



Family Handbook

2024-2025

8650 N. Shannon Rd.
Tucson, AZ 85742

school.seastucson.org

Phone: 520-219-7650

Fax: 520-297-1033

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Letter to Parents

Dear Parents,

Welcome to St. Elizabeth Ann Seton Catholic School! By enrolling your child at St. Elizabeth Ann Seton School, you are demonstrating your commitment to a high quality education based on the values, tradition, and philosophy of our Catholic faith. The Family Handbook you are reading reflects the policies and procedures of SEAS School in effect for the 2024-2025 school year.

This Family Handbook may be found on our [website](#). All current school families are asked to read this document carefully. By enrolling your child at St. Elizabeth Ann Seton School, you and your student(s) agree to abide by the policies and procedures of SEAS Catholic School outlined herein.

Together with our faculty and staff, I look forward to the year ahead, to providing your children an outstanding education, coming together as a community of faith, and serving others.

These are our students. This is our school. *Let’s go make disciples of Christ!*

In Christ,
Mrs. Nicole Pickett
Principal

Mission Statement

St. Elizabeth Ann Seton traditional Catholic school inspires spirituality, excellence, academics, and service to develop lifelong disciples in faith.

Philosophy

St. Elizabeth Ann Seton School is a Catholic community which believes in the sanctity and worth of every person. We support parents as the primary educators of their children. We join with them in partnership as we strive to prepare children to be successful citizens of the world and to carry forth the traditions and beliefs of the Catholic Church.

Each child is a unique gift from God who must be nurtured and supported in every area of his/her growth and development. To facilitate this growth, our school is committed to high academic standards, a discipline program which will promote personal and social skills, character education, and a Catholic faith which will permeate all aspects of school life.

Student Learning Expectations

SEAS Students

Live in SPIRITUALITY,
Strive for EXCELLENCE in all we try to be,
Work hard ACADEMICALLY,
and we SERVE our community.
With **S**pirituality, **E**xcellence, **A**cademics, and **S**ervice as our base,
that's how we grow in God's grace!

SEAS Knights Personal Code of Honor
(Developed by the first graduating class of SEAS, May 2008)

I will live by:

- | | |
|------------------------|---|
| Faith | <i>My faith is what I believe. What I believe shapes how I act and who I am. I am a Treasure – God made me, thought of me before the world was made. I believe each of my classmates is also a Treasure of God. I will remember that you only believe to the extent that you act. If I don't act like a Treasure of God, I really don't believe it.</i> |
| Sacrifice | <i>It is good, and important, to sacrifice for others. Jesus sacrificed Himself for me because he knows I'm worth it. I have a responsibility to help others – even those I don't like much.</i> |
| Pride | <i>I am proud to be a SEAS student, a Knight!</i> |
| Responsibility | <i>I am responsible for my own actions. I CAN make GOOD choices! I won't make excuses if I make a bad choice. I will admit, apologize and make it right, and do better next time. I have a responsibility to my classmates, my parents, my teachers. I have a responsibility to God – He made me to be the best I can be.</i> |
| Leadership | <i>I will lead by the way I live and act, and by the way I speak.</i> |
| Giving | <i>I will give of my time and my talents and my treasure, because God gave them to me.</i> |
| Good Conscience | <i>I will DO what is right!</i> |
| Chivalry | <i>I will use good manners and respect others. This may be the MOST VISIBLE act of a Knight – this is the one people will see. I will treat my classmates with good manners and respect. I will especially treat ALL as Treasures of God. I will be kind. I will not tease about things that could hurt feelings. I will keep my hands to myself.</i> |
| Loyalty | <i>I will be a loyal friend to ALL my fellow Knights, and loyal to God. Sometimes being a loyal friend means helping my friend do the right thing.</i> |
| Passion | <i>I WANT this! I WANT to be a Knight! I WANT to have an excellent reputation! Passion is what makes a champion. When I run out of gas, am tired or tempted to be careless, passion for what is right will give me strength to be the best!</i> |

- Courage** *I will have the courage to do the right thing, even when my friends aren't.*
- Teaching Others** *I am setting the example for all the younger students. The younger students are watching what I do, and they are learning from me.*

I am building my own reputation, and the reputation for SEAS School. I will do my best to live by this Knight's Code of Honor, and I understand that while I should live this all the time, I MUST live this while at school or at school functions.

Accreditation

St. Elizabeth Ann Seton School is accredited through the Western Catholic Education Association (WCEA). Our most recent accreditation visit is February 2024.

Covenants

Community Covenant

St. Elizabeth Ann Seton School community strives to be a covenant community. The teachers and staff are committed to working in partnership with all families to live out the parent-student-teacher covenants to build a respectful and loving faith community.

Covenant implies a sacred relationship. The parent-student-teacher covenants help us all remember that through good times and tough times, we have a commitment to each other to walk a journey of faith, trust, respect, and hope, guided by the Lord.

Catholic School Teacher's Covenant

Each teacher at St. Elizabeth Ann Seton School accepts the responsibility of cooperating with parents in the spiritual, emotional, and intellectual education of their children. Each teacher further commits that his/her mission is to educate children and to form Disciples of Christ consistent with the mission and teachings of the Church. Therefore, teachers at St. Elizabeth Ann Seton School agree to:

- be a Christian role model and maintain an atmosphere which ensures each student's right to an education and personal growth;
- be respectful to the parents of their students, work towards developing good communication with them, and continue to build a trusting relationship;
- provide appropriate and challenging academic instruction;

- embrace the diversity of their students and build bridges between all cultures; and
- set clear standards for behavior and be fair and consistent in discipline.

Catholic School Student's Covenant

As a student at St. Elizabeth Ann Seton School, I am blessed to be given the opportunity to be educated spiritually and academically. Each student understands his/her parents have made this choice out of love and concern for them. Therefore, students agree to:

- behave in a respectful manner toward all school and parish personnel, volunteers, and visitors;
- respect all students by respecting diversity and building bridges between all cultures;
- obey all rules;
- respect school property and the personal property of other students;
- display proper manners and show common courtesy at all times;
- assume responsibility for all their actions and not make excuses;
- always do their classwork and homework without excuses or disrespect; and
- be on time, ready to learn, and give their best effort.

Catholic School Parent's Covenant

As the primary educator of their child, parents understand that they teach their child best by their own example of reverence, responsibility, and respect. Parents choose St. Elizabeth Ann Seton School to assist them in forming their child as a disciple of Jesus Christ and understand and acknowledge that their own conduct and the example they set for their child can impact whether their child is allowed to remain enrolled in St. Elizabeth Ann Seton School. Parents further understand that their child's teacher is a dedicated professional who chooses to teach in a Catholic school. Therefore, parents agree to:

- be Christian role models by regularly attending Sunday Mass with their children if they are Catholic;
- promote respectful behavior in their child by setting a good example in their own speech and behavior;
- show respect for the school personnel, volunteers, and visitors and teach their child to do the same;
- practice confidentiality and use appropriate communication to solve differences in a peaceful manner;
- follow the policies and procedures of the St. Elizabeth Ann Seton School Family Handbook;
- accept and embrace the diversity at St. Elizabeth Ann Seton Catholic School;
- respect the privacy of the faculty, staff, students, and their families; and
- not consume smoke or vape prescribed cannabis products on school grounds, school transportation and/or at school activities and events.

Parents' Role in Education

At St. Elizabeth Ann Seton School, we consider it a privilege to work with parents in the education of children because we believe that parents are the primary educators of their children. Therefore, as parents, it is your right and your duty to become the primary role models for the development of your child's life – physically, mentally, spiritually, emotionally, and psychologically. Your choice of St. Elizabeth Ann Seton School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life. Our role, as a Catholic school, is to work together with parents and students as a team to provide excellent moral, spiritual, and academic formation.

Parents as Partners

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

- monitor your child's educational progress by reviewing his or her graded work, tests, projects, etc., as well as staying abreast of all communications sent from the teacher and school;
- actively participate in school activities such as Parent-Teacher-Student Conferences;
- notify the school when your child is absent or tardy;
- inform the school of any special situation regarding the student's well-being, safety, and health;
- complete and promptly return to school any requested information;
- support the religious and educational goals of the school, especially through the example of your own participation in the sacramental life of the Church;
- support and cooperate with the discipline policy of the school; and
- treat teachers, staff, and other parents with respect and courtesy at all times.

Home-School Relationship

At St. Elizabeth Ann Seton School, we believe that education is a partnership between home and school. Parental cooperation is essential for the welfare of students. If, in the opinion of the administration, parent behavior significantly interferes with the teaching and/or learning process of our students or the operation of the school, St. Elizabeth Ann Seton School may require parents to withdraw their children and sever the relationship with the school.

Parent/School Communication

Parent/School communication will be delivered via our weekly newsletter, Knights' Notes, on our school website, <http://school.seastucson.org>, the online Renweb student information system, or sent via email. On our school website, you will find the staff directory and other helpful parent information.

Parent Volunteer Hours Commitment

A cornerstone of our school community is parental involvement, which is one of the things that make SEAS so special. Each family is required to contribute 50 hours of service (25 for a single parent household) each school year in support of our school community. Children are more successful in school when parents play an active role in their education. Parents and grandparents can be seen helping around campus, serving hot lunch, monitoring recess, restacking books in the library, helping students prepare for their Sacraments, and helping teachers prepare for classroom activities.

Our Parent Teacher Community Organization (PTCO) is an integral part of our school community, coordinating important events such as Family Fun Nights, Uniform Exchanges, and our annual school wide fundraisers.

All volunteers, coaches and field trip/sports event drivers **must be 100% in compliance** to be able volunteer, coach or drive. Please contact our Compliance Officer at mbreda@seastucson.org to complete the requirements to become a volunteer. To become a field trip driver, please complete paperwork found at the front office.

Scrip

Our school is a member of the Great Lakes Scrip program. There are many vendors who are willing to give our school a percentage of the purchases made in their establishments, if the purchases are made in the name of our school. The program will not cost anything in money, just a little time for sign-up. School families are encouraged to have grandparents, aunts, uncles, friends, etc. to join us in this easy way to get funds for some of our school programs. Each school family is asked to purchase a minimum of \$2500 worth of SCRIP each year. This commitment is from May 1st to April 30th of the following year. We have a dedicated Scrip Coordinator (scrip@school.seastucson.org) at school to help you make the most of this program. Learn more at: <https://www.shopwithscrip.com>

School Schedules

Preschool:

- 4yr All Day Program: M/T/W/F - 7:55 a.m. - 3:00 p.m.; Th - 7:55 a.m.-1:30 p.m.
- 4yr. ½ Day Program: 7:55 a.m. - 11:30 a.m.
- 3's program: MWF from 12:00 p.m. - 3:00 p.m.

Kindergarten through 8th Grade:

- Arrival and Dismissal 7:55 a.m. - 3:00 p.m.

Thursday (Early Release Schedule PreK-8th):

- Arrival and Dismissal 7:55 a.m. - 1:30 p.m.

Weekly Mass:

- Fridays at 8:15 a.m. (unless otherwise noted on the school calendar)

Admissions & Enrollment Policies

Non-discriminatory Policy

SEAS strives to operate in a way that makes a Catholic education available to all students whose parents sincerely seek a faith-based education for their children. SEAS School does not discriminate on the basis of race, color, gender, sexual orientation, national or ethnic origin, faith background, or disability in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

Although we do not discriminate on the basis of race, sex, sexual orientation, color, national or ethnic origin, it remains our primary purpose and mission to serve Catholic members of our community. Under some circumstances, medically justifiable limitations may be placed on the admission/retention of students. Likewise, limitations may be placed on the admission/retention of students whose needs the school is unable to meet. Decisions regarding admission/retention of these students are decided on a case-by-case basis by the principal or his/her designee.

Non-Catholic students whose parents accept the philosophy and mission of St. Elizabeth Ann Seton School and agree to support its curriculum and programs will be accepted on a space-available basis.

For record purposes, admission will be based on the student's biological sex. By enrolling their children, parents/guardians are agreeing to support the mission of SEAS school in both the academic requirements as well as the formation of its students' Catholic faith,

morals, and discipline.

If parents request accommodations, the school will verify the student is receiving spiritual and psychological counseling services and what accommodations are recommended by both the medical professionals and Diocesan-approved spiritual minister to ensure a successful spiritual, academic, and social life at the school. It is important to discern how (or if) the school community may be affected and to ensure the student will be accepted by his/her peers. It is also imperative that, prior to the school committing to any accommodations, each case is discussed with the Department of Catholic Schools. Each individual case will then be reviewed by the Diocesan Commitment followed by approval or disapproval, along with recommendation, issued to the school.

Age Requirements

Students entering SEAS Threes must be three (3) years of age prior to September 1 of the current school year. Students entering PreKindergarten must be four (4) years of age prior to September 1 of the current school year. Students entering kindergarten must be five (5) years of age prior to September 1 of the current school year. A student entering the first grade must be six (6) years of age prior to September 1 of the current school year.

Admissions Process

Admission to St. Elizabeth Ann Seton School is based on space available and successful completion of the application process. All students seeking admission to SEAS School will be assessed prior to admission. Other documentation, such as report cards and/or letters of recommendation may be requested. Other admissions requirements may include:

- Health Records
- Copy of Birth Certificate
- Copy Baptismal Certificate (Catholic applicants only)
- Report Cards
- Teacher Recommendation
- Standardized Test Results
- Copy of IEP, 504, or Student Support Plan, if applicable

Student applicants K-8 will be asked to complete a “Shadow Day” where they spend a day at school attending class and completing academic evaluation. The process for applying to SEAS begins in February of the previous year.

There is a \$25.00 non-refundable application fee (per student) for new students only.

PLACEMENT ON THE SCHOOL ROSTER WILL NOT OCCUR UNTIL ALL OF THE ABOVE HAVE BEEN COMPLETED and the child has been offered enrollment.

Enrolling Undocumented in Catholic schools

All children living in the United States have the right to a free K-12 public education. In fact, every state requires children to enroll in public or private education or to be

homeschooled. While the age-requirement differs by state, all children are required to continue their education into their high school years. Information on enrolling undocumented children in Catholic schools can be found on the Catholic Legal Immigration Network, Inc. website (<https://cliniclegal.org>).

Students with Learning Differences

Students with special needs shall be given the same consideration as all applicants. However, prior to admitting a student with diagnosed learning differences, SEAS School shall make a determination as to whether we can provide an appropriate education for that child in light of the school's resources and staff/support capacity. Each child will be considered on an individual basis. SEAS School will consider:

1. The severity and degree of the disability;
2. The level of support needed from special services and any special equipment or related services the student may require;
3. The school's resources, such as available support personnel, class size, and accessibility of school facilities;
4. The accommodations, if any are necessary, and the school's ability to provide those accommodations;
5. The child's Catholic Accommodation Plan (CAP) if one exists, and/or the school's ability to meet a current IEP or behavioral plan; and
6. Any other considerations that may apply to the particular situation.

Parents and/or the public school district in which the student resides shall be responsible for any additional special education services that a student may require.

SEAS School will accept any child for whom an appropriate program can be designed and implemented. Each child is to be considered for admission based upon his/her emotional, academic, and physical needs; the school's ability to support the student in adhering to all health/medical requirements; and the resources available to the school in meeting those needs. SEAS School determines continued enrollment based on these factors.

There is a limit to what schools have the capacity to do. However, SEAS School will not discriminate against otherwise qualified individuals on the basis of disability if, with reasonable accommodations, school staff can assist a student in meeting the requirements of the school program.

SEAS School honors the following procedures in trying to serve students with special needs:

Phase 1: Identification – Identification of the specific area of concern(s), documentation of concern, consultation with the student's family.

Phase 2: Assessment – Comprehensive assessment through the local public school or through private, professional consultants secured and paid for by parents.

Phase 3: Planning and Placement – Determining the most appropriate and affirming long-term educational plan for the student. A modified plan may be created to match the needs of each individual student with on-going communication and assessment, if possible.

For the complete procedural plans for serving students with special needs, please contact the school administration.

Classroom Placement Policy

Assigning students to classrooms is a very prayerfully and objectively considered task. As a faculty, we try very hard to study each child's academic, social, emotional, and physical well being. Class lists are created by taking into account these factors, as well as the blend between boys and girls, new and returning students, and students with documented support needs. To assist with this process of class placement, SEAS considers the following:

1. **Move-Up Day:** One day each May, students will move up a grade for a portion of the day. This gives the student time to get acquainted with the next grade's teachers and it gives the receiving teacher(s) an impression of each child in the context of the upcoming grade.
2. **Testing/Evaluation Results:** These results are used to help assure that there will be a blend of multiple skill levels in each classroom.
3. **Recommendations from current teachers.**

Re-Registration Policy

Students who are enrolled for the current year may be re-registered for the next school year through the following process:

1. Complete registration by the designated date. A student may be removed from the class list for the next school year and the space offered to a new applicant if registration is not completed by the deadline.
2. After review of the family's fulfillment of current tuition liability, placement for the next school year will be offered, provided that all current contract obligations have been met. This review will include current tuition payments, payment for incidentals, fundraising obligation, completion of service hours, and health/medical compliance. The registration fee is non-refundable and due with the tuition contract.
3. Non-compliance could result in a change of tuition contract status.

Withdrawal Policy

In the event students are withdrawn from SEAS, parents are asked to follow the procedure detailed below:

- a. Parents are to indicate in writing their intention to withdraw a student from school and submit this form to the principal.
- b. Parents must pay all fees, fines, and tuition obligations before a student's educational records will be released.
- c. Parents are asked to schedule an exit interview with the principal.
- d. Student records will be sent at the request of the new school.

Fees and Tuition

There is a non-refundable \$100 early registration fee per family. The fee is \$150 per family after the early registration deadline.

Tuition may be paid in one payment in August or ten monthly payments, starting in August and ending in May. Tuition is calculated according to annual budgetary obligations and the cost per pupil to educate a child in our school. Therefore, rates vary from year to year. Delinquent tuition must be paid in full by the end of each quarter in order for your child(ren) to remain at SEAS. We are always willing to work with families regarding tuition payment. Please contact the Scholarship Director or Principal to set a meeting if you are having difficulties with your tuition payments. All families on a payment plan are required to enroll in the automatic payment plan.

Late Charges

Late Tuition: Tuition is charged on the 5th of each month. There is a \$35.00 late charge after the fifth day of every month. **Late After Care:** A late charge of \$25.00 will be added to any unpaid After Care bills after the last day of the billing cycle.

Late Pick-up: The After Care Program ends at 6:00 p.m. Parents who arrive late for After Care pick up will be charged an additional \$6.00 per 10 minutes.

Official Student Records

SEAS maintains all official, required record forms as designated by the Diocese of Tucson Department of Catholic Schools for each student enrolled.

a. Permanent Records

- Cumulative Records-with personal information and standardized test results.
- Permanent Record Card-with academic transcript and attendance.
- Arizona Student Immunization Record-every student attending an Arizona school must have a complete and up-to-date ASIR on file. This record is to become a part of the student's permanent cumulative school record (ARS 15- 874). If a student transfers to another school, the school from which the student is transferring should make a copy of the ASIR, file the copy in the permanent cumulative file, and send the original to the next school. Parent permission is not required to send the ASIR.
- Student Intervention Plans developed in consultation with a local public-school district, (in place of IEP, ISP and/or 504).

b. Student Health Record - Every student has a Student Health Record which is kept active and up-to-date. Written permission from the parent/guardian is required to transfer health record information to another school.

c. Transfer of Official Records -- The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. SEAS must receive written permission from a parent/guardian to release a student's education record to other schools.

d. Access to Student Records - Administrators will ensure confidentiality of official student records.

- No personal information concerning a student will be shared with anyone without authorization from the parent/guardian or unless authorized by FERPA.
- Access to official school records will be made available to diocesan school officials, teachers, clerical staff, and other persons who have legitimate educational purposes.
- Parents, as the primary educators, have the right to inspect and review the official records of their child in the presence of school personnel.
- Custodial parents are recognized by the school as the primary decision makers for their children. The burden is on the parents to provide the school with orders issued by a court of competent jurisdiction pertaining to custody and educational decisions. It is the responsibility of the students' parents to see to it that the school has copies of currently operative court orders that pertain to the student in his or her cumulative file.
- A parent not having custody of a child, but having the right of visitation, has a right commensurate with the parent having custody to examine the school records of the child in the presence of school personnel, unless restricted by court order. In order to establish visitation rights, the custodial parent shall provide a notarized copy of the most recent and currently operative court order.

Official records and correspondences will reflect the student's legal name and gender. Respect for human dignity implies that a person's preferred manner of address be recognized if it is appropriate for the individual and the Catholic school community. Therefore, parent(s) and/or guardian(s) may submit a request asking the school administration to consider that their student be addressed by a preferred name and/or pronoun. Such a request does not imply approval. Refusing any such request is a site-based decision. Conversely, the school administration must consult with the Department of Catholic Schools before responding to such a request. Each individual case will then be reviewed by the Diocesan Committee followed by approval or disapproval of providing requested accommodations, along with recommendations, issued to the school.

Use of Student Information and Photos

The school reserves the right to use student pictures (or video) in publications and on the school's website. Student names will not be published with pictures or video. A parent who does not wish his/her child's picture used must notify the principal in writing prior to the beginning of the school year.

Arrival and Dismissal of Students

St. Elizabeth Ann Seton School will provide supervision for students from 7:30 a.m. until 3:15 p.m. Monday, Tuesday, Wednesday and Friday, and on Thursday from 7:30 a.m. until 1:45 p.m. Extended supervision is provided for a fee by our Before/After Care Program.

Attendance & Tardies

Absences

A parent or guardian must call the school office to report absences by 9:00 a.m. on the day of the absence. An email should also be sent to the homeroom teacher and attendance@school.seastucson.org. Make sure you include your child's name, teacher's name, and the reason for the absence. If you wish to collect homework for your child that day, please make the request by 10:00 a.m. via email or when calling in the absence. Every attempt will be made to have homework ready for pick-up by 3:30 p.m.

Families are asked to email both their child's homeroom teacher and the school receptionist as early as possible if they know their child is going to be absent. If a child is

sick, families are asked to notify the school office by 9:00 a.m. **each day of the absence.** Attendance records are part of each student's permanent record.

Tardies

Students should be on time each day for school in order to optimize each moment of learning. Students who arrive late cause disruption to the classroom learning environment. In most cases, tardies are unexcused. Tardiness will be excused in the event of an unusual and significant traffic disruption in the area or a student arriving late due to an appointment. Parents of students who are excessively tardy (more than 3 times in a quarter) may be asked to meet with the principal.

Students Excused Early

If you need to pick up your child early for any reason, please notify the teacher and the receptionist. **Students will not be called out of class until the parent arrives in the front office** so as to maximize instructional time. All students must be signed out at the front desk prior to leaving campus with a parent or guardian. If the child returns to school during the same school day, s/he must be signed back into school at the front desk.

Making Up Assignments Due to Illness/Family Emergency

At SEAS, identifying and completing missed assignments is generally the student's responsibility.

- Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes, or tests. For example, a student who was absent three days would be given three school days to complete the missed work (i.e., if a student misses school on Tuesday, his/her work is due on Thursday. If a student misses Monday and Tuesday, his/her work is due on Friday).
- When a student is or expects to be absent for three or more days due to illness, a parent may call the school office to arrange for homework assignments. If you wish to collect homework for your child that day, please make the request by 10:00 a.m. via email or when calling in the absence. Every attempt will be made to have homework ready for pick-up by 3:30 p.m.

In Junior High, it is the student's responsibility to inquire about missed work due to absence upon his/her return. All long term projects are due on their original due date. There will be no extra days allowed for absences.

Making Up Assignments Due to a Planned Absence

Parents should notify teachers of a planned absence at least 2 weeks in advance of the planned absence. When reasonable, students in grades K-8 may receive work to complete during their absence on the day before their departure. Alternatively, teachers may ask the student to complete an assignment such as journaling or a presentation upon their return. Please reach out to your child's teacher as soon as possible to make arrangements for missed work due to a planned absence.

Cell Phone/Apple (or other) Cellular Watch Policy

In order to optimize learning time and keep all students safe from inappropriate distribution of information, photos, and videos our school policy is as follows:

Students in grades PK-6th grades may not bring phones, watches with cellular capabilities, or electronic devices to school.

Junior High students may bring cellphones to school, but phones must remain in their lockers in the OFF position for the duration of the school day and may not be used between the hours of 7:30 am and 3:00 pm. Cell phones may only be used once students reach the pickup area in the south parking lot. Students found with cell phones in their possession during the school day will face the following consequences:

1st Offense:

- Loss of device for the remainder of the day.
- Lunch recess detention*

2nd Offense:

- Loss of device; device must be picked up by the parent at the front office.
- 30 minute after school detention*

3rd Offense:

- Loss of device; device must be picked up by the parent at the front office.
- Possible suspension or Saturday detention*.

Law Enforcement will be notified if the electronic violation involves illegal activity.

****Detention or suspension results in an X in conduct for the quarter and the student will be ineligible for Honor Roll.***

Any teacher or staff member has the authority and responsibility to confiscate any electronic device heard or seen during school hours.

It is expressly forbidden and a violation of rights to record or photograph, make any audio or video recording, or download any pictures or video of teachers or students without written permission of those persons for each instance.

Any examples of photos, videos, or audio recordings of teachers or students will result in the student(s) facing disciplinary action as it is a direct violation of SEAS school code. Such incidents may be reported to local officials.

Curriculum and Instruction

St. Elizabeth Ann Seton School is committed to providing a challenging, comprehensive, and up-to-date curriculum. We are a blend of the traditional Catholic school programs which are strong in verbal-linguistic and logical-mathematical reasoning, as well as the scientific-technological concepts which have come about in the most current educational research.

Our students are offered the basic core subjects of religion, mathematics, language arts, science, and social studies. Our commitment to educating the whole child is evidenced by enrichment courses which include Latin (7-8), STEM, music, art, physical education, and technology. Each classroom for grades Kindergarten through 8th is equipped with a SMART Board and SMART Document Camera. Introductory instruments such as the recorder and boom-whackers are part of music instruction. Rhythm, movement, and dance are incorporated into physical education.

Our curriculum is regularly evaluated and updated to ensure accordance with Diocesan and State guidelines. Our faculty participates in weekly and monthly in-service training areas which include Brain-Based Learning Strategies, Differentiated Instruction, Professional Learning Communities, Curricula Alignment, and Technology. Teachers are also offered courses to keep diocesan catechetical instructor certifications current.

Our Catholic identity permeates all that we do. Our school day begins with community prayer and religious instruction. Individual class prayer is encouraged throughout the day. Every Friday, our school family joins in Mass at 8:15 a.m. where our students serve as greeters, gift-bearers, altar servers, and lectors. Each classroom has a special Prayer Space which is designated by architecture and décor. The liturgical seasons are celebrated throughout the year and para-liturgies involving traditional Catholic practices of the rosary, Advent wreaths, Stations of the Cross, and May Crowning are held in appropriate months.

Grading/Report Cards

The Catholic School System of the Diocese of Tucson adopted a uniform grading system and a uniform set of report cards. St. Elizabeth Ann Seton School follows this philosophy of grading and reporting progress. Parents will receive a written/electronic evaluation in the form of either a Progress Report or a Report Card at the end of each quarter. The first quarter Report Card will be given at a parent-teacher conference.

Kinder report cards are given 3 times per year, following the 2nd, 3rd, and 4th quarters. Markings for the Kinder report cards are as follows;

- + Satisfactory
- Improvement needed
- NI No Interest Shown.

Report Cards for **1st and 2nd grade** reflect the fact that many of the learning activities in these grades are still closely aligned with developmental growth in children. This is the reason that neither percentage nor letter grades are given.

Children need time to reach their developmental level without the pressure of specific grades. Therefore, the assessment made indicates how a student compares to the expected norm.

In the major areas of study, the markings are:

- Excellent
- Satisfactory
- Improvement Needed
- Poor

The sub-categories that are being evaluated will be marked by:

- + = Successful
- / = Satisfactory
- x = Needs Improvement

Third grade is included in the intermediate Report Card, even though 3rd grade is a primary grade, because it is developmentally appropriate for third graders to receive letter grades or percentages. The marking code for grades 3-8 will be A, B, C, D, and F in the major content areas. The percentage equivalents for the letter grades are as follows:

A+ = 100 – 97	A = 96 – 94	A- = 93 – 90
B+ = 89 – 87	B = 86 – 84	B- = 83 – 80
C+ = 79 – 77	C = 76 – 74	C- = 73 – 70

D+ = 69 – 68

D = 67

D- = 66 – 65

F = 64 & below

Effort/Study Habits, Conduct, Music, Physical Education, Handwriting, Computers and Art are graded as follows:

+ = Successful

/ = Satisfactory

x = Needs Improvement*

*Markings of X in any area will make a student ineligible for Honor Roll.

Students in grades 7 and 8 will receive percentage grades in enrichment courses. These grades are part of Honor Roll qualifications.

Parents of students in grades 2-8 may check grades regularly in the parent section of Renweb. Teachers are required to post grades a minimum of once per week.

Promotion and Retention

Promotion of students is based on the completion of academic work and appropriate level of mastery of academic skills. The teacher(s) and administration will evaluate the student's progress and consider the social, emotional, physical, and academic development of the student.

•

Retention of a student is based on the recommendation of the teacher(s) and the administration and after appropriate documentation and communication with the parents has occurred.

- The teacher(s) must be reasonably certain that repetition of a grade will be beneficial to the student.
- The teacher(s) must have on file documentation demonstrating student progress (or lack thereof) and all accommodations provided to the student.
- The teacher(s) must have a communication log demonstrating ongoing communication and collaboration with the student's parents/guardians.
- If, in the teacher(s) judgment, retention is probable, the case will be discussed with the administration and then the parents notified in writing early in the second semester.
- A follow-up conference will be held with the parents/guardians to evaluate the progress of the student since the initial meeting.

If, contrary to the retention recommendation of the teacher(s) and administration, parents/guardians request that their child be placed in the next higher grade, the administration may honor this request. Such a request will be documented and placed in the student's cumulative file along with the school's documented recommendation. The student is then placed in the next higher grade on a probationary status and progress documented and communicated with parents. If retention is again recommended the following year, and not accepted by the parents/guardians, then the parents/guardians may be directed to withdraw their student and find an alternative educational setting.

Retention or "Reclassification"

SEAS School will not accept an 8th grade transfer student who has successfully completed 8th grade for the purpose of preparing them for high school sports. Nor will the school reclassify students in any grade for the purpose of providing the student an extra school year in the same grade in order to prepare them for sports.

8th Grade Promotion

Completion requirements for 8th grade transition to high school will follow the promotion policy outlined above. Promotion certificates may be withheld until students and/or their parents satisfy their educational, financial, and disciplinary obligations to the school.

Participation in 8th grade graduation exercises is a privilege, not a right. A student may be excluded from participation in the exercises even if he/she is eligible for a promotion certificate for reasonable cause as determined by the administration in consultation with the pastor and/or the Superintendent of Catholic Schools.

Cheating and Plagiarism

Cheating and plagiarism are forms of academic dishonesty and are thus considered serious offenses at St. Elizabeth Ann Seton School. SEAS students are personally, morally, and fully responsible for all academic work.

Plagiarism, to take ideas, writings, and cited sources from another source and represent it as your own work, is considered a serious form of cheating.

Use of an AI text generator when an assignment does not explicitly call or allow for it without proper attribution or authorization is plagiarism.

Dishonesty, whether it be evidenced by a student cheating in class by copying other students' work or by sharing homework answers or asking and giving answers or information from a test or assignment to another student, and/or plagiarism will result in a grade of zero for both students. Students may also receive additional disciplinary action and a final mark for the quarter of an X in conduct on the report card.

Student Assessment

STAR Testing

Students in grades 1-8 are given the STAR test throughout the school year to measure Math and Reading progress. The STAR test is a computer-based evaluative instrument to assist teachers in determining individual and overall achievement on their specific grade level.

MAP Testing

Students in grades K-8 are given the MAP (Measure of Academic Progress) evaluative test 3 times each academic school year in Reading and Mathematics. Students in grades 3-8 are also tested in Language. The MAP scores are used by teachers to determine individual and overall class achievement and guide instruction. MAP scores enable teachers to focus on setting individual student progress goals. An individual report of your child's annual scores is sent in the final report card each year.

ARK Testing

Students in grade 2-8 are assessed each spring on the Assessment of Religious Knowledge (ARK) exam, which explores six domains of our faith.

High School Placement Testing

In the first semester of their 8th grade year, students take the High School Placement Test here at SEAS School. These scores are sent directly to the high school of the student's choice and are also sent home with the student.

Homework

Homework is an integral part of the school's instructional program. Homework assignments will correlate and enhance the material covered in the classroom. There are many advantages to having homework assignments.

Homework can:

1. Extend the learning time beyond the school day.
2. Promote independence within students by giving them the opportunity to complete assignments without teacher supervision.

3. Increase student understanding of their academic responsibility.

In the case of absences, the responsibility to check with the teacher about missing work rests with the student. Parents are encouraged to request homework when calling in their child's absence. Students will be given the number of days absent, after their return, to complete homework and return it to their teacher(s).

While students' abilities and concentration will vary, the Diocesan suggested time allotments for homework in elementary schools are as follows:

- K-3 grades 15-30 minutes per day
- 4-6 grades 30-60 minutes per day
- 7-8 grades 60-90 minutes per day

Junior High Homework Policy

Homework is an extension of our learning and an opportunity to practice skills taught in class.

All homework must be complete and of acceptable quality (sloppy, quick work may be subject to lower grading or a student may be asked to re-do the assignment). Work is considered late if it is not turned in during the class *and time* it was collected. Late work will be accepted for 50% credit if it is *one day* late, with the exception of math. No late math homework will be accepted for credit.

It is the student's responsibility to keep track of all homework and assignments in his/her planner. The most reliable source of homework assignments is a completed planner. Assignments are also posted in Google Classroom for language arts, social studies, and science. Math homework is posted in the weekly junior high newsletter. Students can check their completed assignment grades on RenWeb. If a student's record of grades/assignments differs from RenWeb, the student should respectfully contact the teacher before the end of the grading period.

Junior High Tests

Our junior high teachers give at least three to four days' notice for each major test. There will be two weeks' notice for finals. Students are responsible for being prepared for the tests on the days they are given. If a student is absent on the day a test is given, he/she must make arrangements with the teacher(s) to make up the test upon their return. Quizzes may be given without prior notice.

TEST TAKING POLICY:

During a test, your paper may be removed from you and you may receive a 0 **IF**:

1. You communicate to anyone (other than the teacher) with words, actions, facial expressions, or gestures.
2. You look at someone's paper or let someone look at yours.
3. You have in your possession or on your person notes or information pertaining to the test. This includes exposed notes and material on the floor around your desk area.
4. You use information from any external source, either from another student or of your own doing. All work during test time must be the product of your own brain.

To prevent the appearance of absence of integrity you must:

1. Face the front of the room while sitting properly in your seat with your feet on the floor.
2. Keep your hands on your desktop.
3. Keep your eyes focused on your own paper.
4. Come prepared for the test.

Dress Code/School Uniform

Research has shown that how a student dresses has a definite impact on behavior and scholarship. Our manner of dress reflects our understanding of community, commitment to excellence, and school pride. Uniforms are chosen because of ease and simplicity. **All but socks, shoes, and belts must be purchased online from Tommy Hilfiger, Lands' End, or Dennis Uniform. School jumpers and plaid skirts are only available through Tommy Hilfiger or Dennis Uniform.**



Uniform Requirements

Other than shoes, socks and belt, students must wear only St. Elizabeth Ann Seton uniform items and these items may ONLY BE PURCHASED ONLINE FROM [Tommy Hilfiger](#), [Lands' End](#), or [Dennis Uniform](#) (School code: DDC200). Resale items are also available for purchase in the health room.

GIRLS	
K-6th Tops & Outerwear	<ul style="list-style-type: none"> • School logo hunter green, white long or short sleeve polo shirts. • Solid white turtlenecks or white Peter Pan collar shirt may be worn under jumper, V-neck cardigan, vest, or sweatshirt • School logo hunter green polar fleece vest, cardigan or polar fleece jacket • School logo hunter green sweatshirts or sweaters • School logo hunter green nylon hooded jacket

7th-8th Tops & Outerwear	<ul style="list-style-type: none"> • School logo long or short sleeve polo shirts. <u>8th grade polo shirts</u> are green, *black, gray or pink. (Pink shirts are available from Lands' End); <u>7th grade polo shirts</u> are green, *black or gray (no pink for 7th grade) • School logo hunter green polar fleece vest, cardigan or jacket • School logo green or gray sweatshirts or sweaters
K-3rd Bottoms & Jumpers	<ul style="list-style-type: none"> • Plaid or solid tan jumper, tan knit skort, tan shorts or tan pants (no box-pleat skirts, which are only for grades 4 and above) • Skirt, skort, and shorts must be no shorter than 3 inches above the knee • Shorts must be worn under skirts (if they aren't any built into the skirt already) • Jumpers may be layered with school logo polos, short sleeve Peter Pan collar shirts, or white long sleeve turtlenecks • Belt in solid black or brown must be worn with shorts and pants (UNLESS pants or shorts have an elastic waist)
4th-6th Bottoms	<ul style="list-style-type: none"> • Plaid skirt or solid tan skirt, tan skort, tan shorts, or tan pants • Skirt, skort, and shorts must be no shorter than 3 inches above the knee • Shorts must be worn under skirts (if there aren't any built into the skirt already) • Belt in solid black or brown must be worn with shorts and pants
7th-8th Bottoms	<ul style="list-style-type: none"> • Plaid skirt, tan or *black skirt, tan skort (looks like a skirt in the front but shorts in the back), tan or *black shorts, tan or *black long pants • Skirt, skort (looks like a skirt in the front but shorts in the back), and shorts must be no shorter than 3 inches above the knee • Shorts must be worn under skirts (if there aren't any built into the skirt already)
*7th-8th	*Black pants/shorts/skirts/skorts may not be combined with black tops/outerwear.
7th-8th PE	<ul style="list-style-type: none"> • Spirit shirt, solid black knee length shorts or sweatpants, solid white sock above the ankle and below the knee, and tied athletic shoes. • No logos, no yoga pants, leggings, or spandex pants or shorts.
Girls' MASS Attire	
K-8th	<ul style="list-style-type: none"> • Only school logo outerwear is allowed at Mass. No hoodies. • Shorts, skorts (skirt in the front but shorts in the back), and capris <u>may not</u> be worn to Mass
K-3rd	• May wear pants with a school logo shirt tucked in and a belt OR jumper (plaid or solid)
4th-6th	• May wear pants with a school logo shirt tucked in and a belt OR plaid or solid skirt with a school logo shirt tucked in
7th-8th	• May wear pants with a school logo shirt tucked in and a belt OR a solid skirt with a school logo shirt tucked in

BOYS

K-6th Tops & Outerwear	<ul style="list-style-type: none"> • School logo hunter green or white long or short sleeved polo shirts. • Solid white long or short sleeved oxford shirts may be worn under V-neck cardigan, vest, or sweatshirt • School logo hunter green polar fleece vest, cardigan, or jacket • School logo hunter green sweatshirts or sweaters • School logo hunter green nylon hooded jacket • Hunter green or school plaid necktie (optional)
7th-8th Tops & Outerwear	<ul style="list-style-type: none"> • School logo long or short sleeve polo shirts. <u>8th grade polo shirts</u> are green, *black, gray or pink. (Pink shirts are available from Lands' End); <u>7th grade polo shirts</u> are green, *black or gray (no pink for 7th grade) • School logo hunter green polar fleece vest, cardigan or jacket • School logo green or gray sweatshirts or sweaters • Hunter green or school plaid necktie (optional)
K-6th Bottoms	<ul style="list-style-type: none"> • Tan pants or shorts • Belt in solid black or brown must be worn (UNLESS pants have an elastic waist- grades K-3 ONLY)
7th-8th Bottoms	<ul style="list-style-type: none"> • Tan or *black pants or shorts. • Belt in solid black or brown must be worn with shorts and pants.
*7th-8th	*Black pants/shorts/skirts/skorts may not be combined with black tops/outerwear.
7th-8th PE	<ul style="list-style-type: none"> • Spirit shirt, solid black knee length shorts or sweatpants, solid white sock above the ankle and below the knee, and tied athletic shoes. • No logos, no yoga pants, leggings, or spandex pants or shorts.
Boys' MASS Attire	
K-8th	<ul style="list-style-type: none"> • Boys must wear pants with a school logo shirt tucked in and a belt • Shorts <u>may not</u> be worn to Mass • Only school logo outerwear or school logo sweaters are allowed at Mass and in the classrooms. No hoodies.

FOOTWEAR	
K-8th Boys & Girls	<ul style="list-style-type: none"> • Only traditional dress shoes and athletic shoes, in colors that compliment or coordinate with the school uniform can be worn. No neon or bright fluorescent colors. No light-up shoes. • Boots, sandals, clogs, shoes with wheels, lights, or any shoe with more than a 1 ½" sole or heel are not permitted. • Socks or leggings in hunter green, black, gray, tan or white. Length of legging must be to the ankle, not shorter. No capri length leggings. Socks cannot be above the knee
MISCELLANEOUS	

K-8th Boys & Girls	<ul style="list-style-type: none"> • Belt in solid black or brown must be worn by boys and girls wearing pants and shorts (UNLESS pants have an elastic waist- grades K-3 ONLY) • Tattered or torn clothing is not allowed. • Undershirts must be white, green, gray, or black, tucked in or not visible at the hem. • Female students may wear one pair of small post earrings. The only other jewelry that may be worn is one small religious medal or crucifix (necklace) and a watch that does not connect to the internet. NO SMARTWATCHES allowed. • Rings and bracelets may not be worn. • No excessive hairstyles, designs, two-toned or unnatural hair colors. • K-6th: No nail polish may be worn. • 7th-8th: The only acceptable shades of nail polish that may be worn are translucent white, pink, or clear. • Students may not wear make-up or have tattoos (temporary or permanent). • No fake nails or eyelashes. • Girls may wear hair accessories in school plaid or uniform approved colors (hunter green, black, white, and tan). No additional hair adornments may be worn (eg., tinsel). • Boys' hairstyles may not be longer than the shirt collar. • All students must wear their hair in such a manner that their face is visible at all times. • Uniforms are to be clean, correctly sized, in good repair, and appropriately worn. • All clothing and accessories worn by students must be safe, not distracting to the learning environment, and school appropriate.
FREE DRESS/NON-UNIFORM DAYS	
Thursday Spirit Days	Thursdays are SEAS Spirit Days. Students may wear a SEAS Spirit shirt with any regular uniform bottoms. Spirit shirts must be purchased from the office.
Birthday Free Dress Days	Once each month, SEAS honors student birthdays with a free dress day. If their birthday is within that month, students may wear free dress on a predetermined day. Birthday Free Dress days are listed in Knights' Notes and shared during morning announcements.
Free Dress Days	<p>Non-uniform Free Dress days are a privilege. The rules of modesty always apply, as do these guidelines:</p> <ul style="list-style-type: none"> • Torn jeans, cut-offs, tank tops, halter tops, crop tops, spaghetti straps, and low necklines are not allowed. • Leggings/yoga pants may not be worn as pants but may be worn under shorts, pants, dresses, or skirts. • Basketball shorts, sweatpants, and joggers in good repair are allowed. • All shorts, skirts, dresses, and skorts must meet the length requirements of the regular school uniform. • Costumes may <i>only</i> be worn on days with specific themes (eg., Disney Day, Super-hero Day). • Onesies or pajamas may <i>only</i> be worn if they are specified as part of a theme day free dress. • Students who choose not to participate in free dress or theme days must wear their regular school uniform.
LOST & FOUND	

Unmarked lost and found uniform items will be held in the front office. Items not retrieved by the end of the quarter will be added to our used uniform program to be re-sold as a fundraiser for the school.

FAILURE TO ADHERE

Any student not in compliance with the Uniform Policy, including inappropriate attire on non-uniform or theme days, will be subject to disciplinary action as outlined in our Levels of Misconduct policy.

NOTE: Students may mix and match the above items in combination of their choice for their grade level. However, they must wear only St. Elizabeth Ann Seton uniform items and these items may ONLY BE PURCHASED ONLINE FROM TOMMY HILFIGER, LANDS' END, or DENNIS UNIFORM.

Harassment and Bullying

At St. Elizabeth Ann Seton School, we take bullying seriously. SEAS is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons, free from harassment, intimidation, and bullying.

Bullying is defined as *mean or hurtful behavior that happens repeatedly. It is unwelcome, unsafe, disrespectful and unkind, and therefore violates SEAS school rules.*

Harassment, including bullying, hazing, intimidation, on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, or for initiation into memberships, or anything which constitutes teasing/taunting consistently, is also prohibited. Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward a student because of his/her race, color, religion, gender, national origin, age, disability, sexual orientation, or that of his/her relatives, friends, or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive environment.
- Has the purpose or effect of unreasonably interfering with a student's academic performance.
- Otherwise adversely affects a student's academic opportunities.

As a Catholic school, we believe all persons must be accepted with respect, compassion, and sensitivity. Every sign of unjust discrimination must be avoided and any such actions will be addressed as an offense under the Diocese of Tucson Catholic Schools Bullying and Harassment Policy (3.14).

Participation in online social networks and user-driven sites, such as, but not limited to YouTube, TikTok, Snapchat, Instagram, Twitter, Threads, or other social networking sites may result in disciplinary action if the content of the student's entries includes pictures

taken without permission, reflects negatively upon and/or makes defamatory comments about the school, the faculty, other students, the parish, or members thereof.

Reporting Bullying/Harassment

A school cannot take corrective measures to remedy the situation of harassment or bullying unless it has been informed of such an event. Potential issues of bullying anywhere on campus should be brought first to the attention of the parents of the children involved. Such issues should then be referred to the teacher when appropriate and the administration notified. Any student who feels that he/she is a victim of bullying/harassment shall bring the problem to the attention of the classroom teacher and/or school administration. This can be done by reporting directly to the classroom teacher and/or the principal, or by completing the Bully Report Form contained in the Appendix. Each complaint will be fully investigated.

At the discretion of the principal in consultation with the pastor, the school may take interim action (e.g., suspension) pending a full investigation and resolution. All matters will be held in confidence.

Persons experiencing gender identity conflicts or same-sex attraction must be accepted with respect, compassion, and sensitivity. Every sign of unjust discrimination in their regard must be avoided and any such actions will be addressed as an offense under the Diocese of Tucson Catholic Schools Bullying and Harassment Policy (3.14).

Any student or employee who has been found, after investigation, to have engaged in behavior that the school's administration deems inappropriate or in violation of this policy will be subject to discipline, which may include immediate suspension or termination.

The school will treat directly reported allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. In order to mediate a resolution and follow due process, it is vital for incidents to be reported in a prompt manner.

False Reporting

It is a violation to threaten or harm someone for reporting harassment, intimidation, or bullying, or to threaten to harm someone who participates in an investigation of harassment, intimidation, or bullying. It is also a violation of school rules to knowingly report false allegations of harassment, intimidation, or bullying. Individuals will not be disciplined for making a report in good faith, even if the report is found not to be substantiated. However, persons found to knowingly report or corroborate false allegations will be subject to immediate and appropriate disciplinary action.

Parent/Guardian Harassment

A parent/guardian may not rebuke, insult, or abuse (verbally, physically, or electronically) any employee of St. Elizabeth Ann Seton School in regards to the act of, or in relation to, their performance of assigned duties.

Inappropriate Technology Use Outside of School

Parents/guardians are solely responsible for the student's appropriate and ethical use of technology outside of school. The inappropriate use of technology outside of school should be reported by a parent/guardian to the local police jurisdiction. The derogatory use of the school name and/or remarks directed to or about St. Elizabeth Ann Seton School employees, students, or members thereof may be reported by St. Elizabeth Ann Seton School to the local police jurisdiction and may be subject to disciplinary action.

Discipline

Discipline Levels and Consequences

Discipline at St. Elizabeth Ann Seton Catholic School is rooted in the principles of love, respect, and the formation of virtuous character. We believe that every child is a gift and a unique creation of God. The teachers and staff at SEAS strive to create a nurturing and supportive environment within which students can grow not only academically but spiritually and morally as well. Discipline, in this context, is not solely about correction but serves as a means to guide students toward developing self-discipline, responsibility, and moral integrity. Our approach to discipline seeks to cultivate a spirit of empathy, compassion, and forgiveness while emphasizing the values of kindness and respect.

Because parents are the primary educators of their children, our goal is to support parents in the character development of their children. As such, our discipline plan requires the support of parents when their child's behavior is inappropriate and consequences are assigned with the intention of helping them progress toward better character.

Disciplinary actions may be taken for offenses that occur on campus, during school-sponsored activities, or while representing St. Elizabeth Ann Seton School.

Level 1 Misconduct

Level 1 misconduct is handled within the setting where the behavior occurred. Teachers and staff are afforded discretion with regard to consequences, parent contact, and administrative referral for Level 1 misconduct. If a pattern of repeated Level 1 misconduct develops, the misconduct escalates to Level 2 and will be dealt with accordingly.

Examples of Misconduct (not limited to)	Possible Consequences (not limited to)*	Responsible Party
<ul style="list-style-type: none"> • Dress code violation • Chewing gum/eating in class • Unprepared for class • Minor class disruption • Inappropriate language or gesture • Inappropriate display of affection • Dishonesty • Rough playground play • Defiance or disrespect to staff, student, visitor (1st time) • Tardy • Misuse of class time or materials • Misuse of school property • Misuse of technology • Use of cell phone during school hours • Incomplete homework • Lack of effort/attentiveness • Breaking playground rules • Littering 	<ul style="list-style-type: none"> • Friendly reminder/redirection • Use of proximity (get closer to student) • Nonverbal cue • Change seat • Private conference w/student • Use of “thinking chair” (with set amount of time) • Go to partner teacher’s classroom • Loss of recess or privilege • Uniform violation results in loss of Thursday spirit wear or next free dress (if close in time) • Make up wasted time, incomplete assignments, or work missed due to tardy on student’s time (morning or lunch recess, before or after school) • Opportunity to apologize 	Teacher/Staff Member

*This list contains some of the possible consequences for Level 1 offenses. Consequences for misconduct are given at the sole discretion of administration, the teacher or staff member, or administrator designee.

Level 2 Misconduct

Level 2 misconduct involves communication with school administration. Consequences will be assigned by the administrator or administrator designee. Parents/guardians will receive communication regarding Level 2 misconduct. The student will be required to fill out a behavior reflection form which must be signed by a parent or guardian and returned to the teacher or administrator.

Examples of Misconduct (not limited to)	Possible Consequences (not limited to)*	Responsible Party
• 3 or more Level 1 infractions	• After school detention	Administrator/

within a month • Defacing/damaging school property or equipment • Plagiarism/Cheating • Racial slurs or derogatory comments • Vulgarity/swearing • Pattern of rough play (pushing, hitting, punching, kicking, shoving, wrestling, etc.) • Pushing/shoving with intent to harm • Physical aggression/fighting • Defiance of authority or school rules (2nd offense) • Disrespect to staff, student, or visitor (2nd offense) • Major class disruption • Theft • Truancy or leaving class without permission • Technology violation • Bullying (physical, verbal, emotional, cyber, or sexual) • Harassment based on gender, sexual orientation, race, religion, or ethnicity	• In school suspension • Out of school suspension (1-2 days) • Student Behavior Contract • Restorative measures (apology, community service, and/or financial restitution) • Student calls home to explain his/her behavior to parent (w/administrative supervision) • Behavior reflection form completed and signed by parent	administrator designee
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*This list contains some of the possible consequences for Level 2 offenses. Consequences for misconduct are given at the sole discretion of administration, the teacher or staff member, or administrator designee and should be progressive in nature.

Level 3 Misconduct

Level 3 offenses will result in IMMEDIATE referral to administration. The administrator will conduct an investigation and determine appropriate consequences. Level 3 offenses may involve referral to law enforcement, long-term suspension, or expulsion.

Examples of Misconduct (not limited to)	Possible Consequences (not limited to)*	Responsible Party
• Pattern of Level 1 and/or Level 2 misconduct • Possession of weapon or	• In school suspension • Out of school suspension (1-2 days)	Administrator

dangerous instrument • Endangerment • Physical or verbal abuse of staff member • Assault • Possession, sale, or use of illegal substances or drug paraphernalia • Vandalism or willful defacing or damage to property of the school or others • Sexual behavior or imitations of such • Inappropriate touching • Touch/hit private parts • Continued willful defiance • Habitual disruptive behavior • Severe harassing, intimidating, or bullying behavior • Theft or attempting to steal other's property • Threat to safety of student or others • Leaving school without permission	• Long-term out of school suspension (3+ days) • Student Behavior Contract • Restorative measures (apology, community service, and/or financial restitution) • Behavior reflection form completed and signed by parent • Expulsion	
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*This list contains some of the possible consequences for Level 3 offenses. Consequences for misconduct are given at the sole discretion of administration, the teacher or staff member, or administrator designee.

Level 4 Misconduct

If a student has exhibited little or no change in behavior after consequences have been given and school personnel have exhausted all available means to affect change, the student will be recommended for expulsion. The student's parent or guardian will be notified in writing of the reason(s) for the expulsion and will have the opportunity to request a hearing.

Implementation of Disciplinary Action:

Detention

Detention refers to a disciplinary action pursuant to which the student is detained at a time and place determined by the school authorities.

- Detention may be assigned in cases of minor misconduct.
 - Including but not limited to:
 - *Cheating*
 - *Talking out in class after receiving several warnings.*
 - *Use of inappropriate language during school hours.*
 - *Possession of a cell phone, iPod, electronic watch or any other device not sanctioned or owned by the school.*
 - *Failure to comply with dress code.*
 - *Failure to care appropriately for school materials and property.*
 - *Failure to comply with classroom discipline code.*
 - *Other behaviors and/or actions as determined by the teachers, administration and pastor.*
- Repetitive/multiple detentions may warrant the imposition of more serious disciplinary action.
- Detention may include performing tasks to help the school community.
- Detention will result in a lowered mark in the behavioral section of the quarterly report card which will prevent the student from receiving honor roll for said quarter.

Probation/Student Contract

- Probation refers to the supervision and evaluation of the student's **conduct and academic** progress for a specified period, because of previous serious or continued misconduct or serious academic deficiency.
- Probation will include an agreement (Student Contract) in writing between the student, parents/guardians, teacher and school administration addressing the student's misconduct, duration of probation, corrective measures to ensure compliance with applicable rules, and the consequences of any violation of the terms of the probation. The agreement will be signed by all concerned parties and be given to the parents/guardians. A copy of the plan will be kept on file in the student's cumulative record.
- Subject to compliance with the terms of the Student Contract, probation should not exceed two semesters.

Suspension

- Suspension refers to the isolation of students from some or all school activities.
- Suspension is a drastic consequence that should be used rarely and only in response to an action of a very serious nature or after other remedial measures have been employed without success. Suspension is implemented by the principal and/or pastor.
 - Suspension includes, but is not limited to:

- Excessive inappropriate language.
- Fighting with another student.
- Possession of an illegal substance or item.
- Misconduct resulting in the inability for others to learn and teachers to perform their teaching duties.
- The student may be required to attend school but be separated from classmates (in-school suspension).
- In-school and out-of-school suspensions will not exceed five (5) school days, except in extraordinary circumstances.
- Suspension includes extracurricular activities.
- **Repeated suspension of the same student may warrant the need for alternative action up to and including expulsion.**
- Reasonable efforts to notify parents/guardians will be made prior to any suspension. However, in situations in which immediate suspension is warranted, parents/guardians will be notified as soon as is practical under the circumstances.
- Suspended students will be released only to parents/guardians.
- Parents/guardians will be informed of the reasons and decision for the suspension in writing (including via email).
- A conference will be held with the parents/guardians and student before the student can return to the classroom.
- A written record of the suspension, including date and reason for the suspension will be kept on file in the student's cumulative record.
- The suspended student will be held responsible for schoolwork missed during any time of suspension.

Expulsion-Required Withdrawal

- Expulsion refers to the permanent dismissal of a student from school.
- Expulsion is an extreme measure that SEAS will take only as a last resort, after all other efforts at motivation and remediation have failed, and where circumstances of crime, scandal, immorality, consistent disrespect and/or disruption that constitutes a threat to the physical, academic, or moral welfare of the school community. Repeated instances of suspension may also result in expulsion from school.
- Records will be kept of previous measures of remediation, counseling, probation, conferences, and/or suspensions. This documentation will be included in written communication between the school and the family. In the case of serious circumstances, the student may immediately be suspended until the expulsion process has been followed.
- Parents/guardians will be informed by written notice that expulsion is being contemplated by school administration.

- A conference will be held with the parents/guardians, student, principal, and teachers at which time the grounds for expulsion should be presented and discussed.
- Expulsion will be determined only after consultation with the school's pastor. The principal will consult and review the entire matter with the diocesan Superintendent of Catholic Schools. The final decision to expel a student rests with the principal, with the knowledge and consent of the school's pastor.
- Prior to expulsion, parents/guardians ordinarily will be given an opportunity to voluntarily withdraw the student from school. In the absence of such voluntary withdrawal, however, the student may be expelled.
- Once the decision has been made to expel a student, written notification of the decision will be sent to the parents/guardians. A copy of such notification will also be sent to the diocesan Superintendent of Catholic Schools.
- The principal will properly document all expulsion cases including grounds, evidence, record of conferences, and final notice. Such documentation should be maintained in the student's cumulative file.
- The principal will notify the parents/guardians in writing of the Due Process/Parent's Appeal procedure available through the Diocese of Tucson. (Refer to Diocesan Policy 3.10)
- The Student Permanent Record will indicate that the reason for transfer was expulsion or withdrawal.

A student accused of serious wrongdoing may be placed on 'investigative leave' or suspension, while an investigation is ongoing. **The principal/designee, in consultation with the pastor, has discretionary power to determine whether an offense is serious enough to warrant an immediate suspension or expulsion.**

Searches

The principal, pastor, or a representative of the school administration may conduct a search of the school facility and every aperture thereof, including lockers and desks. School searches should be based on a reasonable suspicion that a school rule has been broken and related to ensuring a safe learning environment. The search should be made in the presence of at least two school officials.

A student assigned a locker or desk has use of, but not proprietary right to the locker or desk. Lockers and desks are school property. The school has the right to inspect any area of the school, including the students backpack/book bag when there is a suspicion of a threat to the health, welfare, or safety of students.

Schools can search personal property if the search is:

- Justified at its inception, (i.e., reasonable belief that the student has broken a school rule), and

- The search is reasonable in scope.
- The search should be made in the presence of at least two school officials.

Tobacco, Alcohol, Drugs

Student possession, use, sale, or attempted sale, or being under the influence of tobacco, alcohol, or illicit drugs is prohibited on school premises and at all school-sponsored activities.

Student possession, use, sale, or attempted sale, or being under the influence of tobacco, alcohol, or illicit drugs will result in suspension and/or expulsion from the school and/or notification to the proper authorities.

Weapons

Student possession or use of a weapon on school premises or at school-sponsored activities will result in suspension and/or expulsion from school.

Student Withdrawal on the Grounds of Improper Behavior by Parent/Guardian

Typically, a child should not be deprived of a Catholic education or otherwise penalized for actions of parents/guardians. However, parents/guardians may so significantly reduce the school's ability to effectively serve its students that the parents/guardians may be requested to remove their child/children from the school for any of the following reasons:

- Refusal to cooperate with school personnel.
- Refusal to adhere to school policies and regulations.
- Interference in matters of school administration or discipline.

Reasonable effort will be made and documented to elicit minimum cooperation from parents/guardians. Decisions to request withdrawal of the student on these grounds will be made in consultation with the pastor and the diocesan Superintendent of Catholic Schools.

Documentation signed by the principal and parents/guardians, as well as any other information or evidence of consultation with the parents on the matter will be retained in the student's cumulative file.

If the parents/guardians refuse to accept the recommended withdrawal, the procedures for expulsion, as previously outlined, will be followed.

Grievance Procedure

In keeping with the philosophy that St. Elizabeth Ann Seton School is a Catholic community which believes in the sanctity and worth of each person and in the spirit of communication and reconciliation, the procedure for grievance is as follows:

Level I – Informal Procedure

- In fairness and justice, the first effort to resolve any conflict must be made between/among the persons directly involved in the situation.
- If the conflict cannot be resolved to the satisfaction of the parties involved, the parent/guardian must make an appointment to speak with the principal.

Level II – Formal Procedure

- If the parent/guardian is not satisfied with the results of the conference with the principal, the parents/guardian must within five (5) working days, file a formal written grievance to the principal. The grievance must clearly state the nature of the complaint and the solution sought.
- The principal must respond in writing to the formal written grievance within five (5) days of the receipt of the written grievance. Prior to rendering the decision, the principal and parent/guardians may request a meeting with all persons involved.

Level III – Appeals Procedure

- If the written decision does not resolve the issue satisfactorily, a parent/guardian may appeal to the pastor within (3) working days of the receipt of the principal's written decision.
- The appeal must be submitted to the pastor with the following information:
 - a. The subject and date of the occurrence
 - b. The persons involved
 - c. Specific details of the grievance
 - d. The efforts that have been made to resolve the issue to date
- The pastor may designate another person(s) to read the appeal.
- If the pastor/designee determines that there is a legitimate cause for appeal, the principal will be asked to give written explanation of his/her decision.
- The pastor/designee may then choose to either meet with the parent/guardian and the principal or to render a written decision within ten (10) days of receipt of the appeal. The pastor/designee's decision is final and binding.

Closed Campus

St. Elizabeth Ann Seton School is a closed campus. The safety and well-being of our children are a priority. No one, including parents and students, has open access to school buildings. Doors are locked. All parents and visitors must check in at the school office before moving around in any building at any time. Parents or visitors will be issued a badge to wear while on campus which will identify them as having office clearance.

Students must remain on campus at all times during the school day (7:55 a.m. - 3:15 p.m.) and during school sponsored activities for which the student is enrolled (AfterCare, sports, theater, choir, etc.) until picked up by a parent or guardian.

After School Sports Program

The diocesan after school sports program exists to provide positive, well-organized activity that contributes to the development of the whole child. It is carried on in a manner that models and teaches Christian principles and the ideals of good sportsmanship. It is offered to students in grades 5-8. SEAS offers basketball and volleyball to boys and girls in 5th through 8th grade, and track to girls and boys in 4th through 8th grade. We compete against the nine other Diocese of Tucson Catholic schools.

Information regarding registration is made available by the Athletic Director prior to each season and published in our weekly newsletter, Knights' Notes. You must register during the sign up window. Late registrations will not be taken.

The following items must be turned into the Athletic Director by the deadline for sports registration:

- Online sports registration completed for each season
- Physical examination form (once per year)
- Sports information packet
- Sports fee (due each season)

To be eligible to participate, these items must be turned in to the Athletic Director by the due date.

Description of Program

The program is divided into two levels: the Varsity level and the Junior Varsity level.

Varsity The varsity level is designed to prepare the athlete for high school level competition. The team is formed on a try-out basis. Any 7th or 8th grader is welcome to try-out. ***Please note:** According to Diocesan policy, 8th graders who try out will be placed at the varsity level. Any 7th grader, who does not make the varsity team plays on the junior varsity team.

Junior Varsity Junior varsity level is designed to have more time spent on skill development and game awareness in preparation for the varsity level. ****Please note:*** Any 7th grader who tries out for the varsity level but doesn't make the varsity team will play junior varsity for that season. He/She may try out for the varsity team again in their 8th grade year.

Sports Eligibility

The diocesan after school sports program offers volleyball, basketball and track & field to any 5th through 8th grade students who demonstrate a sincere desire to develop his/her athletic skills in preparation for high school. All athletes must demonstrate and maintain academic competence throughout each season of participation.

Students will be expected to maintain grades of 70% or higher in math, language arts, social studies, science, and religion in order to participate in any extracurricular/sports activity at SEAS. Students with identified learning disabilities will be considered on a case by case basis.

Sports Dress Code

Team practice uniforms may be any SEAS spirit shirt, PE uniform, or SEAS sports jersey, white, black, or gray socks, and solid black, knee length shorts purchased through the school's front office. If a student is out of dress code, they will be sent to the AfterCare Program and the parent will be charged for AfterCare.

Team Uniform

Team jerseys must be ordered through the Athletic Director and shorts ordered in the front office. All athletes must wear only white or black socks on game days, as determined by the coach. Athletes are permitted to wear black long sleeves or black leggings underneath their team uniform.

Student Conduct & Participation in School-Sponsored Activities

Students will conduct themselves in a respectful manner according to school policy while on school campus as well as during school sponsored activities off campus. This expectation applies to appropriate restroom use, adherence to dress codes, athletics, housing at overnight events, dates for school sponsored dances and functions, etc. In all circumstances, students are prohibited from acting out sexual attraction toward another student.

Before/AfterCare Program

St. Elizabeth Ann Seton School Before/AfterCare Program is established as a child care alternative for parents whose children attend SEAS School. The program is regulated by the Arizona Department of Health Services Office of Child Care Licensure and operates during the school year on school days only.

Our goal is to provide a safe, healthy and caring environment which assists in developing the whole child. Time is provided for snack and students have opportunities to complete homework and play.

One snack per child is provided, and students may purchase additional snacks or bring snacks from home. Our school's values, discipline system, and philosophy will be continued in our Before/AfterCare Program

Our BeforeCare Program is available from 7:00 am - 7:30 am daily. Our AfterCare Program is available from 3 pm - 6 pm on Monday, Tuesday, Wednesday, and Friday, and from 1:30 pm - 6 pm on Thursday. You may reach the Before/AfterCare office at 520-219-7691.

All students at St. Elizabeth Ann Seton School are eligible to register in our Before/After Care Program. Applications are taken for daily, intermittent or emergency attendance. The Director reserves the right to refuse admission or services to a child because of behavioral problems or non-payment of fees.

Field Trips

Educationally sound field trips will be taken at the classroom teacher's suggestion with approval from the principal. Since St. Elizabeth Ann Seton School does not have a bus, students must be transported to and from field trips by car. Any St. Elizabeth Ann Seton school approved adult wishing to help transport any student other than their own child must fill out and comply with the Diocesan Driver Information Form. Contact the front office for more information. **No driver may take any student anywhere but the approved field trip destination. No impromptu side trips are permissible.** All Arizona car seat laws must be adhered to during field trips.

Health Screening

According to Arizona school law and Diocesan law (Policy #2330), every school child must have vision, hearing, height and weight checked each school year. Health Screening week

is the designated time for these checks. Parent volunteers are needed to assist our school nurse to carry out this program. Volunteer sheets will be sent out each year.

Medical Information

Our school has a health room that is managed by a qualified professional. We work diligently to document all incidents and keep parents informed of any serious incidents in need of your attention. If a child is ill before school, that child should be kept home. This policy helps to prevent the spread of contagious illness and prevents your child from being uncomfortable at school. If a child shows symptoms of extreme discomfort, fever, throwing up, or an injury that needs medical attention while attending school, the parent or a person designated by the parent must pick up the child.

Medication Policy

- We are required to have both a written order from a licensed medical practitioner (M.D., D.O., P.A. or Nurse-Practitioner) and a permission form completed by the parent or guardian before we can administer any prescription medication. The label on the prescription container suffices as the physician's order. A separate permission form is required for EACH medication and for EACH child.
- All medications must be brought to the Health Office by a parent or guardian in the original, labeled container with the child's name on it.
- UNAUTHORIZED MEDICATIONS WILL NOT BE GIVEN. The nurse will call the parent/guardian or send a note and inform them of the situation. Parents are welcome to come in and administer their child's medication if they wish. Please notify the Health Office when this is done
- For children receiving daily medication, we MUST be informed of any changes in medication dosage or frequency in writing. We MUST be informed of any new scheduled medications your child starts taking.
- Children are not to have medications in their possession. All medications must be brought to the Health Office by parent or guardian where they are kept in a locked cabinet or refrigerator.
- Medications containing narcotics, such as Tylenol #2 or 3, or cough syrups that contain Codeine, WILL NOT BE GIVEN. Please do not send narcotic medications to school.

Automated External Defibrillators (AEDS)

SEAS School & Parish each have an Automated External Defibrillator in the event of a sudden cardiac arrest. Faculty and staff receive regular training on the use of AEDs.

Helpful Suggestions

- If your child has or will have braces or any dental work, have the dentist write a standing order for pain medication. Please supply dental wax if your child has braces. If your child has allergies, have your doctor write a standing order for the OTC medications you are likely to use. You can also ask your doctor's office to FAX a note to the school nurse. Our FAX number is: 520-297-1033.
- When you get a prescription filled, ask the pharmacist for a separate labeled container for school.
- If you send cough drops for your child, the kind with eucalyptus and menthol will not require a physician's note or medication permission form. Cough drops or lozenges containing other medications may require medical authorization.
- This medical policy is consistent with Diocesan Policy #2250 and is designed for the safety of all our children.

Insurance

SEAS School offers Student Accident & Sickness Insurance coverage for all students through Myers-Stevens & Toohey & Co., Inc. This coverage assists families with basic school-time accident coverage which can be used to assist with co-insurance, deductibles, and other cost sharing requirements. For more information, contact the front office.

Reporting Suspected Sexual or Physical Abuse or Neglect

Arizona law requires all church personnel, including all school employees and volunteers, who have reasonable cause to believe that a child or vulnerable adult has suffered abuse or neglect shall report such incident, or cause a report to be made, to 9-1-1 at the first opportunity.

"Reasonable cause" means a situation that would motivate a person of ordinary intelligence under the circumstances to believe, based on observations or conversations that a child has been or is being abused



Student Technology Use

The use of technology tools at St. Elizabeth Ann Seton School is a privilege, not a right. The privilege is given to those who act responsibly. Administrators and staff reserve the right to review files, content, and communications stored and conducted on student technology devices. The school reserves the right and responsibility to remove inappropriate files and content, and ultimately remove the device from a student's possession for an infraction of school policy on responsible technology use.

PROCEDURES FOR USE OF INFORMATION TECHNOLOGY RESOURCES

Information Technology refers to computers and all peripheral equipment such as printers, scanners, digital and video cameras, voice recorders, disk drives, 3D printers, etc. Having access to information technology and the Internet can enhance learning opportunities; however, the Internet also contains harmful and inappropriate information. All school users have the responsibility of using school-based technology and online resources in an appropriate and ethical manner.

Students are responsible for thoughtful, considerate, behavior while utilizing technology, just as they are for their general classroom behavior.

Do

- Access educational material with teacher permission.
- Send appropriate messages and pictures with teacher permission.
- Use polite language on-line and be respectful to others.
- Protect technology devices and networks.
- Follow copyright laws.
- Treat all hardware with great care.
- Use your own identity, work, mail, files, and folders with teacher permission.
- Protect limited technology-related resources.
- Notify an adult if you become aware of any technology problems or violations.

Do Not

- Access non-educational material or use the network for personal purposes.
- Send or display offensive messages or pictures.
- Use obscene or inappropriate language.
- Use a technology device to harass, insult, or attack others.

- Damage devices, systems, or networks.
- Violate copyright laws.
- Treat hardware carelessly or roughly.
- Misrepresent yourself or trespass in and/or modify user's folders, mail, work, or other files.
- Give out personal information.

Consequences for Violations of these rules:

Loss of technology use privileges means loss of privileges THROUGHOUT THE SCHOOL regardless of where the violation occurred. Consequences will be given according to our Levels of Misconduct outlined in the SEAS Family Handbook.

Whenever there is a malicious attempt to violate, harm or destroy school technology or data, the student will immediately lose all access privileges for up to 30 school days. If actions are deemed preventable and/or intentional, the student's parent/guardian will be responsible for damages.



Student Network Guidelines & Acceptable Use Agreement

These guidelines apply to all school provided computers and devices. Any activity deemed inappropriate by St. Elizabeth Ann SEton School is prohibited even though not expressly set forth in this Acceptable Use Policy.

Personal Safety

1. I will not post personal contact information about myself or other people without the written permission of my parents and teacher. Personal contact information includes but is not limited to my photo, address, or phone number.
2. I will not agree to meet with someone I have met online without my parent's permission.
3. I will promptly disclose to my teacher or other school employee any message or photo I receive that is inappropriate.

Illegal Activities

1. I will not attempt to gain unauthorized access to SEAS network resources or to any other computer system to go beyond my authorized access for browsing or any other purpose. This includes attempting to log in through another person's account or access another person's files.

2. I will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
3. I will not read, move, rename, edit, delete, or in any way alter the files that have been created or organized by others.
4. I will not install software on any SEAS computers or on the SEAS network without direct supervision of SEAS staff.
5. I will not alter hardware or software setups on any SEAS computer resources.

Security

1. I am responsible for my individual account and should take all reasonable precautions to prevent others from being able to use my account.
2. I will immediately notify a teacher or the campus administrator if I have identified a possible security problem with the network or peripheral computers. I will not go looking for these security problems, because this may be construed as an illegal attempt to gain access.
3. I will take all precautions to avoid the spread of computer viruses.

Inappropriate Language

1. Restrictions against inappropriate language apply to public messages, private messages, and material created for assignments or to be posted on web pages.
2. I will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
3. I will not engage in personal attacks, including prejudicial or discriminatory attacks. (Derogatory statements/disruption of education)
4. I will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If I am told by a person to stop sending them messages, I will stop.
5. I will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

1. I will not repost a message that was sent to me privately without permission of the person who sent me the message.
2. I will not post private information about another person.

Respecting Resource Limits

1. I will use the technology at my school only for educational purposes.
2. I will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
3. I will not download or use games, pictures, video, music, instant messaging, e-mail, or file sharing applications, programs, executables, or anything else unless I have direct authorization from a teacher.
4. I understand that SEAS personnel may monitor and access any equipment connected to SEAS network resources and my computer activity.

5. I will not stream sites such as (but not limited to) Netflix, Pandora, Youtube or Spotify unless I have direct authorization from a teacher or other staff member.

Plagiarism and Copyright Infringement

1. I will not plagiarize works that I find on the Internet or on the computers at my school. Plagiarism is taking the ideas or writings of others and presenting them as if they were my own.
2. I will respect the rights of copyright owners. Copyright infringement occurs when I inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, I will follow the expressed requirements. If I am unsure whether or not I can use a work, I will request permission from the copyright owner. If I am confused by copyright law, I will ask a teacher to answer my questions.

Inappropriate Access to Material

1. I will not use SEAS network resources to access or store material that is profane or obscene (e.g., pornography), that advocates illegal acts, that advocates violence or discrimination, or that is in any other way offensive, inappropriate or against the values of SEAS.
2. I will not use the SEAS Public Network to access any material that is inappropriate for a school environment.
3. If I mistakenly access inappropriate information, I will immediately tell my teacher or an administrator and will not attempt to access the inappropriate information again.
4. I understand that internet access is provided for support of classroom assignments, and I will not attempt to surf anonymously or modify the computer in any way to allow me access to websites or applications I am not authorized to use.

By acknowledging receipt of and having read the SEAS Family Handbook, students and parents agree to abide by these Network Guidelines & Acceptable Use Agreement.



St. Elizabeth Ann Seton School Code of Conduct

STUDENT RESPONSIBILITIES

It is each student's responsibility to participate in the educational program of the school, to help maintain an orderly learning environment and to not act in a way that deprives other students of their ability to learn.

Every St. Elizabeth Ann Seton School student has the responsibility to:

1. Model Christian behavior in all interactions.
2. Report any acts of bullying, fighting or abuse toward students or school/parish property to his or her teacher, parent, and/or administration.
3. Obey all school rules and policies.
4. Show up on time and be prepared for class.
5. Behave in a respectful and friendly manner toward all other students, school and parish personnel, volunteers, and visitors.
6. Respect all property including but not limited to books, desks, computers, bathrooms, school and parish buildings, and playground equipment.
7. Never leave school grounds during regular hours without written permission from a parent/guardian and the principal/designee.
8. Encourage behavior in fellow students which upholds these standards.

School Safety, Harassment, Intimidation or Bullying

St. Elizabeth Ann Seton School is committed to a safe and respectful educational environment for all students, employees, volunteers, and visitors that is free from harassment, intimidation, and bullying.

Bullying is defined as *mean or hurtful behavior that happens repeatedly. It is unwelcome, unsafe, disrespectful and unkind, and therefore violates SEAS school rules.*

Harassment, including bullying, hazing, intimidation, on the basis of race, color, religion, gender, national origin, age, disability, sexual orientation, or for initiation into memberships, or anything which constitutes teasing/taunting consistently, is also prohibited. Harassment would include verbal or physical conduct that denigrates or shows hostility or aversion toward a student because of his/her race, color, religion, gender,

national origin, age, disability, sexual orientation, or that of his/her relatives, friends, or associates, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive environment.
- Has the purpose or effect of unreasonably interfering with a student's academic performance.
- Otherwise adversely affects a student's academic opportunities.

The student being harassed does not have to actually have the characteristics they are being harassed about, i.e. if a student is called a derogatory name, it is harassment whether or not the student actually possesses that trait.

Intimidation is defined as implied or overt threats of physical violence.

Bullying, intimidation, or harassment is not allowed at St. Elizabeth Ann Seton School. The staff of SEAS School will investigate complaints of bullying, intimidation, or harassment. After investigation, students who are determined by the school to have engaged in bullying, intimidation, or harassment face disciplinary action including detention, a behavioral contract, suspension, and/or expulsion.

Students of SEAS School are not allowed to use electronic communication or social media (including but not limited to phone calls, text messages, photos, emails or social media posts) to harass, intimidate or bully other SEAS School students and are also not allowed to post or transmit derogatory or defamatory statements about the school or parish, its employees, volunteers, students, or parents. Students who do so will face disciplinary action if found to be engaging in such behavior.

Not all negative actions are harassment, intimidation, or bullying. Most often it is simply rude, irresponsible, or unacceptable behavior that fails to meet the school's standard for Christian conduct. Such behavior is not allowed and will be dealt with through disciplinary action. Students who engage in negative behavior are also encouraged to take part in the Sacrament of Reconciliation as appropriate.

PARENT RESPONSIBILITIES

The greatest influence on a child's attitude and behavior is his or her parents. Parents and school personnel must work together to form the moral character and faith lives of our students.

Each St. Elizabeth Ann Seton School parent has the responsibility to:

1. Model Christian behavior in all interactions, especially the virtues of honesty, justice, mercy, and forgiveness.

2. Recognize that you as the parent have the primary role in your child's moral formation. The school exists to assist you in that important role.
3. Foster in your child a Christ-like concern for all classmates and support them in living out the Code of Conduct and following the school's rules.
4. Catholic parents should regularly attend weekly Mass and the Sacrament of Reconciliation with their children.
5. Read, understand, and uphold the rules and policies of the school and support and respect the authority and decisions of the school personnel.
6. Quickly report serious problems to your child's teacher or school administrator.
7. Be open and receptive to any parent who approaches you to resolve an issue between your child and theirs.
8. Avoid gossip and slander related to any person, especially any of the members of our school or parish community.

SCHOOL RESPONSIBILITIES

St. Elizabeth Ann Seton School is a Catholic community which provides an excellent academic education in an environment of faith and virtue for families of St. Elizabeth Ann Seton Parish and the surrounding community. It is the role of the school to form our students educationally, spiritually, morally, and physically in partnership with their parents and St. Elizabeth Ann Seton Parish.

St. Elizabeth Ann Seton School faculty and staff have the responsibility to:

1. Model Christian behavior in all interactions, especially the virtues of honesty, justice, mercy, and forgiveness.
2. Foster in our students a Christ-like concern for all classmates and support them in living out the Code of Conduct and following the school's rules.
3. Provide regular opportunities for prayer, sacraments, and moral and spiritual formation throughout the school day and across the year.
4. Uphold and enforce the school's rules and regulations and provide disciplinary action and counseling support for students as needed.
5. Provide a safe, supportive educational environment where students have the ability to learn
6. Quickly report serious behavioral problems to a child's parents.
7. Be open and receptive to any parent who approaches us to resolve an issue between students or with any of the personnel of the school or parish, parents, or volunteers.
8. Maintain confidentiality of all personal information regarding students and their families.



Bullying Report K-4

Bullying Report Form

Grades K-4

Your Name: _____

The person who hurt you: _____

Who else saw it happen? _____

Where did it happen? _____

What happened? _____

Has it happened before? _____

I am in:

☐ Kindergarten ☐ 1st Grade ☐ 2nd Grade ☐ 3rd Grade ☐ 4th Grade

How did they make you feel?	☹️☹️	☹️	😐	😊	😊😊
How scared were you?	☹️☹️	☹️	😐	😊	😊😊

How many times did this happen?	1X	2X	3-5X	More than 5X
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Return completed form to the front office.



Bullying Report 5-8

Bullying Report Form Grades 5-8

DIRECTIONS: Please complete both pages of this form and return to the Principal. These must be completed before the incident can be investigated.

Today's Date: _____

Person making the Complaint: _____

Date(s) of the alleged incident: _____

Location: _____

Eyewitnesses: _____

Alleged Bully: _____

Please identify and rate the Alleged Incident if you witnessed it. Identify **ALL BULLYING BEHAVIORS** that apply but indicate only **ONE DEGREE** of SEVERITY.

Behavior	Mild	Moderate	Extreme
Physical Aggression			
Social Alienation			
Verbal Aggression			
Intimidation			
Racial or Ethnic Harassment			
Sexual Harassment			

AS CLEARLY AS POSSIBLE, please explain what happened (use back if necessary)

I certify that the information I have provided in this complaint is TRUE, ACCURATE and COMPLETE to the BEST OF MY KNOWLEDGE.

Signature: _____ Date: _____

Received by: _____ Date: _____



Junior High Code of Conduct

Along with forming students intellectually, St. Elizabeth Ann Seton School endeavors to form the habits and character in our students in accordance with our Catholic faith and American ideals. This is accomplished by means of a partnership between parents, students, teachers, and the school administration. The following information explains the standards to which all of our students are to be held and the structure for supporting them. Please read through this information with your child so that you are familiar with it and are able to be active partners with the school.

As a member of our junior high, students may have up to six different teachers on a weekly basis. While all of the teachers are unique individuals and their styles of teaching and classroom management will differ, presented below is the basic junior high format that all of your teachers will follow:

Teacher Responsibility:

1. To treat you with respect and care as an individual
2. To provide you with a moral and ethical classroom environment
3. To teach you the skills of self-discipline
4. To create a positive learning environment
5. To teach the required subject content

Student Responsibility:

1. To treat your teachers and fellow students with respect and care
2. To take responsibility for what you say and do
3. To practice the skills of self-discipline
4. To study and to complete your homework and in class assignments
5. To give your best effort to learn the required subject content

Classroom expectations:

1. You are expected to demonstrate respect for yourself and your fellow classmates by being supportive and positive.
2. You are to enter class and be seated when the bell rings. You are to have your textbooks and homework when applicable for class, your notebook for the class, a pen or pencil, and your planner on your desk as the bell rings.
3. You are to be prepared to hand in homework at the beginning of class.
4. You are responsible for obtaining all information and completing all assignments you miss due to an absence.



Junior High Community Service Hours

In order to promote a sense of Christian responsibility and to prepare our junior high students, we require that they perform Community Service both 7th & 8th years. Twelve hours of service is to be given in 7th grade and twenty-five (25) in 8th. Service hours for 8th grade students must be completed by 8th grade Confirmation. Failure to complete Service hours will result in an X on the SLE Form which makes a student ineligible for Honor Roll.

Service hours are figured into both the Religion grade and the service SLE. Service hours will constitute 10% of students' religion grade. The hours need to be completed and recorded on a service sheet, signed and turned in on the date due by 9:00 am. An X will be recorded for the service SLE and zero points awarded toward the religion grade for unmet service hours.

A service hour is one where a student, on his/her own time, helps an individual or group and receives no payment or reward. A student must give of his/her time and talent. Both of these elements must be utilized before a service can be counted.

There are many opportunities for community service hours. The following list contains just some suggestions:

1. Babysitting without pay (family members do not qualify)
2. Doing yard work for a neighbor
3. Visiting rest homes
4. Working as a volunteer at a community home
5. Visiting with a shut-in
6. Walking the dog of an elderly person
7. Participating in a community walk-a-thon, jog-a-thon, bike-a-thon, etc.
8. Picking up trash from a community area
9. Altar serving

Please note that work at home is not considered a community service. We emphasize to students that they must participate in the up-keep of their home because they are members of their families. As family members, their work in and around their home is not a service, but a responsibility. This includes working for a family business.



Junior High Service Hours Recording Form

Name: _____ Homeroom Teacher: _____

Number of Hours Completed _____

Description of Service:

Reflection of Service:

Describe your reactions, feelings, & insights. Please be thoughtful in your reflection.

Signature of Student

Date

Signature of Supervising Adult
(may not be the child's parent)

Date