



ST. ELIZABETH ANN SETON  
A CLASSICAL CATHOLIC SCHOOL



# FAMILY HANDBOOK

2021-2022

St. Elizabeth Ann Seton Catholic School  
2021-2022 Family Handbook

Cover art, “St. Elizabeth Ann Seton,” © Brenda Nippert, courtesy of Trinity Stores, [www.trinitystores.com](http://www.trinitystores.com)

Dear Families,

Welcome to St. Elizabeth Ann Seton Catholic School! We look forward to supporting you and helping your children grow up to be good, holy, wise, knowledgeable, and happy adults. It is a noble, challenging, fun, and exciting mission!

Our mission is to help parents educate and form their children in Truth, Goodness, and Beauty through a Christ-centered environment, challenging academics, and hands-on learning, so that each child becomes a disciple of Christ and is prepared to respond to God's call. We do this by cultivating faith, virtue, and wisdom in our students as they *encounter Christ* through the Truth, Goodness, and Beauty of God's creation.

Being Christian is not the result of an ethical choice or a lofty idea,  
but the encounter with an event, a person,  
which gives life a new horizon and a decisive direction.  
(Pope Benedict XVI, *Deus Caritas Est*)

In doing so, it is our hope that our students—your children—will be formed spiritually, morally, intellectually, and physically so that they are prepared and disposed to respond to God's call.

This is the Catholic education we aim to offer, in cooperation with the Holy Spirit, in fidelity to the Catholic Church, and in partnership with you, the primary educators of your children.

This Family Handbook outlines how we aim to support you in forming your children. The Family Handbook is a means of communication between school and home. It reflects the policies of the School. Please read it carefully and signify your agreement during online enrollment. Close cooperation between the home and school is essential to promote the best interests of the student.

Sincerely in Christ,

Sam Vanderplas  
Principal

## **TABLE OF CONTENTS**

<b>MISSION AND PHILOSOPHY</b>	<b>4</b>
<b>FAITH FORMATION</b>	<b>5</b>
Faith Formation and Religious Education	6
Mass, Confession, and Adoration	6
School Community Prayers	6
<b>ACADEMIC PROGRAM</b>	<b>9</b>
Curriculum	9
Academic Expectations	10
The Purpose of Homework: To Strengthen Mastery	11
Tutoring	14
Testing	14
Field Trips	14
Report Cards	14
Service Hours	16
<b>ADMISSION</b>	<b>17</b>
<b>ARRIVAL AND DISMISSAL PROCEDURES</b>	<b>21</b>
Arrival	22
Park and Walk	22
Dismissal	22
Special Needs/Appointments	22
Late Pick-Up	22
Extended Day	23
<b>ATTENDANCE</b>	<b>23</b>
Tardiness	23
Absences	24
<b>COMMUNICATION</b>	<b>24</b>
Friday Folders	25
Assignment Planners (1st – 8th grades)	25
Messages to Students and Teachers	25
<b>DISCIPLINE: A FOUNDATION FOR A HAPPY LIFE</b>	<b>26</b>
Philosophy: Grow in Goodness	27

High Standards for Behavior	28
No Gum	29
No Disrespect of Property, Theft, or Vandalism	29
No Fighting, Harassment, or Bullying	29
No Inappropriate Language	31
Suspension and Expulsion	33
<b>EXTRACURRICULAR PROGRAMS</b>	<b>34</b>
<b>HEALTH PROCEDURES</b>	<b>35</b>
Immunizations	35
Medication	35
Allergy Policy	36
Guidelines for Excluding Students from School	36
<b>LIBRARY</b>	<b>37</b>
<b>SECURITY</b>	<b>38</b>
Release of Students	38
Visitors	38
Inclement Weather	39
Drills and Alerts	39
Searches	39
Child Abuse and Neglect	39
<b>UNIFORMS</b>	<b>39</b>
Full Dress Uniform	40
Standard Uniform	41
Spirit Day Dress Code	41
Pre-K Dress Code	42
Uniform Accessories	42
<b>VOLUNTEER OPPORTUNITIES</b>	<b>44</b>
<b>MISCELLANEOUS</b>	<b>45</b>
Lunch	45
Birthdays	46
Lost and Found	46

## **MISSION AND PHILOSOPHY**

*“There can be no true education which is not wholly directed to man's last end.”  
~ Pope Pius XI, Divini Illius Magistri*

### **Canon Law**

A true education must strive for the integral formation of the human person. This is a formation that looks toward the person's final end. At the same time, we are to focus toward the common good of societies, the Church and the world. Young people are to be raised so that they can develop harmoniously their physical, moral, and intellectual talents. This will enable them to acquire a more perfect sense of responsibility and a correct use of this freedom.

### **Mission**

St. Elizabeth Ann Seton Catholic School assists parents with the education and formation of their children in Truth, Goodness, and Beauty through a Christ-centered environment, challenging academics, and hands-on learning so that each child becomes a disciple of Christ and is prepared to respond to God's call.

### **Vision**

*“The so-called ‘neutral’ or ‘lay’ school, from which religion is excluded, is contrary to the fundamental principles of education. Such a school moreover cannot exist in practice; it is bound to become irreligious.”  
~ Pope Pius XI, Divini Illius Magistri*

Catholic schools in the Diocese of Fort Worth are committed to opening the doors so that our students can reach further than the walls that would otherwise enclose them and therefore are able to recognize and cherish the eternal and transcendental goods of Truth, Beauty, and Goodness.

### **Philosophy**

St. Elizabeth Ann Seton Catholic School believes in the potential of children. By providing direction toward God through traditional Catholic teaching, by supplying a strong foundation in academics and in the fine arts, and by supporting parents as partners, we will strive to form young people who will contribute to the Church and live joyously in their faith.

### **Goals and Objectives**

*“The very spring and root of honesty and virtue lie in good education.”  
~ Plutarch*

*Spiritual Goal: To foster a commitment to know, love, and serve God and one another*

- By learning Catholic tradition and teachings
- By worshiping together as a faith community
- By engaging in service projects
- By developing a strong moral and social consciousness
- By incorporating the message of Jesus in all aspects of life

*Intellectual Goal: To encourage each child to attain his or her fullest potential*

- By providing teachers of the highest quality, and with high values who inspire children through their methods
- By providing an environment that is happy and inspiring to the child's mind and instills in each child the love of learning
- By acquiring study skills which promote self-discipline and time management
- By developing problem-solving, team-building, and decision-making skills
- By developing their minds and talents

*Social Goal: To guide students to become conscientious, successful members of a global community*

- By developing a respect for self and others
- By understanding how actions impact the community of God's world
- By communicating effectively and respectfully
- By valuing the sanctity of all life from conception to natural death

*Emotional Goal: To nurture respect and celebrate each child's individuality*

- By developing an appreciation for each individual's gifts and uniqueness
- By appreciating their own self worth
- By growing in self-reliance
- By accepting responsibility for their actions and the consequences of those actions

*Physical Goal: To promote a positive attitude towards a healthy lifestyle*

- By respecting their bodies as temples of the Lord
- By practicing good nutrition and proper hygiene
- By participating in a wide range of physical activities, both structured and unstructured

## **FAITH FORMATION**

*Research shows that students of Catholic schools are more likely to remain Catholic as adults. Students of Catholic schools also have greater doctrinal knowledge than their peers and are more orthodox in doctrinal and ethical questions. As adults they are more likely to pray daily, attend Mass regularly, remain loyal to the Church's moral teachings, discern a religious vocation, marry within the Catholic Church, have a Catholic wedding, and promote their own children dating and marrying fellow Catholics. The importance of this early*

*foundation is surely one reason that the Third Plenary Council of Baltimore decreed that every Catholic child must attend Catholic school if at all possible.<sup>1</sup>*

### **Faith Formation and Religious Education**

*“It is necessary not only that religious instruction be given to the young at certain fixed times, but also that every other subject taught be permeated with Christian piety.”*

*~ Pope Pius XI, Divini Illius Magistri*

Faith formation and religious education are provided at each grade level on a daily basis. This includes Roman Catholic instruction, prayers, and Catholic family values. Our curriculum is centered on Catholic Christian vision and values. Children must see faith valued and practiced in the family before it can become a meaningful part of their lives. It is strongly suggested that the family model to their children the privilege of prayer and worship, especially the Sunday and Holy Day celebrations of the Eucharist with the parish community.

### **Mass, Confession, and Adoration**

*“Truly barren is a secular education. It is always in labor, but never gives birth.”*

*~ St. Gregory of Nyssa*

Students in grades K-8 attend Mass each Wednesday morning at 9:00 AM. Prayer services are also conducted on a regular basis. Second grade students prepare to receive the Sacraments of First Reconciliation and Eucharist. On the first Friday of each month, K-8 have the opportunity to spend silent time with Jesus in Eucharistic Adoration while one third- through eighth-grade class per week has the opportunity to go to Confession. Prayer services and Mass provide the children with an opportunity to worship and thank God as well as grow in their relationship with Him. Families are welcome and strongly encouraged to attend these celebrations with their students. Please meet your student in the Narthex. Flash cameras, cell phones, and pagers distract from the celebration and are not permitted. Non-flash photography and videotaping are acceptable only from a stationary position within the nave (main body of the church). Parish confession is offered weekly. Families are encouraged to take advantage of this sacrament.

### **School Community Prayers**

*“‘Thy will be done’ – What a comfort and support those four little words are to my soul. I have repeated them until they are softened to the sweetest harmony.”*

*~ St. Elizabeth Ann Seton*

### **Morning Prayers**

---

<sup>1</sup> Perl and Gray, 2007; Sander, 2001; Fee et al. 1981; Greeley and Rossi, 1966; Third Plenary Council of Baltimore, 1884.



### **Morning Offering**

O Jesus, through the Immaculate Heart of Mary,  
I offer you my prayers, works, joys, and sufferings of this day  
for all the intentions of your Sacred Heart,  
in union with the Holy Sacrifice of the Mass throughout the world,  
for the salvation of souls, the reparation of sins, the reunion of all Christians,  
and in particular for the intentions of the Holy Father this month. Amen.

**Our Father**, Who art in heaven, Hallowed be Thy Name;  
Thy kingdom come, Thy will be done, on earth as it is in heaven.  
Give us this day our daily bread,  
and forgive us our trespasses, as we forgive those who trespass against us;  
and lead us not into temptation, but deliver us from evil. Amen.

### **Midday Prayers**

#### **Angelus**

**Leader:** The Angel of the Lord declared unto Mary,

**All:** And she conceived of the Holy Spirit.

**All:** Hail Mary, full of grace, the Lord is with thee;  
blessed art thou among women and blessed is the fruit of thy womb, Jesus.  
Holy Mary, Mother of God, pray for us sinners, now  
and at the hour of our death. Amen.

**Leader:** Behold the handmaid of the Lord.

**All:** Be it done unto me according to Thy word.

**All:** Hail Mary . . .

**Leader:** And the Word was made Flesh,

**All (bow your head):** And dwelt among us.

**All:** Hail Mary . . .

**Leader:** Pray for us, O Holy Mother of God,

**All:** that we may be made worthy of the promises of Christ.

**Leader:** Let us pray:

**All:** Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that  
we, to whom the incarnation of Christ, Thy Son, was made known by the  
message of an angel, may by His Passion and Cross be brought to the  
glory of His Resurrection, through the same Christ Our Lord. Amen.

### **Prayer before Meals**

Bless us, O Lord, and these thy gifts, which we are about to receive,  
from thy bounty, through Christ, Our Lord. Amen.

## Afternoon Prayers

**Angel of God**, my guardian dear,  
To whom God's love commits me here,  
Ever this day, be at my side,  
To light and guard, to rule and guide. Amen.

### **Prayer of St. Elizabeth Ann Seton**

[Outside of Lent and Advent] O Father, the first rule of Our dear Savior's life was to do Your Will. Let His Will of the present moment be the first rule of our daily life and work, with no other desire but for its most full and complete accomplishment. Help us to follow it faithfully, so that doing what You wish we will be pleasing to You. Amen.

[During Lent and Advent] Lord Jesus, Who was born for us in a stable, lived for us a life of pain and sorrow, and died for us upon a cross; say for us in the hour of death, "Father, forgive," and to Your Mother, "Behold your child." Say to us, "This day you shall be with Me in paradise." Dear Savior, leave us not, forsake us not. We thirst for You, Fountain of Living Water. Our days pass quickly along, soon all will be consummated for us. To Your hands we commend our spirits, now and forever. Amen.

## Prayer after Mass

**Saint Michael the Archangel**, defend us in battle. Be our protection against the wickedness and snares of the devil. May God rebuke him, we humbly pray; and do thou, O prince of the Heavenly host, by the power of God, cast into hell Satan and all the evil spirits, who prowl about the world seeking the ruin of souls. Amen.

## A Prayer for Our Country

*O Most Blessed Virgin Mary*, Mother of Mercy, at this most critical time, we entrust the United States of America to your loving care.

Most Holy Mother, we beg you to reclaim this land for the glory of your Son. Overwhelmed with the burden of the sins of our nation, we cry to you from the depths of our hearts and seek refuge in your motherly protection.

Look down with mercy upon us and touch the hearts of our people. Open our minds to the great worth of human life and to the responsibilities that accompany human freedom.

Free us from the falsehoods that lead to the evil of abortion and threaten the sanctity of family life. Grant our country the wisdom to proclaim that God's law is the foundation on which this nation was founded, and that He alone is the True Source of our cherished rights to life, liberty, and the pursuit of happiness.

O Merciful Mother, give us the courage to reject the culture of death and the strength to build a new Culture of Life. Amen.

## **ACADEMIC PROGRAM**

*Catholic school students demonstrate higher academic achievement than public school peers, and these effects remain true when controlled for socioeconomic background. In Catholic schools, overall academic achievement is higher, and the student achievement gap is smaller than in public schools. On the National Assessment of Educational Progress, Catholic school students outperform their peers not only in reading and math but in every subject, at every grade level, and in every test year. Compared to their peers, Catholic school students are more likely to graduate high school, more likely to go to college, and more likely to graduate college, and they outperform their peers in college and are more likely to earn a STEM degree. Our current Supreme Court is mostly Catholic, many of the justices having attended Catholic schools, and Catholics are now the best educated and most successful group in the nation. Catholic school graduates go on to earn higher wages than their peers, and they are also more civically engaged, more tolerant of diverse views, and more committed to service as adults.*

<sup>2</sup>

### **Curriculum**

*“Tradition means giving a vote to the most obscure of all classes, our ancestors. It is the democracy of the dead.”*  
~ G.K. Chesterton

To address the multidimensional needs of the student, St. Elizabeth Ann Seton Catholic School focuses on the spiritual, intellectual, emotional, and physical needs of the child. Developmentally appropriate teaching strategies are used in the curriculum. A hands-on approach fosters greater involvement and motivation in all areas of study, as does a variety of student/teacher interaction through individual, small group, and larger group activities. The curriculum includes Religion, Reading, English, Phonics, Spelling, Handwriting, Mathematics, Science, Social Studies, Library Skills, Music, Art, Physical Education, and Foreign Language. The school follows TCCED

---

<sup>2</sup> National Assessment of Educational Progress; Fleming, Lavertu, and Crawford, 2018; McDonald and Schultz, 2016; Owyang and Vermann, 2012; Kim, 2011; Jeynes, 2007; Neal, 1997; York, 1996; Sander, 1996; Marks and Lee, 1989; Coleman and Hoffer, 1987; Coleman, Hoffman, and Kilgore, 1982; Greeley, 1982.

accreditation guidelines for time allotments for each subject area as well as skills to be mastered at each level.

### **Academic Expectations**

*“Untilled ground, however rich, will bring forth thistles and thorns; so also the mind of man.”*  
~ St. Teresa of Avila

Students who achieve superior grades will be recognized with appropriate awards and honors. Students in grades 5-8 are honored in the areas of both academic achievement and outstanding effort. For the academic Honor Roll, posted via Parents Web, all core subjects are considered as well as foreign language for grades 6-8.

Honor Roll qualifications are as follows:

**Highest Honors:** 4.0 grade point average

**High Honors:** 3.5-3.99 grade point average

**Honors:** 3.0-3.49 grade point average

Students who choose not to fulfill the academic expectations of St. Elizabeth Ann Seton Catholic School also choose consequences. Failure to turn in homework and/or being unprepared for class, etc., is treated as an academic issue. Consequences are determined and enforced by the teacher as appropriate for the conduct. Teachers inform students and parents of expectations, classroom rewards, and consequences. Grades are the usual consequences of academic performance. Failure to perform academically results in a conference with the Assistant Principal and/or the Principal to determine a plan of remediation. The Principal may require a period of academic probation.

### **Promotion Criteria**

Promotion of a student is based on the satisfactory completion of the present grade curriculum and the ability to do the next grade's work.

There are no social promotions in diocesan schools. Students are promoted based on academic achievement, according to the following regulations:

K-1: A student must have at least a satisfactory final average in reading and mathematics in order to advance to the next grade level. Promotion is made on the ability to do the next grade level's work.

2-5: A student must have at least a 70 in religion, language arts (including a 70 in reading), and mathematics, and an overall 70 average.

6-8: A student must have a 70 in all core subjects: religion, English (including reading and literature), mathematics, science, and social studies.

A student is promoted to the next grade level when all State and Texas Catholic Conference of Bishops Accreditation Commission requirements are met. Re-teaching and re-evaluation of basic skills occurs throughout each course to aid in the determination of promotion. It is recommended that students be given the gift of an extra year in the Early Childhood to lower elementary levels if an appropriate stage of maturity for learning has not been reached. If, in the teacher's judgment, retention should be considered, the option will be discussed with the Principal and/or the Assistant Principal and arrangements will be made for a conference with the parents no later than the middle of the 3rd quarter or prior to re-enrollment. Written documentation of this conference will be placed in the child's file. The Principal will make the final determination by May 1 if the student's future educational needs can be met by St. Elizabeth Ann Seton Catholic School. When a student is promoted against the advice of the professional staff, parents will be required to sign a statement that this is the case and this information will be kept in the student's file.

### **Textbooks**

*"Never read books you aren't sure about ... even supposing that these bad books are very well written from a literary point of view. Let me ask you this: Would you drink something you knew was poisoned just because it was offered to you in a golden cup?"*

*~ St. John Bosco*

Textbooks are provided by the school as part of the registration fee. All textbooks, library books, and other school materials are school property. Textbooks must be covered at all times. Students will be charged for the replacement cost of damaged or lost books, including shipping charges.

### **The Purpose of Homework: To Strengthen Mastery**

*"No mastery in any subject is possible without much memorizing and practicing, from playing the piano to becoming a physician."*

*~ Jacques Barzun*

Homework is any work or task planned by the teacher to be completed by the student outside of the regular classroom without immediate and direct teacher interaction. Homework provides practice, enrichment, and extension opportunities with already taught skills and concepts. Homework also encourages students to take initiative and responsibility and allows families to provide a supportive role in their child's education.

Homework is assigned:

1. To strengthen mastery of knowledge and skills already learned in class,
2. To strengthen a habit of daily reading and promote edification and literacy,

3. To assist teachers in assessing mastery of concepts,
4. To cultivate self-reliance,
5. To learn to work independently, and
6. To complete certain projects that require individual and creative effort.

### **Homework Limitations**

Teachers may assign homework nightly. Generally, homework outside of reading and math practice is not assigned on weekends. Homework may be required of all students at all grade levels. Teachers aim to make homework meaningful and reasonable.

Learning responsibility and organization should be a by-product of homework. To be effective, homework assignments should not place an undue burden on students and families. Please inform the teacher if your child is experiencing difficulty. Homework should reinforce classroom learning objectives and be related to individual student needs and abilities.

*What if my child's homework is taking too long? Please let the teacher know right away so that we can help you. We want to help your child maintain a balanced routine.*

*How long is too long for homework? A good rule of thumb is 10 minutes per grade level per night. A first grader should have about 10 minutes per night, a sixth grader about 60 minutes.*

### **Homework Policy due to Illness**

In cases of student illness, a parent may request homework assignments via email to the teacher. Students may also make arrangements with classmates regarding assignments or receive missed assignments from their teachers when they return to school.

Students will be allowed one day to make up work for each day of absence due to illness. For example, a student who was absent for three days will be given three school days to complete the missed work.

If a student is absent and misses a test, they will make up their test upon their return to school. If there are extenuating circumstances, special arrangements can be made with the individual teacher. Should an absence for any reason other than illness seem imperative, parents are requested to consult with the Assistant Principal with a written reason for the absence.

### **Homework due to Vacations and Planned Absences**

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process.

### **Missing Homework Policy (5<sup>th</sup> – 8<sup>th</sup> grades)**

*“What we hope ever to do with ease, we must learn first to do with diligence.”  
~ Samuel Johnson*

Homework is due on its assigned due date. Homework turned in the day after it is due may receive a 10% deduction. (These assignments must be turned in to the teacher at the beginning of the class period.) An additional 10% may be deducted for each late day. If a student does not have his/her assignment by the third day, a grade of “0” may be given. More details on homework policies are given by teachers at Back to School Night.

### **Parent Responsibilities**

1. Be positive and provide encouragement.
2. Check completion and quality of homework.
3. Recognize that homework time varies based on a student’s abilities and work/study habits. Help your child balance extracurricular involvements with school responsibilities.
4. Provide a well-lighted, distraction-free study area for your child to read and write.
5. Help your child budget his/her time.
6. Provide a specific time for daily study.
7. Supervise the homework and make sure your child understands directions and works carefully and neatly.
8. Contact the teacher about any concerns regarding homework.
9. Help find materials and resources needed to complete homework assignments.
10. Encourage your child to develop a sense of responsibility for keeping track of school materials and assignments.

### **Student Responsibilities**

*“The principal trap that the Devil sets for young people is idleness. This is a fatal source of all evil. Don’t let there be any doubt in your mind that man is born to work, and when he doesn’t do so, he’s out of his element and in great danger of offending God.”  
~ St. John Bosco*

1. Update Student Assignment Planner daily.
2. Listen carefully and follow directions given by the teacher.
3. Use study aids as provided by teacher and parents (flash cards, etc.).
4. Use time efficiently. Plan ahead. Don’t wait until the last minute.
5. Study in a well-lighted, distraction-free area.
6. Study at a specific time each day.
7. Discuss homework assignments with parents.
8. Talk with the teacher if you have problems doing your homework.
9. Be neat, well-organized, and proud of your work.
10. Make your work holy!

## **Tutoring**

Occasionally, a child will benefit from professional tutoring. If tutoring is recommended, the School will make an effort to provide direction and resources. Tutoring fees are the responsibility of the parent. Teachers are not permitted to accept payment for tutoring a current student.

## **Testing**

Standardized tests are administered annually. These tests include:

*TPRI Early Reading Assessment: K-2*

*ACT Aspire Test: Grades 3-8*

Assessment testing for all new students in grades K-8.

## **Field Trips**

*“We are shaped and fashioned by what we love.”  
~ Goethe*

Field trips serve the instructional program by utilizing educational resources of the broader community. The School requires a signed permission form by a parent/guardian for field trips. This form outlines the destination, time of trip, mode of travel, duration of trip, and cost. Field trips are nonrefundable, even if a child is unable to attend, due to the school’s financial obligations for transportation and for the field trip venue. The parent should sign and return the form per the teacher’s instructions. The teacher or principal may prohibit a student from a field trip if he/she fails to meet academic or behavioral expectations.

Parents driving on field trips must meet Diocesan insurance requirements, have a Diocesan form on file in the school office (see Appendix), and have current *VIRTUS training*. The School requires parent drivers to supply them with a copy of their current insurance Declaration Page information and driver’s license. Please submit new copies upon renewal.

The School needs and welcomes a limited number of chaperones on field trips. If children are transported by bus, chaperones ride on the bus and help supervise students. Chaperones help to ensure the safety of the students. Chaperones should plan childcare arrangements for their other children so that they can be free to supervise. Siblings are not allowed on field trips. Parent involvement helps our school. Please consider participating.

## **Report Cards**

Students are evaluated during a grading period that ends every nine weeks. There are four grading periods in an academic year. There is a mandatory Parent/Teacher Conference to receive the first nine-week Report Card. Progress reports will be emailed to parents and available for viewing on RenWeb at the end of the fifth week for each grading period for Grades 1-8. Grades



are given for academic achievement, effort, and conduct. Report cards for Grades 1-8 are generated at the end of each nine-week period and will be sent to parents. At the end of the school year, final report cards for all Grades Pre-K- 8 will be mailed home. (If a family has an outstanding account balance, report cards may not be released until all financial debts are paid.) An explanation of the grading system can be found on the report card for each grade level.

Pre-Kindergarten and Kindergarten report cards inform parents of specific skill areas and concepts mastered and are sent home at the end of each nine-week period.

First graders receive G for Good (90-100), S for Satisfactory (70-89), and N for Needs Improvement (69 and below).

Students in Grades 2-8 receive a percentage grade in core subjects based on the following scale:

94-100 <b>A</b>	70-75 <b>D</b>
86-93 <b>B</b>	69 and below <b>F</b>
76-85 <b>C</b>	

Students in grades K-5 receive G for Good, S for Satisfactory, or N for Needs Improvement in art, music, P.E., and foreign language. Students in Grades 6-8 receive percentage grades in all subjects.

Families with outstanding account balances will be disabled from RenWeb until their account is paid in full. This includes disabling the gradebook and report card features.

**Students in Grades 7-8:** If a student is absent during midterms or final exams, report cards will have an “INC” (incomplete) for each subject in which the exam was not taken. Upon returning to school, the student will have 5 days to make up the exam and have the incomplete replaced with the appropriate grade. **No exams will be administered prior to exam week.** Please check the classroom calendar for specific exam dates.

### **Parent/Teacher Conferences**

*“For in this way especially does a friend differ from a flatterer: The flatterer speaks to give pleasure, but the friend refrains from nothing, even that which causes pain.”*

*~ St. Basil the Great*

Parent/Teacher conferences for all students are scheduled after the first grading period. Additional conferences may be requested by the teacher or by the parent when needed. If a parent wishes to schedule a conference with a teacher, they are asked to email the teacher directly. Please note that teachers have been provided with planning periods daily for purposes which include parent conferences. At other times teachers are occupied with teaching, supervising, and ensuring the safety of children. It is the intention of the school to keep in close

touch with the parents and students alike. The Roman Catholic Church's principle of subsidiarity states that problems should be resolved at the lowest level possible. With this in mind, a person should go directly to the one with whom they are having a problem before going to that person's superior.

Process for communication:

Parent/Teacher  
Parent/Teacher/Assistant Principal  
Parent/Teacher/Assistant Principal/Principal  
Parent/Teacher/Principal/Pastor  
Parent/Teacher/Principal/Pastor/Superintendent

### Service Hours

*"One act of beneficence, one act of real usefulness, is worth all the abstract sentiment in the world."*

~ St. Elizabeth Ann Seton

*"Charity is the form, mover, mother, and root of all the virtues."*

~ St. Thomas Aquinas

All of us are called to serve. We are called to this life of service by Christ Himself. Our Lord came not to be served, but to serve. For Him, service is a condition of discipleship. The Church challenges each of us to be active in our families, parishes, and communities. Performing service hours is one way we can encourage our students to proclaim God's message. This opportunity gives the students a chance to explore the many ministries of the community that might be outside one's normal circle of friends, family, and neighborhood.

Please note the number of service hours required per grade level:

5th Grade = 10 hours

6th Grade = 15 hours

7th Grade = 20 hours

8th Grade = 25 hours

Listed below are some suggested ways in which our students can serve:

- Mass Buddies = 5 hours per quarter
- Gala = hours vary
- Outreach ministries (Angel tree, Thanksgiving / Easter baskets, etc.) = hours vary
- Environmental cleanup = hours vary
- Neighborly activities: Serving others outside the family without pay
- Babysitting
- Yard help

Rule of Thumb: If I benefit financially, it will not qualify as service hours.

As the student finishes service hours, they should take the time to reflect on the service they performed and how it helped God shine to others. Service hours and a written reflection may be part of the student's grade in Religion. The written reflection will cover what service the student performed and how it impacted them and those they served. A different service must be done for each written reflection. Service hours to be counted this school year must be served from June 1st and turned in by mid-May.

## ADMISSION

*“The Council also reminds Catholic parents of the duty of entrusting their children to Catholic schools wherever and whenever it is possible.”*  
~ Pope Paul VI, *Gravissimum Educationis*

In accordance with the Texas Catholic Conference of Bishops accreditation standards, St. Elizabeth Ann Seton Catholic School **complies with all age and immunization requirements** of the State of Texas and the Catholic Diocese of Fort Worth. As a Catholic, non-public school dedicated to academic excellence within a disciplined, value-centered environment, the school actively seeks students and families who have a positive attitude toward the value of a traditional Catholic liberal arts education.

St. Elizabeth Ann Seton Catholic School requires that a student entering the PK3 program be 3 years of age by September 1. Students entering the PK4 program must be 4 years of age by September 1. Students must be potty-trained. According to Texas State Law, a child must be 5 years of age by September 1 to enter Kindergarten. A child must be 6 years of age by September 1 to enter first grade.

The most important qualification for acceptance into the school is the Administration's assessment that the applicant will enjoy a successful school experience. This assessment is made in consultation with the family as well as through evaluation of the student's past academic and conduct records. These records must be provided by parents prior to admission. If a child has been diagnosed with a learning difference, it is the parent's responsibility to notify the administration and submit documentation. New students are conditionally admitted for the first nine weeks.

Per Diocesan Policy #5000, attending a Catholic school is a privilege and not a right. The schools and the Diocese retain the right to disallow a student to continue attending or to re-enroll in a school. Advanced enrollment, pre-enrollment, or continuing enrollment of a student is conditional and therefore subject to review and termination by the school at any time.

Prior to the first day of school, the school does not have to state the reasons, or have grounds, for the revoking of a conditional enrollment of a student. The conduct of the student or of the student's parents may be grounds for the school revoking the enrollment of a student.

## **Non-Discriminatory Policy**

St. Elizabeth Ann Seton Catholic School is in compliance with the Civil Rights Act of 1964 and other federal statutes of non-discrimination in its employment and admission practices. It admits qualified students of any race, color, sex, national or ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students of the school.

## **Entrance Assessment**

Entrance assessments are administered to new students entering K through 8th grade. New families are interviewed by either the Principal or Assistant Principal.

## **Registration**

Returning families register online via RenWeb beginning in January. New families apply online.

Re-enrollment requirements:

1. All tuition, fees, and other auxiliary balances must be current.
2. Students must have shown appropriate growth in academic and behavioral standards. (Summer school / tutoring may be a requirement for re-registration.)
3. Students and parents agree to abide by school policies and rules and classroom procedures.

## **Tuition and Fees**

*“One ought to mount the loftiest part of the city and shout: ‘Good people, what are you after? Why in such deadly earnest about making money, while troubling so little about the sons to whom you are to leave it?’”*

*~ Socrates, as quoted by Plutarch*

Tuition and fees payable to the School may be made through FACTS. If there is an exception to this rule, you will be notified in writing. Payments for lunch service are made directly to ECI.

St. Elizabeth Ann Seton Catholic School has two parishioner and non-parishioner tuition rates. To receive parishioner status, the family must be active in a Catholic parish: registered at the parish, attending regularly, and tithing.

The prompt payment of tuition facilitates the sound financial operation of our school. Therefore, it is necessary that parents fulfill their tuition obligations in a timely manner.

The School exclusively uses the FACTS tuition payment system. The School offers three payment plan options: 1) Pay in full, 2) Pay in two payments, or 3) Pay in monthly payments (July – April). Fees vary by plan. Families with delinquent tuition accounts are subject to possible student withdrawal as determined by the principal and pastor.

While we plan to offer instruction exclusively in person, in the event that instruction occurs remotely for any part of the academic year, tuition and mandatory fees have been set and are nonrefundable regardless of the method of instruction.

## **Custody**

St. Elizabeth Ann Seton Catholic School adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file at the School. If legal interpretation is needed, the cost of this will be charged to the parent raising the question. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. The school reserves the right to charge a shipping and processing fee for extra records sent to more than one home address. If a teacher is subpoenaed to testify in a child custody case, the parent will need to pay the cost of a substitute teacher and any other costs associated with the testimony (mileage, parking, food, etc.)

Custodial arrangements should be documented, kept current, and remain on file at the school office. Please provide copies of all legal documentation with regard to child custody to the Principal immediately when your child begins attending the school.

## **Withdrawal**

Please notify the administration **in writing** if plans are made to move from the area or to transfer the child to another school. If you seek admission to another Catholic school within the Diocese of Fort Worth, you must contact the administration for a completed transfer or withdrawal. Please note that the Principal of the entering school must notify the Principal of the withdrawal school when a parent seeks admission to one of our diocesan schools. Diocesan Policy requires that transcripts never be released directly to the parent. The new school must request the student's records in writing. Transcripts will then be sent to the new school after all books and/or other school property have been returned to St. Elizabeth Ann Seton Catholic School and all outstanding fees and tuition have been paid. **Registration fees are nonrefundable. Tuition fees are nonrefundable except in cases of relocation out of the area which covers the Diocese of Ft. Worth.**

Diocesan Policy requires families currently enrolled in a diocesan school to get an Exit Report from their current Catholic school before seeking enrollment at another school within our same diocese.

## **Human Sexuality**

Reasons for a Policy on Human Sexuality: All entities of the Catholic Church are for the purpose of furthering the saving mission of Jesus Christ and must operate in accord with the truth revealed by God in both natural law and divine revelation. In particular, our Catholic schools must remain in the fullness of the truth in order to carry out their proper mission: *Since true education must strive for complete formation of the human person that looks to his or her final end as well as to the common good of societies, children and youth are to be nurtured in such a way that they are able to develop their physical, moral, and intellectual talents harmoniously, acquire a more perfect sense of responsibility and right use of freedom, and are formed to participate actively in social life* (Code of Canon Law, c. 795).

These truths extend into every facet of our lives, including – and perhaps especially – our sexuality. Regarding sexuality and sexual identity, the Catechism of the Catholic Church states: “By creating the human being man and woman, God gives personal dignity equally to the one and the other. Each of them, man and woman, should acknowledge and accept his sexual identity.” (Catechism of the Catholic Church (“CCC”), 2360-2363). By its very nature, sexuality is ordered to the conjugal love of a man and woman within the bond of marriage (c. 1055). And marriage, which is a partnership of the whole of life, is always ordered by its very nature to both the good of the spouses and the procreation and education of children (Ibid.). All persons are called to chastity, to be lived out according to one’s state in life (CCC, #2337-2359).

These teachings of the Church are not antiquated notions. In fact, Pope Francis has repeatedly stressed the importance of a proper understanding of our sexuality, warning of the challenge posed by “the various forms of an ideology of gender that denies the difference and reciprocity in nature of a man and a woman and envisages a society without sexual differences (Amoris Laetitia, #56). Pope Francis further notes that “biological sex and the sociocultural role of sex (gender) can be distinguished but not separated,” and that although we must always be “understanding of human weakness and the complexities of life,” that does not require us to “accept ideologies that attempt to sunder what are inseparable aspects of reality.” Ultimately, “we are creatures, and not omnipotent,” and we must accept and respect our humanity “as it was created” (Ibid.; see also Gen. 1:27, Matthew 19:4, and Mark 10:6). The Holy Father stresses that “the young need to be helped to accept their own body as it was created,” so that “we can joyfully accept the specific gifts of another man or woman, the work of God the Creator” (AL, #285).

As Pope Francis notes, we must always respect the sacred dignity of each individual person, but that does not mean the Church must accept the confused notions of gender ideology. We must not demean or deny the sincerity and struggle of those who experience same-sex attraction or who feel their true gender identity is different from their biological sex. Rather, we seek to accompany them on their journey of life, offering them the light of the Gospel as they try to find their way forward. These truths are not merely faith-based; rather, such realities are also knowable through the use of properly functioning senses and right reason (Pope St. John Paul II, Fides et Ratio, #22). We do not serve anyone’s greater good by falsifying the truth, for it is only the truth that frees us for the full life that God offers to each of us. Thus, when a person experiences same-sex attraction or some form of gender dysphoria, such struggles do not change

the biological fact of how God created that person, and it would be untruthful for the Catholic Church or our Catholic schools to pretend otherwise. The policies of our Catholic schools, therefore, must reflect these fundamental truths.

All persons are called to chastity in accordance with their state in life. For purposes of the school environment, chastity also encompasses modesty in language, appearance, dress, and behavior. Accordingly, romantic or sexual displays of affection are generally not permitted at school.

Students may not advocate, celebrate, or express same-sex attraction in such a way as to cause confusion or distraction in the context of Catholic school classes, activities, or events. When discussing homosexuality or homosexual inclinations, the use of the term “same-sex attraction” is preferred, as it is a more appropriate description in accordance with the truths of Catholic faith and morals.

All students are expected to conduct themselves at school in a manner consistent with their biological sex. Schools shall consider the gender of all students as being consistent with their biological sex, including, but not limited to, the following; participation in school athletics, school-sponsored dances; dress and uniform policies; the use of changing facilities, showers, locker rooms, and bathrooms (with rare exceptions only on a limited, case-by-case basis, to be determined by the principal of the school); titles, names, and pronouns; and official school documents. If a student’s expression of gender, sexual identity, or sexuality should cause confusion or disruption at the school, or if it should mislead others, cause scandal, or have the potential for causing scandal, then the matter will first be discussed with the student and his/her parents. If the issue is not resolved to the satisfaction of the school, whose primary goal must always be to uphold Catholic truths and principles, then the student may be dismissed from the school, after the parents are first given the opportunity to withdraw the student from the school.

## **ARRIVAL AND DISMISSAL PROCEDURES**

The electronic gates on Whitley and North Tarrant are programmed to open at 7:25AM and close at 8:00AM. They will also reopen at 3:05PM. If you come to school before or after these times, you may enter only from Willis Lane.

### **Arrival**

School is in session from 8:00 AM to 3:15 PM. Doors open at 7:30 AM.

In order to ensure students’ safety, school entrances are for students only during morning drop-off, although parents of younger students may walk them in during the first week of school. Students are monitored in Morning Room until the 7:45 bell dismisses them to classrooms. Please check signs on classroom doors for the correct Morning Room. Students who arrive at or after 8:00 a.m. must obtain a tardy pass from the front office before going to class. Do not leave students at the North or South Door before 7:30 or after 8:00 as the doors are locked and unmonitored.

Extended Day meets in the gym in the morning and in the afternoon.

If your child needs assistance getting out of the car or you must open your trunk to get out bookbags, YOU need to park in the Park and Walk section of the West parking lot. Children should get out of your car from the **passenger side only. This is a safety issue.**

### **Park and Walk**

To walk your child to class during the first week of school, please park in the far West parking lot by the basketball hoops and use the coned-off pedestrian walkway. **Please do not walk through the car line.**

### **Dismissal**

Dismissal runs from 3:15-3:30. Parents should drive through their designated car line with their car tags visible to School staff members. Your child's teacher will send your children to the appropriate car line. Staff members will help students to their cars. If your child/children take a while to come to the carline, you may be asked to pull aside to keep the line flowing.

Extra car line signs are available in the front office should you need them for carpools or family members on your pick up list.

### **Special Needs/Appointments**

If you have an appointment that requires early dismissal, please pick up your child **before 3:00 PM**. Please call the front desk for time-sensitive needs, as teachers are with students and may not see emails during the day.

### **Late Pick-Up**

If you are late to pick-up (after 3:30), you can pick up your children at Extended Day in the gym lobby. A student brought to Extended Day incurs a one-hour minimum charge (\$6.50), plus any further hourly charges. On the second occurrence of a non-registered student going to Extended Day, the family is charged the registration fee (\$55.00 per child) in addition to the hourly fees.

### **Extended Day**

St. Elizabeth Ann Seton Catholic School offers extended care before and after school. Enrollment in the Extended Day program requires a \$55.00 annual registration fee per child, up to a maximum of \$110 per family. This must be paid prior to the child attending the Extended Day program. Cost is \$6.50 per hour with a one-hour minimum charge.



Afternoon extended care is available from 3:15 PM to 6:00 PM. The school will charge families Extended Day rates for students who arrive to school before 7:30 AM and for students who are not picked up at school by 3:30 PM. Students not picked up in Extended Day promptly by 6:00 PM will be assessed a \$20.00 late fee per family in addition to the hourly rate. Extended Day fee statements will be available on FACTS bi-monthly and payment is due the 1<sup>st</sup> and 15<sup>th</sup> of each month. Families with delinquent Extended Day accounts may be asked to withdraw their children from the program.

Extended Day is available on school days when we have early dismissal. The afternoon session on early dismissal days closes at 3:30 PM. On these days, we charge hourly except for the last half hour (3:00-3:30), which charges by the half hour.

## ATTENDANCE

### Tardiness

*“The habit of being prompt once formed extends to everything—meeting friends, paying debts, going to church, reaching and leaving place of business, keeping promises, retiring at night and rising in the morning, going to the lecture and town-meeting, and, indeed, to every relation and act.”*

*~ William Makepeace Thayer*

**Punctuality is ultimately a matter of integrity and respect to others. It is the responsibility of the parent to see that students arrive at school on time.** Tardy students disrupt the learning of others. Please respect your child and one another’s children by being punctual.

Morning prayer begins at 8:00 AM. Students must be in class and prepared for class by 8:00 AM. Students arriving after 8:00 AM must report to the main office for a tardy slip. Tardies are generally unexcused but may be excused for court appearance (parent note and court notice required), car accident (not traffic or weather), doctor/dentist appointment (doctor/dentist note required), or comparable extenuating circumstances with administrative approval.

**Each group of five unexcused tardies counts as an unexcused absence, which may add up to prevent a student from being promoted to the next grade.** Parents may be invited to a conference with an administrator if their child begins to accumulate excessive unexcused tardies.

***Parents should begin exiting the building at 7:55 AM in order for teachers and students to get ready for the beginning of the school day.*** Anyone present in the hallways at 8:00 AM is asked to stop and join us with Morning Prayer and quietly exit after announcements.

1. PreK and K students are walked to class by an older sibling or office staff after 8:00 AM.
2. Students arriving at school after 10:00 AM will be counted absent ½ day.
3. Students leaving before 10:00 AM will be considered absent for the day.

4. In order to receive credit for half-day attendance, a student must be in class for three consecutive hours of instruction.

## **Absences**

If for any reason a student will not be in attendance at school, **the parent is required** to call the school office at 817-431-4845 or email [attendance@seascscs.net](mailto:attendance@seascscs.net) by 9:00 AM to report the absence. If a student is marked absent and a phone call from the parent/guardian is not received, the school will email the parent/guardian. Upon the student's return to school, a doctor's note or a written note should be presented to the front office indicating the reason for the absence and the dates involved. Diocesan policy states that if participation in PE or recess is restricted, a doctor's note is required.

Regular attendance in school is necessary for students to be successful. A student who is absent from school will not be allowed to attend Class Parties, Extended Day, or participate in any after-school activities including sporting events on the day of the absence.

For specifics regarding missing homework, refer to "**Homework Policy due to Illness.**"

In order to receive credit for a class, the student must have attended 90% of the days the class is offered. **Parents will be contacted by the administration to determine a course of action regarding excessive absences and extenuating circumstances.**

## **COMMUNICATION**

*St. Elizabeth Ann Seton Catholic School utilizes an online school software management program, **FACTS SIS** (formerly called **RenWeb**) for our communication needs.*

This platform provides access to: Attendance, Progress Reports, Report Cards, Weekly FYI, Staff & School Directory, as well as school menu, forms and documents, announcements, and more.

You must have an email address on file with the school in order to obtain a password from RenWeb. If you do not have an email address on file, please email our staff to have it placed in your family file. After your email has been entered, access ParentsWeb at [www.RenWeb.com](http://www.RenWeb.com) -> 'Log In-ParentsWeb' -> 'Create New ParentsWeb Account' (District code: **SEASCS-TX**).

**Our online communication software is solely for the use of the school and school related items. No personal promotions, handouts, emails, etc. are allowed.**

## **School Endorsements**

Occasionally during the school year, St. Elizabeth Ann Seton Catholic School sends home flyers advertising various events, services, and items that are available to our student population. The

inclusion of these flyers in the Friday folder or available online does not constitute an endorsement of the event, service, or item by the school. Our intent is to provide information for you to evaluate and use as you determine appropriate. **No personal endorsements from any family at any time may be distributed to our school families either by Friday Folders or email.**

### **Friday Folders**

Classroom teachers may utilize the Friday Folder to return completed work or may send the work home on another day. See your classroom teacher for the scheduled day to return completed student work.

### **Assignment Planners (1<sup>st</sup> – 8<sup>th</sup> grades)**

To help students develop good study skills, teachers have them maintain organizational systems and, in 1<sup>st</sup> through 8<sup>th</sup> grades, to use the Daily Assignment Planner provided by the school. The assignment planner helps students keep up with assignments and provides parents a regular means of evaluating progress. Students copy their assignments given to them by the teacher.

### **Messages to Students and Teachers**

To get a message to your child during the school day due to an emergency, please call the school office as early in the school day as possible, leaving the message with the school office. The message will be delivered to the child's teacher as promptly as possible. **Please notify the front office by 2:45 PM regarding instructions for dismissal or carpool.** Students are not permitted to leave class to receive telephone calls except in extreme emergency situations. The phone in the school lobby is available for student emergencies. Students who need to have a cell phone accessible after school hours must leave the cell phone turned off and in their locker until after dismissal.

If you wish to contact a teacher during the school day, please do so through the teacher's email. The teacher will respond to your email as soon as possible. If you do not receive a response from the teacher within 48 hours, please contact the front office to make sure the teacher's email is working properly, they are not absent, etc.

### **Internet Terms, Conditions, and Regulations**

It is the policy of St. Elizabeth Ann Seton Catholic School to require the ethical use of the Internet and related technologies by all employees, volunteers, patrons, guests, and students as set forth below. Access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action taken for any violation that is unethical and may constitute a criminal offense. Acceptable Use – The use of the internet and related technologies must be in support of education, research, and consistent with the educational objectives of St. Elizabeth Ann Seton Catholic School. Use of other organizations' networks or computing resources must

comply with the rules appropriate for these networks. Unacceptable Use – Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyright material, threatening, violent or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, political lobbying, game playing, unauthorized “chat” or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, etc. Privileges – The use of the internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to the internet and related technologies will participate in a training session with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administration or designee to deny, revoke, or suspend a specific user’s access to the internet and related technologies due to unacceptable use. Copyright – It is the policy of St. Elizabeth Ann Seton Catholic School that all employees, volunteers, patrons, guests, and students will abide by the federal copyright laws. Employees, volunteers, patrons, guests, and students may, with the school’s permission, copy print or non-print materials allowed by: Copyright law, Fair use guidelines, Specific licenses or contractual agreements, and/or Other types of permission. Employees, volunteers, patrons, guests, and students who willfully disregard copyright laws are in violation of St. Elizabeth Ann Seton Catholic School policy, doing so at their own risk and assuming all liability. Network accounts are to be used only by the authorized owner of the account for the authorized purpose. Users shall not intentionally seek information on, obtain copies of, or modify files, other data or passwords belonging to other users, or misrepresent other users on the network. Malicious use of the network to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software or hardware components of a computer or computing system is prohibited.

## **DISCIPLINE: A FOUNDATION FOR A HAPPY LIFE**

*Catholic-school students have been found to exhibit more self-control than peers in other private schools or public schools. They are more likely to control their temper, respect others’ property, accept their fellow students’ ideas, and handle peer pressure than their peers, who argue, fight, get angry, act impulsively, and disturb ongoing activities more frequently. These effects remain true when controlled for demographics. Neighborhoods that lose a Catholic school see increased crime and disorder. As adults, Catholic school graduates are more likely to vote, more civically engaged, more tolerant of diverse views, and more committed to service than their public school peers. These are surely some of the reasons that Secretary of Education Terrel H. Bell called Catholic schools an “indispensable national resource.”<sup>3</sup>*

---

<sup>3</sup> Brinig & Garnett, 2010; Brinig & Garnett, 2011; Cohen & Chafee, 2012; Campbell, 2001; Gottfried & Kirksey, 2018.

*“If I had to advise parents, I should tell them to take great care about the people with whom their children associate ... Much harm can result from bad company, and we are inclined by nature to follow what is worse than what is better.”*

*~ St. Elizabeth Ann Seton*

### **Philosophy: Grow in Goodness**

*“Train the young in the way they should go; even when old, they will not swerve from it.”*

*~ Proverbs 22:6*

The School aims to assist parents with the formation of good behavior and virtue in their children. To achieve this, we provide opportunities for students to encounter goodness, grow in goodness, and desire goodness. The ultimate example of goodness is Jesus Christ. Therefore, we seek to encounter Him, follow Him, and become His disciples. The life of a *disciple* requires *discipline*, a discipline that helps us grow according to our human nature, cooperate with grace, and, in the words of St. Irenaeus, become “fully alive” so that our moral life is ordered and our gifts and talents are cultivated and may flourish. Living this requires virtue, the “habitual and firm disposition to do the good” (CCC 1803). At St. Elizabeth Ann Seton Catholic School, we aim to provide a learning environment where virtue is cultivated and students respect their neighbors and themselves.

We have high expectations for behavior and cooperative interaction among all members of the St. Elizabeth Ann Seton Catholic School community. Our school's approach to discipline formation and student behavior is reliant on a secure common good and a community whose members work together. Therefore, what we do to others and to ourselves matters. Behaviors and misbehavior are decisions, and decisions engender consequences. At St. Elizabeth Ann Seton Catholic School, we believe in natural consequences for actions. The consequences for poor decisions should flow from the nature of the mistake, and reconciliation is based on mending the community. Consequences reflect the natural outcome of poorly made or inappropriate decisions. All people need help in realizing that they are not perfect, and they are likely to make poor judgments and mistakes while learning and growing.

Our response to behavior problems is to correct the action and apply the appropriate consequences while remembering and reminding the children of our continued love and their God-given dignity.

### **High Standards for Behavior**

*“‘Folly is bound up in the heart of a child and the rod of correction shall drive it away.’ Disorderly inclinations then must be corrected, good tendencies encouraged and regulated from tender childhood, and above all the mind must be enlightened and the will strengthened by supernatural truth and by the means of grace.”*

~ *Pope Pius XI, Divini Illius Magistri*

Our ultimate concern is the formation of young men and women as disciples of Christ who are prepared and disposed to respond to God's call. Toward that end, our discipline program seeks to recognize the dignity of the individual, fostering in the child a love of God, neighbor, and self. We seek to accomplish this by helping students come to live a virtuous life.

The objectives of our plan are:

- To ground students thoroughly in an understanding of the virtues
- To support students in making the right decisions
- To instruct, correct, and develop self-control and orderly conduct
- To use consistent and logical consequences rather than punitive measures

Our expectations are three-fold:

- **Be Safe**: Do my actions promote a safe environment for myself and others?
- **Be Responsible**: Am I taking responsibility for my actions and their outcomes?
- **Be Respectful**: Are my actions showing consideration for the rights of others?

From these expectations, the following standards are observed at all times:

All St. Elizabeth Ann Seton Catholic School students will...

1. Be polite and kind to others, both adults and students, in speech, action, and manner.
2. Display respect and prayerful participation during liturgy.
3. Follow all rules and procedures maintaining orderly behavior while using school and church facilities.
4. Respect property of the school and church, as well as the property of others.
5. Work to the best of his/her ability.
6. Be prepared for class each day by having the necessary materials.
7. Be academically prepared for class by completing all assignments on time, turning in all work, and actively participating in class.

Teachers are empowered to use individual disciplinary techniques in their classrooms that promote self-discipline and emphasize mutual respect and courtesy for all people. Any “Quiet Time” or “Time Out” responses to a child’s need for reevaluation of a specific behavior will be done in the least embarrassing and non-threatening manner. Self-discipline is the goal for each of our students and, working together as a team, the school community strives for the transition from externally imposed discipline to self-discipline.

St. Elizabeth Ann Seton Catholic School follows the Diocese of Fort Worth’s strict guidelines of allowing NO corporal punishment.

## **No Gum**

Students may not possess or chew gum on campus. We are a gum-free campus. Students with gum are required to spit it out and may receive a demerit or detention.

**No Stuffed Animals, Toys, Cell Phones, Smart Watches, Etc.**

Students must not bring stuffed animals or toys to school without teacher permission for an exception. Students are not allowed to possess on their person devices such as cell phones, smart watches, tablets, iPods, MP3 players, headphones, etc. Students using iPods or MP3 players (whether audio, text message, or camera feature) during class are subject to an automatic detention or suspension. These devices will remain in the school office until the parent/guardian picks them up. The school is not responsible for any lost or damaged cell phone or other electronic device.

Electronic tablets (iPads, Kindles, Nooks, etc.) will only be allowed when used for educational purposes, and with approval from the teacher and permission from parents. St. Elizabeth Ann Seton Catholic School will not be responsible for lost, stolen, or broken devices.

Students are not allowed to have a cell phone on during the school day. Phones must be turned off before entering the building and may be turned on after exiting the building. **CELL PHONES MUST REMAIN TURNED OFF AND REMAIN IN THE STUDENT'S LOCKER (6-8) or backpack (K-5) DURING SCHOOL HOURS.** A student with a cell phone, smart watch, stuffed animal, toy, or prohibited electronic device that is visible, audible, or on their person during school hours will have it confiscated by a school employee, who will bring it to the Assistant Principal. The parent can retrieve it at the end of the day. **A \$15.00 fee is assessed when the item is picked up.**

**PARENTS: State Law prohibits cell phone usage in school zones.**

**No Disrespect of Property, Theft, or Vandalism**

Acts that demonstrate a lack of integrity or respect for the property of others are unacceptable. The School will not tolerate theft or vandalism. Students who choose to engage in such activity may be suspended or expelled. Consequences are left to the discretion of the Principal.

**No Fighting, Harassment, or Bullying**

St. Elizabeth Ann Seton Catholic School recognizes that each person has great dignity because each is made in the image and likeness of God; therefore, each person deserves respect. Respect and dignity may be understood through the Ten Commandments; we do not steal, lie, cheat, hurt a person in spirit or body, or do anything that would hurt the dignity of another. Such inappropriate behavior will be handled by the teacher.

In union with our fellow schools in the Diocese of Fort Worth, the staff and teachers of the School will not tolerate fighting, harassment, or bullying on or off campus or while students are

under their supervision. Fighting, intimidation, bullying, and harassment of any kind are inappropriate and also unacceptable. Depending upon the type and severity of the offense, a student may be given a disciplinary referral or a detention. A student may also be suspended or expelled.

Texas law prohibits students from engaging in, encouraging, aiding, or assisting in bullying. Bullying is defined as written, verbal, or physical conduct that, in the judgment of the principal, is sufficiently severe, persistent, or pervasive enough to create an intimidating, threatening, or abusive educational environment for the student and is harmful to a student or a student's property. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, the student or parent must notify a teacher, school staff member, or administrator as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary and restorative action. Disciplinary and restorative action may be taken even if the conduct did not rise to the level of bullying. The school will also contact the parent of the victim and of the student who engaged in the bullying. Counseling is available upon parental request for students who have experienced or witnessed bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

A student found to have engaged in, encouraged, aided, assisted in, or had knowledge of and failed to report a bullying incident will be subject to school discipline.

Parents, please communicate with your child's teacher should you have a concern in this area.

***What should I do if I hear that a classmate was unkind to my child?*** Depending on the severity or ongoing nature of the behavior, you may want to coach your child on how to respond or to involve the teacher to put a quick stop to the behavior. Either way, the teacher will be grateful to be aware of the situation. Please let the teacher know so that we can help you.

***What should I do if I hear that a school employee was unkind to my child?*** Please meet with the employee to let them know what you heard, hear their perspective, and sort things out. Do it face to face. We want to treat our students with love and kindness and to know when we can improve. After that meeting, involve administration if you need further help.

***What should I do if my child is uncomfortable asking a teacher for help?*** Please meet with the teacher to brainstorm ways to encourage and help your child. Involve administration as needed. We want to ensure that your child is comfortable asking for help!



## No Inappropriate Language

The way we speak to or treat one another directly correlates to respect. Our ability to communicate is a great gift from God who sent His Son, the Divine Word, to us in complete communication of His love. Chiefly, our speech should reflect a pure mind and a clean heart. Blasphemy or sacrilege against God, His Church, the Blessed Mother, or the angels and saints is not acceptable. Profanity, crude or inappropriate language, and rude gestures toward other people are also never acceptable. Students should always show the utmost respect for faculty, staff, and fellow students. Violating this ethic will result in a disciplinary referral.

Parents, please communicate with your child’s teacher should you have a concern in this area.

*What should I do if I hear that my child’s classmate used inappropriate language? Please let the teacher know so that we can follow up and put a stop to it. We will not tolerate inappropriate language. Involve an administrator as needed.*

## Behavior Plans

*“No man is free who cannot command himself.”  
~ Pythagoras*

\*PreK – 4<sup>th</sup> grade behavior plans and disciplinary actions will be handled by the homeroom teacher. More detailed information will be given at Back to School Night.

## 5<sup>th</sup> – 8<sup>th</sup> Grades School Behavior Expectations

### Expectations:

	<b>Be Safe</b>	<b>Be Responsible</b>	<b>Be Respectful</b>
<b>Classroom</b>	Keep hands and feet to yourself.  Store materials under your desk.  Do not throw objects.	Arrive to class on time.  Bring necessary materials.  Be on task.	Follow directions.  Be kind.  Take care of personal and school property.
<b>Recess</b>	Stay within designated recess area.  Do not play aggressively (tackling, shoving, etc.).	Line up as soon as you hear the whistle.  Bring in recess equipment.	Allow anyone to participate in activities.  Prepare to enter the building (tuck in your shirt, quiet yourself, etc.).

**Positive Consequences:**

<b>Natural</b>	<b>School Action</b>
<ul style="list-style-type: none"><li>● Growth in virtue</li><li>● Helping others</li><li>● Self-satisfaction</li></ul>	<ul style="list-style-type: none"><li>● Merits</li></ul>

**Negative Consequences:**

<b>Natural</b>	<b>School Action</b>
<ul style="list-style-type: none"><li>● Loss of virtue</li><li>● Damaging relationships</li><li>● Hurting one's soul</li></ul>	<ul style="list-style-type: none"><li>● Warning</li><li>● Demerit</li><li>● Detention</li><li>● Conference</li></ul>

**Behavior resulting in an automatic detention or, in serious situations, suspension and/or expulsion from school:**

- A) Damaging property\*
- B) Fighting\*
- C) Stealing\*
- D) Inappropriate hand gestures\*
- E) Cheating/plagiarism\*
- F) Bullying\*

\*These are examples, not an all-inclusive list.

**Procedure:**

Behavior concerns (including demerits) are noted in RenWeb.

- 1) Verbal warnings or student/teacher conference may take place with any behavior at any time.
- 2) Demerits may be given by any teacher, supervisor, or substitute teacher.
- 3) If a student accumulates three demerits, that student receives a detention. Detentions are served on Wednesdays from 3:15-4:00 PM
- 4) Continuous disruptions may cause the student to be removed from the classroom and sent to the office. This will be followed by parent contact.
- 5) An automatic detention will also warrant a conference with the teacher, child, and parent.
- 6) When a suspension is warranted, a conference will be scheduled with the student, parents, teacher, and principal or assistant principal. Two or more suspensions within the year will be of longer duration and/or probation or expulsion.
- 7) A student may be placed on probation with a written contract which is the continued enrollment of a student but with specified conditions.

Certain circumstances may warrant a written contract requiring counseling and/or outside interventions before a student is eligible to return to school. If the behavior continues, parents may be asked to withdraw their child from the school or the school may begin the expulsion process. Per diocesan policy, expulsion involves the principal, pastor, and superintendent.

**Conference with Parent, Teacher(s), and/or Administration:** When a single behavior is extreme or a pattern of behavior is concerning, the teacher and/or administration may call a parent conference to discuss the concern and a plan of action. Please note, a teacher will always be accompanied by a peer or administrator in a conference with parent(s).

### **Suspension and Expulsion**

*“It is not right to spare a wrongdoer at the risk of his falling into graver sin. ... We must not only do harm to no man, but also restrain him from sin or punish his sin, so that either the man himself who is punished may profit by his experience, or others be warned by his example.”*  
~ St. Augustine of Hippo

Suspension is a serious response to violations involving fighting, serious disrespect; stealing or endangering the safety of others; or any involvement with tobacco, drugs, alcohol, or weapons. The School will notify the student’s parent of the suspension and will require a conference before the child returns to school. Suspension is within the jurisdiction of the principal. The principal decides whether the suspension is carried out within the school or off campus.

Expulsion, the permanent termination of a student’s enrollment, is a grave act and requires the concurrence of the pastor and the principal. Parents or guardians will be notified if their child is expelled and informed of their right to appeal the expulsion.

Suspension or expulsion may be invoked for any of, but not limited to, the following reasons:

- a. Habitual misconduct which is disruptive of the teaching/learning process.
- b. Refusal to obey reasonable directives, orders, rules, regulations, and policies of the school, which are promulgated for the well-being of the student body, the staff, or the institution.
- c. Possession of weapons or a controlled substance at school. St. Elizabeth Ann Seton Catholic School has a ZERO TOLERANCE policy concerning weapons, drugs, and alcohol on school grounds.
- d. Any form of harassment and/or physical or verbal abuse of other students, teachers, and other adults.
- e. Threats and acts of violence.
- f. Actions of the parent of a student may be grounds for the student to lose the privilege of attending a school. The parents of a student are expected to conduct themselves so as not to be a disruptive influence on the school or a teacher. A parent of a student who becomes

a disruptive influence shall be requested to withdraw the student from the school. The student's records shall reflect that the student has either withdrawn or transferred.

## **EXTRACURRICULAR PROGRAMS**

The School offers a healthy array of extracurricular programs for students to pursue their interests and cultivate edifying friendships with their peers, including athletics, band, choir, Lego League, the literary magazine, National Junior Honor Society, the PSIA academic team, programming and robotics club, rocketry club, student council, and more.

### **National Junior Honor Society**

The NJHS is a nationwide organization whose purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, to develop character, and to encourage citizenship. The selection process of the St. Elizabeth Ann Seton's chapter of the NJHS is as follows:

- Only students who have attended the school for the equivalent of one semester may be considered for membership.
- Students who have attained a cumulative grade point of 3.5 or better for the previous four quarters are invited to apply to become a member of St. Elizabeth Ann Seton's chapter of the NJHS. Students and parents must clearly understand that an invitation to apply **does not guarantee selection**. NJHS Induction is conducted in February.
- A five-member faculty committee reviews completed applications with equal consideration given to each of the five qualities held in high regard by the Honor Society – scholarship, service, leadership, character, and citizenship. The decision of the faculty committee to accept or reject any student is final and is not subject to review or appeal.
- Students who do not maintain a 3.5 grade point average or have behavior issues will be placed upon probation. Two successive probationary quarters will result in the student being dropped from NJHS.
- The National Junior Honor Society Handbook is available in the School Office for further information regarding NJHS Policies and Procedures.
- All inductees will receive a copy of the St. Elizabeth Ann Seton Catholic School National Junior Honor Society By-laws.

### **Athletics**

The purpose of athletics is to support and enhance the character growth of each student through developing discipline, hard work, teamwork, and the pursuit of excellence. Eligibility and requirements are outlined in the School's Athletics Handbook.

Cheerleading is under the auspices of the sports program of the school and interested students in grades 6, 7, and 8 may participate. Cheerleading is subject to the policies and eligibility requirements of the sports program.

## **Student Council**

Students in 7<sup>th</sup> and 8<sup>th</sup> grades may participate in St. Elizabeth Ann Seton Student Council. Its purpose is to foster the leadership skills of its members and help them to develop a sense of responsibility for the school as a community.

A member may not receive any grade lower than a 70 in any subject area on the Progress Report or Report Card. If this happens, the member will be placed on probation for the next grading period. If the grade falls below 70 at the end of the next grading period, the member will be dropped from Student Council.

If the student becomes a discipline problem, he/she may be required to give up their seat on the Student Council.

## **HEALTH PROCEDURES**

**If medical information changes at any time during the school year, for the safety of each student, parents or guardians must promptly notify the school office and school nurse.**

### **Immunizations**

Students must be current on immunizations to enroll. Religious objections to shots are not accepted. Students with medical exemptions must have a medical doctor's note approved by the school nurse.

### **Medication**

So that all safeguards may be taken to protect the health of the child, the school nurse must be notified before the first day of school of prescribed medications and any special physical conditions of the child. Diocesan policy states that necessary medications such as those needed for epileptics, asthmatics, diabetics and hyper kinetics may be given at school. Acetaminophen and ibuprofen may be dispensed if necessary with written permission of a doctor. **ONLY DOCTOR PRESCRIBED MEDICATIONS IN THE ORIGINAL CONTAINER WILL BE ADMINISTERED TO THE STUDENT.** Medication must be accompanied by a Medication Permit Form, including instructions for administering the medication, dosage, and times. Medication should be directly handed from the parent/guardian to the school nurse or office staff. **Medication may not be carried or kept by students. It CANNOT be in backpacks, lunch boxes, etc. This includes throat lozenges and cough drops.**

### **Allergy Policy**

If the student has any noted allergies requiring the use of an EpiPen, the parent shall furnish the school with two EpiPens for the student. An allergy plan of care for the student must be in place

by the first day of school. The EpiPen and the Diocesan Medication Permit Form must be signed by both the physician and the parent or the child cannot be in school.

Prior to each field trip, the Parent has the responsibility of reminding the teacher that the EpiPen is to go on all field trips with the student. The EpiPen furnished to the School by the Parent must be currently valid and any expired EpiPens are to be immediately replaced by the Parent. At any time that a Parent is not in compliance with this policy, the student cannot attend the school and school related functions.

All school employees will have annual EpiPen training in August during orientation, and refresher training as needed.

### **Illness/Injury During School Hours**

Should a child become ill or injured during the school day and the matter cannot be handled at school, the parent will be called to make further arrangements. A child whose temperature is 100 degrees or above must be picked up from school as soon as possible. **Please list an emergency contact who can arrive within 30 minutes of notification.**

**A CHILD MUST BE FREE OF FEVER AND/OR VOMITING 24 HOURS PRIOR TO RETURNING TO SCHOOL.**

### **Guidelines for Excluding Students from School**

<b>Keep Child at Home Guidelines</b>	<b>Return to School Guidelines</b>
Oral temperature of 100 or above	Fever free for 24 hours
Vomiting	Symptom free for 24 hours
Nausea or severe stomach pains	Symptom free
Marked drowsiness or malaise	Symptom free upon arrival to school
Sore throat, acute cold or persistent cough	Symptom free upon arrival to school
Red, inflamed or discharging eyes	Written physician release
Acute skin rashes or eruptions	Written physician release
Swollen glands around the jaws, ears or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Pediculosis (head lice)	Nit free- <i>must be cleared by school nurse before readmitted to school</i>
Other symptoms suggestive of acute illness	Written physician release
Diarrhea	Symptom free

A parent must keep a child home if he/she:

- Is unable to follow the classroom routine

- Coughs excessively and/or might infect others
- Is a disruption to the classroom
- Had a fever or vomited in the night
- Has an active, contagious infection or disease

In order to prevent the spread of Covid-19, we ask that you do not send your child to school if he/she is exhibiting any symptoms of illness or running a fever. If he/she has been ill, it is required that he/she be free of fever without fever reducing medication for 24 hours prior to returning to school. With respect to the current Covid-19 pandemic, it is imperative that parents/guardians follow this protocol at all times. Should a child become ill on campus and require a parent/guardian to take them home, this parent/guardian must arrive to retrieve the student within 30 minutes of the initial phone call.

### **Participation in Physical Education Classes**

In order to be excused from physical education classes, it is necessary that the child have a signed excuse from a physician.

### **LIBRARY**

*“Nor should we spend our time dipping into just any authors; we should read the best.”*

*~ Vergerio*

*“Children don't stumble onto good books by themselves; they must be introduced to the wonder of words put together in such a way that they spin out pure joy and magic.”*

*~ Gladys Hunt*

### **Loan Periods**

Students may check out library items for 7- to 10-day intervals. Holidays and school closings may allow for extended loan periods. Students must return all items to the library on or before the due date. Most items may be renewed one time in person, unless another student or teacher has placed a reserve on it. Students may also request a library pass from their teacher for use before or after school to take an accelerated reader quiz or to return, renew, or check out library materials.

### **Overdue Notices**

As a courtesy to students, the library will issue an overdue notice for any books not returned.

### **Lost, Missing, or Damaged Items**

St. Elizabeth Ann Seton Catholic School Library expects students to replace or pay a flat \$10.00 fee per book that is lost or damaged. This fee is charged through FACTS.

## **SECURITY**

In accord with Diocesan policy, St. Elizabeth Ann Seton Catholic School is a drug-free, tobacco-free, and weapon-free campus.

### **Release of Students**

**Students will be released from school only to an authorized parent or guardian.** For carpools and special situations, it may be necessary that another adult pick up a child. Parents may designate in RenWeb those who have permission to pick up their child from school. If circumstances require your child to go home with someone not on your list, notification is required via note or email. This information can be emailed to your child's homeroom teacher and the school's main office at [attendance@seasc.net](mailto:attendance@seasc.net) before 2:30 p.m. That person must come to the school office to sign the child out of school. If we have not received notification from you, we will not release your child.

### **Visitors**

In order to ensure student safety and maintain an orderly classroom atmosphere, visitors during the school day *must enter through the main school office* and sign in at the front desk, present a valid state ID, and receive a visitor's badge. Staff members will stop anyone they see in the school without a visitor's badge, including parents and volunteers. Lunch visitors should sit at the visitor table with only their own children.

Keeping our students focused on learning is a top priority. Please help us minimize disruptions to learning by trying to minimize drop-offs of forgotten homework, lunches, books, band instruments, etc. Often the best way to learn personal responsibility is through the natural consequence of not having a needed item. If there is a day, however, when a drop-off is unavoidable, a delivery of a forgotten item after the start of school may be labelled with your child's name and homeroom and placed on the front office's pickup table by the parent.

### **Special Programs, Events, and Activities**

Special programs, events, and activities in the Parish Activity Center are accessible only through the main gym doors. Other doors are not accessible during or after performances. During the school day, parents will need to return to their cars and prepare for dismissal, which will be announced **AFTER** the performance. After grade level performances, we are not able to interrupt sibling classes for an early dismissal.

### **Inclement Weather**



School closure or delayed opening due to inclement weather is announced on our website and on television Channels 4, 5, and 11 between 6:00-7:00 a.m. If in doubt about the advisability of driving in inclement weather, please use your own judgment.

### **Drills and Alerts**

St. Elizabeth Ann Seton Catholic School conducts fire, tornado, and lock down drills routinely. In the event of a tornado warning or a fire, students and staff will proceed to their assigned areas. A Crisis Management Plan is in place.

### **Searches**

The school reserves the right to conduct a search of anything brought on school property on suspicion of a threat to the health, welfare, or safety of the school community. This includes cell phones, other devices, personal belongings, cubbies, desks, and lockers. Searches are made in the presence of a third party.

### **Child Abuse and Neglect**

School employees who suspect that a child has been, is being, or will be abused or neglected are required by law (Texas Family Code, Chapter 34) to report it to Child Protective Services.

## **UNIFORMS**

*“The dress of the body should not discredit the good of the soul.”  
~ St. Cyprian of Carthage*

The School’s K-8 school uniform strengthens community identity and school spirit, fosters dignity, and minimizes distractions of dress, all of which are important to a Catholic school. Exceptions are made only with a doctor’s note for medical reasons. All uniform clothing, except for the white oxford shirt, must be purchased from the School Store or Mills Uniform (<https://www.millswear.com>, school code 3374), 6080 S. Hulen St., Suite 330, Fort Worth).

All clothing worn to school should be clean and in good repair, without holes or unhemmed edges. **The student’s name should be on all garments with permanent ink or name tags.** Please make sure that all clothing is properly sized for your child and not too large or too small.

### **Full Dress Uniform**

Students wear Full Dress Uniform for Wednesday Mass and field trips. On warm days, students may remove sweaters once they are in church. Shirts and blouses must be tucked in at all times.

<b>Girls (Grades K-4)</b>	<b>Girls (Grade 5)</b>	<b>Girls (Grades 6-8)</b>
Plaid jumper	Plaid skirt	Plaid skirt

<p>Khaki skort          White blouse with red piping          Red cross tie          Red cardigan sweater (SEAS emblem sewn on left chest; same placement as polo logo)          Navy modesty shorts (w/jumper)          Navy-white saddle shoes or solid white tennis shoes</p> 	<p>Khaki skort          White button-down oxford shirt or white blouse          Red cardigan sweater (SEAS emblem sewn on left chest; same placement as polo logo)          Navy modesty shorts (w/skirt)          Navy-white saddle shoes or solid white tennis shoes</p> 	<p>Navy skort*          White button-down oxford shirt or white blouse          Navy cardigan sweater          Navy modesty shorts (w/skirt)          Sperry shoes or solid white tennis shoes</p> 
<p><b>Boys (Grades K-5)</b>          White button-down oxford shirt          Khaki pants          Brown belt          Plaid tie          Red cardigan sweater (SEAS emblem sewn on left chest; same placement as polo logo)          Solid white or solid black tennis shoes</p> 		<p><b>Boys (Grades 6-8)</b>          White button-down oxford shirt          Khaki pants          Brown belt          Upper class tie          Navy cardigan sweater          Sperry shoes or solid white or solid black tennis shoes</p> 

\*If the skort is worn, it must be worn with 3/4 sleeve blouse (and sweater for Mass days).

### **Standard Uniform**

On non-Full-Dress days, students may wear the Standard Uniform:

#### **Girls:**

Khaki shorts or pants with SEAS polo (navy K-5, green 6<sup>th</sup>-8<sup>th</sup>).

Plaid jumper (K-4) or plaid skirt (5<sup>th</sup>-8<sup>th</sup>) or skorts (K-8) with:

- White button-down oxford shirt or blouse
- Polo with SEAS logo

Jumpers and skirts must reach the knee and must be worn with modesty shorts. Shorts must not be worn more than 2 inches above the knee. Shorts and skirts may not be rolled at the waist or cuffs. Skirts are made to be worn sitting on the hips, not around the waist. Please allow for growth spurts, as these are not an excuse to be out of dress code.

#### **Boys:**

Khaki shorts or pants with a SEAS polo (navy K-5, green 6<sup>th</sup>-8<sup>th</sup>).

### **Spirit Day Dress Code**

On Spirit Days (Fridays), students may wear spirit shirts (available in school store) with uniform shorts, skirts, skorts, or pants.

### **Dress Code for Non-Uniform Days**

Administration reserves the right to determine and define appropriate dress. Occasionally, St. Elizabeth Ann Seton Catholic School may allow students to participate in non-uniform days for a special occasion such as Spring Picture Day or Field Day. Students must dress neatly with no holes or frayed edges on clothing, and all clothing must be modest. No apparel of mini-length, halter tops, mini-skirts, spaghetti straps, strapless tops, or tops which do not cover the midriff area. Dresses, shorts, and skirts must comply with uniform length standards. T-shirts may be worn but may not have any inappropriate slogans or writing of any suggestive nature. No saggy pants or visible underwear allowed.

### **Pre-K Dress Code**

Preschool parents should dress children in comfortable, washable clothing. Students sit, climb, run, jump, and at times experiment with “messy” ingredients. Dresses and skirts must be worn with modesty shorts. Shoes should have a rubber sole for active play. Shoelaces and velcro are

both acceptable. No lights, no buckles, no sandals, and no boots. Properly fitting socks must be worn.

Students must be potty-trained, but **please send an extra set of clothes (including socks) in your child's backpack** for accidents or spills. Please put your child's name on all garments.

**Please do not allow your child to bring stuffed animals, toys, jewelry, purses, make-up, combs, or money to school without teacher permission for an exception.** The School is not responsible for lost items.

### **Uniform Accessories**

Belts – Shorts and pants with belt loops must be worn with a brown or black belt that matches one's shoes.

Fingernails – No fingernail polish or artificial nails, glitter, or gel allowed.

**Hair** – Hair must be neatly brushed or combed and must be the student's natural color. Students with hair of another color will be required to restore the natural color. Boys' hair should be trimmed and may not pass the ears, eyes, or collar (no tails). **Extreme hairstyles are not appropriate, e.g., mohawks, stripes, etc.** No facial hair allowed.

**Hair Accessories** – **Accessories such as barrettes, ribbons, etc. must be in school uniform colors (solid blue, solid uniform green, solid red, solid white, or uniform plaid) and must not "stand out."** No seasonal decorations. **Other accessories such as hair extensions and feathers are not allowed.**

Hats – Caps and hats may not be worn inside the school buildings, but may be worn outside.

**Jackets** – **Only official school outerwear (cardigan sweater on Full Dress Uniform days; branded School Store sweatshirts on other days) may be worn inside school buildings. Other outerwear is permitted only for outdoor activities.**

Jewelry – Excessive jewelry can be dangerous at P.E. and recess. Please follow these guidelines:

- One watch (non-beeping). Smart watches are not allowed.
- One simple chain necklace with religious symbol (no chokers) worn inside shirt or blouse. No other necklaces are allowed, including chokers.
- One simple ring (no bling)
- No bracelets, including plastic ring bracelets
- For girls, one pair of small single-stud earrings – no ring or loop styles. This is a safety issue. No earrings for boys.

Modesty shorts – All jumpers and skirts must be worn with modesty shorts.

Rolling Backpacks – Because they present a tripping hazard and have caused injuries and floor and wall damage, rolling backpacks are no longer permitted without a doctor's note authorizing a medical need. Previously purchased rolling backpacks will still be allowed in 2021-2022 as we phase them out by encouraging everyone to move over to a standard backpack with two shoulder straps at the earliest opportunity.

Shoes – Shoes for K-8 students must be purchased from Mills or must be nearly identical to the Mills offerings for the grade in question. Velcro shoes are acceptable through Kindergarten only; first grade and above **MUST** wear tied shoes.

The Sperry shoes do not have enough support for P.E., so the tennis shoe is required for P.E. A student who wears the Sperry shoe on a P.E. day must change into the tennis shoe for P.E. and then change back afterward.

Socks – Socks must be worn and must be the proper size. All socks must be above the ankle. No-show socks are not allowed.

- **Boys:** Only white or black crew socks.
- **Girls:** Only white crew socks or blue or white knee socks.

Sweatshirts – A St. Elizabeth Ann Seton Catholic School sweatshirt may be purchased from the School Spirit Store. It is to be worn only on non-full dress uniform days with pants, shorts, jumpers, skirts, or skorts. **The St. Elizabeth Ann Seton Catholic School uniform shirt with collar must be worn underneath the school sweatshirt.**

T-shirts – only plain white T-shirts may be worn under uniform shirts or blouses.

Ties – Students missing a uniform tie in their Full Dress Uniform may be provided a tie for a \$20 fee, charged to the family's FACTS account.

Tights – Plain white or navy (no patterns or logos) can be worn with jumpers and skirts (not with shorts).

**Please note the following uniform infractions:**

1. Untucked shirt
2. Missing belt
3. Non-uniform socks
4. Make-up/nail polish (no polish or artificial nails; no lip gloss or make-up)
5. Lack of Full-Dress Uniform
6. Non-school attire during class or in the halls
7. Need of haircut, extreme styles (mohawk), or unnatural hair color
8. Facial hair
9. Non-uniform shoes: sent to the office

*Parents are notified via email of uniform infractions. For additional infractions, parents are notified by telephone to bring proper clothing to school. Middle-schoolers also receive demerits.*

## **VOLUNTEER OPPORTUNITIES**

### **Team PSA (Parent School Association)**

The purpose of Team PSA is to foster a close relationship between parents and the school staff by promoting a spirit of cooperation and support. The Team PSA Board meets throughout the year. St. Elizabeth Ann Seton Catholic School encourages all families to be active in this organization.

### **Room Parents**

Parents are extremely important to enrich the classroom environment. All room parents serve the school under the guidance and direction of the PSA, classroom teacher and the administration. Room Parents must have on record current Diocesan Safe Environment Certification. Requests for room parents are coordinated at the beginning of each school year.

### **Classroom Volunteers**

Classroom volunteers are critical and much appreciated. These parents help in the classroom and behind the scenes. Parents may coordinate with teachers to volunteer in the classroom. Volunteers must have on record current Diocesan Safe Environment Certification.

### **Safe Environment Training**

All adults who volunteer for a school activity (field trip, classroom, etc.) must have attended a Safe Environment seminar in the Diocese of Fort Worth, have a criminal background check, and must have documentation on file with the school office. Safe Environment training must be renewed every two years. Volunteers who regularly handle money must also have a credit check.

Per the diocesan requirements for employment and volunteering:

“PRIOR TO THE START OF SERVICE all Clergy, Religious, Lay Employees and Volunteers are required to fulfill all mandatory steps, have an acceptable criminal background check and must successfully complete the required ongoing training as a condition of continued employment or volunteer/ministry service.”

“Safe Environment Participation training is also required for participation in or volunteering for activities or events that are not specifically designed to minister to children/youth, but for which it is reasonable to think that they may at times have contact with children outside the sight or

hearing of other responsible adults, (e.g. due to the facilities, location, time, or likely presence of children/youth in the proximity of the activities or events).”

## MISCELLANEOUS

### Lunch

Lunch service is provided by Educational Catering, Inc. Information for obtaining an ECI account is provided at the Meet the Teacher night or may be found by contacting the school’s main office. Payments for ECI are made directly either online or via check payable to ECI. Students may order from ECI or bring their own sack lunch. If purchasing through ECI, a full meal is required through 3<sup>rd</sup> grade. *A la carte* items are available for 4<sup>th</sup> grade and above. **No carbonated beverages are allowed in the cafeteria.** Every effort will be made to provide the lunch items you ordered for your child; however, we cannot guarantee that all items will be available. Substitutions may be necessary.

A child who comes to school without a lunch may receive one from ECI. The cost of the lunch will be charged to the parent’s ECI account and should be repaid as soon as possible. To minimize disruptions, parents are encouraged not to deliver lunches after the start of school; any deliveries after the start of school may be placed on the lunch pickup table by the parent. Please do not schedule delivery services such as Uber Eats to bring lunch to the school, as the drivers are not cleared to enter our secure environment.

### Lunch Schedule

11:00-11:30	PK3 and PK4 (in class), Kindergarten, and 1 <sup>st</sup> Grade
11:15-11:45	2 <sup>nd</sup> – 3 <sup>rd</sup> Grades
11:25-11:55	4 <sup>th</sup> Grade
12:02-12:32	5 <sup>th</sup> – 6 <sup>th</sup> Grades
12:07-12:37	7 <sup>th</sup> – 8 <sup>th</sup> Grades

### Student Records

A student’s parents/guardians have the right to review their student’s records in the presence of the Principal. A minimum of one day’s notice in writing is required in order to review a student’s file. In the case of separation or divorce, the non-custodial parent shall have access rights to a student’s records unless restricted by court order. If such a court order has been issued, it is the responsibility of the custodial parent to provide the Principal with an official copy of the court documents.

### Birthdays

School employees are not permitted to distribute party invitations to students. **DO NOT have balloons, flowers, etc. delivered to the school for your child. We do not celebrate student birthdays in the classrooms.**

### **Lost and Found**

Please mark clothing and property that your child brings to school. Should you misplace an item, please check the lost and found, inside the north doors. Unclaimed items are donated to Used Uniforms or a charitable organization at the end of each semester.



## **PARENT SIGNATURES**

As a condition of enrollment, parents must affirm that they have read the Family Handbook and agree to follow the school policies and procedures as stated. Your signature indicates that you have read the St. Elizabeth Ann Seton Catholic School Family Handbook and agree to follow the School's policies and procedures.

The Principal reserves the right to amend this Handbook. Parents will be notified of any changes. Teachers have individual procedures that are not covered in the Family Handbook. In all cases, the interpretation of the Handbook remains with the Principal.