

St. Elizabeth Ann Seton  
Regional Catholic School

**School Handbook**



2018 – 2019

Celebrating Over 25 Years of Catholic Education

**St. Elizabeth Ann Seton Regional School**  
**2341 Washington Avenue**  
**Bellmore, New York 11710**

School Office.....(516)785-5709  
Nurse.....(516)804-1246  
Finance.....(516)679-1990  
FAX.....(516)785-4468  
Website.....[www.steas.com](http://www.steas.com)

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**St. Elizabeth Ann Seton Regional Catholic School is operated in full accord with the teachings of the Roman Catholic Church (the “Church”), subject first and foremost and at all times to the Church’s moral, ethical, canonical and religious precepts as interpreted by the executive pastor, subject to the Diocesan Bishop of the Roman Catholic Diocese of Rockville Centre (the “Diocesan Bishop”) and applied by the school administration. The Diocesan Bishop is the final arbiter of the interpretation and application of such precepts to all aspects of school life. These precepts shall be the guiding principles and law upon which the entire life of the school shall be understood.**

### **Mission Statement**

Saint Elizabeth Ann Seton Regional School is a Christ-centered community which recognizes that each person is a unique gift of God.

Five parishes, St. Barnabas, Cure’ of Ars, St. Frances de Chantal, St. Raphael, and Sacred Heart, have joined together to create a Catholic School with a mission to provide for the education and gradual growth and development of the whole child: physically, intellectually, emotionally, and spiritually.

### **Belief Statements**

We Believe...

Each Child is a gift from God to be loved, cherished, and nurtured both intellectually and emotionally.

Children’s unique learning style should be respected as we encourage them to reach their potential.

Children have the responsibility to work to their potential.

Each child has the right to feel safe in a nurturing environment.

All children are capable of progress.

Academic development goes hand in hand with faith and moral development.

## **Admission Policy**

St. Elizabeth Ann Seton Regional School admits students of any race or religion whose parents seek for them the opportunities to receive systematic catechesis, experience daily living in a faith community, and develop commitment and skill in serving others.

- Preference will be given to Catholic children who are registered, supporting a DRVC parish through weekly contributions, and have a sibling attending St. Elizabeth Ann Seton Regional School.\*
- Preference will then be given to Catholic children who are registered and supporting a DRVC parish through weekly contributions.\*
- Preference will then be given to non-registered, non-supporting Catholic children.\*\*
- Preference will then be given to non-Catholic children.

**\*Registered and supporting** refers to families that are registered and supporting any Diocese of Rockville Centre parish, and contribute their \$400 parish monetary obligation per year through their weekly mass attendance and envelope system. Proof of parish monetary obligation must be accepted by the finance office of St. Elizabeth Ann Seton Regional School by May 31<sup>st</sup> of the previous academic year to receive the supporting rate for the upcoming school year. Contributions may not be submitted after May 31<sup>st</sup> in order to receive the registered and supporting rate for the upcoming year.

**\*\*Non-registered and non-supporting** refers to families that reside within the geographic borders of a Diocese of Rockville Centre parish but do not support and contribute their \$400 parish monetary obligation per year through weekly mass attendance and the envelope system.

## **Curriculum**

All subject areas conform to the New York State curriculum & Common Core Standards and the guidelines of the Rockville Centre Diocese. Teachers are New York State certified.

### **Religious Education Program**

Our program of Religious Education is centered in the four elements of message, community, service, and worship. Children are instructed in Catholic doctrine and faith and are given opportunities to plan and participate in many liturgical celebrations and experiences. Students K-8 participate in a Diocesan family program.

## **Academic Intervention Services (AIS)**

Recommended students receive support services in a small-group environment. Emphasis is placed on reading and math skills. Students in need of Academic Intervention Services, as determined by standardized testing scores and teacher recommendations, receive these services through the Academic Learning Center.

## **Testing Program**

Students participate in the Diocesan and New York State Testing Programs. Test results are one tool used to design a learning environment that is both appropriate and effective for all students. These tests are administered to help determine a student's strengths and weaknesses. Using the test results, the school is better equipped to meet the needs of individual students and thus provide an appropriate learning environment.

<b>GRADE</b>	<b>NEW YORK STATE TEST</b>	<b>STANDARDIZED TEST</b>
1		Cognitive Abilities Test (CogAT)
2		IOWA Test of Basic Skills
3		IOWA Test of Basic Skills
4	English Language Arts Mathematics Science	CogAT IOWA Test of Basic Skills
5		IOWA Tests of Basic Skills
6	English Language Arts Mathematics	IOWA Test of Basic Skills
7		CogAT IOWA Tests of Basic Skills
8	Science	IOWA Tests of Basic Skills

**GENERAL INFORMATION**

**Arrival/Dismissal Times**

**Grades Kindergarten - 8**

Supervision begins at 7:30A.M.

A warning bell rings in the morning at 7:50A.M. Children in grades K – 8 line up and enter the building at 7:55A.M. Any student arriving after the 7:55A.M. bell is marked late. Announcements begin at 8:10A.M. Dismissal is at 2:15P.M. each day. On half days, dismissal is at 11:15A.M.

**Pre-K Arrival and Dismissal Times**

**3 Day / 5 Day Half-Day Program**

8:30A.M. - 11:00A.M.

**3 Day / 5 Day Full Day Program**

8:30A.M. - 2:30P.M.

\*\* On school wide half-days, Pre-K and Nursery dismiss at 10:55A.M.

**Nursery Arrival and Dismissal Times**

**Tuesday, Wednesday, and Thursday**

8:30A.M. – 11:00A.M.

**OUR TIME\***

**Monday**

10:00A.M. - 11:00A.M.

**Tuesday**

10:00A.M. - 11:00A.M.

**Wednesday**

10:00A.M. - 11:00A.M.

**\*Days & times subject to change depending on enrollment\***

**ATTENDANCE REGULATIONS**

## **Absence**

Each student must attend school on a consistent basis in order to ensure academic success. In the event your child will be absent from school, you are required to call the school nurse at (516)804-1246 before 8:30A.M. In addition to the phone call, a written note must also be submitted to the student's homeroom teacher upon his/her return to school. **Any student whose absence exceeds 20 days for the school year will be subject to review before promotion.**

## **Tardiness**

The opening moments of a school day are paramount. These moments set the tone for the day. Arriving late to school is an interruption for the child, his/her classmates, and the teacher. Any student who is not lined up by 7:55A.M. is considered tardy. Tardiness is recorded on the student's permanent record. Yellow lights and detention consequences will apply.

### **Grades K-4**

Each tardy will result in a yellow light. After three tardies, the fourth infraction will result in the student sitting out of recess. Each subsequent tardy will result in a recess detention. Tardies are cumulative throughout the year.

### **Grades 5-8**

Each tardy will result in a yellow light. After three tardies, the fourth infraction will result in an afterschool detention. Each subsequent tardy will result in an additional afterschool detention. Tardies are cumulative throughout the year.

REMOVE THIS LINE-Students who are late more than three times over the course of the year are not eligible for perfect attendance.

## **Vacations**

The school calendar provides time for vacations. If families vacation during school time, children are expected to make up missed work upon their return to school. Classwork will not be provided ahead of time. An absence for a family vacation or day trip during a scheduled school day is recorded as an illegal absence. Parents are requested to avoid making travel plans during standardized testing weeks.

Should the school nurse deem that a child is too ill to remain in the school, a parent or guardian *MUST* pick-up the child as soon as possible. The school nurse is concerned with the total well being of your child and all children in the school building.

Any child with an injury that requires a doctor's visit must bring a doctor's note that states a return date to school, as well as detailed information regarding school requirements.

### **Immunizations**

Public Health Law 2164 mandates that all children attending school be immunized against Polio, Diphtheria, Measles, Mumps, and Rubella. As of January 1, 1995, the law includes protection against the Hepatitis B virus. This law applies to all infants born on or after January 1, 1995, as they enroll in day care or pre-kindergarten programs. This law will require all children born on or after January 1, 1993 to provide proof of immunity to Hepatitis B before entrance to kindergarten. This law also requires all children enrolled in 6<sup>th</sup> grade to provide proof of a varicella (chicken pox) vaccine. The law also requires all children enrolled in the seventh grade on or after September 1, 2000, to be immunized against Hepatitis B. Public Health Law 2164 was also amended in 2007 to include a booster immunization of Tdap vaccine for students entering 6<sup>th</sup> grade. Students who have not met specific requirements are not permitted to attend school. A signed statement by the physician, with complete information, is required at the time of registration.

### **Physical Examinations**

We highly recommend that every child have a physical exam by the family doctor each year. The school provides forms for this and keeps them on file to assist in the health care of your child. New York State Law stipulates that each child in Grades K, 2, 4, and 7 and new students to a school have physical exams. The school doctor will see students who have not returned a completed form. The school examination is only a screening. No treatment will be given. Recommendations will be made for follow up by the family doctor if it is felt necessary.

### **Hearing, Vision and Scoliosis Screening**

Vision Screening is provided for all new entrants, as well as children in grades K, 1, 2, 3, 5, and 7.

Hearing Screening is provided for all new entrants and children in grades K, 1, 3, 5, and 7.

Screening for proper spinal development (Scoliosis) is provided for children in grades 5-8.

Parents will be notified as to any possible problems and asked to seek further professional care.

Completed evaluation forms must be returned to the Health Office.

### **First Aid**



The school's Health Office is available to provide first aid and emergency needs only. If further care is necessary, the family will be notified by telephone. Parents should impress upon the child to report all accidents, however minor, to the Health Office, teachers, or other school officials. Injuries sustained at home are not primarily the school's responsibility and should be properly cared for before the student comes to school. No treatment or second dressings can be given at school. All medication information must be renewed yearly.

### **Medications**

When it is necessary for a child to take internal medicine during school hours, the school nurse must receive: A permission slip signed by the parent/guardian as well as a note signed by the physician to allow the nurse to administer the medication. The medication should be delivered to the school by the parent or a guardian in the original container with the pharmacist's label. It should include the child's name and grade.

A written statement from a parent or guardian when accompanied by a physician's signed protocol allows for the administration of certain over the counter medications. Over the counter medications must be in the original manufacturer's container/packaging with the student's name affixed to the container.

**CHILDREN ARE NOT PERMITTED TO SELF-MEDICATE.**

### **DISMISSAL**

No changes to a child's dismissal plan may be made after 1:45P.M. (10:45A.M. on half-days) No child will be dismissed to someone other than his/her parent or guardian unless there is a written note by the parent or guardian stating this. THERE ARE NO EXCEPTIONS TO THIS RULE.

### **Early Dismissal**

On the rare occasion that a student has to be dismissed early, the parent/guardian is asked to send a written request to the child's homeroom teacher for such a dismissal. Upon dismissal, the child *must* be signed out.

### **SAFETY REGULATIONS**

## **Emergency Safety Plans**

Nassau County Police Department provides POP (Problem Oriented Policing) to our school. The school's police officer, from the seventh precinct, works with the Administration to conduct Lockdown and Evacuation Drills. All teachers possess an Emergency Safety Plan which includes Building Crisis Team assignments. Regular Fire inspections as well as fire drills take place under the direction of the Fire Inspector and Administration.

## **General Safety**

For the safety of each child, the school doors will remain locked for the duration of the school day. Any person entering the building will be required to sign the designated book and wear a badge clearly identifying himself/herself as a guest.

## **Lockdown**

Should the Nassau County Police Department initiate a lockdown for St. Elizabeth Ann Seton Regional School, no persons shall be permitted to enter or exit the building.

## **Virtus**

All volunteers, committee members, and school personnel must be screened by the Diocese of Rockville Centre and have participated in the Virtus Training program. All are expected to adhere to the Code of Conduct produced by the Office for the Protection of Young People.

Upon completion of a background check, volunteers will be issued an identification badge. This badge is required to be worn whenever the volunteer is at a school-related event or activity with students, both in and out of the school building.

To register for Virtus, please visit: [www.virtusonline.org](http://www.virtusonline.org)

## **EMERGENCY CLOSINGS**

The primary form of notification for an emergency school closing and/or delayed opening will be through School Reach. Emergency closings and/or delayed openings will also be announced on [www.steas.com](http://www.steas.com).

## **SCHOOL BOARD**

The mission of the Board is to promote quality Catholic education for all those children whose parents desire to take advantage of such an opportunity. Diocesan guidelines provide for regional pastors and the Episcopal Vicar to serve as members of the Corporate Board.

The School Board of St. Elizabeth Ann Seton Regional School is made up of the four regional pastors, two lay representatives from each parish, appointed by the pastor and the school principal who serves an ex-officio member.

There are several sub-committees that work under the guidance of School Board members. Any interested parent may join any of these committees. If interested, please contact a School Board member, the administration, or a member of the committee.

The committees are:

- Development/Grants
- Faith Formation
- Father's Club
- Public Relations
- S.P.I.R.I.T

### **SEAS AFTER SCHOOL PROGRAM (ASP)**

St. Elizabeth Ann Seton Regional School offers an After School Program for students. A staff of certified teachers and aides provides a safe, educational, and pleasant environment for the students. If you are interested in this program or wish additional information, please contact the school office.

### **SEAS OUR TIME PROGRAM**

*OUR TIME* offers a variety of age appropriate activities, such as arts and crafts, music, story time, playtime, and prayer. The classes are conducted in a well-structured classroom setting within the school for a child (ages 2 or 3) with a parent/guardian. For more information please contact the office.

### **DRESS AND APPEARANCE**

The uniform code at St. Elizabeth Ann Seton Regional School is an outward symbol of our Catholic schooling and will be strictly enforced. Each child must comply with the code. If a problem arises and your child is unable to wear the complete uniform on a given day, please notify the classroom teacher by sending a note. All uniforms must be purchased at Ideal Uniform Store.

**Ideal Uniform Store**  
**175 Rockaway Ave, Valley Stream, NY 11580**  
**(516) 354-8255**

**Pre-Kindergarten**

Clothing should be neat and appropriate

**Boys: Kindergarten**

Navy blue uniform slacks

White knit shirt

Black, grey or navy blue socks

Optional school sweater with emblem

**Boys: Grades 1-5**

Navy blue uniform slacks

White knit shirt (September, October, May, June)

White oxford shirt (November-April) with official uniform tie

Plain Black belt

Black, grey or navy blue socks

Optional school sweater with emblem

**Boys: Grades 6-8**

Grey uniform slacks

Navy blue knit shirt (September, October, May, June)

White oxford shirt (November-April) with official uniform tie

Plain Black belt

Black, grey or navy blue dress socks

Optional school sweater with emblem

**Girls: Kindergarten**

Official school jumper

White knit shirt

Navy blue or white knee-socks

Navy blue or white tights (winter option)

Optional school sweater with emblem

### **Girls: Grades 1-5**

Official uniform jumper

White knit shirt (September, October, May, June)

White blouse with peter pan collar (November-April) with official uniform tie

Navy blue or white knee-socks

Navy blue or white tights (winter option)

Optional school sweater with emblem

### **Girls: Grades 6-8**

Official uniform skirt

Navy blue knit shirt (September, October, May, June)

White oxford blouse (November-April) with navy blue sweater vest

Navy blue or white knee-socks

Navy blue or white tights (winter option)

### **General Appearance**

- During the month of January school and SEAS athletic team sweatshirts may be worn.
- Girls' skirts/gym shorts are not to be rolled at the waist.
- Girls' skirts or jumpers are to be no more than 1-inch above the knee--please plan for growth spurts and leave a hem that may be taken down.
- Girls may wear tights in the winter months. Leggings are not permitted.
- Boys' socks must be solid with no logos or prints.
- Boys' pants must be secured at the waist with a plain black belt.
- Shoes must comply with school policy as stated in the summer mailing.

### **Hair, Makeup and Jewelry**

- Makeup may not be worn.
- One necklace (inside the collar) may be worn. Choker style necklaces are not permitted.
- One watch or bracelet on each wrist may be worn. APPLE/INTERNET CAPABLE/SMART WATCHES ARE NOT PERMITTED. FITBITS ARE ALSO NOT PERMITTED.
- No writing on the body, body art, or body jewelry is permitted.
- Girls may wear one earring (on the lobe) per ear.
- Boys are not permitted to wear earrings.
- Earrings are to be no bigger than the size of a quarter.
- Hair must be presentable and in good taste at all times (collar length or shorter for boys). Partial or full shaven heads and any shaved designs are not permitted.
- Students with hair accessories that are deemed distracting to the student or his/her classmates may be asked to remove them (excessive design, bright colors, etc.)
- Hair extensions and feather extensions are not permitted.
- Colored, highlighted, or dyed hair is not permitted for any student.
- Hats, bandanas/bandana pattern headbands, visors, headscarves or wristbands may not be worn inside the building at any time.
- Headbands should be solid blue, white, grey or school plaid.
- Key chains, chains or ropes may not extend out of a student's pocket.

## **Gym Uniform**

The St. Elizabeth Ann Seton Regional School gym uniform is to be worn on assigned gym days with sneakers in lieu of the daily uniform.

T-shirt: Grey – Navy School Logo

Shorts: Navy – White School Logo (See Lobel's for grade appropriate material)

\*Sweatshirt: Navy – White School Logo

\*Sweatpants: Navy – White School logo

Socks must be at least 3 inches above the ankle, WHITE only

No jewelry may be worn on assigned gym days

\*During winter months, sweatshirts and sweatpants **are required** as part of the regular gym uniform. During this time, shorts and T-shirts may be worn underneath the sweats for gym class.

## **Dress Down Days**

A student may have a dress down day on his or her birthday. Students who celebrate their birthday during the summer months may celebrate on their half birthday.

On days that students are allowed to DRESS UP or DRESS DOWN, they are to refrain from the use of any article of dress or style that is detrimental to the health, safety or morality of the student body, or the instructional process. With this in mind, students are reminded that the following are not permitted:

tank tops	shirts exposing a bare back or shoulders
crop tops	any top that may reveal cleavage
sheer tops	short shorts*
ripped/baggy/tight jeans/pants <sup>+</sup>	inappropriate t-shirts (depicting violence, abuse, slang, etc.)

\* Shorts that are fingertip length are permitted in September, October, May & June only.

+ Pants/jeans must be secured at the waist and modest in nature.

Legging/Jeggings are not permitted for Grades 6-8.

Students are not permitted to wear flip-flop/slide sandals on dress down days. Sandals must be secured with an ankle strap.

### **Uniform Shoes**

**Black** school shoes are part of the uniform and must be worn.

**Grades K-4:** Black Velcro, lace tie rubber-soled or black classic oxford penny loafers shoes for boys and girls. Girls' shoes should have a strap across the top; no ballet flats/slippers will be permitted. Boys should wear black uniform shoes; sneaker -like shoes are not permitted.

**Grades 5-8:** Black patent leather classic oxford penny loafers ONLY for boys and girls. This is a standard uniform shoe for every student. Girls' shoes should not have any type of platform or heel on their loafers. No exceptions to the above specifications without a specific doctor's note stating a medical need.

### **Backpacks**

Backpacks with wheels are not permitted.

As members of a Christian Community, **the students, parents, and families** of St. Elizabeth Ann Seton Regional School are expected to conduct themselves in a manner which reflects Christian principles, reverence for God, courtesy for others, and the 3Rs (Respect, Responsibility, and Reverence).

The manners and respect taught at home are extended to the school community which includes faculty members, aides, clergy, custodians, bus drivers, schoolmates, and all visitors. Courtesy and cooperation should be shown at all times. Children must respect their personal belongings, as well as the possessions of others.

St. Elizabeth Ann Seton Regional School is committed to providing a safe and orderly school environment where students will receive a quality education without disruption or interference. Responsible behavior by students is essential to achieving this goal.

SEAS has a long-standing set of expectations for conduct, based on the Gospel message of Jesus. A non-violent environment is essential to the functioning of SEAS. The expectations for acceptable conduct on school property, school trips, and at school-sponsored events are based on fair principles of respect, citizenship, character, tolerance, honesty and integrity.

The school recognizes the need to clearly define these expectations for acceptable conduct and to ensure that discipline, when necessary, is administered promptly and fairly. To this end, the school issues this Code of Conduct.

### **Student's Rights and Responsibilities**

It shall be the right of each child in this school:

- To have a safe, healthy, orderly, and courteous school environment.
- To be happy and treated with compassion.
- To be him or herself. This means that no one will treat a student unfairly based on race, ethnicity, gender, physical appearance, etc.

It shall be the responsibility of each child in this school:

- To be familiar with and abide by all the policies, rules, and regulations pertaining to conduct.
- To seek help in solving problems that might lead to discipline procedures.
- To respect others as individuals.

### **Character Development (Anti-Bullying Policy)**



The Students of SEAS are expected to:

- treat others respectfully
- act responsibly
- display reverence

*It is SEAS policy that all students demonstrate these characteristics at all times!*

## SCHOOL DISCIPLINE

### Red Light/Green Light Behavior Modification Program

Disciplinary action, when necessary, will be firm, fair, and consistent. Such action will be appropriate to the seriousness of the offense and, where applicable, to the previous disciplinary record of the student in question.

STUDENTS WILL BE SUBJECT TO DISCIPLINARY ACTION (**Red Lights/Demerits**), INCLUDING POSSIBLE SUSPENSION/EXPULSION FROM SCHOOL, WHEN THEY:

#### **1) Engage in conduct that is disorderly.**

Examples of disorderly conduct include, but are not limited to:

- Making unreasonable noise
- Using language and gestures that are profane, lewd, vulgar, or abusive
- Engaging in any willful act which disrupts the normal operation of the school community

#### **2) Engage in conduct that is insubordinate.**

Examples of insubordinate conduct include, but are not limited to:

- Failing to comply with the reasonable directions of teachers, school administrators or other school employees
- Skipping detention

#### **3) Engage in conduct that is disruptive.**

Examples of disruptive conduct include, but are not limited to:

- Failing to comply with the reasonable directions of teachers, school administrators or other school employees
- Substantially interfering with the teacher's authority over the classroom or substantially disrupting the educational process

#### **4) Engage in conduct that is violent or may be viewed as violent.**

Examples of violent conduct include, but are not limited to:

- Committing an act of violence or attempting to do so upon a teacher, administrator, another student, or person lawfully on school property or other school employees
- Possessing a weapon
- Displaying what appears to be a weapon
- Threatening to use a weapon
- Intentionally damaging or destroying school property
- Engaging in conduct that endangers the safety, morals, health or welfare of others.
- Engaging in misconduct while on the school bus.

#### **5) Engage in any form of academic misconduct.**

Examples of academic misconduct include, but are not limited to:

- Cheating
- Plagiarism
- Copying
- Altering records
- Assisting another student in any of the above actions

A student found possessing a weapon or using alcohol or drugs during the school day or on school grounds at any time may be suspended.

Smoking is prohibited in the school or on school grounds as per New York State and Federal Health Guidelines.

Any item, which does not belong in school and is determined to be a distraction, will be confiscated and will not be returned until a parent/guardian comes to school to pick it up.

Electronic devices, including cell phones, may be brought to school with the permission of the administration and faculty. All cell phones must be placed in the homeroom lockbox during the school day. If you choose to allow your child to bring a device to school, the school does not assume responsibility for that device.

Ideal discipline is self-directed and self-controlled. Discipline in a Catholic school is an aspect of moral guidance, not a form of punishment or repression. Procedures and rules are established to guide students as they move toward becoming mature Catholic adults.

Individual faculty/staff members handle minor misbehaviors.

Misbehaviors whereby frequency or seriousness disrupts the learning climate of the class/school may require the intervention of the administration.

#### **Violation of School Policies**

## **Inappropriate use of technology (including social media)**

Administrative responses to a violation may include one or all of the following:

- The administration will verify the offense and address the student.
- Parents/guardians will be notified orally or in writing.
- A proper record of the incident and disciplinary action will be maintained.
- Law enforcement officials will be notified if the situation warrants.
- The Education Department of the Diocese of Rockville Centre will be notified.
- The pastors of the sponsoring parishes will be notified.

## **DISCIPLINARY ACTIONS**

### **Lunchtime Policy**

A child may receive a lunchtime policy when disciplinary action needs to be taken during the lunch and recess hour. A child who receives a lunchtime policy may not eat or play with his/her classmates for a period of three days.

### **Detention**

Detention is the detaining of a student after school for infractions of school regulations. Detention will be held after school hours (Tuesday 2:30 PM – 3:15 PM). Parents/guardians will be notified in writing of the date for the detention and are expected to make arrangements for the student to be picked up on time. This notification must be signed by the student and the parent/guardian. The signed detention slip is to be returned to the school. Repeated detentions may result in the following consequences: loss of privileges, required school service, or suspension. A student will be denied privileges such as field trips, sporting events, dances, Field Day, etc.

Detention may be given for the following reasons:

- Fighting - both parties involved
- Disrespect
- Destruction of property
- Failure to comply with school regulations
- Repeated offensive language
- Disruption of classes
- Excessive tardiness

\* Administration reserves the right to assign detention for behavior or misconduct not specified above.

### **Suspension**

A suspension is issued for very serious cases and when the school administration thinks it is imperative to remove a student from contact with fellow students.

### **Expulsion**

An expulsion may be enacted as a last resort after all other means of motivation and correction have failed and/or circumstances of crime, scandal, immorality, or disruption necessitates this extreme disciplinary action.

### **Grades 6, 7, and 8 Demerit Policy**

A demerit policy will be in effect for the 6th, 7th and 8th grade students. Based on the discretion of the teachers and administration, a demerit will be issued to a student for not adhering to the rules and regulations of the school. **Three** demerits will result in a detention.

Any SEAS faculty or staff member acting in a supervisory position may issue demerits.

**If a student receives three (3) demerits, the student will be issued one detention. All demerits and detentions accumulate from September through June. Parent signatures are requested, however, not needed for enforcement.**

A Detention or Lunch Time Policy may restrict a student from **one or more** of the following at the discretion of the teachers and administration.

- Removal from Honor Roll, NJHS or Student Council
- School dance
- Class trip
- After school activity, including the play and/or sports activities
- Field Day
- Any or all end-of-the-year activities

### **BUS DISCIPLINE POLICY**

Busing is a service rendered through your home school district. Students riding the buses represent their families and school. Children are expected to remain seated, wear seat belts when provided, and follow the safety procedures outlined by the district and the driver.

If a child does not follow safety guidelines, a **Bus Conduct Report** will be sent to the parents/guardian and the district. The actions and recommendations are as follows:

#### **Actions and recommendations of the administration:**

1 <sup>st</sup> Report	Warning issued
2 <sup>nd</sup> Report	Student placed on probation
3 <sup>rd</sup> Report	Student denied bus privilege for a specified time
4 <sup>th</sup> Report	Student bus privilege may be suspended

### **SEXUAL HARASSMENT POLICY**

Sexual Harassment\* shall be defined as any behavior that causes undue trouble, worry, or discomfort. The deciding factor is whether a particular phrase, gesture, or behavior is unwelcome by the student receiving it or witnessing it.

\*Harassment means any intimidating or disrespectful action, word, or gesture. Sexual harassment is illegal and violates state and federal law.

**Types of sexual harassment include:**

Written sexual harassment includes, but is not limited to: letters, notes, invitations, or drawings of a sexual nature. This also refers to computer messages of a sexual nature.

Verbal sexual harassment means offensive words and comments, spoken privately to a person or in front of others. Examples include, but are not limited to: comments about a person's body, name calling, sexual jokes, using sexual orientation as an insult, sexual suggestions, or spreading rumors about a person of a sexual nature.

Nonverbal sexual harassment include, but are not limited to: making gestures of a sexual nature, writing a person's name along with a sexual remark, facial expressions (winking or kissing), suggestive looks, leering or staring at another's body, gesturing, or displaying sexually suggestive objects, pictures, cartoons, posters or magazines.

Physical sexual harassment includes, but is not limited to: any pats, squeezes, touching, pinching, repeatedly brushing up against another's body, assault, or blocking movement.

With this in mind, students are prohibited from engaging in public displays of affection on school property.

**Reporting procedure:**

Any student who thinks he or she has been the victim of sexual harassment should report the conduct to a teacher, counselor, teacher's aide, assistant principal, or principal.

**Recommendations for students:**

1. Tell the harasser directly to stop.
2. Report it immediately.

**Any person coming forward in good faith will be free from any retaliation.**

**SEAS students are representatives of the school community and their actions should reflect the teachings of our Catholic faith and the values of our school at all times.**

St. Elizabeth Ann Seton Regional School has established a computer network with access to the internet for its students. This network has been established for educational purposes only. While using the SEAS computer network, the student and parents/guardians of the student fully agree to the following terms of use.

**The student and his/her parents/guardians agree:**

- There is **No Right to Privacy**. Administration, faculty, and other authorized persons will have the right to review any and all materials saved, transmitted, accessed, or momentarily in use by the student. This right is extended to the student's parents/guardians in accord with the school's policy for review of student records or work.
- There is **No Absolute Freedom of Speech** since these resources are viewed by the administration as a limited educational forum.
- Never to give out personal information (name, address, phone, e-mail, gender, etc.)
- Never to give out another person's personal information
- Never to arrange a meeting or accept an invitation to meet with anyone
- Always to inform a staff member if they have been asked for a meeting or personal information
- Never to buy or sell anything on-line
- Never to access or transmit sexually explicit material
- Never to harass or annoy anyone
- Never to access or transmit discriminatory material (racist, sexist, or prejudicial)
- Always to inform a member of the staff if they have seen any sexually explicit, violent, or discriminatory material
- Never try to disarm any software or hardware used to manage the school's internet access
- Never try to disarm any software or hardware used to protect the school's computer system
- Never to use software or hardware that they do not have permission to use
- Never to try to get into another computer of which they have not been given access
- Never to plagiarize (treat other people's words or ideas as their own)
- Never to violate copyright law (copy other people's work illegally or use someone's work without first getting proper permission)
- Never to participate in illegal activity (Our school will cooperate fully with local, state, and federal officials in any investigation related to any illegal activities conducted through the school resources.)
- Never to install software or programs without proper permission
- Never to download or upload any material without proper permission

- Never to do or say anything using the computer that they could not do or say in their teacher's presence
- Only to transmit materials under the direct supervision of a teacher
- Always to be respectful of people and the equipment
- Always to stop using any and all of the school's computer resources whenever requested to do so by a member of the staff or other authorized person

St. Elizabeth Ann Seton Regional School reserves the right to establish rules and regulations regarding the use of the computer system at any time.

### **Social Media**

Anything deemed inappropriate or contrary to the teachings of the church and SEAS will be addressed by the administration.

**A student found in violation of any of these rules and regulations will face disciplinary action. This action may include, but is not limited to: removal from the system temporarily or permanently. He or she may face more serious consequences depending on the seriousness of the offense, including suspension or expulsion.**

## **PROMOTION AND RETENTION**

Academic promotion or retention is decided upon by the school principal acting in consultation with the student's teacher. A parent/school conference will be scheduled in the event a student is recommended for retention.

### **Grades K– 3**

A student who proves deficient in math, language arts, and/or reading will be recommended for academic summer program and possible retention. Students displaying academic or social immaturity may also be recommended for retention.\*

### **Grades 4- 7**

A student who fails three or more subjects on the final report card in June will automatically be retained. Failure of two subjects will require that the student go to summer school or receive home tutoring. A make-up test in each subject failed will be administered in August. The student must pass at least one of the subject tests to go on to the next grade. If the student fails both make-up tests, he/she will be retained.\*

## **Grade 8**

A student who fails two major subjects will not receive a diploma and will be required to receive tutoring or attend summer school for the failed subjects. A make-up test in each subject will be administered in August. The student must pass at least one of the subjects to receive the diploma.

Failure of three major subjects will mean the student may not participate in any of the graduation week ceremonies or attend graduation. The student will be required to repeat 8<sup>th</sup> grade either at St. Elizabeth Ann Seton or another school.\*

**\*Any student whose absence exceeds 20 days for the school year will be subject to review before promotion.**

## **REPORT CARDS AND HONOR ROLL**

Report cards for Grades K-8 are issued three times a year: December, March, and June. Pre-K students receive two assessment cards during the year. Students in grades 6 through 8 work on a rubric based scale to qualify for the Honor Roll.

Excessive absences and tardies will be reflected in the student's academic performance on their report cards.

### **Grades 6, 7 and 8 Honor Roll**

#### **First and Second Honors Criteria:**

**Major and Minor Subjects:** There are five major subjects: Religion, English Language Arts, Math, Social Studies, and Science. The minor subjects include Physical Education, Health, Music, Art, Computer and Spanish. Each subject is graded, and there is a rubric scale for each honor list. The rubric scale for First and Second Honors will be distributed at back to school night.

**Conduct:** A student must have a satisfactory or better mark in Conduct in all major and minor subjects. Any student who receives an N in this area for any subject area will not be eligible to be on a list.

**Effort:** A student must have a satisfactory or better in Effort in all major and minor subjects. Any student who receives an N in this area for any subject area will not be eligible to be on a list.

**Personal Growth:** A student must have satisfactory or better in the Personal Growth areas. Any student who receives an N in this area for any subject area will not be eligible to be on a list.



## **Effort Award**

This award is given at the teachers' discretion to:

- Students who show tremendous growth and/or improvement, but do not meet the criteria for First or Second Honors.
- Students who demonstrate a commitment to learning and improving in academics.
- Students who show exceptional effort in all areas.

## **NATIONAL JUNIOR HONOR SOCIETY**

St. Elizabeth Ann Seton Regional School became a charter member of the National Junior Honor Society in 1994. The nomination process begins in the last trimester of 6<sup>th</sup> grade. Nominations for 7<sup>th</sup> and 8<sup>th</sup> graders take place in the beginning of December after the first trimester report cards.

Quality points for seventh grade invitation will come from the addition of sixth grade 3<sup>rd</sup> trimester and seventh grade 1<sup>st</sup> trimester quality points. Quality points for eighth grade invitation will come from seventh grade 3<sup>rd</sup> trimester and eighth grade 1<sup>st</sup> trimester.

Students being considered for nomination to the NJHS must demonstrate outstanding performance in five areas: scholarship, leadership, service, citizenship, and character.

**SCHOLARSHIP:** Students must demonstrate academic excellence as displayed through the quality points system. Students must earn 21 points for 6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade.

**LEADERSHIP:** Students must have held appointed positions in school or community activities in which they were responsible for directing or motivating others (ex. babysitting, counselor-in-training, Boy Scouts or Girl Scouts).

**SERVICE:** Students must show evidence of service to school, community, parish, or volunteer organizations (ex. altar server, soup kitchen helper, parish fair, CYO helper).

**CITIZENSHIP:** Students must demonstrate responsibility through active participation in scouting, school clubs, or community organizations.

CHARACTER: Students must be honest, obedient, and adhere to Christian values (ex. conduct grade of satisfactory or better)

\*A student having been issued a detention may not be considered for the NJHS.

\*2 demerits attained after acceptance into NJHS will result in probation.

\*Any disciplinary action may result in removal from the NJHS.

## **POLICIES AND PROCEDURES**

### **Homework**

We believe that homework is essential to provide needed practice in the mastery of skills, to develop the ability to work independently, to extend the interest developed in the classroom into the out-of-school life of the students, and to meet the varying specific needs of the individual student and class.

Home study is essential for each student. Home assignments should not be equated only to written work, but should also include study time. Nightly study is imperative in Grades 4 – 8. If you do not see homework night after night, please contact the teacher.

### **Homework During an Absence**

If your child is absent and you wish to pick up homework, please advise the school office in the morning before 9:00A.M. The assignments and books may be picked up in the office before 3:00P.M. Another student may not carry large quantities of books home for an absent student.

### **Parent-Teacher Conferences**

Conferences are scheduled at report card time. If at any other time a parent/guardian has a concern or question, he/she is asked to call the office and set up an appointment with the teacher and/or administration.

Parent Teacher Conferences will not be scheduled until tuition arrears are resolved for the first and second trimesters.

### **Field Trips**

Field trips may be planned by a class at the discretion of the teacher and after consultation with the administration. The family must absorb the cost of all trips. All fees are based on the number of children planning to attend the trip. If for some reason a child is unable to attend, it will not be possible to refund the cost of the trip. **NO CHILD IS PERMITTED TO GO ON A FIELD TRIP WITHOUT A SIGNED PERMISSION SLIP.**

## **Pesticide Notification**

New York State Education Law Section 409-H effective July 1, 2001, requires all public and nonpublic school to provide written notification to all persons in parental relation, faculty, and staff regarding the potential use of pesticides periodically throughout the school year.

- St. Elizabeth Ann Seton Regional School is required to maintain a list of persons in parental relation, faculty, and staff who wish to receive 48-hour written notification of certain pesticide application.

In the event of an emergency application necessary to protect against an imminent threat to human health, a good faith effort will be made to supply written notification of pesticide applications that are scheduled to occur in our school.

## **Tuition Policy**

Adopted by the School Board 1996

Tuition funds are needed for the successful operation of our school. There is a ten month billing system from August – May. Tuition payments are due on the first of each month.

Before the beginning of each new trimester, December and March, tuition and fees must be up to date. In the event any child's tuition is not paid by the start of the new trimester, December (4 months due), March (7 months due), the student may be held out of class until such time that the tuition arrears have been satisfied. Parent Teacher Conferences will not be scheduled until tuition arrears are resolved. For the last trimester, all tuition and fees must be paid in full (10 months) on or before May 15<sup>th</sup> of the current academic year or the child may be held out of class. Students may not be able to sit for final exams and may be held from end of the year activities if tuition and fees are owed to the school at this time.

Any family who no longer attends classes at St. Elizabeth Ann Seton Regional School, for any reason, is still liable for the tuition owed the time the child(ren) did attend. If a balance is not paid within 60 days of leaving the school, legal action will be taken.

If there are extraordinary circumstances that prevent you from meeting your financial obligations, you may arrange for an appointment with the members of the school board or the administration.

A family may apply for this scholarship by completing an application at the time of registration. The following criteria has been established to receive this scholarship:

- Commitment to Catholic Education
- Financial Need

Any family of a student in Grades 1 – 8 at St. Elizabeth Ann Seton Regional School may apply. Scholarship may be awarded one time for each child in the family attending St. Elizabeth Ann Seton Regional School Grades 1 - 8. Scholarship is awarded at the discretion of the committee.

**Other Tuition Assistance Programs available:**

**STAGES and Tomorrow's Hope**

Contact Administration for more information

## **COMMITMENT TO SERVICE PROGRAM**

Adopted by the School Board 2015

St. Elizabeth Ann Seton Regional School encourages our families to become involved in the school community through various activities and clubs. As part of the tuition policy, each family has a mandatory volunteering obligation to the school. Each family is required to volunteer for a particular school fundraiser or event outlined by the School Board and SPIRIT Committee each year. If a family is not able to fulfill their volunteering obligation, they will be required to provide a monetary contribution of \$300, in addition to other mandatory fundraising.

## **FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT**

The Privacy of Parents and students Act was revised as the Family Educational Rights and Privacy Act.

FERPA requires schools to provide parents and eligible students access to records directly related to the students; to permit parents and eligible students to challenge those records on the grounds that they are inaccurate, misleading, or in other ways a violation of the student's privacy or other rights; to obtain the written consent of parents and eligible students before releasing personally identifiable information about the student's contained education records.

### **NYS Mandated Reporting**

In accordance with NYS law, all teachers, school personnel, and volunteers supervising children are mandated reporters. Mandated reporters are required to report suspected child abuse or maltreatment when in their professional capacity, they are presented with reasonable cause to suspect child abuse or maltreatment. If you suspect something, log it and report the incident to the Principal. If the Principal is not available, please contact the Nurse. If you prefer, you can call Child Protective Services directly. You may wish to visit the NYS Office of Children and Family Services website at [ocfs.ny.gov](http://ocfs.ny.gov) website for additional information.

### **Confidentiality**

Students must be advised that confidentiality may not be maintained if the matter involves health, life or safety. In which event, staff must report appropriately. Confidential information of the Department of Education must never be transmitted or forwarded to outside individuals or companies not authorized to receive that information. Reasonable care must be taken regarding discussion or disclosure of confidential and sensitive information in non-secure situations, such as messages left on voice message systems, public telephone conversations, and conversations in open areas.

## **Custody Issues**

Unless or until documentation is presented otherwise, both parents have the same rights with regard to their child. Upon notification as to custodial issues, please advise the parents to provide any and all court documentation regarding custody. The documents should be provided to the Principal for appropriate forwarding and review.

## **St. Elizabeth Ann Seton Regional School Graduates**

Graduates of St. Elizabeth Ann Seton Regional School have been taught with an emphasis on love, service, formation of the Catholic faith, and the development of moral principles. Graduates have been exposed to an academic program grounded in a deep respect for our gospel values.

Graduates will possess the ability to arrive at independent conclusions and to succeed in a culturally diverse global society. Graduates of St. Elizabeth Ann Seton Regional School, sustained by their faith, will be optimistic, responsible, and conscientious in their quest to discover who God intends them to be and to realize their own true potential.