersigned certifies under penalty of perjury that the responses to this questionnaire are true and correct.

Signature: \_\_\_\_\_

Print name: \_\_\_\_\_ Date: \_\_\_\_\_



Diocese of Las Vegas

Field Trip  
Liability Waiver (Adult)

I, \_\_\_\_\_, agree on behalf of myself, my heirs,  
Full Name

assigns, executors, and personal representatives, release and waive any and all claims

which I may have, or which may accrue to me, and further agree to indemnify, hold

harmless and defend The Roman Catholic Bishop of Las Vegas, and His Successors, a

Corporation Sole, its officers, directors, agents, employees and/or representatives, and the

Parish/School/Institution\_\_\_\_\_  
(Name of the Parish/School/Institution)

from any and all liability associated with my participation in the field trip to:\_\_\_\_\_  
\_\_\_\_\_.

Date of trip: \_\_\_\_\_. This waiver and release form is signed  
in order to participate in this event or activity for my own personal enjoyment and benefit, and is done so  
freely with full knowledge of the risks and dangers incident thereto. I warrant and represent that I am  
eighteen years of age, or over, and upon request will produce satisfactory proof of such fact.

Signature:\_\_\_\_\_

Print Name:\_\_\_\_\_

Date:\_\_\_\_\_

Note: If your parish organization is planning more than one trip during the year, page 2 can be used to cover all trips  
by the parish organization.



**Athletic and Sporting Events**

**Parent/Guardian Consent Form and Liability Waiver**

Participant's name: \_\_\_\_\_

Birth date: \_\_\_\_\_ Sex: \_\_\_\_\_

Parent/Guardian name: \_\_\_\_\_

Home address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Business phone: \_\_\_\_\_

I/We, \_\_\_\_\_, grant permission for my child, \_\_\_\_\_  
Parent /Guardian name Child's name

to participate in this Parish/School/Institution activity that may require transportation to a location away from the Parish/School/Institution site. This activity will take place under the guidance and direction of Parish/School/Institution employees and/or volunteers from

\_\_\_\_\_. A brief description of the activity follows:  
Parish/School/Institution

Type of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

(If there is more than one activity scheduled see page 3)

Location: \_\_\_\_\_

Individual in charge: \_\_\_\_\_

Duration of activity: \_\_\_\_\_

Mode of transportation to and from event: \_\_\_\_\_

As parent and/or legal guardian, I/we remain legally responsible for any personal actions taken by the above named minor (participant).

I/We agree on behalf of myself, my child named herein, or our heirs, successors, and assigns, to hold

Harm-less The Roman Catholic Bishop of Las Vegas, and His Successors, A Corporation Sole (The Diocese of Las Vegas), and defend its officers, directors and agents, and coaches, chaperons, volunteers, representatives and \_\_\_\_\_,

(Name of the Parish/School/Institution)

associated with the event, from any and all liability, arising from or in connection with my child attending the event or in connection with any illness or injury or cost of medical treatment in connection therewith, and I agree to compensate the Parish/School/Institution, its officers, directors and agents, and the Roman Catholic Bishop of Las Vegas, and His Successors, A Corporation sole (The Diocese of Las Vegas), coaches, chaperons, volunteers or representatives associated with the activity for reasonable attorney fees and expenses arising in connection therewith.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**Medical Matters:** I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child. (Of the following statements pertaining to medical matters, sign only those that are applicable).

**Emergency Medical Treatment:** In the event of an emergency, I hereby give permission to transport my child to a hospital for emergency medical or surgical treatment. I wish to be advised prior to any further treatment by the hospital doctor. In the event of an emergency, if you are unable to reach me at the above numbers, contact:

Name & relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Name & relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Family doctor: \_\_\_\_\_ Phone: \_\_\_\_\_

Family health plan carrier: \_\_\_\_\_ Policy: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Other Medical Treatment:** In the event it comes to the attention of the Parish/School/Institution, its officers, directors and agents, and the Roman Catholic Bishop of Las Vegas, and His Successors, A Corporation Sole (The Diocese of Las Vegas), coaches, chaperons, volunteers or representatives associated with the activity that my child becomes ill with symptoms such as headache, vomiting, sore throat, fever, diarrhea, I want to be called collect (with phone charges reversed to myself).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Medications:** My child is taking medication at present. My child will bring all such medications necessary, and such medications will be well labeled. Names of medications and concise directions for seeing that the child takes such medications, including dosage and frequency of dosage, are as follows:

\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

No medication of any type, whether prescription or non-prescription, may be administered to my child unless the situation is life threatening and emergency treatment is required.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby grant permission for non-prescription medication (such as acetaminophen, throat lozenges, cough syrup) to be given to my child, if deemed appropriate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Specific Medical Information:** The Parish/School/Institution will take reasonable care to see that the following information will be held in confidence.

Allergic reactions (medications, foods, plants, insects, etc.): \_\_\_\_\_

Immunizations: Date of last tetanus-diphtheria immunization: \_\_\_\_\_

Does child have a medically prescribed diet? \_\_\_\_\_

Are there any physical limitations? \_\_\_\_\_

Has your child recently been exposed to a contagious disease or conditions such as mumps, measles,

chickenpox, etc.? If so, date and disease or condition: \_\_\_\_\_

You should be aware of these special medical conditions of my child: \_\_\_\_\_

### Multiple Activities Schedule

Date	Activity	Location	Depart/Return	Mode of Transportation

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**The Multiple Activities Schedule may be used for a sport that involves multiple trips during a season, such as: Football, Basketball, etc.**

## St. Elizabeth Ann Seton Catholic School

### Respectful Learning Environment

Increasingly, the media has been filled with disturbing stories about bullying in our nation's schools. We all know that bullying can cause pain and embarrassment and at the very least has no place in any school or institution that is about the dignity of human persons, about life. The fact that some of the most prominent incidents have not happened at a Catholic school does not imply that we can be complacent. Our challenge as Catholic educators is to be alert and wide-awake to any behavior that does not align with the values we hold and teach and to step in immediately to stop such behaviors, should they occur.

St. Elizabeth Ann Seton Catholic School believes that everyone should enjoy our school equally, feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality. This is essential if a positive learning environment is to exist. As stated in our school's Mission and Philosophy Statements, St. Elizabeth Ann Seton Catholic School, is committed to developing a framework that supports intellectual, spiritual, and emotional growth; as well, provide the education, discipline, and structure necessary to develop the child in a loving and caring atmosphere. The faculty and staff of St. Elizabeth Ann Seton Catholic School take this responsibility seriously and endeavor to assist you in developing Catholic attitudes and behaviors as an integral part of your child's growth process. Further, our curriculum and School-wide Learning Expectations support the necessary opportunities which allow students to grow in a school community of faith where Gospel values are nurtured and sustained.

On July 1, 2010, NRS 388.123-139 became law. It prohibits bullying in general and cyberbullying specifically. Bullying means a willful act which is written, verbal or physical, or a course of conduct on the part of one or more persons which is not authorized by law and which exposes a person repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and:

1. Is intended to cause or actually causes the person to suffer harm or serious emotional distress;
2. Exploits an imbalance in power between the person engaging in the act or conduct and the person who is the subject of the act or conduct;
3. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person;
4. Places the person in reasonable fear of harm or serious emotional distress; or
5. Creates an environment which is hostile to a pupil by interfering with the education of the pupil.

The definition is "a willful act or course of conduct on the part of one or more pupils which is not authorized by law and which exposes a pupil repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and is intended to cause and actually causes the pupil

to suffer harm or serious emotional distress.”

The law encourages us to adopt policies that ensure “a safe and respectful learning environment.”

Bullying and harassment can look like: pushing, shoving, hitting and spitting, as well as name calling, picking on, making fun of, laughing at and excluding someone. Harassment/bullying is conduct that creates an intimidating, hostile or offensive school environment and is prohibited. Harassment can be electronic, verbal, visual, physical, or sexual. Harassment is considered from the point of view of the recipient of the unwanted attention. Bullying causes pain and stress to victims and is never justified or excusable as “kids being kids,” “just teasing” or any other rationalization. The victim is not responsible for being a target of bullying. Such behaviors cannot be tolerated. As stated within our Parent/Student Handbook, such repeated behaviors overtime will result in required parent conference/suspension/expulsion.

**We believe St. Elizabeth Ann Seton Catholic School parents should:**

- Work in partnership with the school to encourage positive behavior, valuing differences, and promoting sensitivity to others.
- Discuss regularly with their child their feelings about school work, friendships, and relationships.
- Inform faculty of changes in their child’s behavior or circumstances at home that may change a child’s behavior at school.
- Keep themselves and their child informed and aware of school bullying policies.
- Alert faculty if any bullying has occurred.
- Support the faculty’s intervention policies.

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**As a student of St. Elizabeth Ann Seton Catholic School, I have read and agree to abide by all of the above.**

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Student Signature

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Date

**As a parent of a St. Elizabeth Ann Seton Catholic School student, I have read and agree to abide by all of the above.**

---

Parent Signature

---

Parent Signature

Date

---

**Saint Elizabeth Ann Seton Catholic School**  
Kindergarten through Grade Eight Student Registration Form  
**EXTENDED CARE PROGRAM 2019-2020**

**Student Last Name:** \_\_\_\_\_

**Family Name** \_\_\_\_\_ **Residence Phone** \_\_\_\_\_

**Address** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Contact/ Billing Email:** \_\_\_\_\_

**Emergency phone number(s)** \_\_\_\_\_

**Name of Child** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Father** \_\_\_\_\_

**Mother** \_\_\_\_\_

**Business Phone** \_\_\_\_\_

**Business Phone** \_\_\_\_\_

**Cellular** \_\_\_\_\_

**Cellular** \_\_\_\_\_

**Emergency#** \_\_\_\_\_

**Emergency#** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Authorized pick-up persons:**

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Cellular:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Cellular:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Cellular:** \_\_\_\_\_ **Other:** \_\_\_\_\_

**Cellular:** \_\_\_\_\_ **Other:** \_\_\_\_\_

List any chronic health conditions (allergies, asthma, etc.). \_\_\_\_\_

**AFTER-SCHOOL PROGRAM FEE SCHEDULE**

(Fees can be paid online using My SchoolBucks or in the Parish Office- If paying online with a debit/credit card and payer's name is different than family or child's name, please hyphenate online payment account with child's last name so payment can be accurately cross referenced)

<b>Yearly Registration Fee</b>	<b>Rates for registered students</b>
<b>1 child \$45.00</b>	<b>\$4.00 per hour per child/\$1.00 per minute after 5:30pm.</b>
<b>2 children \$55.00</b>	
<b>3 children (or more) \$65.00</b>	
<b>Unregistered Drop in rate</b>	<b>Registration fee and \$10.00 per hour per child</b>

**Drop-in Status: Unregistered drop-ins would be \$10.00 per hour per child on the first event.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SCHOOL'S RIGHT TO AMEND**

Saint Elizabeth Ann Seton Catholic School reserves the right to amend this handbook for just cause. Parents will be promptly notified in writing if changes are made.

**PARENT SIGNED AGREEMENT**

We have read and agree to be governed by this handbook.

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

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

Students and their grade level covered by this agreement

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

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

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

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

**Saint Elizabeth Ann Seton Catholic School**

1807 Pueblo Vista Drive  
Las Vegas, Nevada 89128-2701  
Telephone (702) 804-8328 Fax (702) 228-8906  
**EXTENDED CARE PROGRAM FOR 2019-2020**

Dear Parents

It is our pleasure to welcome you to Saint Elizabeth Ann Seton. We are pleased to announce that our school offers an Extended Care Program (ECP) in support of our children and parents.

The program is staffed by school employees and, on occasion, volunteer personnel.

The program begins on the first official day of school with supervision from **2:55pm – 5:30pm**

**All children utilizing the program must be registered in advance.**

**\*\*PLEASE NOTE\*\***

1. The registration fee must be paid at the time of registration and can be paid using your credit/debit card online at our website, or by check or cash.
2. Invoices will be emailed on a monthly basis and payment must be received 15 days from invoice date. **A late fee of \$75 per child** will be accessed per month if payment is not received within 15 days of invoice date. Fees can be paid **online** using a credit or debit card or by check or cash.
3. Drop-in fees will be billed as used.
4. We ask that you respect our **closing time of 5:30 pm** and if running late please call 702-804-8392. **A late pick up fee will be charged at a rate of \$1.00 per minute per child.**
5. We expect you to be prompt in picking up your children since our staff must plan their life activities around their work schedule.
6. There will be late fees and habitually tardy parents may be asked to make other after school arrangements.
7. Students remaining on campus after 2:55 p.m. will also be placed in the Extended Care Program.
8. All students participating in after school activities who are not picked up immediately following the conclusion of the activity, will also be placed in the Extended Care Program and you will receive an invoice.
9. The Extended Care Program will be provided on minimum days except those scheduled prior to extended holiday breaks or cancelled by administration. **You must provide a lunch for your child on those days!** Be sure to **check the school calendar** for scheduled minimum days. Extended care will also be provided during scheduled parent conferences for all registered users.

The pages contained in this handbook explain the philosophy and goals, admissions, daily release, discipline policies and the fee schedule. The second page contains the registration forms for Extended Care Program. Please be sure to read through everything carefully and sign the statement at the end of this handbook. With your cooperation and courtesy, the staff will be able to continue this much needed service.

**SAINT ELIZABETH ANN SETON  
CATHOLIC SCHOOL  
EXTENDED CARE HANDBOOK  
2019-2020**

**ADMISSIONS POLICY**

The Extended Care Program is open to students in all grades. Parents must complete and return the registration form along with the registration fees as shown below:

**EXTENDED CARE FEES**

<b>Yearly Registration Fee</b>	<b>Rates for registered students</b>
<b>1 child \$45.00</b>	<b>\$4.00 per hour per child/\$1.00 per minute after 5:30pm.</b>
<b>2 children \$55.00</b>	
<b>3 children (or more) \$65.00</b>	
<b>Unregistered Drop in rate</b>	<b>Registration fee and \$10.00 per hour per child</b>

**Drop-in Status:** Unregistered drop-ins would be \$10.00 per hour per child on the first event.

Late pick-up fees must be paid with the next regular payment of the program fees or the child *may* be dismissed from the program.

**(Fees can be paid online using VANCO or in the Parish Office- If paying online with a debit/credit card and payer's name is different than family or child's name, please hyphenate online payment account with child's last name so payment can be accurately cross referenced)**

**CLOSURES**

**Friday, December 20, 2019**

**Friday, November 22, 2019**

**Friday, April 03, 2020**

**Friday, May 20, 2020**

**\*\*\*\*Dates may be subject to change\*\*\*\***

## **DAILY RELEASE POLICY**

- Your child can only be released to you or persons designated on the registration form.
- If someone else is to be responsible for your child, we must have notice **IN WRITING** signed and dated by you. Identification may be required.
- Your child(ren) must be signed out of the program by you (or your designee) initialing the attendance log and indicating the pick-up time.
- **For liability purposes:** Once your child has been signed out they must remain under parental supervision at all times if they will be staying on campus.
- If your child has not been picked up by 5:30pm, the emergency contact will be notified. In the event we are not able to make contact with you or one of your authorized adults, Child Protective Services will be called.

The school should have copies of custody decrees or other documents relating to a parent's contact with the child if both parents do not have custody. Extended care should have this information so the staff will know when, if ever, a child may be released to the non-custodial parent.

## **DELINQUENT ACCOUNTS**

Extended Care Program participation may be suspended at any time for families with delinquent accounts. **There will be a \$35.00 fee charged if your debit/credit card is declined.**

## **DESIGNATED PLAY AREAS**

Outdoor play areas will include the Extended Care Program adjacent courtyard and the playground area located at the West end of the school. Indoor play areas will include the Extended Care Program facility and the Parish Hall.

## **DISCIPLINE POLICY**

Please be advised that since the Extended Care Program is an extension of the school program, all rules contained in the Parent – Student Handbook apply. You *should* be aware that some older students may find the program too confining and feel that it is not suited for them. Those students may need to find an alternative means of supervision rather than burden the Extended Care staff with complaints that students are too old to follow the guidelines. Remember that the success of the program requires the cooperation of all.

All children and adults in the Extended Care Program are expected to act in a cooperative and respectful manner toward the adults in charge, other students in the program, as well as all property.

Any disciplinary action deemed necessary at the time of an incident will be discussed with the parent or guardian by the staff member in charge as soon as possible. Recurring incidents will be brought to the attention of parents/guardians, the director, and the administration. If there is a serious discipline problem with your child he/she will be given a discipline referral that you will be expected to sign before your child returns to the program. The school administration will take action on matters of serious misconduct or behavior. Any further problem may result in immediate suspension or expulsion from the program.

### **EXTENDED CARE PROGRAM**

2:55 – 3:00 p.m. Student check-in

3:00 - 3:15 p.m. Snack time (brought from home)

3:15 - 4:15 p.m. Homework/quiet time, silent reading after homework

4:15 - 5:30 p.m. Children's television programming, movies, art and crafts, finish homework indoor/outdoor play (weather permitting), games

- Donations of 12 oz. bottled water, paper towels, would be greatly appreciated. "G" rated movies are occasionally shown after school. If your child has a movie he or she would like to share, it would be appreciated.
- Students may not bring games and toys to extended care.
- Student cell phones will be collected upon arrival and returned at dismissal.
- Laptop computers, iPads, etc. may be used in designated areas only. Students in 5<sup>th</sup> through 8<sup>th</sup> grade will have access to the library to utilize their device for homework or the computer lab. On Fridays, laptop computers, iPads and other electronic items may be used for games that are locally loaded and not web based for a maximum of one hour. Laptop or other computer use will be subject to the acceptable computer use policy and school discipline code.

### **HEALTH CONCERNS**

All health issues and medications should be noted in your child's file located in the office. Medication will be dispensed through the school office between 8:00 a.m. and 2:45 p.m. provided the appropriate release statement is signed and on file. ***No medication will be dispensed while children are in the Extended Care Program except under emergency conditions. If there is an emergency medication that the child may need administered, an additional prescription must be given to the Extended Care Department and a copy of the appropriate Diocesan form must be on file in the office. If a child becomes ill while attending the program, a parent/guardian will be notified (or other person listed on your emergency card if the parent/guardian cannot be reached).***

Health is always a concern of the school staff. Extended Care Program staff must be aware of chronic health concerns of the child and how to respond in case of emergency. Please check to see that you have provided any special health information on the registration form. Parents of children with special dietary needs should discuss them with the Extended Care Supervisor and give written notification of "*forbidden*" foods.

### **ILLNESS OR ACCIDENT**

- In cases which appear to be of minor nature, first aid will be administered on the premises.
- In cases which appear to be serious, the director will make every effort to notify the parent or guardian and to carry out the instructions as given on the emergency form.
- If the home does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the staff will act accordingly to their best judgment for the welfare of the child.
- Parents with special instructions for treating their child or who do not want their child treated in any way should indicate that on the emergency form.
- Parents will be expected to make provisions for taking sick children home. The Extended Care Program does not have a nurse on staff or capabilities for the transportation of children.
- Fire drills and emergency procedures will be coordinated with school policy.

### **PARENTAL RESPONSIBILITIES**

- A. With the children's safety and well-being in mind, it is most important that the parent fill out the emergency form and adhere to the instructions given. Please be sure to give any information that will ensure your child's well-being and update it whenever necessary.
- B. Parents, guardians, or authorized drivers should not take children from the school campus or other areas without first notifying the program staff and signing the child out.
- C. Extended Care personnel will not permit children to leave the facility unless accompanied by a parent, guardian, or a person whose signature is on the emergency form. For the child's safety, telephone requests will not be granted. There is always the possibility that a person other than a parent or guardian might telephone. Valid identification for newly authorized persons may be requested.

- D. Students may not make same day arrangements on their own to go home with other students. Arrangements must be made in advance with both parents and a written note, signed by the parent, must be given to the director. Students will not be allowed to call their parents for permission that day.

- E. Parents are also responsible for prompt fee payment and prompt pickup in accordance with their contracted schedule. For contracted and drop-in arrangements, the latest pickup time is 5:30 p.m. Staff members are scheduled only until 5:30 p.m. After that time, parents will be charged a late fee as previously indicated. Should late pickup occur more than once, it will be suggested that you make arrangements for a designated alternate driver who can pick up your child by 5:30 p.m. If these arrangements are not made, if your account is not kept current, or after the third late pickup, your child may not be allowed continued use of the program.
- F. Review sign out procedures, pickup instructions, campus sweep and the school calendar with authorized drivers.
- G. The school should have copies of custody decrees or other documents relating to a parent's contact with the child if both parents do not have custody. Extended care should have this information so the staff will know when, if ever, a child may be released to the non-custodial parent.

### **PHILOSOPHY AND GOALS**

The Extended Care Program is designed to provide safety and supervision in a familiar setting for our students whose working parents are unable to pick them up from school at dismissal time. It is our strongest desire to maintain a supportive and nurturing environment.

### **PROCEDURES**

Students should report to the program teacher immediately upon arrival at school or upon dismissal. Students must notify the program director immediately upon leaving the premises for any reason and also upon re-entering the program. Parents or authorized drivers must always notify the program teacher when signing out a student.

### **TELEPHONE USE**

The Extended Care phone number is **804-8392**. Please instruct your child that the Extended Care phone is for Extended Care business. **Please call the staff as a courtesy, if you are going to be late.**

## **YARD SWEEP**

As stated in the School Handbook, supervision of students on the school campus ends at 2:55 p.m. Any student waiting on the school campus after 2:55 p.m. on regular days and after 12:00 p.m. on minimum days will be signed into Extended Care and charged the drop-in rate for that time.

Our staff wishes to give your child the very best care. In order to accomplish this, we need to work together. We seek your support and cooperation. We recommend that the family review this Handbook together. Please indicate that you have read the contents of this Handbook by signing and returning the Parent Signed Agreement in the back and returning it to Extended Care on your child's first day of attendance in the program.

Please communicate with us on any special needs your child might have and inform us of any events that might influence your child's behavior such as lack of sleep, an illness or death in the family, or change in family routine. We will respect any confidence shared with us for the welfare of your child.

We want your child to think of the Extended Care Program as an extended home away from home. We want the children to be happy, active, and interested. We want them to socialize, to make friends, to feel secure, and to have FUN.

Saint Elizabeth Ann Seton Catholic School  
Parent-Student Contract  
2019-2020 School Year

WE, the undersigned Parent(s) and Student(s), have read the Parent-Student Handbook for this school year and AGREE to work with the School in upholding its CATHOLIC PHILOSOPHY.

The Parent-Student Handbook is available for your review at our school’s website  
[www.seaslvc.org](http://www.seaslvc.org).

**SPECIFICALLY, WORKING TOGETHER WITH TEACHERS AND STAFF, WE WILL:**

- A. Support the School in its directives, codes and guidelines.
- B. Be faithful in our religious commitments.
- C. Strive to develop strong prayer lives.
- D. Be punctual and responsible with tuition and fees.
- E. Support home and school functions.
- F. Present legitimate concerns to the Teachers and Principal.

Further, we have read and will fully comply with the directives stipulated in the Saint Elizabeth Ann Seton Catholic School “Technology-Acceptable Use Policy” and the “Respectful Learning Environment Policy” included in this Handbook.

Parent Signature	Date	Parent Signature	Date
Student Signature(s):		Grade(s):	

**PLEASE SIGN AND RETURN THIS PARENT-STUDENT CONTRACT TO YOUR TEACHER BY WEDNESDAY, AUGUST 21, 2019 THANK YOU.**

Indicators/Rubrics for Children in Kindergarten through Eighth Grade

The following Rubrics will detail the manner in which we achieve our Schoolwide Learning Expectations as well as the rationale for this process. The school’s mission and philosophy provided the foundation for establishing these Learning Expectations. As you will see on the following pages, our School-wide Learning Expectations state the knowledge, skills, spiritual principles, values, and understanding students should possess upon graduation from Saint Elizabeth Ann Seton School. Acquiring these Learning Expectations drives the instruction program and fully supports the operations and goals of our school.

School-wide Rubric for active faith-filled Catholics who:

Indicators:	Highly developed	Developed	Emerging	Exploring
a. pray everyday	Students actively and enthusiastically participate in daily prayer experiences	Students routinely participate in daily prayer experiences	Students periodically participate in daily prayer experiences	Students rarely participate in daily prayer experiences
b. live each day as Jesus did	Students consistently model Christian behavior in the classroom and on the playground	Students model Christian behavior in the classroom and on the playground	Students occasionally model Christian behavior in the classroom and on the playground	Students rarely make an effort to model Christian behavior in the classroom and on the playground
c. demonstrate a spirit of service	Students willingly and enthusiastically share their time, talent and treasure to promote social justice in the service of others	Students share their time, talent and treasure to promote social justice in the service of others	With some prompting, students share their time, talent and treasure to promote social justice in the service of others	Students rarely share their time, talent and treasure to promote social justice in the service of others
d. share the teachings of Jesus with others	Students' actions always reflect Jesus' Gospel message in everyday life (use of Life Skills)	Students' actions usually reflect Jesus' Gospel message in everyday life (use of Life Skills)	Students' actions sometimes reflect Jesus' Gospel message in everyday life (use of Life Skills)	Students' actions rarely reflect Jesus' Gospel message in everyday life (use of Life Skills)
e. understand and participate in the teachings and traditions of the Catholic Church	Students confidently demonstrate in words and actions their knowledge of the Catholic faith	Students are able to demonstrate in words and actions their knowledge of the Catholic faith	With some guidance, students demonstrate in words and actions their knowledge	Students cannot demonstrate in words and actions their knowledge of the Catholic faith

Revised April 12, 2010

School-wide Rubric for lifelong learners who:

Indicators:	Highly developed	Developed	Emerging	Exploring
a. love to learn	Students consistently demonstrate a high level of enthusiasm and enjoyment about learning	Students usually demonstrate enthusiasm and enjoyment about learning	Students sometimes demonstrate enthusiasm and enjoyment about learning	Students rarely demonstrate enthusiasm and enjoyment about learning
b. use and apply basic skills	Students consistently demonstrate an in-depth understanding and application of basic skills	Students generally demonstrate understanding and application of basic skills	Students occasionally demonstrate understanding and application of basic skills	Students seldom demonstrate understanding and application of basic skills
c. develop independence in learning	Students consistently engage in assignments and activities without prompting	Students typically engage in assignments and activities without prompting	Students engage in assignments and activities after numerous prompts	Students do not engage in assignments and activities without prompting
d. utilize critical thinking skills	Students critically analyze and evaluate topic and content in-depth on a regular basis	Students analyze and evaluate topic and content to draw logical conclusions	Students draw some logical conclusions from topic and content	Students are not always able to draw logical conclusions about topic or content
e. appreciate fine arts	Students constantly integrate fine arts into their products and performances	Students generally integrate fine arts into their products and performances	Students integrate fine arts into their products and performances with some prompting	Students never integrate fine arts into their products and performances
f. value every life situation as a learning experience	Students describe in-depth what they learned from the experience and what they could do differently next time	Students describe with detail what they learned from the experience and what they could do differently next time	Students briefly describe what they learned from the experience and what they could do differently next time	Students make little attempt to describe what they learned from the experience and what they could do differently next time

Revised April 12, 2010

2

School-wide Rubric for effective communicators who:

Indicators:	Highly developed	Developed	Emerging	Exploring
a. speak well	Students speak in a highly focused, coherent and organized manner, clearly addressing the intended audience	Students speak in a focused, coherent and organized manner that addresses the intended audience	Student ideas sometimes lack focus, coherence and organization, and only partially address the intended audience	Student ideas are unfocused, incoherent and disorganized, and do not address the intended audience
b. listen to others	Students listen consistently and contribute constructively and with insight to class discussions	Students listen and contribute with some insight to class discussions	Students listen and contribute to class discussions	Students don't often listen and contribute very little to class discussions
c. write ideas clearly	Students write with clarity, purpose, understanding, and creativity, utilizing a variety of sentence structures and word choice	Students write related quality sentences and paragraphs, utilizing varied sentence structures and word choice	Student writing does not clearly communicate knowledge and is loosely organized with limited sentence structure and word choice	Student writing is brief and underdeveloped; sentences are fragmented with careless or inaccurate word choice
d. read with understanding and enjoyment	Students demonstrate a thorough and insightful comprehension of the text by understanding the full message, including subtleties	Students demonstrate sufficient and accurate comprehension of the text by understanding the full message, including subtleties	Students demonstrate partial (mostly literal) comprehension of the text	Students demonstrate insufficient and/or inaccurate comprehension of the text
e. understand the tools of technology and use them responsibly	Students demonstrate highly effective and responsible use of technology tools, abiding by the SFDS Internet Use Policy	Students demonstrate effective and responsible use of technology tools, abiding by the SFDS Internet Use Policy	Students demonstrate partially effective and responsible use of technology tools	Students demonstrate ineffective and irresponsible use of technology tools

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School-wide Rubric for responsible citizens who:

Indicators:	Highly developed	Developed	Emerging	Exploring
a. make good choices	Students prioritize connections related to decisions and apply concepts and reasoning to support decision making	Students make connections related to decisions and apply concepts and reasoning to support decision making	Students make minimal connections related to decisions and apply limited concepts and reasoning to support decision making	Students make no connections related to decisions and cannot apply concepts and reasoning to support decision making
b. think before they act	Students develop highly effective strategies for problem-solving	Students develop effective strategies for problem-solving	Students develop some strategies for problem-solving	Students have not developed strategies for problem-solving
c. help and take care of others	Students demonstrate a high degree of compassion and empathy when responding to others	Students demonstrate compassion and empathy when responding to others	Students demonstrate some degree of compassion and empathy when responding to others	Students demonstrate little or no compassion and empathy when responding to others
d. accept accountability for their actions	Students demonstrate a high degree of ethical behavior and honesty while showing an openness to suggestions for improvement	Students generally demonstrate ethical behavior and honesty while showing an openness to suggestions for improvement	Students occasionally demonstrate ethical behavior and honesty while showing an openness to suggestions for improvement	Students seldom demonstrate ethical behavior and honesty, and hardly ever show an openness to suggestions for improvement
e. recognize, appreciate, and use their God-given talents	Students consistently reflect upon and utilize their strengths and abilities	Students usually reflect upon and utilize their strengths and abilities	Students occasionally reflect upon and utilize their strengths and abilities	Students infrequently reflect upon and utilize their strengths and abilities

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School-wide Rubric for culturally aware/global citizens who:

Indicators:	Highly developed	Developed	Emerging	Exploring
a. follow the Golden Rule	Students consistently demonstrate a high degree of positive interaction with others	Students usually demonstrate a high degree of positive interaction with others	Students occasionally demonstrate positive interaction with others	Students rarely demonstrate the ability to positively interact with others
b. respect themselves and each other	Students persistently demonstrate a high level of reverence for themselves and others	Students typically demonstrate a high level of reverence for themselves and others	Students sometimes demonstrate reverence for themselves and others	Students have difficulty demonstrating reverence for themselves and others
c. are peacemakers	Students consistently strive to create and promote a harmonious environment in the classroom and on the playground	Students generally strive to create and promote a harmonious environment in the classroom and on the playground	Students strive to create and promote a harmonious environment in the classroom and on the playground from time to time	Students do very little or nothing to create and promote a harmonious environment in the classroom and on the playground
d. appreciate and care for all of God's creation	Students consistently practice good stewardship	Students usually practice good stewardship	Students occasionally practice good stewardship	Students rarely practice good stewardship, even after frequent reminders
e. recognize that everyone is equal in God's eyes	Students constantly and genuinely demonstrate an appreciation and acceptance of diversity	Students generally demonstrate an appreciation and acceptance of diversity	Students sometimes demonstrate an appreciation and acceptance of diversity	Students seldom demonstrate an appreciation and acceptance of diversity

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