



St. Elizabeth Ann Seton Catholic School

Student/Parent Handbook

July 2021

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STUDENT/PARENT HANDBOOK

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Mission Statement

St. Elizabeth Ann Seton (SEAS) Catholic School makes **Jesus Christ known and loved** through *living our sacramental way of life* in partnership with families and fostered in:
Spirituality, **E**xcellence, **A**cademics and **S**ervice.

Philosophy Statement

We nurture the total development of each child's spiritual, moral, intellectual, social, emotional, and physical well-being in a positive, safe environment.

- **Spiritual** growth and moral development is encouraged through instruction and practice of our Catholic faith.
- **Excellence** is fostered through our daily work, and respectful interactions with others and our surroundings.
- Our **Academics** provide students with the opportunity to achieve their full potential as productive members of society while encouraging a lifelong love of learning.
- **Service** flows from our understanding of the Catholic Social Teachings and is demonstrated through service-learning at every grade level.

● St. Elizabeth Ann Seton Catholic School
Student Rights and Responsibilities

Rights	Responsibilities
Students have the right to attend school in a safe, respectful, and orderly learning environment.	Students have the responsibility to attend school regularly and to maintain acceptable behavior while attending school and to behave in such a way that the education, health, and welfare of others is not endangered. This implies an obligation to be aware of the rights of others and to have knowledge of school rules and regulations.
Students have a right to be treated with respect and dignity.	Students have the responsibility to treat others with respect and dignity.
Students have a right to expect a meaningful education.	Students have a responsibility to actively participate in their classroom activities and in their homework.
Students have a right to have time set aside during the school day for a lunch period.	Students have the responsibility to be aware of cafeteria rules and regulations and to conduct themselves in a manner appropriate for a large group.
Students have a right to learn about and pray to God.	Students have the responsibility to take an active part in weekly Mass and religion classes. Students also have a responsibility to attend Sunday Mass.

St. Elizabeth Ann Seton Catholic School
Parent Rights and Responsibilities

Rights	Responsibilities
Parents have the right to expect a safe, respectful, and orderly learning environment for their child(ren).	Parents have the responsibility to uphold school policy and classroom rules at home and to support the classroom teacher.
Parents have a right to be treated with respect and dignity.	Parents have the responsibility to treat others with respect and dignity. Please communicate with your child(ren)'s teacher(s) regularly.
Parents have a right to expect a meaningful education for their child(ren).	Parents have the responsibility for the attendance record of their child(ren) and to limit the number of days absent due to non-health issues. Parents are also encouraged to be active in school activities. Parents have the responsibility to recognize the professional judgment of school personnel.
Parents have a right to expect the school to assist them in the faith formation of their child(ren).	Parents have the responsibility to be certain their child(ren) attend Mass each weekend and to model prayer in the home.
Parents have a right to expect school personnel to carry out the mission and teachings of the Catholic church.	Parents have the responsibility to support the school and to follow proper procedure for solving problems/conflicts.

ACCREDITATION

St. Elizabeth Ann Seton is accredited by the Minnesota Non-public School Accrediting Association (MNSAA) and annual reports are submitted to this agency in order to meet Association standards. Curriculum evaluation is an on-going process at our school. Programs are selected after careful study and consultation on the part of staff.

PHONE NUMBERS

Main Campus (K-8)	651-437-3098	Fax: 651-438-3377
Early Childhood Campus (PreK)	651-438-3223	Fax: 651-438-2948
Parish Office	651-437-4254	Fax: 651-438-2948

PARENTAL ROLES AND RESPONSIBILITIES

Parents/guardians are informed of the programs, regulations, and policies of the school. In assisting your child, we require the following:

1. Attending weekend liturgy with your child and participating in the life of the parish.
2. Read the weekly SEAS School eNews, generally sent out on Tuesdays.
3. Be familiar with school handbooks, including annual updates.
4. All parents and guardians wishing to volunteer at any time must meet all Archdiocesan Essential Three requirements.
5. Inform the school of:
 - student illness or absence
 - custody arrangements, parental status and custodial constraints (requires copy of court order in school office files)
 - change in transportation routine
 - change in address, phone, emergency contact, childcare, etc.
 - arrangements that might affect communication with the school
6. Meet financial obligations of tuition, fees, lunch accounts, or other accounts that apply.
7. Meet admissions regulations.
8. Comply with the policies, regulations, goals, and objectives of the St. Elizabeth Ann Seton Catholic school as identified in this parent/student handbook.
9. Check into the office when entering the building during school hours.

ADMISSION POLICY

Non-Discrimination Policy:

It is the policy of St. Elizabeth Ann Seton Catholic School to comply with State and Federal laws prohibiting discrimination and all requirements imposed by or pursuant to regulations issued thereto, to the end that no persons shall be denied or excluded from enrollment or participation in any educational program or activity operated by the school, on the grounds of race, color, national or ethnic origin, gender, status with regard to public assistance, or disability.

Students are accepted in the following priority:

1. All students presently attending the school whose tuition account is current.
2. Siblings of students already in the school whose tuition account is current.
3. Students who are “active members” of the parish.
4. Students who are children of alumni of the school.
5. All others, earliest registration.

All documents MUST be received prior to the first day of school.

All Students:

- Birth certificate
- Sacramental certificate(s) if applicable
- Immunization records
- Health summary (may be requested for Kindergarten and/or new students)
- Early Childhood Screening materials if available

Transfer Students:

- All items listed above for "all students"
- Transcripts from current and previous school years
- Standardized test results
- Health records - including up-to-date immunization records
- Psychological service report if applicable
- Special Education, IEP, and most current assessment if applicable
- Socialworker involvement if applicable
- Limited English Proficiency (LEP) assessments if applicable

Waiting Lists

Waiting lists will be established when grades are filled. In general, classes are limited to 25 students.

Kindergarten Entrance

St. Elizabeth Ann Seton Catholic School requires children who enter kindergarten to be five years old by September 1st of the year in which they will enroll. All immunizations must be current according to District 200 policy.

Transfers

All students who transfer into SEAS from another school shall be considered on a probationary status for a period of one quarter or its equivalent number of weeks. At that time the school will determine whether the student will be granted regular student status, remain on a probationary level, or be dismissed from the school. Students in 8th grade will not be accepted after the start of the third quarter. Unless a registered, active parishioner at the time of enrollment, families will pay the non-parishioner tuition rate. See the Non-parish Rate in the Tuition section for more details.

ARRIVAL/DISMISSAL PROCEDURES:

Students should arrive no earlier than **7:35**. Pick up at the end of the day **is at 2:30**.

- Students dropped off before **7:35** or that have not been picked up by **2:40** will be sent to BASE. There is a drop-in fee for BASE that will be charged to the parent's TADS account.
- Students in 6th-8th grade and their siblings will be dropped off and picked up on Tyler Street.
- Students in K-5th grade will be dropped off and picked up in the parking lot.
- For security purposes, parents are not allowed to enter the building.
- For safety, walkers must live within the neighborhoods surrounding the main campus. Arrangements for patrols must be made through the office.

ASSESSMENTS

Philosophy of Assessment

At St. Elizabeth Ann Seton Catholic School, we believe an effective assessment system motivates students to learn, communicates with stakeholders, promotes school improvement, guides instructional decisions, and shares a common vision. Assessment tools and practices are varied, ongoing, authentic, and

aligned with specific learning targets. Regular and descriptive feedback is then provided to students, and all stakeholders, to positively promote learning.

Why do we assess?

Assessments are used to understand and positively motivate the student as an individual learner. Information gathered is used to understand the relationship between the learner and his/her progress toward achieving learning targets. Assessment results are used to guide classroom instructional decisions.

What is assessed?

Clear learning targets are in place for students. Teachers select learning targets focused on the most important things students need to know and be able to do. Teachers have a comprehensive plan for assessing learning targets over a specific period of time.

What types of assessments are used?

Assessments can be either formative or summative in nature. Formative assessments are all those activities undertaken by teachers and students that provide information to be used as feedback to modify the teaching and learning activities in which they are engaged. Summative assessments are used at the end of a teaching unit to measure the progress a student is making in achieving learning targets.

Classroom Assessments – To accommodate a diversity of individual learning styles and preferences, a variety of assessment tools and practices are utilized. They measure the progress a student is making in achieving learning targets. These include but are not limited to teacher observation, tests and quizzes, informal reading and math inventories, projects and presentations, performance tasks, scoring rubrics, discussion, and daily assignments.

NWEA-MAPS – These are “criterion referenced” assessments and are used to track individual student progress in relation to national standards and benchmarks. They may be used to help in identifying curriculum strengths and weaknesses for a specific group/class. They are used to drive instruction throughout the school year. They are only one indicator of a student’s progress.

How are the assessment results communicated?

Parents are made aware of the progress of their child through Educate by TADS (4th-8th grade), conferences, progress reports, report cards, phone calls, emails, and letters. It is recommended that parents and teachers stay in close contact with each other so that academic and behavioral concerns are not a surprise.

Students and parents receive information regularly in many forms including but not limited to daily work, assessments, projects and presentations, and conversation with teachers.

Report Cards –

Report cards at St. Elizabeth Ann Seton Catholic School have three major goals:

1. To provide additional information regarding meeting learning targets and curriculum goals.
2. To give information regarding the growth of the whole student including critical life skills.
3. To increase student responsibility and understanding of her/his learning.

Report cards are issued four times a school year.

Students in Kindergarten through 2nd grade do not receive “letter grades.” Students in 3rd grade through 8th grade receive letter grades.

Parents and students in grades 4th-8th grade can view their child's progress on Educate by TADS, the school's online grading system. All assignments, unless a large research project, should be posted within a week's time.

How are students involved?

Teachers make learning targets clear to students and involve them in assessing, tracking, and setting goals for their own learning. Teachers involve students in communicating about their own learning. One way this may occur is through student led conferences and/or students being present for conferences.

ATTENDANCE/ABSENCES

It is St. Elizabeth Ann Seton's policy that it will adhere to all State of Minnesota and Dakota County regulations concerning school attendance. All work missed by students who were absent must be made up as soon as possible after returning to school. **When an absence is necessary, these steps are to be followed:**

1. Parent/Guardian contact the school by calling the office at 651-437-3098 or emailing the office staff, (healthoffice@seas-school.org, ssteinmetz@seas-school.org and khendrickson@seas-school.org), **each morning by 8:00am of a student's absence.** If you are emailing a teacher regarding an absence, please also include the office staff in the communication.
2. Work missed due to an absence must be completed in a reasonable amount of time determined by the teacher(s) and communicated to the student. Homework may not be available on the day of a student's absence.
3. A student with a fever of 100.3 or higher should remain home.
4. **The return to school depends on a number of factors for students with COVID-19 related symptoms. See the [Minnesota Department of Health Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs](#).**
 - a. In general, a student, and their siblings, must be quarantined if they have a positive test, are awaiting test results, or have symptoms but have not been tested.
 - b. If someone in the house has tested positive, is awaiting test results, or is showing symptoms of COVID-19, a student must be quarantined.
 - c. Quarantine, as a general rule, should last 14 days.
 - d. Students who are fully vaccinated and not showing symptoms may be exempt from quarantines. Proof of vaccination is required.
5. **Students with non-COVID-19 symptoms may return to school after they have been symptom free for 24 hours.**
6. **A student must be in school at least half the school day in order to be able to participate in practices or games the same day. This includes absences due to vacation, illness, suspension, or any other reason.**
7. **Trips:** We strongly encourage parents to not plan any trips on school days. In the event that a child misses school for a trip, parents should take the following steps:
 - a. Inform the teacher(s) at least one week in advance of the start of the trip and its duration.
 - b. It is the teacher's prerogative to issue work before a trip. Teachers are not obligated to put together "homework" packets for students.
 - c. Parents and teachers should work together to create a "homework schedule" for when missed assignments are due.
 - d. **Families that travel out of state may be subjected to a 14 day quarantine as outlined by the CDC and MDH.**

- e. Vacations or absences for non-SEAS related sporting events/competitions are considered unexcused absences.

Truancy

Minnesota truancy law states that any elementary school child missing three full days without a *valid excuse* is considered “continually” truant. If a middle school student misses three or more class periods on three days, he or she is considered “continually” truant.

A “habitual” truant, means a child under the age of 16 years who is absent from attendance at school *without lawful excuse* for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school. Students whose parents do not call in to report the absence will be considered “unexcused”. Under the mandated reporting law, the names of truant children will be reported for “Educational Neglect”.

Tardiness

It is required that students arrive by 7:50 to be in their classroom by 7:55. Students not in their classroom by 7:55 will be considered tardy. The tardy will either be marked as “excused” (see reasons below) or “unexcused” (all other reasons). If a child has multiple unexcused tardies, St. Elizabeth Ann Seton Catholic School is required to report it to Dakota County as “educational neglect.” For more information on Dakota County policies, please visit their website by clicking the following link: <https://www.co.dakota.mn.us/HealthFamily/Parenting/SchoolAttendance>

Acceptable Reasons for Absences or Tardiness: (otherwise they are recorded as “unexcused”)

The following reasons for absence/tardiness may be considered valid:

- Student illness.
- Serious illness or death in the family.
- Absence because of a religious holiday.
- Medical and dental appointments: we highly discourage appointments during the school day.
- Quarantined as outlined in the Minnesota Department of Health Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs.

Families will be contacted by the office when a student reaches five absences and/or three unexcused tardies.

BIRTHDAY CELEBRATIONS/PARTY INVITES

Due to current COVID-19 restrictions, birthday treats will not be allowed. Classroom teachers will recognize students’ birthdays in the classroom.

Invitations to private parties should not be distributed on school grounds unless the entire class is invited or all the boys or all the girls in the class are invited. We also discourage parents from allowing groups of students to attend a party right after school (going home on the bus or being picked up).

CALENDAR

The school calendar is available on our school website, www.seas-school.org. The school calendar is subject to change as the school year progresses. Any changes will be communicated as soon as possible.

COMMUNICATION WITH PARENTS/GUARDIANS

The following means of communication are used to share information with parents/guardians concerning the functions of the school and progress of their child(ren).

- **Student/Parent Handbook**

The Student/Parent Handbook is made available annually to each school family and posted on <http://www.seas-school.org>. Parents must complete the Handbook sign off before the first day of school.

- **eNews, School Website, and Social Media**

An electronic newsletter is emailed to families weekly. The school eNews will include dated information and pertinent notices, look for this each Tuesday. The school website is updated regularly. The address is <http://www.seas-school.org>. Look for SEAS school updates and highlights on Facebook (@SEASSchool), Instagram (seas.school) and Twitter (@SEASPatriot).

- **Grade Level Communications**

Many classrooms send out weekly, bi-weekly, monthly, or quarterly updates. Emails with student successes and concerns are sent out regularly. Parents should always contact the teacher directly when questions arise.

- **Parent/Teacher Conferences**

Parent/Teachers Conferences are held twice a year. A parent/guardian and/or teacher may request a conference at any time as the need arises.

- **Educate**

Educate is the school's online grading system. Teachers in grades 4th-8th update grades on a regular basis. Parents are issued a password to track their child's progress. If you have password issues, please contact the school office.

- **Assessments (includes report cards, testing, etc.)**

Reports Cards are issued at the end of each quarter. Reports are sent at mid-quarter to parents/guardians whose child(ren) is/are performing on a less than satisfactory level.

DRESS CODE

Daily dress code goal: to promote a modest and healthy Christian message.

In keeping with St. Elizabeth Ann Seton Catholic School's goal to create an environment in which students have an opportunity to experience equality, regardless of their economic backgrounds, we maintain a uniform dress code for students in K-8th grade. The dress code exists to foster unity, to encourage modesty, and to minimize pressure to conform to particular styles or clothing brands.

General Uniform/Dress Code Requirements:

1. Students are to be neat, clean and well groomed.
2. Hairstyles/coloring and hair accessories should not draw undue attention to the student as determined by school staff. No one is to dye their hair a color that cannot be grown naturally in humans.
3. Hair should not extend below the eyebrows to the extent where the eyes cannot be seen. Hair is expected to be pulled back/away from the eyes.
4. Students are not allowed to have visible tattoos/body writing, or any body piercing other than the ears.
5. Jewelry should not draw attention to the person or cause distraction to the student wearing it or to other students around them. Students may be asked to remove jewelry that is a distraction or a safety concern.
6. Make up is not allowed at the elementary level (K-5th) and is highly discouraged at the middle school level (6th-8th). Excessive/heavy make-up is not allowed.
7. Shoes and socks must be worn at all times and should not distract from the learning environment.

8. Open backed shoes/flip flops, light-up shoes, and roller shoes are not allowed. Snow boots are not to be worn in the classrooms.
9. Athletic shoes are MANDATORY for gym classes.
10. Shorts may not be worn between November 1st and March 31st. This includes non-uniform days.
11. The collar of the shirt must be visible when the uniform pullover is worn.
12. **As a general rule, the length of shorts or skirts should be no more than 3 inches above the knee.**
13. Tight fitting styles are not allowed.
14. Please be advised that anything else not covered here will be an administrative decision as to whether it is permitted.

Face Coverings/Masks: Cloth face coverings must follow out-of-uniform guidelines. Designs should not be a distraction to the learning environment. Any message or logo should be consistent with the teachings of the Catholic church. Political messages are not allowed. Bandanas and masks with exhalation valves are not allowed for face coverings.

Donald's Department Store is our official uniform store. The clothing Donald's offers is the official uniform and **the standard/quality which is to be followed.** The embroidered polo shirts are only available at Donald's. Students are expected to be in a complete uniform every day.

Uniform Violations

A student may be asked to change into a uniform provided by the school.

Consequences:

First time violation: a warning is given to the student and parents are notified.

Second time violation: a warning is given to the student and parents are notified. The student may not participate in the next non-uniform or spirit wear day.

Third time violation: a student with consistent violations of the school dress code will forfeit the opportunity to be out-of-uniform for the rest of the school year.

All Students (optional)

SEAS logo embroidered 1/4 zip pullover performance or microfleece sweatshirt (dark blue)

SEAS logo embroidered zip-up microfleece vest (dark blue)

Families can purchase the performance fleece throughout the school year, contact the school office.

K-5th Uniform Options – Female

Light blue SEAS logo polo shirt (must be tucked in or have a banded bottom)

Light blue blouse with Peter Pan collar **under the Plaid Jumper only**

Plaid Jumper (K-5) the length should be no more than 3 inches above the knee

Plaid Skirt (K-5) the length should be no more than 3 inches above the knee

Donald's or similar styled navy blue cotton twill or corduroy dress pants, no cargo or skinny styles

Donald's or similar styled navy blue walking shorts, no cargo or tight fitting styles, the length should be no more than 3 inches above the knee

Navy blue cardigan sweater

Navy leggings **under a uniform jumper or skirt only**

Navy tights **under a uniform jumper or skirt only**

Navy privacy shorts are recommended under jumpers or skirts

K-5th Uniform Options – Male

Light blue SEAS logo polo shirt (must be tucked in or have a banded bottom)

Light blue oxford w/collar with embroidered logo (must be tucked in)

Donald's or similar styled navy blue cotton twill or corduroy dress pants, no cargo or skinny styles

Donald's or similar styled navy blue walking shorts, no cargo or tight fitting styles, the length should be no more than 3 inches above the knee

Navy blue cardigan sweater or V-neck

Middle School Uniform Options

Pants: Donald's or similar styled navy Blue or khaki dress pants (no cargo or tight fitting styles)

Shorts: Donald's or similar styled navy Blue or khaki dress shorts (no cargo or tight fitting styles) and the length should be no more than 3 inches above the knee

Skirts: Donald's navy blue hipster skort, the length should be no more than 3 inches above the knee

Shirts: Red or navy blue with SEAS embroidered logo, cotton or performance style

Navy privacy shorts are recommended under skirts

Non-uniform days

Out-of-Uniform passes are only valid on Thursdays and Fridays. Out-of-Uniform passes are not allowed on mass or field trip days unless specified by the principal. Logos/slogans that promote messages contrary to the teachings of the Catholic church, promote tobacco or alcohol, or are political are not allowed.

- **Shirts**: students must wear shirts with sleeves; shirts must fit with modesty in mind: not too tight, short or low-cut (midriff).
- **Pants**: loose fitting jeans, athletic pants, khaki or dress pants are permitted. Leggings/jeggings are not to be worn as pants. They are only permitted under a dress or skirt.
- **Shorts/dresses/skirts**: the length of shorts, dresses, and skirts must be no more than 3 inches above the knee. Dress may not be sleeveless or have an open back. Privacy shorts are recommended under skirts.
- **Head/Body**: no hats, unnatural hair color, visible body writing. Hair must be kept out of eyes.

Mass dress code

Out-of-Uniform passes may not be used on mass days. Students are required to be in uniform on mass days.

SEAS Spirit Wear Days - Fridays only

Friday's are SEAS Spirit Wear Days. Students are encouraged, though not required, to dress in SEAS gear. Uniform pants are required for K-8th unless the student is wearing SEAS spirit wear pants or shorts (see dates for wearing shorts above). Orders are taken multiple times a year.

Physical Education Requirements

K-8th: All students must wear appropriate athletic shoes for gym class. Flip-flops, sandals, and boots will not be allowed. Without the proper shoes, a student cannot participate in class.

Middle School: Students in grades 6th-8th are required to wear the SEAS Physical Education uniform. Orders are typically taken twice a year and processed through the school office, once in August and once in January if there is a need. Uniform shirts and shorts should have the student's name written in the available space. Students are also required to wear appropriate indoor athletic shoes.

Students not in uniform will not be allowed to participate, which will result in a loss of participation points for class that day.

Physical education uniforms are not to be worn on Spirit Wear days.

EIGHTH GRADE GRADUATION

Eighth grade graduation is a culmination of our strong academic program. A student who fails to meet the academic requirements of St. Elizabeth Ann Seton Catholic School will receive a certificate of attendance rather than a certificate of graduation at the graduation ceremony. Once their work is completed to a satisfactory level, which may include attending summer school, a certificate of graduation will be issued. Parents/guardians will be notified as soon as possible that their child may not receive a certificate of graduation. A certificate of graduation will also not be issued if tuition and fees are not paid in full.

The school dress code goals, to promote a modest and healthy Christian message, is still in effect at the time of the graduation Mass.

ELECTRONICS

If you bring electronic devices to school you should know that the school insurance does not cover the cost of replacing personal items.

Basic Electronic Rules

1. **Cell phones, iPods, and other similar devices:** Must not be on your person at any time during the school day. It must be powered off and kept in your locker/backpack.
2. **Tablets/E-Readers (Kindle, iPad, etc.):** These are only permitted in Middle School and are for classroom use only as instructed by the teacher. Use of these items is a privilege, not a right.
3. **Smartwatches and other wearable devices with browsing, filming, or texting capability:** While in school, the Bluetooth and WiFi connections must be turned off.

Consequences:

First time violation: the device will be taken away and the student is responsible for picking it up from the Lead Middle School Teacher or the office at dismissal.

Second time violation: the device will be taken away and a parent will be notified to pick it up at the school office.

Third time violation: the device must be turned in to the office at the start of the day and picked up in the school office at dismissal for a determined amount of time.

EMERGENCY CONTACT INFORMATION

An emergency contact sheet for each student is sent home in August and must be verified and turned in by the first day of school. **When changes occur during the year, it is the responsibility of the parent/guardian to notify the school in writing or by phone.**

FIELD TRIPS

Field trips may resume in January of 2022.

Field trips are part of the educational program. These trips are designed to support the curriculum and introduce the students to community resources. Students are expected to participate in field trips.

Insurance regulations of the Archdiocese require the use of the parent/guardian authorization EACH TIME the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must remain home. PHONE CALLS TO OR FROM A PARENT/GUARDIAN DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION.

Whenever possible, field trip participants travel by bus. Should it be necessary to use transportation provided by parents in private vehicles, parent/guardian will be notified. All private vehicles used to transport students must have documented current registration and proof of insurance.

Only students registered at St. Elizabeth Ann Seton Catholic School may attend school field trips. Siblings not at SEAS or not in the grades attending are also prohibited from attending.

All chaperones must be Essential Three (current background check, VIRTUS training, and Code of Conduct) complaint to chaperone a field trip. **No exceptions will be made.** Please note that it takes up to fifteen business days for a background check to be completed. The Essential Three must be renewed every three years.

FIRE, SEVERE WEATHER, AND LOCK DOWN DRILLS

All staff members and students are instructed in the proper procedures to use in the event of emergencies. Unannounced, required drills take place in order to reinforce previously taught safety precautions and to reduce anxiety that a student may have regarding such situations.

Reunification Location

In the event that the students have to be evacuated from the building, main campus or ECC, the main reunification location is Hastings High School. Hastings Middle School is the secondary option if HHS is unavailable. SEAS will do their best to inform all families if evacuation and relocation is necessary.

GRIEVANCE POLICY

If you wish to discuss concerns or problems, it is best to begin with the person with whom you are having difficulty. Communicating openly is the most efficient and effective way to resolve conflict. If this has been done and no resolution is reached, you may request an appointment with the principal to discuss the situation. If the situation has not been satisfactorily resolved, you should call the parish office to request an appointment with the pastor. If the situation has not been resolved to the satisfaction of the grieved party, the party may be referred to the Archdiocese for due process procedures.

HEALTH RECORDS

A health record is required for each student. It is recommended that the student have a physical before entering kindergarten or first grade, and again in fourth and seventh grades. To enter kindergarten, we require parents to fill out a **Health Summary and Immunization Form, which can be found on our website**, or provide an **Immunization Record**. The State of Minnesota requires immunizations to be up-to-date. Booster shots are required by the MN Dept of Health for entrance into 7th grade.

HEALTH SCREENING

Annual vision and hearing examinations are conducted by the school nurse for Kindergarten, 2nd grade, 4th grade, and new students. Referral letters are sent home to parents for those who do not pass the screenings.

HOMEWORK

Homework refers to tasks that the student is assigned to do on his/her own time after school hours. Homework assignments serve as a means of providing a bond of common effort between parent/guardian, child, and teacher. In order for homework to be effective, each participant – teacher, student, and parent/guardian – must understand and be committed to carrying out his/her responsibility. St. Elizabeth Ann Seton Catholic School expects students to plan to spend an average of at least 10 minutes for each grade level (i.e. 20 minutes for 2nd grade, 50 minutes for 5th grade) completing “homework” each night. (i.e. assignments, assigned studying and reading, or independent reading)

Homework Responsibilities of Teachers

- Communicate to students and parents/guardians homework goals and expectations.
- Set clear and concise expectations concerning assigning, returning and evaluating homework.
- Coordinate homework assignments with other teachers with whom students work with and who may assign homework.
- Assign appropriate homework according to student needs.

Homework Responsibilities of Students

- Know and understand the purpose of the homework assignment.
- Responsible for copying assignments into assignment notebook, understanding directions and knowing what is required for completion of the assignment.
- Responsible for completing and returning assignments on time.
- Understand when some assignments are to be completed independently, others as a team effort.
- Complete assignments neatly and do quality work.

Homework Responsibilities of Parents/Guardians

- Maintain a positive attitude towards learning and the value of homework.
- Be aware of the homework policy and individual teacher requirements.
- Help your child find a study area that is quiet and free of distractions.
- Be patient with your child and praise him/her for any effort made.
- If the child has trouble understanding directions, help her/him with explanations. **DO NOT DO THE HOMEWORK FOR THE CHILD.**
- Look over the assignment to affirm completion and quality. Praise your child.
- Support the teacher and the child. Get both sides of a story before making a judgment.

Make-Up Work

It is the student’s responsibility to procure and complete work missed during an absence. If assignments and homework for students are requested due to an absence, please inform the office in the morning. Teachers are not obligated to gather homework due to an absence. Teachers will, however, assist the student in making up for lost time as best they can. Work missed due to an absence must be completed in a reasonable amount of time determined by the teacher(s) and communicated to the student.

HIGH HONOR ROLL

High Honors is announced each quarter to recognize students in grades 6th, 7th, and 8th who have maintained an A in all academic subjects.

ILLNESS DURING THE SCHOOL DAY

The School Nurse approves the release of a student who becomes ill or hurt during the school day. Parents/guardians are notified when the illness is reported. If they are unable to come for the student,

they must make arrangements for a relative or other authorized person to pick up the student in the school office.

IMMUNIZATIONS

St. Elizabeth Ann Seton Catholic School follows the requirements of the Minnesota School Immunization Law (Minnesota Statute 121A.15). All immunization dates are to be submitted to the school prior to a student's first day of school. Parent/guardian is responsible for providing this information in writing to the health office and to update it each year immunizations are administered to the student. Each year the Annual Immunization Status Report will be submitted to the State of Minnesota as required by law.

LOST AND FOUND

Students and parents are encouraged to check for lost items in the Lost and Found area outside the office. After 2-3 weeks, non-labeled or unclaimed items may be donated to charity.

MEDIA SELECTION POLICY

St. Elizabeth Ann Seton maintains a policy of selecting high quality materials for the instruction of our students. Materials are typically reviewed by teachers, administrators, the pastor, and/or the School Advisory Committee before they are purchased. Any item donated to the school is also reviewed before being made available to students.

MEDICATIONS DURING THE SCHOOL DAY (Minnesota Statute 121A.22)

There are different protocols for "prescription" medications (prescribed by a healthcare provider) vs "non-prescription" medication (over-the-counter). Both do require parental/guardian authorization with a signature. Both authorization forms can be found on our school website under the Current Families tab/Health Office/Forms, or available in the school office or from the school nurse.

Prescription medication: Form must state the student's full name, name of medication, dose, time, how the medication is to be given, and for how long the medication must be taken. The form must be signed by both a licensed healthcare provider (MD, DO, PA, or RN Nurse Practitioner) and a parent/guardian. Parent/Guardian must provide the original container from the pharmacy with the name of the student, medication, dose, time, etc. All information from the form and medicine bottle must match.

Non-Prescription medication: Form must be filled out by a parent/guardian with the student's name, name of medication, dose, how often they should receive medication, and when they should receive medication. The form must be signed by a parent/guardian. The medication must come to school in its original box or bottle. For example: we cannot accept a ziplock bag of pills with a name of the medication on it.

Parents must provide non-prescription medication for their child if necessary. The school will not provide such medication for them.

Non FDA approved medication must be approved by the school nurse. Herbal treatments will not be administered by the school nurse or other staff members.

NON-DISCRIMINATION POLICY

See ADMISSIONS POLICY

NON-UNIFORM DAYS

See DRESS CODE

PCYI – PROTECTING CHILDREN and YOUTH INITIATIVE

The Protection of Children and Youth Initiative of the Archdiocese of Saint Paul and Minneapolis have one goal: shielding our children from abuse. The initiative has two components:

1. **Essential Three:** All employees and volunteers are required to complete and maintain safe environment credentials through the Archdiocese of Saint Paul and Minneapolis. This includes reading and signing a code of conduct, completing a background check (including the 123B.03 for first time employees or volunteers), and required safe environment training. All three requirements need to be completed prior to the start of employment or volunteering and can be completed online at www.virtusonline.org. **Important Note:** If you have ever created a VIRTUS account in the past, please contact the school's Safe Environment Coordinator, Sheila Steinmetz, to locate and activate your existing account. This process must be renewed every three years.
2. **Protecting God's Children for Students:** Teaching children about personal safety and sexual abuse prevention involve four 30 to 40 minute lessons a year. The programs are age-appropriate and respect parents' role as their children's primary educators. Parents may request to review all program materials before their children receive instruction.

Reporting of Child Abuse/Neglect

The staff members of the school are legally required to follow the requirements of Minnesota law pertaining to reporting child neglect and/or abuse which may be summarized as follows:

Staff members are required to report a suspected case of child abuse/neglect to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is abuse or neglect presently or has been within the past three years. A written report must be filed within 72 hours of the verbal report.

Neglect is defined as failure to provide food, clothing, shelter or medical care and prenatal exposure to controlled substance; **Abuse** can be physical or sexual abuse, or emotional maltreatment.

Mandatory Criminal Background Check Policy (Minnesota Statute 123B.03)

All staff as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks.

PRESCHOOL PROGRAMS

SEAS Little Patriots preschool is a Catholic program that meets the needs of the whole child. The program offers flexible class times for ages 3 yrs to 5 yrs old. We utilize Creative Curriculum along with Bible studies to prepare our students for kindergarten. Our teachers are certified in accordance with MN State Licensing requirements. The program is located at the Early Childhood Center on the Church campus. If you are interested in our programs please contact the director, Olivia Fitzpatrick, at 651-438-3223 or ofitzpatrick@seas-school.org.

RELIGIOUS EDUCATION

It is St. Elizabeth Ann Seton's school policy that all students, including non-Catholics, attend and participate in religious instruction, liturgies, and other aspects of our faith, including the Rosary and Reconciliation, while at school. The Catholic faith is taught daily.

All-school Masses are typically held on Wednesdays at 9:30am in the school gym.

As parents/guardians are their child's primary teacher, we expect that parents/guardians will foster the religious education of their child(ren) by attending Mass weekly and being active members of their parish.

School Masses Intercommunion

For non-Catholics, we do not offer Intercommunion as we believe that receiving the Eucharist implies accepting the Catholic faith. We invite all individuals of different faith traditions to come forward and receive a blessing during communion.

SCHOOL CLOSING

It is a general rule that St. Elizabeth Ann Seton Catholic School is closed if District 200 is closed because of severe weather conditions. You can find out about SEAS closing on our Facebook page, KDWA 1460 AM, and various other media outlets. No announcement means that school is in session.

eLearning Days

In the event of multiple school closures, eLearning Days will go into effect. Parents will be notified by staff when an eLearning Day is in effect. Assignments will be sent home early, when possible, and posted on the school website under Current Families/eLearning.

STUDENT SALES

Students are not allowed to sell items on the school premises for any organization not affiliated with SEAS school. Please do not allow your child to bring such items to school for sale purposes.

STUDENT/SCHOOL RECORDS

The school collects and maintains the records of students while they attend the school. To transfer records, parents/guardians are asked to inform the school office as soon as possible when transferring a child to another school. If the tuition and other financial obligations of the student have been paid in full, school records will be sent directly to the new school upon request of that school. Parent/Guardian and student understand, acknowledge, and agree that in the event the tuition or other financial obligations have not been paid in full, St. Elizabeth Ann Seton Catholic School has the right to withhold all records, including grades and academic transcript.

No one except appropriate school personnel, parents/guardians of minors, and students who have reached the legal age, shall have access to individual pupil records without either a subpoena or appropriate written authorization either from the parent/guardian (in the case of a minor student), or from the adult student or former student.

Parents/Guardians may ask to review the contents of records or data on their child. "records or data" is defined by any or all of the following:

1. Identifying data
2. Academic work completed
3. Level of achievement (grades)
4. Attendance data
5. Scores on standardized testing
6. Health data (separate records kept in health office)
7. Family background information

8. Teacher or counselor ratings and observations
9. Verified reports of serious or recurrent behavior patterns

In accordance with state and federal laws, parents/guardians are entitled to see their child(ren)'s records. An appointment with the principal should be made in advance. The principal is to respond to the request in a reasonable amount of time.

TELEPHONE USAGE

As a rule, neither teachers nor students are called to the phone during the hours of class. Messages for staff may be left with the office staff. **Changes concerning either bus or other after-school transportation should go directly to the office by 1:00.** Children may not use the school phone except in cases of emergency or after school hours.

TEXT BOOKS

Students are responsible for keeping issued, non-consumable textbooks and other materials in good working condition. Any misuse of issued materials due to carelessness or neglect will result in a fine charged to the parent's TADS account. The amount of the fine depends on the level of damage done.

UNIFORMS

See DRESS CODE

VALUABLES

School insurance does not cover loss of personal possessions; therefore students are to refrain from bringing phones, iPods, tablets, e-readers, game systems, cameras, toys, etc. to school. See the ELECTRONICS section for more information.

VISITORS

All parents/guardians or visitors must sign in at the office and receive a visitor badge before going anywhere in the school building. Visitors without a badge will be stopped by staff members and directed to the office.

During the COVID-19 pandemic, in order to ensure the health, safety, and welfare of our students and staff, visitors to SEAS schools will be limited. All visitors to the school will have to sign in at the office and follow our COVID-19 protocols.

Visitors will not be allowed to observe classrooms, attend school masses, join students for lunch/recess, or other previously allowed activities until further notice.

VOLUNTEERS

Each family is required to complete 10 hours of service through SEAS School during the academic year or pay \$300. Families are responsible for tracking and submitting their hours. The Volunteers link under the Current Families tab on our school website has a Sign-Up Genius links to many volunteer opportunities. Families submit hours electronically using the Online Volunteer Form which can be found on our website under Current Families/Volunteers.

Parents who are short hours will be notified by the school office. All hours must be completed and submitted no later than the day before the last day of school. If hours are not completed by then, parents will be billed a prorated amount for all hours not completed.

Essential Three Requirements: All volunteers 18 years and older are required to complete and maintain safe environment credentials through the Archdiocese of Saint Paul and Minneapolis. See the section above for more information.

DISCIPLINE

STUDENT BEHAVIOR AND DISCIPLINE

Discipline goal: to promote safe, respectful, responsible students who exercise self-control.

All children make choices about their behavior. The school and parents need to work together to help students learn to choose appropriate behaviors and accept the consequences, good and bad, which may result from their choices. Throughout the school, on school grounds, online, and at school sponsored events, students are expected to demonstrate appropriate behaviors, which are a reflection of true Christian values and their Catholic identity.

St. Elizabeth Ann Seton Catholic School's discipline philosophy is modeled after the **Love and Logic system**. This system is employed throughout the school day, inside and outside the classroom. Love and Logic allows children to learn from their mistakes, live with the consequences of their choices, and take more responsibility for their actions.

The SEAS Way: Below are not a set of rules but a brief summary of what we expect from our students. It is based in scripture and taught throughout our programs.

Look for more information about the SEAS Way in a fall 2021 eNews letter.

Each individual classroom will have additional, specific discipline plans. All classroom discipline plans are based on the basic school rules and maintaining our Catholic identity.

When a student breaks a rule, any one of the following may take place:

- Teacher/Staff member communicates to the student that the behavior must stop
- The student may be asked to "take a break"
- The student may be asked to "take a break" in a different setting
- The student may be asked to fill out a PLAN OF RESPONSIBLE ACTION
- The student may lose a privilege, such as recess
- The student may be asked to call a parent/guardian to explain the behavior
- A conference between the student, teacher/staff member, and parents/guardians may be called
- The student may be referred to the principal to discuss his/her behavior

Certain offenses are of a more serious nature and may result in suspension or expulsion. An administrator may suspend or expel a student for either serious and/or repeated violations of school rules and policies. An administrator in such an instance will take the following action:

1. Notify the student of the violation that will result in suspension.
2. Notify the parents/guardians of the student of the violation that will result in suspension.
3. Schedule a conference with the parents/guardians, student, and administrator to discuss the incident.

In cases of gross misconduct, an administrator has the authority to immediately suspend a student and will follow such action with appropriate steps as listed above.

Gross misconduct includes, but is not limited to, conduct which creates a substantial and unjustifiable risk of harm to another person or serious damage to the property of the school or another person, or conduct which substantially impairs the discipline and order of the school environment.

Restitution will be made for any damage to school property.

LOCKER INSPECTIONS

School lockers are school property. The school may inspect locker interiors at any time, for any reason, without notice and without student consent. Backpacks may be searched if there is reasonable suspicion.

BULLYING and HARASSMENT

Expectations: All staff, faculty and other adults regularly working with students at St. Elizabeth Ann Seton Catholic School are expected to be observant for both students engaging in bullying behaviors and those exhibiting characteristics of having been bullied.

Furthermore, all are expected to be familiar with and adhere to all provisions in the school's policy, as provided below, and procedures and directives for preventing, responding, reporting and intervening in bullying.

St. Elizabeth Ann Seton Catholic School cannot monitor all activities and eliminate all incidents of bullying between students, particularly when one or more of the students involved is not on school property or at school-related functions or under the direct supervision of school personnel. However, to the extent that such conduct affects the educational environment at school, St. Elizabeth Ann Seton Catholic School reserves the right to take action to investigate and respond to such conduct.

Definition of bullying: repeated behavior by one or more individuals directed to another by written, verbal or electronic communication and/or physical contact including gestures or body language which may be:

1. Interpreted as threatening or demeaning or meant to cause emotional harm or distress to the targeted student(s)
2. Interpreted as intentional by both the targeted student(s) and investigating personnel
3. Inflicted by the aggressor in a manner that creates a hostile learning environment for the targeted student(s)
4. Created or promoted by an imbalance of power between the aggressor and the targeted student(s)

Bullying can be:

- Physical: pushing, kicking, hitting, pinching, any form of violence, threats
- Verbal: name calling, sarcasm, spreading rumors, persistent teasing
- Emotional: tormenting, threatening, ridicule, humiliation, exclusion from groups or activities
- Racist: racial taunts, graffiti, gestures
- Sexual: unwanted physical contact, abusive comments
(For further details, please see the sexual harassment section on p.22)
- Cyber Bullying is bullying directed to one or more individuals through the use of technology, including but not limited to, electronic communication devices and displayed as email images, text messages, postings, or conversation.

Students at St. Elizabeth Ann Seton Catholic School are taught that:

- If a person says or does something unintentionally hurtful and they do it once, that's **rude**.
- If a person says or does something intentionally hurtful and they do it once, that's **mean**.
- If a person says or does something intentionally hurtful and they keep doing it even when you tell them to stop or show them you are upset, that's **bullying**.

Definition of harassment: unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or creates an intimidating, hostile or offensive working or learning environment. The basis for harassment may be any protected class including age, creed, color, disability, national origin, race, marital status, status with regard to public assistance, religion, gender or sexual orientation.

One particular category of harassment, **sexual harassment**, consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating or offensive working or learning environment. It also includes situations where submission to such behavior affects decisions about the individual's employment or education. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes but is not limited to:

- Teasing or jokes of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors or making derogatory or dehumanizing sexual remarks.
- Subtle pressure for sexual activity.
- Intentional brushing against a person's body.
- Display of offensive pictures, posters or other graphics.
- Leering, inappropriate patting or pinching and other forms of unwelcome touching.
- Otherwise creating a hostile, intimidating or offensive environment.

Reporting:

Every student, staff member, and parent of St. Elizabeth Ann Seton Catholic School has an ethical and moral obligation to report when they have reason to believe bullying or harassment has or is occurring. Additionally, staff has an obligation to report, and St. Elizabeth Ann Seton Catholic School has directed all staff to notify the principal or his/her immediate supervisor as soon as possible. Staff will provide a written account of the incident using the SEAS Bullying/Harassment Report Form available from the school.

Students are taught to notify the nearest adult when they have knowledge bullying has or is occurring. Students may be provided a SEAS Bullying/Harassment Report Form and instructed to detail their observations and knowledge of the incident(s).

Members of St. Elizabeth Ann Seton Catholic School's community are also provided a way to report anonymously. They may report by submitting a digital "SEAS Bullying/Harassment Report Form" available on the school website under Current Families/Student Links.

Parents are encouraged to report bullying or harassment to St. Elizabeth Ann Seton Catholic School by directly contacting an administrator or teacher. Parents may also use the online reporting process listed above.

When a reporting parent or student requests to remain anonymous, school officials will attempt to honor the confidentiality of the individual to the degree permitted by law. Whether anonymous or not, all reports of bullying or harassment will be fully investigated by the principal or designee assigned to do so.

Investigation Procedures:

All reported and observed acts of bullying and harassment will be investigated by St. Elizabeth Ann Seton Catholic School personnel. The following guidelines outline the general investigative procedures, however, the specifics for individual investigations may vary depending upon circumstances.

- An administrator or designee is responsible for investigating reports of bullying or harassment. Reports will be directed to his/her attention, and an investigation will be initiated within two business days.
- Parents of the targeted student(s) and of the alleged bully(s) will be notified as soon as enough information has been gathered to provide basic information to one or both parents. This should occur within 24 hours from the beginning of the investigation.
- Investigations may include but are not limited to:
 - Interviews with all affected students including witnesses, bystanders and adults with potential knowledge of the reported incident.
 - Written statements from all parties having pertinent information.
 - The collection and review of any evidence such as notes, recordings, images or affected properties.
 - Notification of law enforcement when there is sufficient reason to believe a criminal act was committed or if reporting is required by Statute or the school believes it is essential to maintaining a safe and orderly environment.
 - Periodic updates to parents of the targeted student(s) and the alleged bully(s).
 - Updates, as appropriate, to staff with a need to know.
 - Updates and contacts included in investigative reports with parents of all affected parties notified, as appropriate to the circumstances, of the findings and determination related to the report of bullying or harassment.
 - A summary of findings indicating the report of bullying or harassment was either “Substantiated,” “Unsubstantiated,” “Reclassified,” or “Unfounded”

Response:

Upon completion of a bullying/harassment investigation resulting in findings that substantiate the allegation of bullying, the following responses will be considered based on the totality of the circumstances, including the severity of the behavior.

In unsubstantiated findings where school personnel believe there will be a benefit in doing so, the following responses may be considered:

Individualized attention for both the victim of the behavior and the student that engaged in the bullying may consist of one or more of the following:

Bully/Harasser:

- Ongoing monitoring and contact that is both scheduled and unscheduled.
- Scheduled meetings with the student and possibly the child's parent(s) to the degree deemed appropriate by school personnel.
- Scheduled meetings with the school counselor to work on behavioral issues.
- Acknowledgment and remorse expressed to the victim of the behavior but only upon consultation with the victim and the victim's parent(s).
- Participation in a Behavior Contract with identified objectives and consequences for violations.
- Notification to the student's teachers of what has occurred for the purposes of any additional supervision or monitoring that might be necessary.
- Possible suspension or expulsion.
- Other specific requirements as deemed appropriate by the school.

Victim:

- Ongoing and scheduled meetings with the targeted student by appropriate school staff to assess how the student is adjusting and coping as well as to detect or acknowledge additional incidents of the behavior.
- Scheduled meetings with the targeted student and possibly the child's parent(s) to the degree deemed appropriate by school officials.
- Option to meet regularly with the school counselor.
- Notification to the student's teachers concerning what has occurred and any specific issues to consider within the classroom.
- Other specific strategies as deemed appropriate by the school.

The school shall impose disciplinary actions on the bully/harasser, as outlined and consistent with the school's student expectations and subsequent range of punishment.

Parents or Legal Guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

SMOKING/TOBACCO

The use or possession of tobacco in any form by St. Elizabeth Ann Seton Catholic School students during school hours, on school or parish grounds (including in an automobile), while riding a school bus, or while attending any school-sponsored function is prohibited. It will result in confiscation of the tobacco product, the police being called and disciplinary action by the principal. This policy applies to e-cigarettes and other similar products.

DRUG/ALCOHOL POLICY

If any student attending St. Elizabeth Ann Seton Catholic School is found buying, selling, or giving away any mood altering chemicals (definition includes any substance, such as drugs or alcohol, that substantially changes the behavior of the person taking them), under the influence of mood altering chemicals, or in possession of mood altering chemicals while on St. Elizabeth Ann Seton Catholic School/Parish grounds or attending any school sponsored event, there will be immediate suspension by an administrator and the police will be called.

The principal will:

- Immediately notify the parents/guardians of their child's suspension or expulsion and release the student to his/her parent/guardian.
- Schedule a conference with the parents/guardians and the student to discuss the incident.

- Refer the family to an appropriate agency for evaluation and counseling.

If suspended, and before the suspension is lifted, the parents/guardians and the student will be required to:

1. Provide valid proof that the student is receiving appropriate professional care as per the evaluation.
2. Agree to immediate expulsion from St. Elizabeth Ann Seton Catholic School if a second offense against the above mentioned drug policy should occur.

If the principal receives a substantiated report that any student is buying, selling or giving away mood altering chemicals, under the influence of mood altering chemicals or in the possession of mood altering chemicals or drug paraphernalia, even though the student is not on school or church grounds or attending any school or church sponsored event, the principal will:

1. Notify the parents/guardians of the report.
2. Schedule a conference with the parents/guardians and the student to discuss the report.

Following the conference, the principal has the option to:

1. Take no further action.
2. Suspend the student until he/she gets a professional evaluation.
3. Expel the student if circumstances warrant expulsion and/or parents/guardians or student refuses to cooperate.

WEAPONS/EXPLOSIVE/DANGEROUS ITEMS

Any violation of Minnesota statutes will be reported to the police.

St. Elizabeth Ann Seton Catholic School has a “Zero Tolerance” Policy for possession of weapons. Students and non-students, including adults and visiting youth, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon* in school, on school grounds, at school activities, at bus stops, on school buses, or entering upon or departing from school premises, property or events.

Students who possess, assault, or threaten with a weapon will immediately have their parents or legal guardian involved, notification of police, and an initial suspension up to ten days, and confiscation of the weapon. Following an investigation, the student may be expelled.

***Weapon** means any device or instrument that through its use is capable of threatening or producing bodily harm or death or that can be used to threaten to cause bodily harm or death. This includes “look alike” weapons.

FINANCIALS

BUDGET PROCESS

The school's budget planning process coincides with the parish's budget process. Budget planning considers annual goals and objectives as well as the long-range plan. The final budget includes direction from the school principal, the pastor and financial committees.

CONTINUOUS ENROLLMENT

Kindergarten eligible 4 year old preschoolers and students in grades Kindergarten-7th grade are automatically enrolled for the next school year on **February 1st**. The registration fee will be taken out of the family's TADS account.

FEES

In addition to tuition, some programs/activities require an additional participation fee. No student will be denied access to the programs. If assistance is needed, parents should contact the principal. All information will be kept confidential. Examples of fees include, but are not limited to:

- **Technology Fee** to help cover the cost of increasing technology. This is one charge per student of \$50 with a max family charge of \$100
- **Athletics** per sport fee. Fees, fundraisers, and the Patriot Tournament are necessary to provide our quality athletics programs
- **Band (Grades 5-8)** The fee helps fund the instructor and provide for costs related to the program
- **BASE**
- **Field Trips**
- **Lunch**

Fundraising

Families of St. Elizabeth Ann Seton Catholic School must meet a yearly \$400 fundraising obligation.

Volunteers Hours/Fee

Families of St. Elizabeth Ann Seton Catholic School are required to complete 10 volunteer hours per family annually or pay a fee of \$300.

Late Fees

A \$35 late fee is assessed five days after a due date.

Registration Fees

There is a \$100 per child, limit \$200 per family, fee applied to your TADS account in February for returning students or at the time of enrollment for new students.

FINANCIAL ASSISTANCE/TUITION ASSISTANCE

Parents may request tuition assistance from St. Elizabeth Ann Seton Catholic School. To request assistance, visit our webpage and click on the TADS (Tuition Aid Data Services) link in the Admissions tab. **Families must submit all information to TADS by the required deadline, April 15th.** The school receives a report back indicating how much assistance is recommended. An appeal process/form is available if needed by the family. A modified tuition contract is then established. Non-parishioners may have limited access to tuition assistance. Families that receive assistance are expected to offer time and talent to offset the lost revenue to the school. As a general rule, no family will receive more than 50% of the required tuition in assistance, not including outside scholarships.

FUNDRAISING

All fundraising efforts require prior approval by the principal.

PARISH INVESTMENT

Since the entire parish benefits from Catholic educational programs, the entire parish shares in the financial responsibility for the education of children. Parish investment is that amount contributed by the parish annually to the school.

TADS (TUITION AID DATA SERVICES)

TADS online billing and tuition management system collects all fees for SEAS families. TADS centralizes all your invoices: tuition, lunches, field trips, fundraising, BASE, athletics, band, and other miscellaneous fees throughout the year. Invoices are automatically sent at least 10 days in advance. Tuition fees are due according to what you selected at the time of your tuition agreement. Payment date options are the 1st and 15th of the month. All other miscellaneous fees will either be assessed on the 1st or the 15th of every month.

All families are required to use the TADS payment system.

TUITION

The school's budget is prepared by the principal with input from the pastor, parish administrator, and the School Advisory Committee (SAC). Tuition for the next school year is typically approved at the December SAC meeting. Tuition covers approximately 40% of the school's operating costs. It is the goal of St. Elizabeth Ann Seton Catholic School to continue to provide an outstanding academic and religious education for the most affordable price.

Tuition Payment

All families are expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment (Bank Account or Credit Card) must be submitted to TADS each year for the tuition/billing agreement.

TADS provides the following options:

- Option 1: Single Payment due on or before July 15. There is also a \$50 discount on your overall tuition. Discount does not apply for families with tuition assistance.
- Option 2: Two Payment Plan. One half paid on or before July 15 and one half paid on or before February 15.
- Option 3: Monthly payment plan. Payments budgeted over 10 or 12 months beginning in July. Payments can be made on either the 1st or the 15th of the month.

Non-Parish Tuition Rate

St. Elizabeth Ann Seton Catholic School welcomes all who desire a Catholic education for their child. Our parish, as stated above, makes a significant monetary investment in each student's education. Families that are not actively participating in the parish, or who are not registered at St. Elizabeth Ann Seton Parish, will be charged the non-parish rate for at least the first semester. Only registered, active parish families will receive the parish rate.

If a family registers before the start of the school year, or they dispute the non-parish rate, they may meet with the pastor to discuss their participation in the parish.

Late Registration

A prorated fee for tuition will be calculated for students registering after the start of the school year. Unless a registered, active parishioner at time of enrollment, families will pay the non-parishioner rate.

Late Payments

It is the responsibility of each school family to keep the principal or school accounts department informed of their need to make any changes in their tuition payment plan or adjustments in the amount of tuition expected to be paid.

School families who have missed two monthly payments and have not made suitable arrangements may be notified that their child(ren) will not be allowed to enroll for the next school year.
see NON ADMISSION OF STUDENTS

Insufficient Funds

School families who miss a payment due to insufficient funds will be automatically charged a \$35 missed payment fee by TADS and may incur a similar penalty from their own banking institution. Families are notified in the case of returned payment and then must manually make the missed payment by either calling TADS or going online.

Tuition Assistance/Scholarships

A limited amount of tuition assistance and scholarships are available from the parish and other donors. **All families must apply in TADS for assistance/scholarships by April 15th.**

We encourage parents or guardians to contact the school accounts department or the principal as soon as possible when they are experiencing economic difficulties.

Non-Admission of Students due to an Outstanding Balance

School families failing to pay tuition and fees according to the agreement which they have made with the school or who have been unwilling to make suitable alternative arrangements will be informed that their child(ren) will not be readmitted to St. Elizabeth Ann Seton Catholic School.

All families must be current in their account by **June 30th**: If not, students may not be admitted the following school year.

Tuition Refunds/Penalties

When a student is withdrawn from school prior to the end of a contract year (July 1st through the last day of school), a hardship is presented to our school community. **Once a tuition agreement is signed, families will be held to the following schedule:**

Withdrawal date...

Between July 1st and September 30th: 25% of the total tuition and fundraising commitment.

Between October 1st and November 15th: 50% of the total tuition and fundraising commitment.

Between November 16th and January 15th: 75% of the total tuition and fundraising commitment.

After January 15th: 100% of the total tuition and fundraising commitment.

Refunds for overpayment will be considered on a case-by-case basis with the final decision made by the principal.

SERVICES

BEFORE AND AFTER SCHOOL ENRICHMENT (BASE)

This service is offered to St. Elizabeth Ann Seton Catholic School students and their families. Before school care runs from 6:30am–7:35am. After school care runs from 2:30pm–6:00pm. The BASE handbook is available on our website, www.seas-school.org, Current Families/BASE.

COUNSELOR

Our school contracts with Dr. Kahn and Associates for services related to school counseling and psychological services. Our school counselor is in the building twice a week and will be available by phone and/or email for both student and parent concerns. Dr. Steve Kahn also provides services such as parent forums, consultation, and testing.

PICTURES

Individual pictures are taken by Dan Rother Photography each fall. Class pictures, in uniform, are also taken on a different day. Notification of this will be given well in advance of the photography session. Group pictures will be scheduled for special activities such as graduation, athletics, etc.

SCHOOL GAME NIGHTS/DANCES/EVENTS

Typically, a number of these events are offered throughout the school year. Any non-SEAS student wishing to attend these events must be approved by the principal before attending.

SCHOOL LUNCH AND MILK PROGRAMS (State and Federal Program)

Students may purchase a nutritious lunch, which includes milk, or they may purchase individual milk for their own lunch from home. St. Elizabeth Ann Seton Catholic School participates in the Federal School lunch program and follows State and Federal wellness guidelines. Lunch at school is part of the total learning environment and as such, good conduct is to be expected. Table manners and other lunchroom conduct are discussed as a regular part of respecting others. Soda (pop) is not allowed.

Families will receive a monthly TADS charge on the 15th of the month reflecting lunch purchases for the month prior. For example: On October 15th, a TADS charge will be due for all lunches purchased for the month of September. The only exception to this rule is the month of June where the final lunch charge of the school year will be taken out on June 15th.

The prices are: Grades K-8 = \$3.10, Extra Entrée = \$2.05, Milk Only = \$0.55, Adult Meal = \$4.00.

Free/reduced lunch applications are available for those families who qualify by contacting the school office or on our school website at <https://www.seas-school.org/lunch>.

SHARED TIME (State Program)

District 200 and St. Elizabeth Ann Catholic Seton School have had a mutually respectful shared-time agreement for many years. The shared-time agreement allows St. Elizabeth Ann Seton Catholic School students to be able to access any extra-curricular club or sport that SEAS School does not offer. (i.e. a student would not be allowed to play on the public middle school soccer team because we have a soccer team at SEAS School).

SPECIAL EDUCATION (Federal Program)

The special needs of students in the non-public school may be addressed through the public school district. District 200 provides assessment, periodic observation, and review of progress and establishment

of an IEP (Individual Education Plan), which generally involves tutoring by a special education teacher. Students who qualify for special services may be transported by bus to the service site (Kennedy School for gr. K-4, and HMS for gr. 5-8) during regular school hours. Many times, student needs can be accommodated on site through consultative services from District 200. Parents, teachers, and special services personnel meet to determine the best possible plan for each student.

TITLE I (Federal Program)

The purpose of Title I is to provide supplementary assistance to state and local education agencies to meet the needs of children in the areas of math and reading. Eligibility requirements must be met to receive these services. District 200 personnel provide this service within our school buildings.

TRANSPORTATION (State Program)

- **Role of the Public School District**

The Hastings Bus Company handles bus arrangements. Bus transportation is a privilege. The students must conduct themselves properly and respect the rights of others. The school bus driver is the authority on the bus and has been directed to maintain order to ensure the safety of passengers. Therefore, parents/guardians and students need to support the rules and guidelines regarding the safe transportation of students from the home to the school, etc. Parents/Guardians whose children do not follow the bus rules will be notified regarding appropriate bus behavior of the child. Schools and teachers are not responsible for student behavior on the bus.

- **Instruction and Training for Bus Safety**

Instruction/review in bus and pedestrian safety is provided each year for grades K-5 by the Hastings Bus Company.

- **Misconduct on the Bus**

Denial to ride the bus may be a consequence for misconduct on the bus. Parents/Guardians are notified when such action is necessary.

- **Restriction: Bus Students Only**

Only bus students are to ride the bus. Students are to go home on their assigned bus and get off at their assigned stops.

YEARBOOK

The school publishes a yearbook each school year. Individual and classroom pictures are featured in the yearbook, as well as other photographs portraying the many activities and events that take place throughout the school year. Notification regarding the cost and time when the yearbook is available is sent to the parents/guardians via the eNews.

SCHOOL ORGANIZATIONS

ATHLETICS

The philosophy of our Athletic Department at St. Elizabeth Ann Seton Catholic School is to develop skills and an appreciation for athletic activities, while establishing school and self-pride in a Christian manner. Our athletic program has a big responsibility: how we act, look and perform not only reflects upon our coaches, but our school as well.

Participation is the key element in our athletic programs. Through participation, the student will benefit physically, socially and emotionally. Being in athletics enhances the process of growing. Through participation, any sound extra-curricular program should be fun. Having fun does not mean a person cannot be taught or coached as well as learn the responsibility of discipline.

Students must be registered at St. Elizabeth Ann Seton Catholic School to participate in SEAS Athletics.

The Athletic Handbook is available on our school website under the Current Families/Athletics.

SCHOOL ADVISORY COMMITTEE (SAC)

The committee serves in an advisory capacity to the school principal and the pastor regarding school educational and policy matters.

The committee consists of the principal, pastor, and nine lay representatives. Any St. Elizabeth Ann Seton parishioner who is a fully initiated and an actively participating Catholic 18 years of age or older, who has at least one child enrolled at St. Elizabeth Ann Seton Catholic School, is an alumni of the school, or a person active in the business or development community for the geographic area in which the school is located shall be eligible to become a committee member.

All meetings are opened to the public.

ST. ELIZABETH ANN SETON PARENT ASSOCIATION (SEASPA)

SEASPA is a volunteer-run parent organization dedicated to building a SEAS community, both on and off our school campuses.

The mission of SEASPA is to foster a connection between parents, teachers, staff, parish, and all students of SEAS. SEASPA sponsors social events, fundraising events, and volunteer opportunities for St. Elizabeth Ann Seton Catholic School families to get to know each other and to support one another throughout the school year.

MARKETING COMMITTEE

The Marketing Committee works to promote our awesome school. We are always looking for talented individuals who are willing to help us tell our story and spread the good news about SEAS School.

STUDENT COUNCIL

Student Council is open to all students in grades 6th-8th. Representatives from each class are elected. Students must have satisfactory academic and behavioral records to maintain their position on Student Council. This leadership group plans various activities, service opportunities, and runs the “school store.”

SEAS TECHNOLOGY ACCEPTABLE USE POLICY

Your son or daughter will have an opportunity to use many forms of technology at St. Elizabeth Ann Seton Catholic School. Please read the following document and discuss it with your child.

MISSION AND PURPOSE

In today's information rich society, educators have a professional responsibility to help students develop the skills needed to discriminate among information sources. There are ethical, social and legal issues that arise with the use of technology. We, as Catholic educators, believe that we must prepare students from an early age in the use of technology and provide them with an understanding of its use.

Technology education begins in Kindergarten and progresses through 8th grade.

NO EXPECTATION OF PRIVACY

St. Elizabeth Ann Seton Catholic School routinely monitors usage of school accounts and may review any communications on its systems. SEAS School is able to override all passwords. Users do not have privacy rights in the contents of their computer system, including messages sent, received, or stored on the email systems or in their use of the Internet. Passwords to these systems exist for the benefit of SEAS School. Users should have no expectation that the ability to choose a password for a system in any way limits the ability or right of SEAS School to monitor all activity.

INAPPROPRIATE ACCESS

Not all of the information freely available on the Internet is reliable or helpful. Students and employees must evaluate the source of the information, as well as the information itself, to determine its appropriateness and usefulness.

In addition to providing information, the Internet is capable of providing the means to communicate directly with others via "instant or private messaging" programs, video conferencing programs, and other means. Also, there are many places and software technologies that will allow for the free exchange of files between computers over the Internet, such as email. Not all of these methodologies are appropriate for an educational environment.

Students may not use school computers to access any Internet site or sites that contain information that is inappropriate for educational purposes or sites that teachers, staff or administration deem inappropriate for the instructional program.

HARDWARE

SEAS School computers and tablets are managed in order to allow for students to use the systems only for educational purposes. Under no circumstances is a student to attempt to modify the existing hardware configuration. Students are responsible for reporting any damage discovered on school computers to their teacher immediately.

PLAGIARISM

Information obtained from the Internet as part of a research project must be attributed to its source, using a standard bibliography notation. Students and staff may not violate a copyrighted source, or otherwise use another person's intellectual property without his or her prior approval or proper citation.

IMPROPER USE AND CONTENT

Users may not use SEAS domain for purposes of harassment, intimidation or bullying of others, either within SEAS community or in the broader Internet. Foul, abusive, discriminatory, or demeaning language, the posting of obscene images or texts, and other such acts shall be a violation of this policy.

Cyber-bullying involves an act of bullying through the use of technology or any electronic communication, including but not limited to email, texts or social media posts.

“NETIQUETTE”

Users must abide by accepted rules of network etiquette, including, but not limited to, the following:

- Follow all SEAS rules while using SEAS technology.
- Do not reveal personal information—your address, telephone number, password or those of other students.
- Be polite. Do not be abusive in your message to others. Use appropriate language and do not use vulgarities or any other inappropriate language.

CONSEQUENCES

Failure to follow SEAS Acceptable Use Policy will result in the loss of privileges for a time deemed appropriate by SEAS Staff.

- Failure to follow SEAS Acceptable Use Policy may result in other consequences as determined by the principal.
- Failure to follow SEAS Acceptable Use Policy may result in involving law enforcement agencies when applicable.