

# St. Elizabeth Seton Catholic School



## 2022-2023 Parent-Student Handbook

Rev. 07-29-2022

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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: M-T-TH-F 8 a.m.- 2:55 p.m. and Wednesday- 8 a.m.- 2 p.m.

School Website: <https://saintelizabethseton.com>

### Pastor- Principal-Staff

Pastor: Fr. Casey Jones  
Principal: Mrs. Maria Niebuhr  
Assistant Principal: Mrs. Beth Tenbarge  
Admissions Coordinator: Mrs. Katy Rendon  
Marketing/Communications: Mrs. Gina Groch  
School Counselor: Ms. Lindsay D'Abrosca  
Finance Manager: Ms. Elaine Pearce  
Office Assistant: Ms. Karina Rodriguez

### Our Mission:

The mission of St. Elizabeth Seton Catholic School is to nurture the development of each student to achieve their spiritual, intellectual, physical, 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 Excellence, 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 (not during the school day) 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.

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.

The school administration and 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. [Requirements listed below.]

**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:**

**Enrollment/Commitment Fee: \$275**  
*(Enrollment/Commitment Fee is non-refundable)*

PK4	Tuition: \$6,090
K – 4 <sup>th</sup> Grade	Tuition: \$8,650
5 <sup>th</sup> – 8 <sup>th</sup> Grade	Tuition: \$9,030*

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

**Pre-K 3 year old program**

**PK3**

**Enrollment/Commitment Fee: \$275**

*(Registration/Commitment Fee is non-refundable)*

Options	Days	Amount
Option 1	M-F- 5 full days	\$8,090
Option 2	M, W, F – 3 full days	\$5,095
Option 3	M-F 8:00 a.m. – 11:45 a.m.- 5 half days	\$5,095

Scholarships available: Step Up for Students, Florida Empowerment Scholarship, Hope Scholarship, 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.stepupforstudents.org](http://www.stepupforstudents.org).)
- McKay Scholarship Program is for students with disabilities ([www.stepupforstudents.org](http://www.stepupforstudents.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 gym.

Drop off begins in gym	7:30 a.m.
Prayers begin in gym	7:50 a.m.
Attendance (Late Bell)	8:00 a.m.
First Lunch (6-8)	11:06 a.m. – 11:36 a.m. (W- 11:00-11:30 a.m.)
Second Lunch (2-5)	11:50 a.m. – 12:20 p.m. (W-11:30-11:41 a.m.)
Primary Lunch (PK3-1)	12:34 p.m. – 1:04 p.m. (W- 12:26-12:56 p.m.)
Dismissal -	2:55 p.m./Wednesday 2:00 p.m.
Aftercare-	3:10 p.m. – 5:30 p.m./Wednesdays 2:10 p.m. -5:30p.m.

*First hour free on Wednesday*

**Arrival Procedure**

· Supervision of arriving students begins at 7:30 a.m. in the gym. **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 of students in K-8<sup>th</sup> grade should drop students off in the car line in front of the gym.

Parents of students in PK3-PK4 should drop students off in car line in front of their classrooms on 53<sup>rd</sup> Terrace SW.

**-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.

Students who live within .5 miles of the school may walk to and from school. Written permission must be provided prior to a student walking either to or from school.

### **Dismissal Procedure-**

**All students will be dismissed from their classrooms.** Students should listen carefully for family name.

- 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 2:55 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 3:10 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 3:10 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. unless otherwise noted on the school calendar. Families are always invited to attend and may sit in the open areas toward the back of the church.

### **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 may 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.
- 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.

Students may not be released early within the final thirty minutes of the day.

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, 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 and skorts should be the correct size for the student. **Skorts must be a modest length and fit – modest length is determined by placing arms at side; the hem of the skort must reach below longest fingertip all the way around the garment.**

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, trendy, or fad 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) NO jeweled headbands, NO oversized bows, NO cat ear headbands
- Boys' hair may not touch their collar and must be cut above the eyes and ears (no ponytails)

### Jewelry

- **NO SMART WATCHES OF ANY KIND ARE ALLOWED.** (i.e. Apple Watch, Fitbit, Gizmo Watch, Garmin, Samsung, etc.) **One analog watch may be worn.**

Consists of one religious medal around the neck- worn on a chain

- Girls only may wear one pair of small earrings (nothing that dangles below the ear lobe). No hoop earrings.
- No tattoos or body piercings (real or temporary)
- No bracelets, or ankle bracelets are allowed- one small simple banded ring permitted

### Miscellaneous

- 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]**

### **St. Elizabeth Seton Uniforms 2022-2023 Zavada's Renegades Sportswear**

#### **PreK 3 – PreK 4**

Boys & Girls

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

#### **K – 5<sup>th</sup> Grade**

Boys

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

Girls

Plaid/Khaki Skort with Red Polo (3 days a week)

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

Girls

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

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

Boys

Navy/Black 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

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

Girls Mass

Plaid/Khaki 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)

Other Seton spirit shirts **may not be worn** in place of the PE shirt.

#### **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 (Cold Weather)

Black Fleece, Black Crew Neck Sweatshirt, and Black Sweatpants

### **Cold Weather Options – All Grades (No Leggings, Jeggings, or Yoga Pants permitted)**

- 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.**

Zavada’s Renegades Sportswear  
17051 Jean Street Unit 10  
Fort Myers, FL 33967  
(239) 275-6720

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

Regular Store Hours: Monday-Thursday: 9am to 5pm / Friday: 9am to 4pm

### **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 inform parents as to the birthday policies and procedures for their individual classroom. Classroom teachers will alert parents as to when a student's birthday will be acknowledged. As a Blue Zone certified school you are highly encouraged to celebrate a birthday with non-food items such as stickers, books, pencils etc.

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

### **Classroom Parties**

Classroom parties are held at the discretion of the teachers. During the course of the year there will be opportunities where parties will occur on campus celebrating different seasons/holidays. As an academic institution the teachers will choose to organize any parties. Should a teacher chose to organize a party she/he will reach out to the homeroom parent(s) and work with them to address the needs of the party.

### **Lockers**

Middle school students assigned a locker must be able to fit all of their belongings in the locker. Backpacks must be of a size that will fit in a closed and locked locker (rolling backpacks will not fit in a school locker). *[Band instrument storage will be provided in a different location.]*

### **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 gym.

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. St. Elizabeth Seton partners with St. John Neumann High School's Chef Dan for lunch. Hot and cold lunches and a variety of sides are available for order.

Chef Dan has created a special online ordering system for our families. Ordering is simple and can be done through the follow website: <https://www.chefdances.com>

Orders may be placed on a daily, weekly, or monthly basis. Orders must be placed no later than midnight for the following school day. The menu site opens each day 2pm and closes at midnight. Orders must specifically indicate the student and the student's grade to ensure proper delivery of food.

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***
- be clearly marked with the student's name and grade
- not contain any candy, soda, sugar-sweetened beverages, or unhealthy food items

As a Blue Zones school we have made a commitment to teach students how to lead longer, happier lives. By encouraging better eating habits and increasing physical activity, we can help students form healthy habits for life.

### **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**

***Students may not carry cell phones on their person at any time. ALL cell phones must be TURNED OFF and turned over to the student's homeroom teacher for the school day. All students in grades 5-8 are required to have a cell phone usage form completed by their parent and turned in to their homeroom teacher.***

The following consequences for misuse of a cell phone will be enforced:

1st Offense: Confiscate the phone, contact the parent, and student serves one lunch 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 parent or student friendship requests on Facebook or other online social networking websites. Student use of any school identified material (logos, uniforms, etc.) is not permitted on any personal social media sites. Disciplinary consequences will be forthcoming should a student be found to have created content of this sort.

### **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 100.4 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:

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.

## **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 (emails are permitted). 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 four forms. These Diocesan forms, which can be picked up in the school office, or located under Resource Documents on the FACTS Family Portal, will only need to be completed once while your children continue through all grade levels. Completed forms should be directed to the main office. [Forms listed below.]

- Diocese of Venice Volunteer Application Form
- Diocese of Venice Code of Conduct Form
- Diocese of Venice Attestation of Good Moral Character Form
- Receipt of the Policy and Procedural Guidelines Relating to Protection of Children and Vulnerable Adults Form

In addition, **the Diocese of Venice requires that all volunteers who work with children be fingerprinted and trained in Safe Environment.** For information regarding how to complete Safe Environment Training and fingerprint screening visit the Diocesan website at <https://dioceseofvenice.org/offices/programs/safeenvironment/>

Fingerprint screening and Safe Environment training must be renewed every five years for the individual to remain an approved diocesan volunteer.

Individuals who have not completed both Safe Environment Training and fingerprinting will NOT be allowed to volunteer at school functions where students are present.

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.

### **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 \$20 per hour. A donation invoice may be sent at the end of the school year. It is the responsibility of our volunteers to track hours and report to the school Admissions Coordinator Mrs. Rendon ([office@seseton.org](mailto:office@seseton.org)).

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.
- If you are not receiving at least weekly communication from the school please be sure to check your spam/clutter email folders or contact the main office.
- Alerts will be sent through FACTS/SIS as needed via email and/or texting.

The school calendar is available on the school website and under Resource Documents on the FACTS Family Portal.

## **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, with a photo I.D., via our guest registration system Raptor.

## **Personal Information**

All personal information is held in the strictest confidence. Our school policy states that 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. Membership consists of all parents and school faculty & staff.

HASA 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 Gina Groch ([groch@seseton.org](mailto:groch@seseton.org)) – HASA School Administrator
  - Faculty Advisers: Rachel Borkowski ([borkowski@seseton.org](mailto:borkowski@seseton.org)) and Nichole Eastman ([eastman@seseton.org](mailto:eastman@seseton.org)) .
  - Parent Co-Chairs: Ashley Long ([ashleyllong@gmail.com](mailto:ashleyllong@gmail.com)) and Laurie Consenza ([lcosenza@alumni.nd.edu](mailto:lcosenza@alumni.nd.edu)) .

## **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. Communication will be made to a student's family by the end of January if a student is being considered for retention.

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 may 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**

Conference days are scheduled throughout the year- consult the school calendar for dates. 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 their students from 7:50 a.m. to 2:55 p.m. and therefore, cannot stop to conference with parents.

## **Homework**

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 daily via Canvas/FACTS SIS 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.

**Middle School Homework** is due the date on 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.

## **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 - Grade 3-* require a satisfactory grade in all related arts 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.

Third Grade Honors- 80% or higher in all core subjects

*Academic Honors - Grades 4-8-* require a satisfactory grade in all related arts 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.

St. Elizabeth Ann Seton Honors- 94% or higher in all core subjects.

First Honors-90% or higher in all core subjects.

Second Honors- 80% or higher in all core subjects.

## **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. All 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, volunteering for a parish

*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 TerraNova 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 for 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.
- 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/ assistant principal.

Any student who willfully sends any email, text message, instant message, phone message, or posts to any social networking website (e.g. Facebook) with the intent to threaten, intimidate, or to bully another student or school employee will be charged with cyber bullying and will face consequences.

**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. Middle school backpacks must be of a size that will fit completely within a closed school locker.

**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 Catholic 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 harassment 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.

#### 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

- **Lunch Detention:** Otherwise known as quiet lunch. Students will eat quietly at a designated area during lunch.
- **After School Detention:** After 3 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 3:10 p.m. until 5:30 p.m on all days except Wednesday when it is available from 2:15p.m. -5:30 p.m. with the first hour on Wednesday being free.

- 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, <https://saintelizabethseton.com/> and under Resource Documents on the FACTS Family Portal.

## 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.

#### **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 [A, B, C].

## 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  
(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:Lunch
- UNP: Unpreparedness for class: Lunch
- RUL: Failure to observe classroom/school rules: Lunch
- CEL1: Cell phone-1st offense: Lunch
- 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

- 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

### St. Elizabeth Seton Catholic School Acceptable Use Policy (“AUP”) 2022-2023

St. Elizabeth Seton Catholic School is committed to student use of technology as a tool to expand learning opportunities and conduct scholarly research. The use of technology facilitates global collaboration--a vital skill for our 21st century learners. Students at the School utilize Apple iPads on a wireless network. Apple iPads and the wireless network on the school’s campus are strictly for educational use consistent with the school’s educational goals. Along with the opportunity this provides, comes responsibility. This Acceptable Use Policy is designed to give the student and the student's family, as well as others on the school’s campus, clear and concise guidelines regarding the appropriate use of Apple iPads. The underlying premise of this policy is that all members of the school’s community must uphold the values of honesty and integrity. We expect our students to exercise good judgment and to utilize technology with integrity.

#### **E-Mail**

- Email addresses, which are provided by the school, are considered school property and are a privilege and not a right. Emails will be monitored by the school.
- The use of email during class is prohibited unless authorized by faculty or administration on a case-by-case basis.
- Students should always use appropriate language in their e-mail messages.
- E-mail services provided by the school are to be used only for the exchange of appropriate information.
- No inappropriate e-mail will be tolerated, including derogatory, obscene, or harassing messages. E-mail messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response, which may result in expulsion.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via e-mail.
- Students are prohibited from accessing anyone else's e-mail account without first receiving explicit permission from the account holder.
- E-mail etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved e-mail programs may be used for student e-mail.
- School e-mail addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school e-mail system.

#### **Chatting and Blogging**

- Instant messaging is prohibited.
- Blogging is to be utilized on campus, only for academic purposes.
- Participation in chat rooms during school hours is prohibited during the school day, except as part of an assigned, in-class activity.

## **Audio and Video**

- Audio should be turned off or on silent unless required for the activity being conducted.
- Listening to music either aloud or with earphones is not permitted on campus unless required for the activity being conducted. Faculty and staff may relax this policy at their discretion.
- When sound is needed, headphones provided by the student must be used.
- The use of Apple iPads to watch movies and DVD videos, unless assigned by a teacher, is not permitted during the school day.
- Any audio or video recording may be done only with the prior permission of all parties being recorded.
- Sharing of music (including iTunes music sharing) over the school network is strictly prohibited and is subject disciplinary action.

## **Games**

- The viewing and/or playing of electronic games is not permitted during school hours, except as part of an assigned, in-class activity or as directed by faculty or administration.
- The school reserves the right to remove any game from a school iPad that is considered inappropriate or impedes the educational purpose of the Apple iPad program.
- No games that are played over the school network are allowed.
- Games that include violence, adult content, inappropriate language, and weapons are not to be installed or played on the Apple iPads.
- Screensavers that include gaming components are not allowed.

## **Apple iPads**

- Student Apple iPads must not be left unattended at any time. If an iPad is found to be unattended, it will be turned in to the Main Office.
- Apple iPads must be in a student's possession or always secured in a locked classroom.
- Students may not lend their iPad to anyone.
- Students may not borrow an iPad from another student.
- Apple iPads must be carried and transported appropriately on campus. They should always be carried in their approved cases. Failure to do so could damage the device and result in permanent loss of data.

Note: Students are entirely responsible for backing up their own data. Lost or damaged data is not the school's responsibility. All school-issued Apple iPads must be in the school-issued Apple iPad case.

- Students may not consume food or beverages near the Apple iPads.
- Apple iPads should be handled with care. Inappropriate treatment of school Apple iPads is not acceptable.
- No writing or stickers will be allowed on the Apple iPad and/or Apple iPad cases, and these are not to be defaced in any way.
- Students may not remove, move, or write on the identification sticker on their Apple iPads.
- Students are not allowed to create any administrative passwords on their Apple iPads.
- Students are expected to come to school with a fully charged battery daily.

## **Network Access**

- Students must not make any attempt to access servers or network information that is not available to the public.
- The utilization of proxy avoidance IP numbers and programs is strictly prohibited.
- Students may not use the school network for personal or private business reasons including but not limited to online ordering and purchases.
- Students are not to knowingly degrade or disrupt online services or equipment as such activity is considered a crime under state and federal law (Florida iPad Crimes Act, Chapter 815, Florida Statutes). This includes tampering with iPad hardware or software, vandalizing data, invoking iPad viruses, attempting to gain access to restricted or unauthorized network services, or violating copyright laws.
- The school is not responsible for damaged or lost data transferred through our network or stored on Apple iPads or our file servers.

## **File Sharing**

- File sharing is the public or private sharing of iPad data or space. Any program that creates a point-to-point connection between two or more computing devices for the purpose of sharing data is considered file sharing.
- File sharing of any kind is prohibited both on campus and off campus. The only exception to this is when it is a specific assignment given by a faculty member.
- No file sharing software of any kind is to be installed on the Apple iPads.
- There is a \$25 re-imaging charge to remove any unapproved software or files.

## **Deleting Files**

- Students may not delete any folders or files that they did not create or that you do not recognize. Deletion of certain files will result in iPad failure and will interfere with their ability to complete class work and may affect their grades.
- There is a \$25 re-imaging charge to correct system files for the first offence, \$50 fee for the second offence, and \$100 fee for all additional offenses.

## **Downloading and Loading of Software**

- Students are not permitted to install custom/individual applications that require administrator privileges.
- All installed software must be a legally licensed copy.
- The downloading of music files, video files, games, etc. through the school's network is absolutely prohibited unless it is part of an assigned, in-class activity.
- The school reserves the right to remove any software that has been loaded onto the iPad that impedes the educational purpose of the Apple iPad program.
- Copyrighted movies may not be "ripped" from DVDs and placed on the Apple iPads nor may copyrighted movies be downloaded to the Apple iPads from the Internet.
- Only commercial videos (such as television programs) legally purchased from the iTunes music store or another like entity may be downloaded to the Apple iPads
- Shareware and freeware programs such as animated cursors (i.e. Comet Cursor), screen savers, and other programs similar to these, automatically open connections outside the

School's network. Such connections are Spyware, and they not only monitor the activities on that iPad, but they also slow down the operation of the iPad and the network connection.

- There is a \$25 re-imaging charge to remove any unapproved software or files for the first offence, \$50 fee for the second offence, and \$100 fee for all additional offenses.

### **Screensavers**

- Inappropriate or copyrighted media may not be used as a screensaver.
- Pictures or videos which include the presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang-related symbols or pictures will result in disciplinary actions.
- There is a \$25 re-imaging charge to remove any of the above for the first offence, \$50 fee for the second offence, and \$100 fee for all additional offenses.

### **Internet Use**

- The Internet is a rich and valuable source of information for education. Inappropriate materials are available on the Internet and are strictly prohibited. These materials include items of a sexual or pornographic nature, extremist or militant materials, gambling, depictions of violence, images that are intended to be abusive or harassing, etc. Students must not access, display, or store this type of material.
- Information obtained through the Internet must be properly cited and in compliance with copyright laws.
- Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Plagiarism includes the use of any information obtained from the Internet that is not properly cited. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism.
- If a student accidentally accesses a website that contains obscene, pornographic, or otherwise offensive material, he/she is to notify a teacher or the Dean of Technology as quickly as possible so that such sites can be blocked from further access. This is not merely a request; it is a responsibility.

### **Privacy, Use, and Safety**

- Students may not give any personal information regarding themselves or others through e-mail or the Internet including name, phone number, address, passwords, etc. unless they are completely sure of the identity of the person with whom they are communicating. Frequently the identity of someone on the Internet is impossible to confirm. Therefore, contact with such individuals is considered inappropriate and unsafe.
- Students are not to provide the e-mail address or other personal information regarding other students, faculty, or administration to anyone outside of the school without their permission.
- Students must secure and maintain private passwords for network and Apple iPad access. This is important to protect the privacy of each student. Do NOT share personal passwords or usernames.
- The school respects the privacy of every student, faculty member, and administrator with respect to stored files and e-mail accounts. However, if inappropriate use of email accounts or the school's network, including student/faculty handbook violations or harassment, is



suspected, the school's administration has the right to view these files in order to investigate suspected inappropriate behavior.

- The school will monitor iPad activities, including logging website access, newsgroup access, bandwidth, and network use.
- Students are prohibited from utilizing the command prompt interface. In addition to this, students are prohibited from using any method to obtain control of another person's iPad using their own iPad.
- Students are prohibited from utilizing peer-to-peer networking or any method of file sharing unless authorized by the administration.
- No identifiable photographs of students, faculty, or administration will be allowed to be published on the Internet or used in print without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.
- Cyber-bullying is the use of electronic information and communication devices to willfully harm a person or persons through any electronic medium, such as text, audio, photos, or videos. Examples of this behavior include, but are not limited to:
  - Sending/posting false, cruel, hurtful or vicious messages/comments;
  - Creating or contributing to web sites that have stories, cartoons, pictures, and jokes ridiculing others;
  - Breaking into an e-mail account and sending vicious or embarrassing materials to others;
  - Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others;
  - Posting of a student picture without their permission.
- Any electronic communication that creates a hostile, disruptive environment on the school campus is a violation of the student's and of the staff member's right to be safe and secure. Actions deliberately threatening, harassing, or intimidating an individual or group of individuals; placing an individual in reasonable fear of harm; damaging an individual's property; or disrupting the orderly operation of the school will not be tolerated.
- Apple iPads that are provided by the school continue to be the property of the school. Therefore, the school has the right to view all content at any time.
- Any electronic device used on the school network, even if privately owned, is subject to all policies and consequences of the AUP including: the right to view the content of the device at any time; the right to remove content from the device; and the right to retain the device in the school's possession if there is an infraction to the AUP that deserves that consequence, as determined by the School's administration.

### **Copyright**

- Unauthorized duplication, installation, alteration, or destruction of data programs, hardware, or software is prohibited.
- Data, programs, hardware, software, and other materials including those protected by copyright may not be transmitted or duplicated.

## **Consequences**

- The school reserves the right to enforce appropriate consequences for the violation of any section of the AUP. Such consequences could include the loss of the privilege to use an iPad, the loss of the use of the iPad for an amount of time determined by the administration and members of the Technology Department, possible disciplinary action, and possible legal action.
- Any iPad with illegal or inappropriate software or materials on it will be reformatted or "re-imaged," and the student will be charged a \$25 AUP violation fee for this service for the first offence, \$50 fee for the second offence, and \$100 fee for all additional offenses.
- In the case of repeated Apple iPad abuse and/or damages, the school has the right to revoke the use of the school's Apple iPad and the student will be restricted to using it only on-campus. Repeated AUP offenses or Apple iPad abuses may lead to the loss of a student's privilege of using an Apple iPad on campus.
- Students are to report any known violations of this AUP to appropriate administrative staff members. Random checks of student Apple iPads will be conducted throughout the year to ensure that these policies are being followed.
- The school takes no responsibility for activities conducted on the Apple iPads or materials stored on the Apple iPads, or the school's network.

## **Content Filtering and Monitoring**

- The school will monitor the online activities of minors and operate a technology protection measure ("filtering/blocking device") on the network and/or all iPads and computers with Internet access, as required by law.
- The filtering/blocking device will be used to protect against access to visual depictions that are obscene, harmful to minors and child pornography, as required by law.
- Because the student's technology is a shared resource, the filtering/blocking device will apply to all student iPads with Internet access.
- Filtering/Blocking devices are not foolproof, and the school cannot guarantee that users will never be able to access offensive materials using iPad or computer equipment.
- Evasion or disabling, or attempting to evade or disable, a filtering/blocking device installed by the school is prohibited.
- The administration, designee or the school's technology administrator may disable the school's filtering/blocking device to enable an adult user access for bona fide research or for other lawful purposes. In making decisions to disable the filtering/blocking device, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the school.