

St. Elizabeth Seton Catholic School



2018-2019  
Parent-Student  
Handbook

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## **St. Elizabeth Seton Catholic School**

### **Introduction**

Address: 2730 53<sup>rd</sup> Terrace SW  
Naples, Florida 34116

Phone Number: (239) 455-2262  
School FAX: (239) 455-0549

School Office Hours: 7:30 a.m. - 3:30 p.m.  
School Hours: 8 a.m.- 2:50 p.m.

School Website: [www.saintelizabethseton.com](http://www.saintelizabethseton.com)

### **Pastor- Principal-Staff**

Parish Administrator: Fr. Russell Ruggiero  
Principal: Mrs. Maria Niebuhr  
Assistant Principal: Mrs. Beth Tenbarge  
Office Manager/Enrollment: Ms. Cookie Kelly  
Receptionist: Ms. Jessica Benavides  
Advancement/School Counselor: Dr. Dianne Fabii  
School Accountant: Ms. Elaine Pearce

### **Our Mission:**

The mission of St. Elizabeth Seton Catholic School is to nurture the development of each student to achieve their spiritual, intellectual, and social potential. Catholic values and traditions are incorporated with academic excellence in an atmosphere of faith, discipline, and love.

### **School Accreditation:**

St. Elizabeth Seton Catholic School is accredited by the Florida Catholic Conference (FCC) which is considered one of the finest accreditation organizations in the nation and has served as a model for other areas. School accreditation establishes standards of education in the key areas of Mission and Catholic Identity, Governance and Leadership, Academic Excellent, and Operational Vitality.

### **History of the School:**

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

## **Admission Policies & Procedures**

### **Non-Discrimination Clause**

The Catholic Schools of the Diocese of Venice in Florida restates their open admission policy. No person on the grounds of race, color, sex, national or ethnic origin is excluded, or otherwise subject to discrimination in receiving services at any school operated by the Diocese, nor do they discriminate in employment on the basis of age, race, color, sex, disability, national or ethnic origin. Non-Catholic students whose parents or guardians accept the philosophy of the schools in the Diocese will be accepted on a space available basis.

### **Educational Needs Statement**

St. Elizabeth Seton Catholic School attempts to accommodate students with special needs. It is the parent's responsibility to include such information on the student's application. St. Elizabeth Seton Catholic School cannot offer services as those which are financed through the public-school system. Therefore, acceptance of students with special learning needs includes those that can be managed in a regular classroom with simple accommodations as agreed upon by student, parent and teacher with input from our resource teacher. Support services outside of school may be required to optimize student success.

### **Resource and Learning Strategies**

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

### **Enrollment Requirements**

To admit a student, the cumulative school record must be provided. Which includes all academic, medical and biographical information. The record must include any special assessments that would be contained in an Individual Education Program (IEP), and/or Accommodation Plan under section 504 of the Rehabilitation Act Of 1973. The record must be reviewed by the school psychologist/guidance counselor, resource teacher and principal to determine whether the school can provide the services necessary to make your student successful.

All students will be given a 45-school day trial period to adjust upon enrollment. If the student fails to thrive either socially or academically during this trial period, a student may be asked to withdraw his/her attendance at St. Elizabeth Seton Catholic School. Full disclosure of behavioral, academic, legal, and medical history is required prior to admission. Failure to do so will result in termination of enrollment.

### **Cooperation as a Condition of Enrollment**

The education of a student is a partnership between the parents and the school. Parents are their child's first teachers and role models. St. Elizabeth Seton Catholic School and parents work in partnership to assist students in reaching their full potential. As such, parents and family members are expected to abide by and support school policies and model Christian behavior. Failure to do so, can result in the required withdrawal of their student regardless of his/her academic or discipline record.

The school administration and Parish Administrator/Pastor reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken by repeated parental lack of support and cooperation. In such instances, the school will offer a refund of tuition according to the Refund Policy.

### **Enrollment Requirements**

The following is a list of requirements regarding admissions:

Age:

To enter PreK3, the child must be three years of age by September 1st

To enter PreK4, the child must be four years of age by September 1st

To enter Kindergarten, the child must be five years of age by September 1st

To enter First Grade, the child must have met the reading readiness requirements of our school, and must be six years of age by September 1st

Documents:

- Birth certificate
- Baptismal certificate
- Florida Health Certificate Physical Exam: Upon entering the school the parent must present a copy of their child's physical exam performed by a licensed health care practitioner and must be less than one year prior to the enrollment date.
- Florida Immunization certificate

### **Immunization Requirements**

No Religious exemptions will be accepted. Medical exemptions can be admitted but only with valid doctor's note and the note must remain current.

Pre-K (age-appropriate doses as indicated):

- \* DTaP vaccine (diphtheria, tetanus, and pertussis)
- \* Polio vaccine
- \* MMR vaccine (measles, mumps, rubella)
- \* Hepatitis B vaccine
- \* Varicella vaccine (or date of disease)
- \* Haemophilus influenzae type b (Hib) vaccine
- \* Pneumococcal Conjugate vaccine (Prevnar) (Effective January 1, 2008 for children age 2 to 59 months)

Kindergarten through 7th Grade:

- \* 4-5 doses of DTaP vaccine (diphtheria, tetanus, and pertussis)

- \* 3-5 doses of polio vaccine (last one after age 4)
- \* 2 doses of MMR vaccine (measles, mumps, rubella)
- \* Hep B (3 Doses)
- \* 2 doses of varicella vaccine or date of disease (year) as verified by parent or healthcare provider
- \* 7th grade only: 1 dose of Tdap vaccine (diphtheria, tetanus, and pertussis)

**FACTS information/requirement**

Tuition may be paid in full each year, or paid through automatic tuition withdrawals twice a year or monthly for 10 months. All payments are to be set up through our tuition management company, FACTS Management (factsmgt.com). This election is made at the time of registration. Please note that there is not a fee from FACTS for a one-time payment. **All families must open a FACTS account even if paying in full.**

**Tuition and Scholarships/Financial Aid**

Tuition covers only part of the per student cost in a Catholic School. Parents are reminded the discrepancy is earned through school fundraisers and are asked to support the school through time, talent, and treasure. Many of the affiliated Catholic parishes offer financial assistance on a needs basis and per each Parish’s Financial Assistance Policies. Families interested in financial assistance are asked to inquire with the parish first.

**Tuition & Fees per student:**

**Registration/Commitment Fee: \$200**

*(A non-refundable \$200 commitment fee per student is due at the time of registration.)*

PK 4 – 4 <sup>th</sup> Grade	Tuition: \$7,300	Comprehensive Fee: \$400	Total Amount: \$7,700
5 <sup>th</sup> – 8 <sup>th</sup> Grade	Tuition: \$7,650*	Comprehensive Fee: \$400	Total Amount: \$8,050

Comprehensive Fee includes book fee, insurance, and supply fee (per student). Fees are due to Seton by the first day of school, unless rolled into monthly payment plans.

\*Tuition includes the iPad, insurance, apps, iBooks, etc.

**Registration/Commitment Fee: \$200**

*(A non-refundable \$200 commitment fee per student is due at the time of registration.)*

Options	Days	Amount
Option 1	M-F	\$7,300
Option 2	M, W, F	\$4,450
Option 3	M-F 8:00 a.m. – 11:45 a.m.	\$4,450

Grade	Fee	Amount
Pre-K 3	Comprehensive Fee	\$100

Scholarships available: Step Up for Students, AAA scholarship, McKay, VPK, and private scholarships.

- St. Elizabeth Seton Catholic School is not a participant in the Florida VPK Program, but offers the same tuition discount
- Step Up For Students is an income based scholarship offered to students in grades K through 12 in any school in Florida. ([www.stepupforstudents.org](http://www.stepupforstudents.org)).
- AAA Scholarship is an income based scholarship offered to students in grades K through 12 in any private school in Florida ([www.AAAScholarships.org](http://www.AAAScholarships.org)).
- McKay Scholarship Program is for students with disabilities ([www.floridaschoolchoice.org](http://www.floridaschoolchoice.org)). Students must have attended a public school previously.
- Gardiner (PLSA) is for students with specific medical diagnosis or disabilities. ([www.stepupforstudents.org](http://www.stepupforstudents.org)).

For more information on any of the scholarships, please log into their website or contact the school.

## **Attendance Policies & Procedures**

### **School Schedule**

All students arriving before 8 a.m. must report to the Parish Center

Drop off begins in Parish Center-	7:30 a.m.
Prayers begin in Parish Center-	7:50 a.m.
Attendance (Late Bell) -	8:00 a.m.
First Lunch (1-4) -	11:06 a.m. – 11:50 a.m.
Primary Lunch (PK3-K)-	11:50 a.m. – 12:32 p.m.
Second Lunch (5-8) -	11:50 a.m. – 12:32 p.m.
Dismissal -	2:50 p.m.
Aftercare-	3:05 p.m. – 5:30 p.m.

### **Arrival Procedure**

- Supervision of arriving students begins at 7:30 a.m. in the Parish Center. **Do not leave your child before 7:30 a.m. Children left unattended prior to 7:30am are not the responsibility of the school.**
- Parents should drop students off in the car line in front of the Parish Center, or park in the school/church parking lot and walk their child to the Parish Center. **Cars are never to be parked and left unattended in the car line, and to ensure the safety of all, students are never to be dropped off in the parking lot.**
- Students are expected to arrive at school on time.

### **Dismissal Procedure**

Students are dismissed through two car lines. Students in grades 5-8 who do not have younger siblings will be escorted to the Church portico and dismissed from there. Students in grades PK3 through 4 and their older siblings will be picked up in the car line in front of the Parish Center.

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

Students are dismissed at 2:50 p.m. It is expected that parents who transport students by car be here on time. Students in grades PK3-8 remaining on school grounds after 3:05 p.m. will be placed in the extended care program and payment for such will be expected to the school. **There is no exception to this rule.**

At 3:05 p.m. there are to be no students on the grounds except those who are under the supervision of a teacher, coach, or after-school director.

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

### **Mass Schedule**

Students attend Mass at St. Elizabeth Seton Parish each Wednesday at 9:00 a.m.

### **Absences**

Parents/legal guardians of a child of compulsory age are responsible for the child's daily school attendance. Please realize that when unexcused absences occur, it puts the student at a disadvantage because there is a gap in the learning process.

When an excused absence occurs, tests may be made up within two (2) school days after the student returns. Failure to do so results in a grade of zero for the missed test.

Diocesan policy dictates that students are permitted eight (8) absences per course per quarter to be used for serious illness and family emergencies. If a student exceeds eight absences, the student will receive an administrative failure for the course(s) for that quarter. If a student is absent more than thirty days in the year retention may be considered. The administration may determine that in exceptional circumstances (for example, extended hospitalization), an administrative failure is not warranted. If a student is absent three days in a row, a doctor's note is necessary to return to school. Students cannot participate in school activities if they are absent. Missing more than fifty percent of instruction is considered an absence.

### **Planned Absences**

- If a situation arises and a student must be absent for a reason other than illness, a parent or guardian must contact an administrator to discuss the situation. A note to the classroom teacher does not



suffice.

· Teachers are not required to provide students with the work missed prior to the absence. Upon returning to school teachers will provide all make-up work and allow the appropriate time to complete it.

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

### **Tardiness**

Students arriving after 8:00 a.m. will follow the procedure on reporting absences/tardies.

### **Reporting Absences/Tardies**

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

- Students arriving after 8 a.m. must be accompanied by a parent or guardian. The parent will sign the child(ren) into school and give tardy slip to the receptionist.
- Absence should be reported by calling (239-455-2262). Email your child's teacher to make arrangements for homework/classwork missed. If work will be picked up, **it will be available by 1 p.m. in the office.**
- If your child is simply tardy and will be in school on or before 8:30am, there is no need to contact the school.
- When a student is absent, a written excuse giving the reason for the absence and signed by the parent or guardian is required. An email is an acceptable form of communication if the email address matches one on file for the family. Documentation is kept on file for the duration of the semester. Students may not be admitted back into class the second day after returning without a signed absence note.

### **Partial Day Absences/Early Dismissals**

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

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

### **School Closing**

Saint Elizabeth Seton will follow the decisions reached by the Collier County Public School Board regarding closing due to inclement weather unless the public schools are being used as a shelter for residents and bad weather is not imminent. During adverse weather conditions, teachers and parents should monitor the local television and radio stations for announcements. Parents will be contacted via email, school website, school app, and social media.

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

### **General Policies**

## **General Appearance**

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

Shirts and blouses are to be neatly tucked in. All pants and shorts will be worn with a belt. Pants, shorts, and belts must be worn on the waist, not at the hips. Pants should be the correct size for the student. All shoes must fit securely, and shoelaces must be tied. All socks must be white or black and visible all the way around the ankle and above the shoe. Socks cannot be tucked under the heel. No socks may show a logo. Socks may not be worn higher than mid-calf. Sneakers with wheels are prohibited.

### **Hair**

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

### **Jewelry**

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

### **Miscellaneous**

- Lipstick, eye-shadow, colored nail polish, artificial nails, and make-up of any kind are not permitted

## **Uniforms**

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

**Complete uniform is required of every student, every day, to include the proper belt, socks, shoes, shirt, skort, shorts, pants, and dresses. Complete uniform is described below and must be purchased from Zavada's Renegades Sportswear, 17051 Jean Street, Unit 10, Ft. Myers, 33967 – (239) 275-6720 – [www.renegadesfl.com]**

### **PreK 3**

Boys & Girls                      Black PE Short and Red PE Shirt (5 days a week)

### **PreK 4 – 2<sup>nd</sup> Grade (Option)**

Girls                                  Red Polo Dress with Navy Bike Shorts (3 days a week)

### **PreK 4 – 5<sup>th</sup> Grade**

Boys                                  Navy Short or Pants with Red Polo (3 days a week) / Black or Brown Belt

Girls                                  Plaid Skort with Red Polo (3 days a week)

### **6<sup>th</sup> – 8<sup>th</sup> Grade**

Boys                                  Navy or Khaki Short or Pants with Red, Green, or Black Polo (2 days a week)/ Black or Brown Belt

Girls                                  Plaid or Khaki Skort with Red, Green, or Black Polo (2 days a week)

Boys Mass                          Navy Pant with Short Sleeved White Oxford and Plaid Tie (1 day a week)/ Black or Brown Belt

Girls Mass                          Plaid Skort with  $\frac{3}{4}$  Sleeved White Blouse and Plaid Cross Tie (1 day a week)

### **PE Uniform – PK 4 - 8<sup>th</sup> Grade**

Boys & Girls                      Black PE Short and Red PE Shirt (2 days a week)

### **PK3 – 8<sup>th</sup> Grade**

Boys Shoes                          All Black Athletic Shoes with All Black Socks that must be visible all the way around the ankle

Girls Shoes                          All White Athletic Shoes with All White Socks that must be visible all the way around the ankle

Outerwear                          Black Fleece or Black Crew Neck Sweatshirt

### **Cold Weather Options – All Grades**

- Navy blue, white, or black tights may be worn under skorts, dresses, or PE shorts.
- Black pants are permitted.
- Long-sleeved- plain white or black shirt may be worn underneath the school polo or PE shirt.

- Black fleece or crew neck sweatshirt purchased from Zavada's Renegades Sportswear. For normally scheduled school days only approved outerwear from Renagades Sportswear may be worn.

### **Non-uniform Days**

To maximize learning potential for all Catholic school students, the following dress code guidelines on non-uniform days will apply. We expect that parents will make sure students are dressed appropriately for a Catholic school. When there is any question about non-uniform dress code it will be decided at the principal's discretion. Parents of students who are not dressed appropriately will be called to bring a change of clothes or pick up the student.

In general:

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

### **Birthdays**

All students will be acknowledged for their birthdays, including summer birthdays. Individual classroom teachers will alert parents as to when the birthday will be acknowledged. If a parent chooses so, treats may be provided to the birthday child's class only. Birthday treats must be ready to be individually served. The Health Department requires that no homemade treats may be passed out at school. All treats must be store bought, no exceptions. Students may not bring candy, soda, sugar-sweetened beverages, or unhealthy treats to school. Parents should check with the classroom teacher prior to sending in any food items to ensure that there are no allergy concerns with any of the students in the class.

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

## **Lost and Found**

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

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

## **Lunch Program**

The school offers a catered lunch or students may bring their lunch. Our caterer, Something So Yummy, has an online ordering system available to families. Families can access menus and order through their website: <http://somethingsoyummy.boonli.com>. Password is: SESS1.

Lunches from home should:

- have no breakable containers
- include necessary utensils, napkins and condiments as these are not available in school
- not require refrigeration or heating
- must be clearly marked with the student's name and grade
- not contain any candy, soda, sugar-sweetened beverages, or unhealthy food items

## **Lunch behavior**

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

## **Cell Phone**

Student cell phones must be turned off during the school day when students are at school. Students must turn off and leave their cell phones in their homeroom at the beginning of the school day and pick them up at the end of the day. The following consequences for misuse of a cell phone will be enforced:

1st Offense: Confiscate the phone, contact the parent, and student serves one recess detention

2nd Offense: Confiscate the phone, contact the parent, and the student serves one after school detention

3rd Offense: Confiscate the phone, contact the parent, and the student serves a minimum one day suspension.

## **Safety Drills**

According to the Diocesan safety regulations, periodic drills will be held at frequent intervals during

the school year to prepare for real world emergency's and crisis situations.

### **Social Media**

Faculty and staff are instructed not to reply to parents or students friendship requests on Facebook and other online social networking websites.

### **School Records**

Each student has a folder in the school office and the school clinic which contains emergency and medical information, as well as academic records including but not limited to test scores, attendance, and report cards. School records will not be released until all financial obligation to the school are met.

School records by law can only be transferred from school to school.

### **Student Health**

#### **Policies and Medication Policies**

### **PROCEDURES**

- **Students who are ill should be picked up immediately or no more THAN AN HOUR AFTER YOU ARE NOTIFIED).** If any student is ill, injured, or excused for any reason during the school hours, she/he must be signed out in the school office. We strongly urge that parents or guardians not send their children back to school too soon after an illness. Please make sure the child is well enough to stay in school.

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

- **Before returning to school, for the well-being of the child and in concern for classmates, the sick child should be fever free, vomit free, and diarrhea free for a 24-hour period.**
- When the student returns to school, he/she is required to bring a written note from the parent/guardian, which will be kept on file. Diocesan policy states students who exceed 30 days of absences may not be promoted to the next grade unless arrangements have been made with the school.

### **ILLNESSES**

It is important for the health of all students and staff that a child does not attend school when sick. The following guidelines are offered as appropriate reasons to keep your child home from school until his or her symptoms are gone or a health care provider has cleared your child to return to school. Please keep your child home if they have any of the following:

1. Conjunctivitis/Pinkeye (requires a doctor's note that the student may return to school and is not contagious)
2. Cough that is persistent and productive with thick or constant nasal drainage. (Exception: may

- attend school for mild cold symptoms)
3. Diarrhea (student should not return to school until symptom-free for at least 24 hours after the last episode and tolerating solid food).
  4. Fever of 100.0 F. or higher (student must be fever-free, without fever reducing-medication such as Tylenol or Advil/Motrin for 24 hours before returning to school).
  5. Flu or Flu-like illness (fever, body aches, chills, cough, sore throat, headache, fatigue). Student must be fever-free, without fever- reducing medication such as Tylenol or Advil/Motrin for at least 24 hours before returning to school.
  6. Impetigo (student may return to school 24 hours after treatment is started. Lesions should be covered to prevent spread of infection to others).
  7. Rash of unknown origin and/or the area is too large to be covered by a band aid (requires a doctor's note to return to school)
  8. Sore throat with fever (student must be fever-free without fever- reducing medication such as Tylenol or Advil/Motrin for at least 24 hours before returning to school).
  9. Strep Throat (student may return to school 24 hours after antibiotic treatment has been started and is fever-free.
  10. Vomiting (student should not return to school until symptom-free for at least 24 hours after the last episode and tolerating solid food).

### **Head Lice Policy**

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

### **Medication**

***(Children must never carry medication of any kind on their person)***

By law, principals or teachers are prohibited from dispensing any medication (including over the counter medications, such as aspirin) except under the direction of a physician. A parent/guardian or authorized adult must bring medications to the school office. Do not send medications to school with your student. Students are not allowed to have prescription or over the counter drugs in their possession at school. These can cause a serious danger to the student or other students if misused or lost at school. **Only** Doctor prescribed medications accompanied with the Request for Medical Procedure at School form is to be dispensed from the office. Inhalers and Epi-Pens are kept in the office. Students who are on daily medication, should be administered the first dose by parents at home before coming to school. Students may not take any medication unless it is prescribed by a physician, nor may a student give any such medication to another.

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

- A serious health need such as a chronic illness or when failure to take it could jeopardize the student's health.

- A written prescription as required by law from your doctor or dentist for **all** medication given at school including all over the counter medications such as aspirin or cough syrups.
- Prescription medication must be in the original container with the student's name, name of medication, dosage, time, and date of the doctor's written order. Over the counter medicine such as cough drops, cough syrups, Benadryl, Tylenol, Advil/Motrin, antacids, Neosporin, hydrocortisone cream, hydrogen peroxide, etc. must also be in the original container.

**Remember! Absolutely no medication of any kind will be given without a Medication/Treatment Authorization Form.**

### **Health Screening Requirements**

(BMI, Vision, Hearing, Scoliosis) Health Service Act, section 381.0056

Under the direction of the Collier County Health Department, we have a program to safeguard the health of our students.

The program includes:

These include the following:

Vision Screening: Grades K, 1, 3, 6

Hearing Screening: Grades K, 1, 6

Scoliosis Screening: Grade 6

Screenings are not diagnostic but are helpful in identifying students who have results outside the normal limits. Signed permission slips from parent or guardian will be requested for all screenings.

If a teacher notices a specific problem in a student he/she advises the school office and parents or guardians are notified

### **School Counseling Services**

Counseling services in school are designed to promote and enhance achievement for all students. The school counselor assists students in optimizing their school experiences by addressing their academic, personal, social, emotional and career development needs. The diverse needs of students are addressed through prevention and intervention services and programs, to support them and/or their families whenever appropriate.

The school counselor works with students, parents and staff to provide guidance and support on an on-going basis. The counselor serves a vital role in maximizing student achievement through leadership, advocacy and collaboration, and helps every student make the best possible use of all school opportunities. Dr. Dianne Fabii is our counselor, and she can be reached at 239-455-2262. She is on campus four days a week.



## **Parents/Guardians and the School**

Parents, you are the PRIMARY EDUCATOR, and you are responsible for taking the time to check on their progress. Know what is expected of your child in the areas of discipline, homework and daily class performance. Know your child's teacher and his/her expectations for your child. Orientation and Open House meetings for parents or guardians are held at the beginning of the school year to help you become more aware of our programs and procedures. Also, parents are responsible for keeping informed by reading all materials sent home to include but not limited to teacher correspondence, emails, newsletters, parent portal, notifies via email, text, or phone call.

### **Expectations for Parents/Legal Guardians**

Catholic schools are partners with parents in raising their children in faith and providing a Gospel-based, Catholic education for their children. The expectation for parents in this partnership is that there will be respect for the professional educators of their children, and adherence to the problem solving process the school has in place, following a "chain of command" starting with the teacher, then the principal, then the pastor, then the Diocesan Director of Education, if necessary. It is also expected that the administration and the rules and procedures of the school will be supported by parents. Failure to do so as demonstrated by the behavior of parents can result in the partnership being irretrievably broken, and can result in the loss of enrollment for your child at the school.

## **Family Educational Rights and Privacy Act (FERPA) or Buckley Amendment**

St. Elizabeth Seton Catholic School abides by the provision of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child. If there is a court order specifying 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.

Only parents, custodians or persons authorized by parents or custodians will be permitted to release children from school. If anyone other than a parent or custodian is picking up a student, parents or custodians are required to notify the school office in writing. Identification is required before a student may be released from school.

If there is a problem between the custodial and non-custodial parents, the school will require the divorced parents to furnish the school with a copy of the custody portion of the decree. If there is a legal change in marital status or parental custody the school must be notified immediately and a copy of the court order must be submitted.

## **Child Abuse**

St. Elizabeth Seton Catholic School abides by the Child Abuse laws of the State of Florida. This law mandates that all cases of suspected abuse and/or neglect be reported to Child Protective Services. "The school will reasonably cooperate with regard to any investigation by the Department of Children and Families ("DCF") pertaining to allegations of child abuse. Since the school is on private property, DCF will be precluded from reasonable access to students at school unless consent of a parent or guardian is obtained. Absent such consent, the school will cooperate in allowing DCF to have access to students if DCF obtains, according to law, an appropriate court order or other legal

authority, such as the presence of a police officer or deputy sheriff.

## **Volunteering**

### **Volunteer Guidelines**

For the safety of your children, the Diocese of Venice has mandated that each school volunteer complete five forms. These Diocesan forms, which can be picked up in the school office, or located on the school website, will only need to be completed once while your children continue through all grade levels.

**Step 1** Complete Diocese of Venice Volunteer Application Form and the Diocese of Venice Code of Conduct Form

**Step 2** Complete Diocese of Venice Attestation of Good Moral Character (two-sided) Form

**Step 3** Receipt of the Policy and Procedural Guidelines Relating to Protection of Children and Vulnerable Adults Form

**Step 4** Be fingerprinted. (Every 5 years at the cost of the volunteer)

Fingerprinting procedures are attached as Appendix F.

**Step 5** Complete Safe Environment Awareness Training Session

**Step 6** Volunteer packets must be returned to the school Office

All employees and volunteers are required to attend a Safe Environment Awareness training session. If you have not attended one, you must do so as soon as possible to complete your employee/volunteer application with the Diocese. A listing of all locations and dates can be found on the diocesan website. ([www.dioceseofvenice.org](http://www.dioceseofvenice.org)) Employee/Volunteer applications are checked and kept in the school office.

If you are volunteering during the school day, we ask that if you have other children that do not attend St. Elizabeth Seton Catholic School, they do not accompany you while volunteering. As volunteers, you are in the classroom to assist the teachers. When representing the school, please dress appropriately, and act as a role model.

### **Field Trip Requirements**

All chaperones and supervisory personnel must abide by the following:

- Possession and/or use of weapons is prohibited on Diocesan property, on trips or other functions, and/or while in the presence of youth.
- The use of alcohol, illegal substances, and legally prescribed substances that cause impairment are all prohibited.
- No smoking is allowed in the presence of participants or in any
- Field trips are designed to correlate with teaching units and to achieve academic goals.
- A field trip is a privilege and not a right.
- There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- All grades do not always have the same number of field trips.
- Individual teachers, in consultation with the administration, reserve the right to restrict or

deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
- All monies collected for the field trip are non-refundable.
- Electronic Devices are not allowed on field trips unless otherwise directed by the teacher and/or administration.
- Parents who wish to be official chaperones must complete have attended safe environment class and fingerprint clearance, have a completed volunteer packet, and be approved by the teacher and administration to serve on the field trip.
- Parents who are not official chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip, or serve on the field trip.
- All participants must have the Consent, Release of Liability and Indemnification Form for Trips and Events of Diocesan Schools/Youth Outreach/Religious Education Programs as well as the Medical Authorization for Minor forms signed by their parent or legal guardians at the beginning of each year.
- All participants must have the Diocesan Event and Trip Notification Form signed by their parent or legal guardians for each individual off-campus event/trip. This will indicate how students are being transported to and from the event. Permission given by way of the telephone is unacceptable.
- If the transportation vehicle is provided by volunteers, parents, guardians, chaperones, or any other supervisory personnel, that driver must be 21 years of age or older and must submit to the principal and/or pastor a copy of his/her valid Florida driver's license to be cleared by Arthur J. Gallagher & Co., as well as have proof of current and valid insurance (personal auto liability insurance at the \$100,000/\$300,000 level). A copy of the "declarations page" of the policy must be provided annually to the bookkeeper of each entity and maintained on file. The School or parish does not provide insurance coverage for teachers, employees, volunteers, parents, guardians, youth directors, chaperones, or any other supervisory personnel who provide approved transportation in privately owned vehicles.
- Please note different chaperones may be chosen for different trips to give more parents a chance to participate. Field trips are not family trips. Siblings are not allowed to participate unless they are in the class that is assigned to go on the trip.

### **School Advancement**

The new Advancement Office at St. Elizabeth Seton School will direct all activities and events aimed at fund raising and developing revenue to support the goals and objectives of the school. These include planning the annual auction, researching and writing grants, developing an annual fund and major gifts program, and other vital fundraising drives. Dr. Dianne Fabii is our Director of Advancement, and she can be reached at 239-455-2262. She is on campus four days a week.

### **Volunteer Service Hours**

We love our volunteers and greatly appreciate the donation of **time, talent and treasure** on the part

of our parents as well as parish and community members. **We require each family volunteer a minimum of 20 hours each year.** For hours not fulfilled to the expected 20 hours, we ask that parents make a tax-deductible donation for at least the number of hours not served at a rate of \$25 per hour. A donation invoice may be sent at the end of the school year. Beginning the 2018-2019 school year, volunteer hours may be tracked via our school website, TrackItForward. It is the responsibility of our volunteers to track hours.

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

### **Communication**

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

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

### **Telephone Use**

- Students are permitted to use school phones only under supervision for necessary school business or for an emergency.
- Students will not be allowed to call for forgotten schoolwork or clothes, or to make arrangements for after school plans. Therefore, it is important you make afternoon arrangements with your child in the morning.
- If there is a deviation in your child's regular drop-off or pick-up procedure, please make these arrangements with your child before he/she arrives at school. Please send a note with your child, e-mail the school office, or leave a message.
- Emergencies will always be handled in a timely manner.

### **Visitors**

When visiting the school for any reason, cars must be parked in the school or church parking lot. Parking in any other area is not permitted. All visitors must enter the school through the main office. Visitors should be prepared to sign in and provide photo identification.

### **Personal Information**

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

### **Home and School Association**

HASA is an active/supportive group. Officers are elected, and membership consists of all parents and school staff. HSA does the following: deals with coordination of activities to support the school promotes quality Catholic education provides support and encouragement to faculty and administration provides support and encouragement to parents helps build a faith community encourages positive communication coordinates social activities, fundraisers and volunteers as needed provides information about school events.

HASA is NOT:

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

- For more information email Dianne Fabii, Director of Advancement at [fabii@seseton.org](mailto:fabii@seseton.org)

### **School Advisory Board**

The School Advisory Board of St. Elizabeth Seton Catholic School works in conjunction with the pastor and school administration to ensure a sound education program at St. Elizabeth Seton Catholic School. The School Advisory Board is made up of the pastor or administrator of St. Elizabeth Seton Parish, up to nine nominated representatives who serve a three-year term, and one representative appointed for a one-year term. Parish representation is taken into consideration.

The School Advisory Board is a consultative, advisory body to the administration of St. Elizabeth Seton Catholic School. The board also advises school administration regarding the adequacy of school policies and effectiveness of their implementations, long range planning, and the support of local policies.

### **Academic Policies & Procedures**

#### **Honesty Policy**

All students are expected to demonstrate honesty in their academic pursuits and submit work that is entirely their own.

#### **Academic Dishonesty**

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

- plagiarism;
- giving unauthorized aid to another student or receiving unauthorized aid from another person

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

Academic dishonesty is to include cheating on an assignment, plagiarism of other's work, forgery, sharing work, and other instances as defined by the administration. A grade of 0 will be assigned on the assignment or test. Academic dishonesty may be grounds for suspension or expulsion.

### **Grading Scale**

PK3 through Grade 2 - Checklists that assess skills

Grades 3-8 -

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 59 and below

Conduct/Effort: Will use a scale of 1 – 5

1 Outstanding

2 Good

3 Satisfactory

4 Needs improvement

5 Unacceptable

### **Promotion Standards**

When our school accepts a student, we accept the responsibilities of educating that child. It is expected that the performance of each child will be directed toward maximizing the individual's abilities and talents. The uniqueness and individual differences of each student are strong beliefs in the value system of our Catholic schools and every effort will be made to meet the varying needs among our students within the realm of local resources.

Several factors are considered in the promotion of the student:

- Classroom performance according to grade level requirements
- Student age and ability
- Performance on standardized testing
- Student achievement on tests and examinations
- Successful achievement of required passing average  
Attendance

### **Retention Policy**

Students in grades Kindergarten through second must meet the academic requirements for his/her grade level in order to be promoted. If the teacher and administration feel that it is not in the best interest of the student to advance to the next grade based upon the criteria listed below, retention may be considered. The final decision for retention will be made by the Principal.

Appropriate remediation may be recommended prior to beginning the next grade.

- Does the student master basic concepts and skills in the core subjects of reading, language arts, and math?
- Does the student meet the Florida Educational Standards and Benchmarks?
- Does the student consistently complete classwork and assigned tasks at grade level expectations?

Students in grades three through eight who fail two core subjects will be retained in their current grade or recommended for remediation. Students who fail one core subject will be required to complete remediation before entering the next grade level. Remediation will consist of private tutoring or online virtual school with a minimum of twenty hours per subject. Tutor must be certified in the subject area and not a member of the student's family or a teacher at St. Elizabeth Seton Catholic School. Tutor must be approved in writing by the Principal and meet the guidelines of the Office of Catholic schools in the Diocese of Venice. All validation of remediation must be on file with the Principal prior to being admitted to next grade level

### **Conferences**

Four conference days are scheduled throughout the year. Any parent is free to make an appointment to meet with a teacher by writing, calling the office at 239-455-2262, or e-mailing the teacher for a conference. Teachers are responsible for the students from 7:50 a.m. to 2:50 p.m. and therefore, cannot stop to conference with parents.

## **Homework**

**Middle School Homework** is due the date in which the instructor designates. Homework that is turned in one day late may automatically be deducted 50%. Homework turned in more than one day late may be marked with a ZERO. If a student is absent on the day in which an assignment is assigned, they will be given the same amount of time upon their return. If a student is absent on the day in which an assignment is due, they are responsible to turn the homework in on the first day they return. Students that are suspended from school are required to make up all work in the same time as assigned work.

Homework will be posted online each week via Canvas/Plus Portals and/or will be included in the child's take-home folder. All assignments are to be completed neatly and turned in on time. The consequences for missed or late homework will be reflected in the student's grades and they may receive additional consequences.

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

## **Report Cards and Awards**

- We make every effort to assist students individually, so that each student has an opportunity to succeed and be challenged academically.
- We encourage parents and students to communicate with teachers about academic programs.
- To promote success, cooperative effort is essential. It is the responsibility of both parents and teachers to work together to help our students find success in school.
- Report cards serve as the formal, written communication of a student's achievement during the grading period.
- The student's progress in subject areas is evaluated for the parents.
- Report cards are issued four times a year.
- Parents are encouraged to view their child's progress online throughout the quarter. Parents will be given login information at the beginning of each year.

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

## **Honors**

Academic Honors in grades 3-8 require a satisfactory grade in "specials" and conduct/effort grades of 1, 2, or 3 in addition to achieving the required average in core subject areas. A 4 or 5 in conduct/effort grades will disqualify a student from academic honors.

Principal's Honors Award- 94% or higher in core subject.

First Honors-90% or higher in core subject.

Second Honors- 80%-89% or higher in core subject.



### Stewardship Hours

Believing everything we have is a gift from God, we strive to give back by using our time, talent and treasure for our parish community and the world. Middle School Students are required to donate 5 hours of stewardship to their community each school semester.

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

*Examples of Non-Stewardship:* babysitting, assisting an athletic team, random acts of kindness  
Please contact your Religion Teacher with any questions or concerns.

### **Terra Nova Testing**

Students attending Catholic elementary schools in the Province of Florida, Grades 2 through 8 participate in the Iowa Testing programs. The Terra Nova Tests are administered to students in grades 2 through 8 in the spring.

**It is important that students be present during testing. Please do not make any appointments for your children during testing week. Testing dates are listed on the academic calendar.**

### **Assessment of Children/Youth Religion Education - ACRE**

In the Spring students in Grades 5 and 8 will participate in the ACRE test. The ACRE test will serve as a tool for assessing the effectiveness of catechetical /religious education programs

### **Withdrawals and Transfers**

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

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

### **Sacramental Preparation**

Sacraments are not administered by the school. Contact your parish on their procedures.

### **Financial Policies**

The policies regarding tuition and fees are as follows:

- A non-refundable registration fee is due at the time of registration and re-commitment.
- A comprehensive fee which includes insurance, book, material, and technology fees (PK3–8).
- Parents who are supporting their Catholic parish faithfully may be eligible for a parish subsidy based on financial need. Each parish may have their own guidelines for receiving tuition assistance. Please contact your parish office for more information.
- Tuition is non-refundable for the current quarter. Families who enter school after the year has

begun will be given a pro-rated tuition rate.

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

## **Student Conduct**

### **Christian Code of Conduct**

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

### **Student Behavior**

**Students at St. Elizabeth Seton Catholic School are expected to abide by the following code of conduct to ensure a safe and secure learning environment for all: (not limited to only these situations)**

#### **General guidelines:**

Students will be treated kindly, considerately, fairly, and in a Christian manner.

Students are expected to treat adults and each other in the same manner.

All students have a right to a learning environment that encourages academic excellence and is free from disruption.

Every student has the potential for choosing appropriate behavior and for becoming a responsible citizen of the school community.

School rules apply during school hours, anytime on school grounds, during school-sponsored events or while traveling in school-arranged transportation.

**Conduct outside the school:** A student who engages in conduct that is detrimental to the reputation of the school— whether on or off our campus — will be addressed by the principal.

**Abusive language/profanity:** Profanity, obscene language, or indecent gestures — whether directed at students, teachers, staff, or visitors - are never permitted.

Abusive language or behavior will also not be tolerated.

Violation of this rule will result in a Conduct Notification Slip, signature on the Accountability Card, or office referral.

**Assemblies & other programs:**

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

**Backpacks:**

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

**Bullying**

Bullying is commonly characterized as aggressive behavior that includes three elements:

- is intended to cause distress or harm
- involves an imbalance of power or strength between the aggressor and the victim
- commonly occurs *repeatedly* over time (as defined by the American Psychological Assoc., 2004)
- Bullying is not tolerated at St. Elizabeth Seton School

**Candy, gum, soda and energy drinks:**

Chewing gum, candy, glass containers, soda and energy drinks **are not** to be brought to school for any reason.

**Class cutting:**

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

**Corporal punishment:**

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

**Damage/destruction of school property:**

Students who vandalize, destroy, or otherwise damage school property will be required to pay full restitution.

**Displays of affection:**

Romantic hugging, kissing, cuddling, holding hands, or inappropriate touching is never permitted.

**Forging/altering parental documents:**

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

**Harrassment**

At St. Elizabeth Seton School students are expected to put their faith into action and live as Jesus

taught us. We are committed to an educational environment that is free of any form of harassment. Harassment is any behavior toward a student or group of students and protected under the State, Federal, or local law, which harrasment disrupts the school environment and interferes with the student's school or academic performance. Students who engage in such behavior will conference with the principal

Harassment can take many forms.

- Physical (e.g. standing in someone's way, or standing too close, bumping into someone or brushing against the person's body on purpose, grabbing, touching hitting, or pinching)
- Verbal (e.g. threats, insults, rumors, comments about a person's body, sexual jokes, suggestions or remarks, notes, letters or graffiti)
- Nonverbal (e.g. staring at someone's body, sexual pictures or drawing, mimicking or pantomiming in an insulting way, gestures or looks) Employees or students who engage in any type of harassment will be subject to appropriate discipline, including suspension and/or dismissal.

#### Prohibited Items

Students shall not possess or use any items that the school personnel consider to be contraband or be distracting to the school environment.

Examples of items prohibited to possess:

Students are prohibited from possessing or carrying the following items at any time on campus. If found, the following items are subject to immediate confiscation and discipline issued:

Possession of tobacco, alcohol, drugs or drug paraphernalia, or other illegal substances, pornography or suggestive literature, weapons, weapon replicas or potential weapons, lighters, matches, and laser pointers.

Examples of items prohibited to use:

The use of the following items is prohibited during THE HOURS OF 7:30AM—5:30PM school hours on our campus. These items are subject to confiscation if seen being used or displayed: music players of any type, cellular telephones, electronic games or other toys any other item which disturbs or otherwise disrupts a class or activity.

**The use of any device to take photos at any time is prohibited (unless authorized by a teacher).**

#### Serious misconduct

The school believes some behaviors are so disruptive that they carry serious consequences. These behaviors may result in immediate suspension and removal from campus. These behaviors include:

- defiance of school personnel's authority
- refusal to comply with a reasonable request
- willfully endangering another person's physical safety

- foul language towards school personnel
- truancy
- any other serious misconduct unbecoming of a Catholic school student

#### Supervision/off-limits areas

Students are not permitted in any campus areas without adult supervision.

Teacher workrooms, lounges, server room, inner office and nurses' office are also off-limits to students without consent.

#### Theft:

In keeping with the seventh commandment, the taking of another's possessions without permission is not permitted.

Such theft will require full and complete restitution and the student and parents will conference with the principal.

#### Threats:

All threats of violence will be taken seriously.

Threats intended in a joking manner may not be perceived as such and should be avoided.

Credible threats will result in detention or suspension.

#### Violence:

Any student who strikes, slaps, punches, pinches, bites, kicks, pulls the hair of, or otherwise inflicts bodily harm on another student, faculty or staff member will result in disciplinary action.

Severe situations may also be cause for suspension or expulsion.

If necessary, the school will contact the proper authorities to deal with any possible criminal behavior involved.

#### Other behavior:

Other inappropriate behavior not mentioned in this handbook or any conduct unbecoming of a student in a Catholic school is not tolerated. **The principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his or her discretion.**

Off-Campus Behavior – Schools in the Diocese of Venice reserve the right to discipline students for engaging in conduct that occurs off campus if it endangers the health and/or safety of others, adversely affects the education process or the reputation of the school, is in conflict with the moral teachings of the Catholic Church, or is otherwise a violation of school policy. Examples include, but are not limited to: illegal activity, alcohol consumption, possession, use, or sale of drugs, inappropriate internet activity, harassment or bullying, pornography, fighting, illegal use of firearms, theft, arson, and sexually inappropriate disciplinary penalties for off-campus conduct depending on the severity of the issue. Such penalties may include, but are not limited to, suspension, expulsion, detention, and/or restitution. The student may also be removed from extracurricular activities and sporting events, as well as field trips, dances, and graduation ceremonies.

#### Friend Request

Teachers and other school staff are instructed not to reply to student friendship on social media.

### Consequences

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

In/Out of school Suspension: Utilized at the principal's/designee's discretion.

Expulsion: When the school's means of behavior improvement have proven ineffective or when a student's conduct is determined to be a definite hindrance to the welfare and progress of the school community, a student may be expelled or withdraw from the school. The authority to suspend or expel a student from school resides with the principal. In his or her absence, that authority resides with the assistant principal or designee. The decision to expel a student will be made only with the agreement of the pastor of St. Elizabeth Seton Parish or the priest-in-charge in the pastor's absence.

### Inspections & Searches Of Personal Effects, Lockers And Desks

The health, safety, and welfare of students, faculty, administrators, staff, and volunteer personnel is an extremely important consideration for St. Elizabeth Seton Catholic School. Accordingly, there will be occasions when a student's personal effects, desk, and/or locker will need to be examined to ensure that health, safety, and welfare is maintained. The principal may direct non-discriminatory inspections of lockers, desks, and personal effects of the entire school or recognizable segments of the school, such as a particular grade or grades. The primary purpose of such inspections is to ensure that contraband items and items detrimental to health, safety, and welfare are not within the school premises. Contraband is defined as items and materials that the student is prohibited to possess as a matter of federal or state law as well as items and materials prohibited by school regulations, such as gum, medications, flammable liquids, etc. Although the primary purpose of these inspections is health, safety, and welfare, students will be subject to disciplinary action upon discovery of contraband during the inspection. Additionally, upon reasonable suspicion that a student or students committed offenses of the Code of Conduct or committed violations of federal or state criminal statutes, the principal may direct a search of the personal effects, desk, or locker of the students concerned when there is reasonable suspicion that the instrumentalities of the offense, the fruits of the offense, or contraband items relating to the offense would be found therein.

### Diocese of Venice Weapons Policy

Weapons are prohibited on school property, in attendance at a school function or on any school-sponsored transportation. The Diocese of Venice Schools adhere to the Gun-Free School Act of Title VIII. All firearms are prohibited and will result in expulsion. Firearms mean any weapon which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or destructive device. Possession of other weapons such as knives or any other item which can be used as a weapon is grounds for disciplinary action, including expulsion.

You, as the Parent and PRIMARY EDUCATOR, must take the time to check on their progress. Know what is expected of your child in the areas of discipline, homework and daily class performance. Know your child's teacher and his/her expectations for your child. Orientation and

Open House meetings for parents or guardians are held at the beginning of the school year to help you become more aware of our programs and procedures. Also, parents are responsible for reading all materials sent home to include but not limited to teacher correspondence, emails, newsletters, parent portal, notifies via email, text, or phone call.

#### Student Withdrawal for Parental Behavior

Parents should exhibit respectful decorum that is reflective of the philosophy, goals and objectives of St. Elizabeth Seton Catholic School. A parent's conduct, on or off campus, that is detrimental to the reputation of the school may have serious consequences. The Administration will work with parents to maintain a cooperative spirit. Failure on the part of parents to do so may lead to further action, including mandatory student withdrawal.

#### Discipline Process

Students in grades PK3 through 4 will record violations of the Code of Conduct by using the Conduct Notification Form. Students in grades 5 through 8 will use the Accountability Card.

Copies of the Conduct Notification Form and the Accountability Card can be found as Appendix A and Appendix B.

#### Consequences

- **Recess Detention:** Student will not be able to participate in recess with the other students.
- **Lunch Detention:** Otherwise known as quiet lunch. Students will eat quietly at a designated area during lunch.
- **After School Detention:** After 3 recess detentions, 2 lunch detentions in the same grade period, or depending upon the severity of the infraction, a student will serve after school detention. Detentions served for one hour after school on a date assigned by administration.
- **Parent Conference:** Frequent misbehavior can result in a parent conference being arranged to discuss ways a student's behavior may be improved.
- **External Suspension (OSS):** Upon issuance of the sixth written warning within one grading period, a student will be issued one or more days of Out-of-School Suspension. Students may be placed on disciplinary probation.
- **Expulsion:** When the school's means of behavior improvement have proven ineffective or when a student's conduct is determined to be a definite hindrance to the welfare and progress of the school community, a student may be expelled or be required to withdraw from the school.
- **Time out or removal from an activity:** Participation in special classroom events is a right earned by each child, not a privilege bestowed upon everyone. Inappropriate behavior will be handled by the teacher first and consequences will apply.

#### After School Clubs and Activities

#### Extended Care/After Care



Saint Elizabeth Seton School offers a Prepaid Aftercare Program as a service for parents who are unable to pick up their children when school is dismissed. The program is available from 3:05 p.m. until 5:30 p.m.

- When picking up your child (children) from after care, you must sign them out.
- If you are having someone else pick them up, send a signed note with your child (children) on the day they will be picked up.
- Your child will not be released to someone other than the parents or guardian without notification.
- A registration form regarding allergies and emergency contacts must be completed before the first day of aftercare attendance.
- All aftercare fees and payments are made through the FACTS Tuition Management Program. Details regarding fee schedules can be found on the school website or by contacting the main office.

### Athletic Program

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

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

### Clubs and Associations

#### Safety Patrol

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

#### National Junior Honor Society - SES Chapter

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

#### NJHS Selection Process Description:

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



of the faculty of our school each spring.

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

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

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

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

### **Device, Network and Internet Use Agreement**

The Diocese of Venice Technology Use Agreement is attached as Appendix D.

Authorization for Release and Use of Student Image in Photo, Videotape, or other Media is attached as Appendix C.

### **Parent Signature Requirements**

Parents will be required to sign the Handbook Agreement stating that they have acknowledged and will abide by the requirements of the handbook and all attached appendices.

## Appendix A

### PK3 – 4 - Conduct Notification Form

Students in grades PK3—4 will be issued a Conduct Notification Form when their teacher observes behaviors that need improvement. Parents are asked to sign form and speak to their child about the incident warranting the notification.

#### **PK3-Grade 4 Conduct Notification**

Dear Parents,

Today your child did not meet behavioral expectations. See below for specific behaviors which need immediate improvement and discuss them with your child.

- \_\_\_\_\_ Demonstrate speech and actions that are respectful of adults and other students
- \_\_\_\_\_ Respecting and caring for school property including cleaning up classroom/playground materials
- \_\_\_\_\_ Listening/following directions and follow all classroom/playground procedures
- \_\_\_\_\_ Staying on task and using classroom/playground materials appropriately
- \_\_\_\_\_ Keep hands, feet, and objects to yourself/using safe behavior
- \_\_\_\_\_ Respect other students' right to learn by speaking and moving quietly and politely throughout the school
- \_\_\_\_\_ Use proper manners at all times especially during snack/lunch
- \_\_\_\_\_ Follow bathroom rules
- \_\_\_\_\_ Other \_\_\_\_\_

Please sign and return to school tomorrow. Thank you for your help and support.

Student \_\_\_\_\_ Date \_\_\_\_\_  
Parent \_\_\_\_\_ Teacher \_\_\_\_\_  
Conference Requested \_\_\_\_\_ # of notes to date \_\_\_\_\_

#### **Consequences for the Number of Infractions**

Infractions #1, #2 – Receiving this incident form indicates that numerous attempts were made to redirect behavior, provide verbal warnings, and/or be removed from group to think about their choices. If corrective action does not motivate a change and is unsuccessful, then a behavior incident report is sent home.

Infractions #3, #4 – The teacher will send home a behavior incident form requesting a conference. (This situation may occur after 3 behavior incident forms have been sent home or sooner depending on the severity of the infraction.) This conference may include support personnel such as administration, guidance, and resource.

Further infractions will be referred to the office.

## Appendix B

### Accountability Card Grades 5-8

Students in grades 5-8 will carry their Accountability Cards at all times. This card will record when the student's behavior did not improve following a verbal warning. The card allows students and parents to easily note areas where improvement is needed. Parents are encouraged to review their student's Accountability Card regularly and are required to sign it at the end of each grading period. Students who lose their Accountability Cards may be issued a detention.

Accountability Card  
Grades 5-8 for 2018-2019  
(front of card)

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

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

**Accountability Card Policy:** Students in grades 5-8 must carry this Accountability Card with them at all times. This card will record any infractions of the Code of Conduct and allow students to note areas where improvement is needed. Parents are encouraged to review their student's Accountability Card regularly and are required to sign it at the end of each grading period. **Student who lose, alter, or mutilate their cards may be issued a detention.**

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

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

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

**Appendix B (cont.)**

(back of card)

**Date/Teacher Signature/Infraction**

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**Students will receive consequences/detentions for the following infractions:**

UNI: Uniform/Jewelry/Makeup/Gum violation: Recess  
UNP: Unpreparedness for class: Recess  
RUL: Failure to observe classroom/school rules: Recess  
CEL1: Cell phone-1st offense: Recess  
LOU: Loud/excessive talking: Lunch  
RUD: Rude/discourteous/disruptive behavior: Lunch

OUT: Out of class without permission: After School  
PRF: General Profanity: After School  
ITM: Possession/use of prohibited item: After School  
CHR: Inappropriate Church behavior: After School  
INF: Insubordinate to Faculty/Staff member : After School  
PRS: Profanity at Student: After School  
CEL2: Cell phone-2nd offense: After School

INS: Insubordinate to substitute/guest: Office referral and after school

LIE: Lying (office referral)  
FOR: Forgery (office referral)  
BUL: Bullying (office referral)  
THF: Theft (office referral)  
TOU: Inappropriate touching (office referral)  
CHE: Cheating (office referral-1 day suspension)  
CEL3: Cell phone-3rd offense (minimum 1 day suspension)  
DES: Destruction/damage other student's property  
(office referral-1 day suspension)  
VAN: Vandalism (office referral-2 days suspension)  
PRA: Profanity at adult (office referral- minimum 3 days  
suspension)  
FIT: Fighting (office referral-3 days suspension)  
COM: Inappropriate/unauthorized use of computer (office referral)  
OTH: \_\_\_\_\_

## **Appendix C**

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

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

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

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

I understand and agree that no compensation will be provided, now or in the future, in connection with the use of minor’s image, and nothing herein will create any obligation on the part of school to make use of the rights or materials set forth herein.

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

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

## Appendix D

### Diocese of Venice Technology Use Agreement

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

1. I recognize that the purpose of school computers and electronic information services is for teaching and learning. I also recognize that all computer and device users have the same right to use the equipment; therefore, I will not use school resources for non-academic purposes. I will not waste or take supplies, such as, paper, that are provided by the school. I will keep all computers and devices clean and will not eat or drink while they are in use.

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

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

4. I will honor my school's procedures for the storage of information. I understand that I am expected to save files that I want to keep on my flash drive or use my document space. I realize files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's or device's hard drive.

5. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for the network or resource.

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

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

## **Appendix D (cont.)**

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

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

### **User**

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

### **Parent or Guardian**

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

X \_\_\_\_\_ Date \_\_\_\_\_

## Appendix E

### Athletic Participation Contract

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

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

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

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

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

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

X \_\_\_\_\_ Date \_\_\_\_\_



## **Appendix F**

### **Fingerprint Procedure**

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

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

#### **How to register:**

1. REGISTER online by accessing

<https://fingerprint.fadv.com/fpWebApp/webPages/module/home/redirect.jsf>

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

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

3. PAY - Payment must be made in advance.

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

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

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

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

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

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

Currently one designated site is available for use:

Saint John the Evangelist Catholic Church

625 111th Avenue North

Naples, FL 34108

(239)556-8740