



2021-2022 FAMILY HANDBOOK

DIOCESE OF LAS VEGAS

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APPENDIX A TECHNOLOGY ACCEPTABLE USE POLICY

APPENDIX B RESPECTFUL LEARNING ENVIRONMENT POLICY

APPENDIX C TUITION & FEES

APPENDIX D EXTENDED CARE HANDBOOK

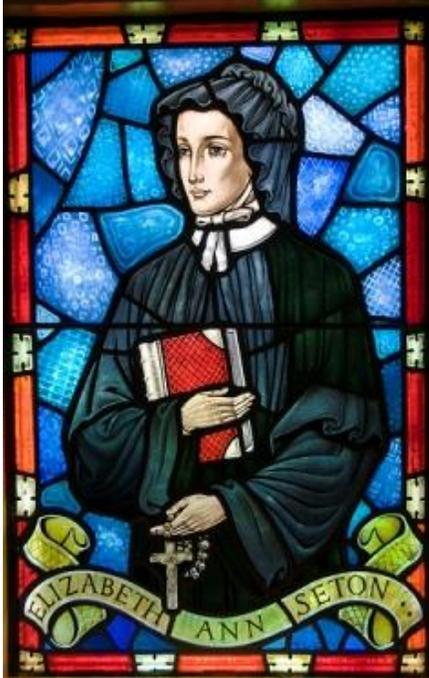
APPENDIX E SLE RUBRICS

APPENDIX F PARENT STUDENT HANDBOOK SIGNATURE FORM

WELCOME

Saint Elizabeth Ann Seton Catholic School welcomes you!

VISION STATEMENT



*Students who
Excel in
Academics with
Spirituality and
Christian
Service*

Mission

Saint Elizabeth Ann Seton Catholic School is committed to the preparation of students to become well-adjusted, well-educated Catholic adults capable of adapting and functioning in a multicultural society. Throughout the learning process, students will be challenged and supported in all aspects of their development, through ethical principles, in order to prepare them to think critically and creatively, problem solve, and successfully face the challenges of living within a global environment and an ever-changing technological society.

Philosophy Statement

One Bread, One Body, One Parish, One School

The purpose of Saint Elizabeth Ann Seton Catholic School is to provide a Catholic Education based on the call of the Church to "Teach as Jesus did." We strive to teach the message of Christ, to advance the building of a Catholic Community and to encompass all people in love and service. Through our school-wide learning expectations, our school is committed to the total development of the child including: active faith-filled Catholics, lifelong learners, effective communicators, and responsible citizens who are culturally and globally aware.

Our school is an integral part of the parish structure of Saint Elizabeth Ann Seton and the community of Las Vegas that calls for integration and interdependence. Therefore, as shareholders (clergy, parishioners, faculty, parents, and students) we strive to teach the truths and traditions of our Catholic faith and values in a Christ-centered environment.

- As one, holy, Catholic, and Apostolic church, we recognize the fundamental dignity and uniqueness of each individual, and encourage the practice of self-discipline while maintaining a strong sense of personal responsibility. Students will be aided in the development of their ability to foster a healthy respect for themselves and others, to think creatively and problem solve, to nurture a love for life-long learning, and to stimulate the spirit of inquiry and innovation.
- In Catholic, Christian unity we recognize parents as the primary educators of their children whose religious experience is continued in the Catholic school. Our school provides the children with the tools necessary to be strong, vital members of our Catholic community. Our parents have a vital role in establishing habits that prepare their children for success through their own self-discipline, prayer, and weekly attendance at Mass.
- In Catholic, Christian unity, our school accepts each child with his/her individual talents, skills, and abilities. We provide the education, discipline, and structure necessary to develop the child in a loving, caring atmosphere. Whereby, this encourages and supports his/her intellectual, emotional, and spiritual growth. Each student develops skills to think logically and independently, maximizing his/her greatest potential through the right to the best education according to his/her ability.

Schoolwide Learning Expectations

School-wide Learning Expectations are defined as what a student should know, understand, and be able to do by graduation. Through the School-wide Learning Expectations, our goal is to develop Catholic learners who are active, faith-filled Catholics, life-long learners, effective communicators, responsible citizens and culturally aware individuals. Our students, parents, teachers, staff, and administration have collaboratively developed these learning expectations to reflect the School Philosophy and Mission Statement of Saint Elizabeth Ann Seton Catholic School. St. Elizabeth Ann Seton Catholic School students are

1. Active faith-filled Catholics who:
 - a. pray every day
 - b. live each day as Jesus did
 - c. demonstrate a spirit of service
 - d. share the teachings of Jesus with others
 - e. understand and participate in the teachings and traditions of the Catholic Church

2. Lifelong learners who:
 - a. love to learn
 - b. use and apply basic skills
 - c. develop independence in learning
 - d. utilize critical thinking skills
 - e. appreciate fine arts
 - f. value every life situation as a learning experience

3. Effective communicators who:
 - a. speak well
 - b. listen to others
 - c. write ideas clearly
 - d. read with understanding and enjoyment
 - e. understand the tools of technology and use them responsibly

4. Responsible citizens who:
 - a. make good choices
 - b. think before they act
 - c. help and take care of others
 - d. accept accountability for their actions
 - e. recognize, appreciate, and use their God-given talents

5. Culturally aware/Global citizens who:
 - a. follow the Golden Rule
 - b. respect themselves and each other
 - c. are peacemakers
 - d. appreciate and care for all of God's creation
 - e. recognize that everyone is equal in God's eyes

INTRODUCTION

The Diocese of Las Vegas and Saint Elizabeth Ann Seton Catholic School reserves the right to unilaterally change the policies contained in the handbook at any time, to cancel any policy, or to decline to apply any particular policy to a given situation if in its discretion to do so would best serve the interests of the Diocese of Las Vegas and Saint Elizabeth Ann Seton Catholic School. Parents will be promptly notified, in writing, if changes are made.

The Saint Elizabeth Ann Seton Catholic School Parent/Student handbook is published to inform parents/guardians and students of the policies, rules, and regulations Saint Elizabeth Ann Seton Catholic School. Both parents/guardians and students are responsible for reading and supporting all of these policies, rules, and regulations as presented in this handbook.

We recognize that parents are the primary educators of their children, and that the school serves as an extension of that responsibility. The faculty and staff of Saint Elizabeth Ann Seton Catholic School take this responsibility seriously and endeavor to assist you in developing Catholic attitudes and behaviors as an integral part of your child's growth process. Should misunderstandings arise between home and school, the first avenue of discussion should be with the school personnel directly involved (usually the classroom teacher or activity supervisor); he/she is the person best able to provide you with the facts. If, after discussion with the appropriate school personnel, the misunderstanding cannot be resolved by mutual agreement, please consult with the Principal.

Please keep in mind that your support of school policies, rules and regulations is imperative and your child is to respect the authority and expertise of the school staff. This is essential if a positive learning environment is to exist. The staff of Saint Elizabeth Ann Seton Catholic School strives to work with you in order to provide each child with the best Catholic, academic education possible.

Notice of Non-Discriminatory Policy

The Diocese of Las Vegas complies with all applicable state and federal law with regard to the administration of its educational policies including, without limitation, the admission of students and the administration of all other school-related programs.

Accreditation

St. Elizabeth Ann Seton Catholic School is fully accredited by the Western Catholic Educational Association (WCEA).

SAFE VOICE

Safe Voice: The Diocese of Las Vegas students now have access to Safe Voice. The Safe Voice program offers a hotline, mobile app and website for the purpose of reporting threats to the safety and well-being of our students.

Safe Voice was established by the Nevada Department of Education and is operated in partnership with the Nevada Department of Public Safety. Reports are anonymous unless the reporter chooses to share his or her name.

The SafeVoice App is free and the reporting system can be accessed by visiting www.safevoicenv.org <http://www.safevoicenv.org/> or by calling 833-216-7233(SAFE).

The school campus is cleaned regularly and pest control is done on a routine basis. Smoking (including e-cigarettes and vapes) is not allowed on campus at any time.

SAINT ELIZABETH ANN SETON CATHOLIC SCHOOL FACULTY AND STAFF

Pastor: Father Jim Jankowski

Administrative Offices

Principal: Dr. Erica Romero

Instructional Coach: Mrs. Rosie Rinaldo

Administrative Assistant: Ms. Donna Fernandini

Office Assistant: Ms. Mary Sekerak

Faith Formation Offices

Pastoral Associate for Children's Faith Formation & Family Life: Mrs. Helen Silva

Coordinator of Children's Faith Formation: Mrs. Jodie Minkin

Coordinator of Children's Faith Formation & Catechesis of the Good Shepherd: Mrs. Amy Melancon

Parish Offices and Ministries

Coordinator of Music: Mr. Brian Hicks

Director of Youth Ministry:

Assistant Director to Youth Ministry: Cathy Sales

Finance Department: Ms. Krystalyn Pagan

Safe Environment/Volunteer Coordinator: Mrs. Van Dube

Faculty

Pre-Kindergarten: Mrs. Dolores Lopez

Kindergarten: Ms. Naomi Ramos

Grade 1: Mrs. Terri Grisingher

Grade 1: Mrs. Heather Ham

Grade 2: Ms. Carrie Bertram

Grade 2: Mrs. Colleen Soucoup

Grade 3: Ms. Rene Kajioka

Grade 3: Mrs. Julie Seatriz

Grade 4: Mrs. Dionne Von Tobel

Grade 4: Mrs. Alexandra Van Wingerden

Grade 5: Ms. Anne Buckley

Grade 5: Ms. Glenda Ann Salvador

Grade 6 – MS Science: Mrs. Diane Brannon

Grade 6 – 6th Grade Religion: Mrs. Wendy Nivera

Grade 7 – 7th Grade English/7th & 8th Grade Literature: Ms. Julia Adams

Grade 7 – MS Social Studies/6th Grade Literature: Ms. Katherine Kirchner

Grade 8 – MS Mathematics/6th Grade English: Mrs. Jennifer Robbins

Grade 8 – 7th & 8th Grade Religion/8th Grade English: Ms. Kimberly Cognac

Catechesis of the Good Shepherd Instructor Grades K-3: Mrs. Christine Faivre

Catechesis of the Good Shepherd Instructor Grades 4th & 5th: Mrs. Wendy Nivera

Physical Education / Athletic Director: Mr. Israel Lopez

Art: Mrs. Gina DeGrechie

Music: Mr. Dylan Musso

Technology: Mrs. Sally Calloway

Spanish: Mrs. Lidia Martinez

Pre-Kindergarten Aide: Mrs. Maria Rodriguez

Kindergarten Instructional Aide: Mrs. Carol Baird

School Counselor: Mrs. Nichole Siciliano

School Nurse: Mrs. Karen Dornlas

Instructional Strategist: Mrs. Marcee Clark

*All teachers and staff are First Aid and CPR Certified

The Parish School Advisory Council

The Saint Elizabeth Ann Seton Catholic School Advisory Council is made up of five to seven voting members. The Pastor, Principal, and Parish Business Manager are ex-officio members.

The primary purpose of the council shall be to:

1. Aid the Pastor and the Principal in their governance of the school according to, and consistent with the norm of canon law;
2. Make recommendations to the Pastor or his designee or the Principal as to the further development of the school as a whole; and
3. Advance to the Pastor and the Principal issues and concerns of the school community (including those of parents and students), as well as advance to parents, issues and concerns of the Pastor and Principal.

In all matters, the Council is consultative to the Administration and the Pastor.

ADMISSIONS/REGISTRATION

All requests for admission to the school and/or placement on the waiting list will require a completed application and the payment of an application fee. Application forms are available in the school office throughout the year. Applications will be kept on file throughout, and be valid for, the current school year. A child who is 5 years of age on or before the first day of a school year may be admitted to kindergarten at the beginning of that school year.

Registration: This process will take place at the same time our returning students re-register for the new school year. Registration for the following year may be denied for those children whose parents/guardians have not met all of the responsibilities as stated in this Handbook during the previous school year.

Note: *The non-refundable \$35.00 application fee is due at this time for new students. The non-refundable \$350.00 registration fee is due at registration for returning students. Payments received after the fifth day of the month are subject to a late fee. The processing fee for returned checks is \$35.00.*

Registration:

The priority for acceptance into our school as a registered active member of the parish shall be defined as follows:

An individual who has formally registered by completing the parish registration form and turning it into the parish office. This will ensure that they receive all parish mailings, as well as the weekly offertory envelopes or electronic communication. A registered parishioner will remain active and participating by making regular meaningful and identifiable contributions according to their means (using the parish tithe envelopes or using checks or electronically). Whenever possible, a parishioner should take part in community building parish functions and share their abilities and talents through ministry. A registered parishioner will attend the Sunday liturgy as often as possible.

If your teenager is attending Bishop Gorman High School and you wish to have the discount affidavit signed, you must be an active member of this parish and your son or daughter should be in a confirmation program in our Diocese and belong to St. Elizabeth Ann Seton's Youth Group program.

In addition, those children of registered families, who are of school age, and are not already attending a Catholic school, should be enrolled in a religious education program. Those children who are in high school should participate in our SEAS Youth Group and if not already confirmed, should also be enrolled in a confirmation program in our Diocese. In order to receive parishioner rate tuition or tuition assistance in SEASCS the family must be active in the parish community by taking part in any of the parish ministries.

Please note: If you are unable to participate actively or not able to contribute because of your age/illness or economic situation please inform us.

Order of Admission: St. Elizabeth Ann Seton Catholic School may have fewer openings at any given grade level than applications.

1. Catholic families registered and participating at other parishes.
(Please include a letter from your current parish noting active participation)
2. Other parishioners not meeting the “active” criteria.
3. Other applicants, inactive Catholic or non-Catholic.

Admission of Non-Catholics: Non-Catholic students may be admitted to St. Elizabeth Ann Seton Catholic School under the following conditions:

1. Adequate facilities and space are available, without denying the admission of eligible Catholic students.
2. The parents/guardians agree in writing to permit their child(ren) to attend religion classes and religious functions that are offered as part of the school program.
3. The parents/guardians commit themselves in writing to accept and to promote the philosophy, goals, objectives, and regulations of our school.
4. The parents/guardians agree in writing to assume responsibility for all financial obligations.

(If there are more qualified applicants than there are available seats, placements will be made based on the highest level of participation. In the event of a tie or if necessary, placement will be made on a “first come, first served” basis).

Waiting List: Once selections have been made, families who were not granted admission will have their children's names placed on the waiting list. Placement from the waiting list will be granted from applications received during the registration period based on the highest level of participation, and secondly, if necessary, on a "first come, first served" basis. If a family granted admission, for a student or students, elects not to accept, they may make a request to be placed on the waiting list but will not be granted any priority for placement.

After all slots are filled, additional applicants will be offered the opportunity to place their children on a waiting list. Placement on the waiting list will be determined by the above criteria. Placements will be granted from the waiting list as vacancies occur.

Families on the waiting list will be notified when a vacancy occurs for which they are being offered a placement. Waiting lists **will not** roll up for succeeding school years. A new application must be filed during the appropriate registration period to gain admittance to the school.

Note: It is the intent that all persons making student applications to the school be serious regarding their commitment toward a Catholic education for their children, and that is the primary reason for the fees incurred. The payment of an application fee for the waiting list reinforces the commitment and provides an indication that if placement is offered it will be accepted.

Once a family is called for placement from the waiting list, they will have until noon of the second day following the call to accept. If they do not accept, the slot will be offered to the next qualified candidate and their name will be removed from the waiting list. If they desire to remain on the waitlist they will be moved to the bottom of the list.

All paperwork for admission and the corresponding registration fees must be paid within 48 hours of acceptance.

**Any student enrolling at St. Elizabeth Ann Seton Catholic School who has not received a Sacrament by the grade level students generally receive Sacraments in the Diocese of Las Vegas, need to make an appointment with the Children's Faith Formation office to arrange for catechetical instruction through*

*the Children's Faith Formation Program. The school and parish will expect parents to attend all meetings in preparation for the Sacraments.**

Enrollment Process: Once a family is called for enrollment, their student will be administered a SEASCS adopted placement test based on their current grade level. The fee for the 1st through 8th grades placement test is \$75.00 payable at the time of testing. The Pre-kindergarten and Kindergarten assessment fee is \$100.00.

- As a Catholic school, we reserve the right to make placement decisions based upon placement test results/assessments and admissions criteria. We also reserve the right to require that a student present proof of tutoring or other specialized instruction prior to admission if we believe that such training or study would better prepare the student to succeed in the school's curriculum/instruction.
- The non-refundable registration fee is due at this time.
- Attached to the application should be copies of existing report cards, standardized tests, and scholastic records results for a minimum of the past two (2) years to the school.
- Tuition and other ancillary fees are due upon acceptance of an enrollment position.

Parents must provide:

- Child's Birth Certificate
- Child's Baptismal and Communion Certificates
- Immunizations prescribed by the State of Nevada: Parents must provide proof of all State required inoculations.
- Parents must request attendance, health, and scholastic records from former schools the student has attended.
- Parents must complete the Supplemental Health Card Form that is available from St. Elizabeth Ann Seton Catholic School.

As stated above, a placement examination, appropriate to grade level, will be administered to all students in Pre-Kindergarten through Grade 8. Areas of consideration include the student's maturity, skill level, behavior characteristics, parent commitment, and cooperation. In order to communicate a sound understanding of expectations, an informal interview will also be conducted with parents and students.

St. Elizabeth Ann Seton maintains a disciplined Catholic school environment, therefore, each new student is accepted on a probationary standing. All new students will be carefully observed and monitored throughout the course of the school year. Dismissal could be warranted if a student exhibits serious behavioral or academic problems at any time during the course of the school year.

As stated above, the Catholic Church and this Catholic school recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

Please keep in mind that your support of school policies, rules, and regulations is imperative and your child is to respect the authority and expertise of the school staff. This is essential if a positive learning environment is to exist. The staff of St. Elizabeth Ann Seton School strives to work with you in order to provide each child with the best Catholic, academic education possible.

TUITION

Tuition Fees are assessed upon admission to the school and the payment plan is initiated

Tuition may be paid in full, or on a monthly payment plan.

1. All tuition is paid in advance and is due and payable on the fifth of each month of the school year. A late fee of \$25.00 will be assessed on the sixth day of the month commencing with the 2021-2022 school year. Payments overdue thirty days will be reviewed and may result in student withdrawal. Should a check be returned for insufficient funds, a payment in cash is due immediately.
2. If your tuition and fees are not paid in a timely manner, it may be necessary to prohibit your child's attendance until payment is made. Records, including final report cards, will not be released if fees are not current. Eighth grade students must have all fees current to participate in graduation activities.

At re-registration, parents are required to complete their re-registration commitment along with their tuition agreement and the enrollment fees are due at this time.

PAYMENTS

Every family **must create** an account with FACTS Tuition Management for payment for tuition, books, extended care, etc. We have partnered with FACTS Management Company to help us manage our tuition

payment program. FACTS is used by many schools locally and over 7,000 schools nationally. We are excited to be working with them and are confident this program will offer greater efficiency and financial stability for the school while providing convenience to families.

One of our primary goals this year at St. Elizabeth Ann Seton Catholic School is to concentrate our efforts on improving the *business side* of our school. By taking advantage of the security and convenience of payment processing and information technology offered by FACTS, we remain committed to this goal.

You will realize these benefits by using FACTS for your tuition payment plan:

1. **Payment Dates:** Payments are due by the 5th of each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards, if applicable
2. **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction.
3. **Consumer Account:** You may check your personal account or make payments online from the convenience of your home or office anytime.

One of the universal challenges in education is achieving a balance between our educational mission and financial stability. It is precisely for this reason we are enlisting the help of the FACTS Management Company. With FACTS, the school maintains decision-making control. As always, we will continue to work with families should special circumstances or hardship cases arise during the school year.

FACTS provides flexible payment plan options to families at private and faith-based schools. Families can budget their tuition, making private school more accessible and affordable. Our process is simple, convenient, and secure.

To set up your FACTS agreement, visit your school's website and locate the FACTS link, or go to <https://online.factsmgt.com>

SCHOOL DAY INFORMATION

Morning Drop Off/Arrival:

In an effort to maintain the safety of students, parents, and employees during drop-off, SEASCS has instituted a car line and park-and-walk procedure. Please review the maps that illustrate the car line traffic flow and the option for parents that choose to park-and-walk.

As you will notice, we have established one-way routes throughout the parking lots and students will access the campus from the center gate. We have limited the smaller portion of the parking lot to the south (in front of baseball field) for parents who desire to park. Parents may not enter into through the gates, unless they have a Pre-k student.

Please follow these instructions:

1. Cars are to enter one-way into the northern entrance of the large lot.
2. Cars are to make a left turn in front of the school and proceed around the parking lot to the drop off area.
3. Cars are to proceed slowly along the sidewalk, moving as far forward as possible.
Please do not stop at the gate.
4. Cars are to come to a stop and allow child(ren) to exit the car with their belongings.
5. Cars are to proceed straight and make a left or right turn exiting the parking lot.

Please remember that parents are not allowed to exit the car, open trunks, etc. while in the midst of car line drop-off procedures. Children should have their school associated belongings (backpacks, laptop cases, lunches, etc.) with them and ready to exit the car upon arrival. Whenever possible, they should be seated on the passenger-side of the vehicle (front or back seat). In the case of multiple children, we would still like all children to exit the vehicle from the passenger-side. If you must exit your car to assist your child(ren) with belongings, we recommend that you utilize the park-and-walk procedure (see below).

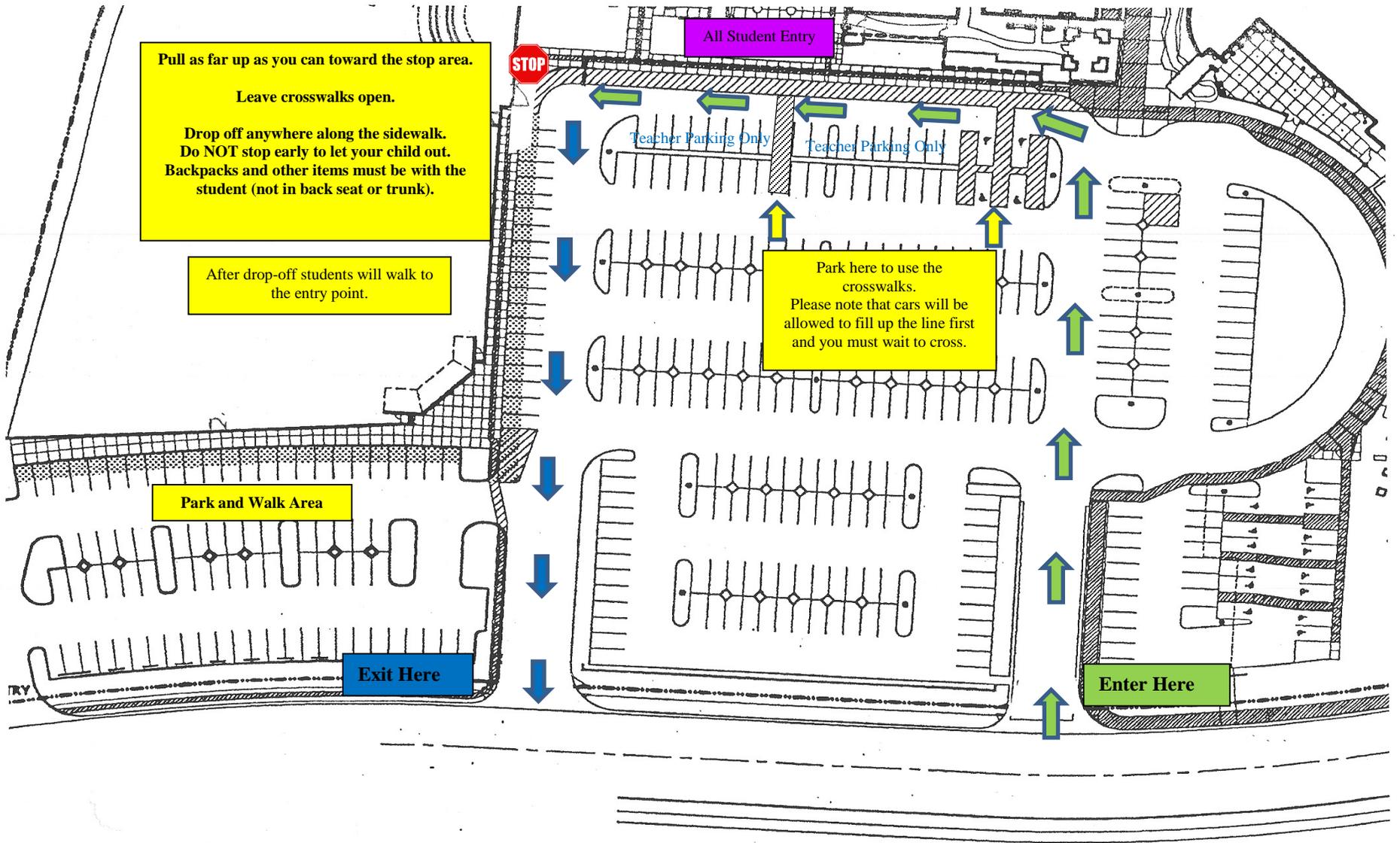
Park-and-Walk: Please follow these instructions:

1. Cars are to enter the southernmost entrance of the parking lot.
2. Cars are to make a right turn into available aisles of the parking lot.
3. Cars are to proceed slowly until an available parking space has been identified.
4. Once parked, parents must accompany their child(ren) to the center school gate.
5. Cars are to exit through the same exit with car-line.
6. Do not utilize car-line drop off procedures in the park and walk lot.

Do not drop off your children prior to 7:30 a.m. as there is no adult supervision.

Thank you in advance for your cooperation in making the SEASCS parking lot a safer place for everyone.

SEAS Morning Drop-off



Schedule:

7:30am	DROP OFF/FRONT GATE OPENS FOR STUDENTS
7:30am	Classrooms open
7:50am	School gates close-Tardy bell
7:52am	School begins- students in their seats
11:45am-12:25pm	1 st Lunch (Pre-K-2)
12:10pm-12:50pm	2 nd Lunch (3-5)
12:35pm - 1:10pm	3 rd Lunch (6-8)
3:00pm	Main school gate open to all classrooms
3:00pm	Teachers dismiss students from classrooms
3:10pm	Gates closed- Parents and Students exit through the main school gate
3:10pm	Extended Care opens
5:30 p.m.	Extended Care closes

SCHOOL MASSES: All students will attend Mass on Wednesday mornings at 8:00 a.m. Parents are invited to worship with us.

The school office is not responsible for accepting personal items for students.

If you are dropping off a late item for your child, it is your responsibility to contact the teacher directly via email. The item should be clearly marked with the name of the student and homeroom.

After School Pick Up/Dismissal:

Parents will enter the school building through the main gate at 3:00 pm. The teachers will open the classroom doors at 3:00 pm. The teacher will dismiss each child as they see the parent. Parents are asked to

pick up their child/ren from the classroom(s) and exit the school through the main gate by 3:10pm. Students who are not picked up by 3:10pm will be signed in at Extended Care.

ATTENDANCE POLICY (Absences, Dismissals, and Tardies)

Attendance is an essential part of success, and as such, SEASCS has school policies that dictate minimum attendance requirements to ensure success. Please see below:

All student absences must be reported to the school office by 8:00 a.m. on the day of the absence. We have had students absent where we received no communication from parents indicating the nature of the absence.

In order to readmit students to class we must have the following:

Student Name(s)
Date(s) of Absence
Nature of the Absence

We have updated our communication process and must have the aforementioned emailed to your child's homeroom teacher and nurse@seaslv.org by 8:00 a.m. If you have multiple children you may send one email and include each homeroom teacher and nurse@seaslv.org

Examples:

Good morning, Susie Sample will be out today, 10/6/21 because she woke up with a sore throat.
Good afternoon, Samuel Sample will be out on 10/8/21 and 10/11/21 for a family trip.

If your child has been absent for more than one day and you would like information concerning homework, log-in to the parent portal to obtain the current homework. If your child is going to be absent or has an appointment for an early dismissal, please **email your teacher and the school office** at seasschool@seaslv.org or call and leave a message at 702-804-8328. If your child is absent for more than two days, the student must submit to the school office a note from the parent/guardian which includes:

1. Child's name and date and dates the child was absent
2. Reason for the absence and, if absent more than four consecutive days, a release from the child's doctor
3. Signature of parent/guardian

PLEASE NOTE: A student who has been absent from school because of a reportable communicable disease must have a permit issued by the Public Health Department, a qualified physician, or nurse before they are readmitted to school. The Principal may readmit a student absent because of a non-reportable communicable disease, such as chicken pox, German measles, influenza, etc. In addition, any students who may have a medical restriction, must have a physician's note with them the date the restriction starts.

If a student is absent 20 or more days during a school year, a student may be denied promotion unless the work is made up. Students are legally credited for attendance when time is spent in medical or dental appointments. This is called medical absence; however, it is requested that such appointments not be scheduled during school hours.

Students who are excessively absent or tardy without good cause will be placed on probation and may be asked to consider placement in another school if the situation is not improved. Continued disruption of the classroom environment takes away from the education of other students and is not acceptable.

Tardiness:

- Please be sure that your child is in the classroom by 7:50 am so that daily directions and announcements will not be missed.
- **Students not in the classroom and ready to learn by 7:52 a.m. are considered tardy** (the entrance gate closes at 7:50 a.m.).
- Once the gate is closed, your child **must be signed in by a parent/guardian** in the school office for all grade levels Pre-K to 8th. Please park and walk your child into the school office and sign them in rather than dropping at the curb. This is for the safety of your child.

Middle School Students: An accumulation of five (5) unexcused tardies during a trimester will result in an after-school detention.

Early Dismissal:

Early dismissals are made at any time by the Principal or their representative when a serious condition such as sickness, accident, or emergency home conditions warrant it. If a student is to be dismissed for illness, an adult shall normally accompany them. No student will be dismissed during the school day unless school officials are certain that a parent or other responsible adult will be at home to receive them.

To avoid disruption to the end of day classroom routine, students will not be released from school within 30 minutes of the release time.

Minimum Days:

Classes are dismissed at 12:00 p.m. on minimum days. Minimum days are scheduled during the first week of school and during parent-teacher conference week in October. In addition, the first Friday of each month is a minimum day for teacher in-services and workshops. To help teachers keep abreast of the latest teaching techniques, it is necessary for the teachers in the Diocese of Las Vegas to attend full day or half-day in-service workshops during the school year. When these workshops are held for teachers, school is dismissed for that day or half-day. While those days are considered free days for the children, they are not free days legally because the teachers are in session for the length of the school day.

Vacations:

Please refer to our school calendar and plan your vacations to coincide with what is already scheduled. Your child will suffer academically when missing regular class instruction. It is also difficult and frustrating for students to make up the work when they return. The teacher is not under any obligation to help students make up missed work. It will be the parent's responsibility to assist in making up all assignments that were missed. **If it is necessary for your child to miss school for vacation, schoolwork will not be provided prior to your vacation. Please do not request work beforehand. No exceptions.**

Student Insurance:

Diocesan policy requires each student to be insured. Parents/guardians purchase student insurance through the consumable fee.

HEALTH AND SAFETY

COUNSELOR:

The role of the counselor at St. Elizabeth Ann Seton Catholic School is to provide services that will facilitate an educational and developmental process for all students. The counselor serves the school community through personal, social and academic counseling. The counselor is an essential member of the Student Intervention Program by providing essential testing, counseling and assisting teachers in developing and implementing student intervention plans as well as providing Guidance services.

The counselor organizes and administers a guidance program that disseminates information to support students in planning goals. Some of the services provided include: academic planning and interpretation of various tests, classroom guidance lessons and small groups. The counselor is available to meet with parents during the time of Parent-Teacher Conferences and daily through appointments scheduled through the counseling office. Items to discuss with the counselor include academic advising and social, personal, or behavioral concerns. The counselor serves as a facilitator for administrators, teachers, parents and students. The counseling relationship is confidential in nature unless a student has displayed intent to hurt themselves or others.

Provides appropriate counseling for individual students.

- Schedules observation of students in the classroom to provide additional information to the teacher.
- Collaborate with parents, teachers, administrators, social workers and community health personnel in order to plan and implement strategies to help students be successful.
- Meets with students individually and in small groups to help them resolve or cope constructively with their problems and developmental concerns
- The counselor assists parents in obtaining needed services for their children through referral and follow up process and serves as a liaison between school and community agencies so that they may collaborate in efforts to help students.
- Provides educational testing and observations upon referrals from staff/administration or parents.
- Provides feedback on educational testing to parents and staff and makes placement recommendations based on these tests/referrals.

COUNSELING APPOINTMENTS

There are four primary ways available for a student to make an appointment with the school counselor/psychologist.

- ❑ Asking permission of the teacher at the beginning of class
- ❑ Stopping by the main office and filling out a request form – before or after school, during lunch/recess, or between class changes
- ❑ Stopping by the counseling office and filling out a request form
- ❑ Counselor request forms are also available in each classroom

SMALL GROUP PROGRAM

The counselor may offer voluntary, confidential small groups during the school year covering a variety of topics including but not limited to: divorce, loss, anger management, time management, study skills, and self-esteem.

The groups are voluntary and confidential so the child must agree to be in the group or it will not be beneficial to anyone. The nature of groups requires that they be small (six to eight similarly aged students) and cohesive therefore the students must agree to work with each other. Some screening will take place and every student who wants to participate in a group may not be able to do so. If this occurs, the counselor will make every effort to form another group, or to refer the student and parents to outside groups as well as offer individual attention.

The purpose of the group is:

- To provide an opportunity for emotional healing from a death, a divorce, or any other painful transition in the family unit.
- To assist in building a stronger sense of self-esteem, to help the student see that he/she is not alone
- To help the child improve social and academic skills
- The groups are confidential in nature and the counselor may not discuss individual/group comments with parents unless a student has displayed intent to hurt herself/himself or others.

INTERVENTION ASSISTANCE

- Effective intervention on behalf of students requires parents and teachers working as a team. This approach assists the child's teacher in determining what intervention strategies may prove effective in assisting a student who is struggling academically. The intervention team may include any of the following persons: the principal, parents/guardian, student's current teacher or teachers, the student's previous teacher or teachers, and counselor.

ILLNESS

- **Parents are required to notify the school office immediately when their child has a communicable disease or other serious illness.** Students who become ill during the school day will be directed to the office for care. If necessary, parents may be contacted to pick up student.
- During the registration process, parents are requested to alert the school staff to student medical concerns. Allergies, medical problems, and emergency information must be complete and communicated to staff during registration. **This information must be kept on file in the school office and be kept up to date at all times. It is the parents' responsibility to keep this information current.**
- If you have a change of address or telephone number (at work or at home), please notify the school office or log into your Parent Portal account and update your demographics.
- **If at all possible, please do not make medical appointments during school hours.** If necessary, we ask that you send an email to the office the day prior to the appointment. Requests for student dismissals must be made in writing to the school office. No student may leave school to wait to be picked up; the student will wait in the school office.
- **In case of emergency medical appointments and if it is necessary for your child to be released from** class during school time, please email the school office, noting the time and the person who will be picking up the child. The email must be sent by a parent or guardian.
- Always report to the office when picking up a student – no exceptions. It is in the child's best interest to attempt scheduling dental and medical appointments outside of school hours. Doctor and dentist appointments and emergencies are the only acceptable excuses for children to be dismissed from school early.
- Students may be released to persons other than parents or legal guardians only if:
 1. The school and teacher have been notified in advance by the parents or guardians that the student is to be released to a specific person or persons. Students will only be released to persons listed in the emergency records;
 2. The student can correctly identify the person to whom he/she is to be released as the one the parent intended; and
 3. The person requesting to take the child comes to the school office to pick up the child; and

4. The school office will require proof of identification when anyone, other than a parent, picks up a child from school. In addition, the sign out log must be completed prior to the release of a child.

Note: Keep the school and your children apprised of people allowed to pick up the student from school. In the case of unusual concerns, notify the school immediately. Caution is a great defense and should be communicated to all age levels.

- All children who become ill during the school day must report to the School Office.
 1. If the illness warrants that the child be sent home, parents or guardians will be contacted by the school office and the **child is to be picked up within the hour. If we are not able to reach you, the school will contact each person on the authorized pick up list.** In the event we are not able to make contact with you or one of your authorized adults, Child Protective Services will be called.
- **Medication at School:** If a student requires medication during school hours, the parent must make the request for such administration in writing and complete the Diocesan forms:
 1. **"Parent's Request for The Administration of Medication" and the "Physician's Request for The Administration of Medication By School Personnel."**
 2. These forms are available in the school office and on the website. The forms must contain information stating the type of medicine, the amount to be taken and the time it is to be given by school personnel. Submission of such a request does not automatically permit such administration of medication.
 3. The required forms and the **current, referenced medicine** should be left at the school office with directions from the prescribing physician. The child must be notified by the parent when to report to the office for dispensing.
 4. **Prescription medication must be in the original bottle with the student's name on it.**
 5. Over the counter medications must be prescribed by a physician in order to be administered by school staff.
 6. The school **does not provide** Tylenol or any other type of medication for the children. Under no circumstances may children have medicine (including Tylenol or cough drops) in their classrooms or lunch boxes.
 7. Children who are unable to participate fully in P.E. must have a written note from a physician.

FOOD POLICY

Guidelines for Classrooms / Cafeteria:

Classroom: Snacks eaten in classroom should be healthier choices and peanut free.

Cafeteria / Lunch Peanut free – tables set up

- Prohibit sharing or trading food.
- Cleaning procedures to prevent cross contamination.
- Provide materials for students to frequently wash hands, in the classroom, cafeteria etc.

COMMUNICATION

All communication between teachers, staff, and administration is to remain professional and courteous.

Email etiquette should be as follows: Contact via email to set appointments or ask a question. If something is more serious or a concern and warrants a conversation, please use email to set a telephone or in-person conference. In addition, emails will be answered as soon as possible. Teachers are away from their desk for much of the day and will respond as quickly as they can.

Do not expect a reply before or after business hours of 8:00 AM-5:00 PM. Teachers should be the first line of communication for all classroom and grade-related issues. If the issue is not resolved after speaking with the homeroom or specials teacher, please contact the office to schedule an appointment with Administration.

FACTS/Renweb

SEAS has subscribed to the RenWeb Parent Alert System. This system will be used to alert parents to emergencies and to remind them of upcoming events. RenWeb is also used to communicate grades, missing assignments, and positive and negative behavior notices. In order to receive these alerts, parents will need to inform the school of their preferred method of communication and notify the school of any changes to phone numbers or email addresses.

PROBLEM SOLVING (GRIEVANCE)

The goal of the school is to make every effort to ensure effective communication among students, parents, staff, and administrators. The normal channel for complaints concerning school personnel shall be from complainant, to employee, to supervisor, in accordance with the principle of subsidiarity. The following procedures shall be followed for personnel issues: Problems or concerns should be addressed in the following manner:

- a. The issue should be voiced to the person closest to the problem. Accordingly, if a student is having difficulty in class, the first person to be contacted should be the child's teacher.
- b. If no satisfactory solution is reached, the parent or guardian may schedule an appointment with the Principal. The Principal will provide final resolution.

PARENTAL INTERFERENCE

Normally, a student is not to be deprived of a Catholic education or otherwise penalized for actions of parents. However, parents may so significantly reduce the school's ability to effectively serve its students that the parents may be required to remove the student(s) from the school for any of the following reasons:

- Refusal to cooperate with school personnel
- Repeated instances of disrespect or insubordination to school administration
- Refusal to adhere to school policies, procedures, and regulations
- Interference in matters of school administration, discipline, or finance
- Refusal to accept administrative decisions surrounding academic or disciplinary matters
- Refusal to accept Diocesan policies
- Advocating positions that are in conflict with Catholic moral and/or doctrinal definitions as related to the operations of the school

PARENT/TEACHER CONFERENCES

Formal conferences for all families are scheduled during the first week of October and minimum days (dismissal at noon) are observed. Parents are welcomed to confer with a teacher at any time, please make prior arrangements (via written note, e-mail, or telephone call). This will ensure that your child's teacher is available and prepared to assist you. **We request that parents refrain from seeking impromptu conferences with a teacher. The most important responsibility of the entire school staff is the direct**

supervision of students. It is not possible for teachers to directly supervise students while talking to another adult.

CLASSROOM PARTIES/CELEBRATIONS

School wide celebrations are scheduled for the entire school by administration. Classroom teachers will plan celebrations that support curriculum and are approved by the Principal. Parties will be kept to a minimum and held at the end of the day. A field day for the entire school may be held, if feasible, at the end of the year.

BIRTHDAYS

A treat (**NO FOOD ITEMS**) may be provided to the class. Please communicate with the classroom teacher to make arrangements. Invitations to parties may not be distributed in the classroom unless the entire class is invited. **Students may have a FREE DRESS DAY on their birthday.** Students who celebrate their birthday when school is not in session should make arrangements with their teacher on a date for free dress. **Students who celebrate their birthday on a Mass day may not wear jeans to school that day.** They may choose an alternate day if they prefer.

CLASSROOM VISITS

Parents are not permitted to visit their children's classroom without permission and no one, including a parent, is allowed to go into a classroom while class is in session to speak to the teacher or to a student. Classes may not be disturbed while they are in session. **No parent volunteers will be in the classroom during instruction time.** Parent volunteer hours will take place in the library during non-instructional library hours. When you check in at the front office, please also include the location where you will be volunteering.

* If you are checking in after dismissal, prior arrangements must be made with the teacher and the office must be notified. The teacher must be present in their classroom.

SPECIAL OCCASIONS

Please inform your homeroom teacher in the event you may need to bring your younger children to a special event (i.e. muffins with mom, donuts with dad). We understand if you have difficulty securing childcare for those special events that your attendance is required at school. We ask that you supervise them during the event so that everyone can enjoy the event without disruption

CURRICULUM

Saint Elizabeth Ann Seton Catholic School complies with all mandates regarding curriculum matters as required by the Diocese of Las Vegas and the State of Nevada. The curriculum at Saint Elizabeth Ann Seton Catholic School is based on the guidelines and objectives contained in the Core Knowledge Sequence and the Diocese of Las Vegas Graded Courses of Study.

Testing Program: Students in Grades 2–8 take the Terra Nova test in the fall of each year. Students in Grades 3-8 take the ECRA Writing assessments in the winter of each year.

St Elizabeth Ann Seton Pre-Kindergarten and Kindergarten Program

The Pre-K and Kindergarten child needs guidance in their physical, emotional, social and intellectual development.

1. A young child learns through the medium of play.
2. A positive self-image is important in the development of the whole child.
3. Children should be taught respect and sensitivity toward the needs and feelings of others and themselves.
4. Children need to have meaningful, concrete experiences, which are fundamental to later learning.
5. Exploration and experimentation are basic to creative thinking and problem solving.
6. The school will provide an environment that will stimulate curiosity, a questioning attitude, and an eagerness for learning.
7. Pre- K and Kindergarten for each child should be a successful experience of happy and healthy living.

Pre-K and Kindergarten is a place where young children learn as they play and as they share experiences with other children. It is a place where they are provided with a variety of materials and experiences suited to their individual needs, and where they are offered guidance and encouragement as they learn.

This is a crucial period of development when parents and teachers educate the child by being loving and understanding, by acting as role models to show them how to pattern their behavior. Positive Christian behavior is the goal at St Elizabeth Ann Seton School.

At the beginning of the school year we work with the children on social adjustment, learning to cooperate with each other, and sharing. Many new materials will be introduced for play and exploration. As the year continues we will spend time developing certain skills, habits and attitudes and work on their reading skills to The ability to listen and pay attention is of utmost importance for success in school.

Our program covers religion, language arts, math, art, music, physical education, science and social studies. Our Pre-K and Kindergarten Program is a full day program and will consist of, but not limited to, the following activities:

ACADEMIC CURRICULUM:

Religion: The Catechesis of the Good Shepherd is a program for the faith formation of children. The primary goal of this program is to deepen the child's existing relationship with God, to encourage the formation of a personal prayer life, and to participate in the liturgy. The Catechesis accomplishes this through the use of child-friendly materials, prayer, song, and listening to the Word of God with children. The children have time to work with the materials of their choosing.

The Catechesis of the Good Shepherd is a faith formation program based on the methods of Maria Montessori. Dr. Sofia Cavalletti and her co-worker, Gianna Gobbi, have worked for more than 45 years to develop the Catechesis of the Good Shepherd program through observing and working with children from ages 3-12. The Catechesis uses Montessori's models of who children are, taking into account their developing spiritual and cognitive capacities. The program then matches Bible and Liturgy to the known needs and capacities of children, presenting these materials in a developmentally appropriate manner.

It is the joyful, peaceful response of the children themselves that has inspired and determined the ultimate content of this unique program. Children in Pre-K through Grade 5 will visit the Atrium for weekly instructions in addition to classroom prayer.

There are three levels of Catechesis of the Good Shepherd:

- Level I atrium for children pre-k and kindergarten.
- Level II atrium for children ages 6-9 (Grade 1-3)
- Level III atrium for children ages 6-12 (Grade 4-5)

Language Arts: We use the Core Knowledge Curriculum. Students will be using authentic literature and extension activities to learn to read. These lessons incorporate various strategies, such as phonics skills (sounding out), context clues (such as pictures) and the use of sight words. The lessons also teach children to think about and make personal connections to stories and poems through discussions and response strategies. There should be daily reading at home for a minimum of 15 minutes. This includes you reading to your child and them reading to you if they are able.

Math: We will be covering topics such as patterning, counting, ordering, and comparing numbers, measurements, recognizing and counting coins, telling time and addition and subtraction.

Handwriting: Handwriting will be incorporated into all areas. In Kindergarten, neatness and proper formation of letters will be stressed. Children will learn to print their first and last names.

Science and Social Studies: Science and Social Studies will be integrated into the curriculum. Individual units in these subject areas will also be introduced.

Physical Education, Art, and Music: These subjects will be taught each week.

Technology: In each classroom all children have the opportunity to work on Reading, Math, Science, and Language Activities on computer programs.

HOMEWORK POLICY

As a general rule, students will be assigned an appropriate amount of homework each day and may also be assigned work to be completed over weekends. Homework is designed to provide reinforcement of classroom instruction, provide practice, and develop skills in research, planning, and presentation of information and facts.

Generally *recommended* amount of time to be spent on homework:

- Kindergarten, 1 and 2.....Not to exceed one-half hour
- Grades 3, 4 and 5.....Not to exceed one hour
- Grade 6 90 minutes per night
- Grades 7 and 8.....120 minutes per night

Make up work may be obtained from **FACTS/Renweb** or when a student returns after being absent.

FIELD TRIPS

Field trips taken by classes are scheduled by teachers in light of educational needs and appropriateness. All parents, volunteers, and chaperones must complete the Diocesan Field Trip Permission Forms, which include the Field Trip Parental/Guardian Consent Form and Liability Waiver and Field Trip Questionnaire. The Principal or designee must give approval and all appropriate paperwork must be completed and approved prior to the trip. There is no expectation that every class will have one or more field trips each school year. Buses will be used to transport students to and from field trips.

Please refer to the Volunteer section of this handbook for complete information. Parents must have completed fingerprints, completed the CMG and have approval before volunteering as a chaperone.

A field trip is not intended to be a special bonding time for parent and child. It is an educational experience for the class. The children of parents who attend the field trip are required to follow the same directions and requirements as students whose parents do not attend. Therefore, they may not receive special privileges.

Parents who are not chaperones may not drive themselves to the location of the field trip and meet the class. If this occurs, your child will not be eligible to attend future trips. Siblings of students may not attend

a field trip. There will only be limited chaperone spots available for each trip. Teachers will inform parents of how many chaperones are needed.

Parents are selected based on when they communicate their intent. Once spots are filled they will be placed on an alternate list. In order to give all parents an opportunity to chaperone, parents who have not yet chaperoned will be given preference for a following trip. The duty of a chaperone begins as soon as the class leaves campus and as such chaperones must ride on the bus with the class and may not drive themselves to the field trip location.

Additionally, parents who volunteer may not shop in gift shops or provide special treats for their own child or small group of children. For the safety of students, parents are not allowed to share photographs of students.

EVALUATION AND GRADING

Progress and SLE Reports: Progress and SLE Reports are sent home to parents each trimester. The purpose of this report is to inform parents of their child's academic and/or behavioral progress. Our greatest desire for children in kindergarten through Second Grade is to provide an environment that gives them the gift of time to master their skills.

The Pre-K- 2 Student Report Cards and the Progress Reports are a means of communicating to the parent their child's growth within a trimester/six-week period. The students are evaluated on their skills through observations, classwork, and assessments. The progress code is a culmination of all the above.

Parents will be able to follow their child's current progress through assignments and assessments that are sent home in the weekly folder throughout the trimester. The scores the students receive on their class assignments etc. are indicators to the teacher and parent the child's mastery of skills or areas that need further assistance. The teacher will provide ongoing feedback via email or phone call to the parent, in the event there is concern about the child's progress between report cards.

FACTS/Renweb will only serve as a means of communication for all events and activities between the school and home for Pre-K-2.

Report Cards: Grades Pre-K through 2 will utilize the evaluation codes on their report cards and grades 3 through 8 will receive percentage grades based upon grading scale. Parents should study these carefully. If any problems are indicated, you may wish to arrange for a private conference with the teacher.

FACTS / RENWEB PARENT PORTAL

FACTS / Renweb is an easy way to remain up-to-date with announcements, grades, and assignments. Grades will be posted online regularly so that students and parents can check on the progress of their grades. No extra credit will be assigned unless the entire class has the same opportunity to earn the extra credit points. Students are held accountable for checking online homework and progress reports regularly. It is the student's responsibility to stay on top of their daily work and seek to correct symbols such as "ABS" and "M".

1. **Absent** – ABS is inserted when a student is absent. This code does not adversely affect the student's grade. In the Middle School, the student has one school day to make up absent work per excused absence and will receive full credit for the work. Make up work can be obtained when a student returns after being absent.
2. **Sickness/Illness** – If a student misses school due to sickness or hospitalization, the student receives full credit for work that is turned in upon their return. A doctor's note is required after four (4) days of absence. Additional days equivalent to the number of days absent are given for missing work to be turned in. If the deadline is during the timeframe when the student is sick, the deadline is extended by the number of days the student is absent. Weekend days are not included. Deadlines for special projects will be determined by the teacher.
3. **Missing Work** – M is entered into the gradebook if a child fails to complete an assignment by the due date. The M symbol counts as a zero in the grade book, until the work is completed. Missing work is defined as any work that has been missed due to student neglect or an unexcused absence. Students are responsible for keeping track of any missing late assignments.

Late work must be completed within five (5) days of the original due date. All late work is subjected to grade penalization as follows:

- Up to 5 days late- maximum of 60% credit

- More than 5 days- no credit, gradebook will be changed from M to zero (0)

4. **Exempt** – E is entered into the gradebook when a child is exempt from the assignment at the discretion of the teacher.

Major Projects and Online Assignments (mostly middle school):

Online assignments are due at the beginning of the class period on the day of the assigned due date, unless noted. Due to the nature of these assignments no late work will be accepted even in the case of absences (excused/unexcused). Students should utilize all means available to turn in these assignments on time. Technical issues will not be considered a valid reason for any late work in this category. These assignments are announced well in advance and, in some cases, may be submitted early.

Major projects or papers that are not received on the due date will be subjected to grade penalization as follows:

Up to five 5 days late - maximum of 60% credit

More than five (5) days - no credit, gradebook will be changed from MW to zero (0)

Students may schedule a time to meet with the teacher prior to the due date in order to discuss questions or concerns regarding the assignment in this category. In these cases, teachers may use discretion and accept on a declining scale.

Headings / “No Name” Assignments

Students are expected to include a full and proper heading on every paper, for example:

JMJ

Student First and Last Name

August 18, 2019

6A Math, pg. 241, 2-40 even

Cursive handwriting required for Grades 4-8 –ink (black or blue only) except for Math (pencil). Points may be reduced per paper with improper information at teacher discretion. Any “no name” assignments will be discarded in order to avoid any dishonest claiming of assignments. No name assignments will be subject to the missing work policy.

ACADEMICS

Pre-Kindergarten through 2nd Grades

For students in grades Kindergarten through 2nd Grade, achievement is determined by overall progress in Religion, Mathematics, Reading, Spelling, English, Science, and Social Studies. Music, Art, Technology, and Physical Education are also considered. If in determining the academic progress of a child at these grade levels, we find that the student is not meeting grade level expectations in two out of the five core subject areas, the school will consider retention. For advancement to the next grade level, there must be positive proof of academic growth for the year. Further, if a student is experiencing difficulties or showing little progress or academic growth in Reading or Mathematics, summer school may be recommended and/or required.

3rd through 8th Grades

For students in grades 4 through 8, advancement or retention is determined by the grading scale for the current school year. This is determined based on the grades earned in Religion, Mathematics, Reading/Literature, Science, Social Studies, and English. Music, Art, Technology, Spanish and Physical Education are also considered. For advancement to the next grade level, a grade should be above a D. There must be positive proof of academic growth for the year. Students with less than a D will be considered for retention by the school. Further, if a student is experiencing difficulties or showing little progress or academic growth in Reading or Mathematics, summer school may be recommended or required.

Promotion/Retention: Students with irregular attendance or poor work (has not satisfactorily completed the work of the grade level) may be retained or conditionally promoted. When it is necessary to retain a student, the parents, teacher, and principal should reach a mutual agreement. However, the school reserves the right of not accepting the student in the next grade if the student is incapable of academically performing at that level.

Academic Probation

If a student has failed one or more subjects (received a final average grade in that or in those subjects below "D") they will be placed on academic probation for the following school year. In order to maintain enrollment for the following year, summer school or an equivalent amount of documented hours of tutoring from a reputable company for the subject matter will be required. If the student maintains a grade of "D" or better by the first progress report of the next school year, the probationary status will be removed. A student whose

work habits grades indicate a lack of cooperation and who does not maintain at least a "D" average while they are on probation, may not be allowed to continue as a student at Saint Elizabeth Ann Seton Catholic School.

Parent awareness and cooperation is the key. The parent/guardian must be aware of the child's progress. It is the teacher's responsibility to issue an unsatisfactory report and discuss the situation with parent/guardian if and when the problem could lead to retention.

Retention Policy: If a child is to be retained in a grade, parents will be notified no later than late April. It is the discretion of teachers and Principal in conference to decide on the retention of a child. The final decision will be made by the Principal. Excessive absence is grounds for retention. Under normal circumstances, any student absent more than 20 days may not be promoted. Extenuating circumstances may be considered if all work has been made up and the teacher recommends promotion.

Academic Recognition:

Honor Roll is awarded for students in grades 5-8. In order to be eligible for the Honor Roll, the student must *not* have an *Unsatisfactory* mark in Conduct or Work Habits. The student must also not exhibit conduct that would result in an *Unsatisfactory* mark between the time grades are due and report cards are issued.

First Honors are awarded based upon receiving grades between 90-100 in the core subject areas.

Second Honors are awarded based upon receiving grades between 90-100 with a maximum of two grades between 80-89 in the core subject area.

Core subjects include: Religion, Reading/Literature, Math, English Language Arts, Social Studies, and Science.

DIOCESAN GRADING SCALE

Grades 3-8 Evaluation Key

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Grades 1-2 Evaluation Codes

S	Strong Progress
P	Satisfactory Progress
N	Needs time, Experience, Improvement
L	Limited Progress/Unsatisfactory
X	Not Yet Introduced

Kindergarten Evaluation Codes

3	Meeting Standard
2	Approaching Standard
1	Emerging Standard
-	Not introduced during this reporting period
C	Consistent
S	Sometimes
R	Rarely

Pre-Kindergarten Evaluation Codes

I	Introduced
D	Developing
M	Mastery
-	Not Yet Introduced

Special Recognition Awards:

Certificates are awarded for grades Pre-K-5 in recognition of Achievement, Courtesy, Effort, Scholarship, and Service.

Good manners, thoughtfulness, kindness, and politeness are expected of everyone. Our students should always strive to conduct themselves with behavior that is noteworthy of students attending a Catholic school. A positive atmosphere of discipline and orderliness creates a safe and supportive learning environment that fosters personal and social growth for all students. Students are encouraged to develop self-discipline and personal responsibility for their attitudes and behaviors including:

- Respect for and cooperation with others
- Obedience to school authority and school rules
- Truthfulness in all situations
- Self-control while acting or speaking
- Courage in dealing with difficult situations
- Perseverance in spite of obstacles
- Responsibility toward property, assignments and other duties
- Respect for the Catholic faith

The expected behavior detailed on the previous page as well as the discipline policy included below applies to students and parents during in-school and at school-sponsored events; as well as in the SEAS Parish community and outside the SEAS Parish community. The school will not tolerate behavior contrary to our Catholic teachings or behavior that could bring disrepute or embarrassment.

CONDUCT, CITIZENSHIP AND DISCIPLINE

As a member of a Catholic community, SEAS expects every student to observe a code of conduct compatible with Gospel values. This allows teachers and students to work together in a positive academic and spiritual atmosphere. The school's goals of discipline are:

- to provide the best possible teaching and learning atmosphere,

- to help each student achieve self-discipline by developing a sense of responsibility for their own behavior,
- to ensure respect for each member of the school community.

The school partners with parents in their children's education. The school will notify parents of concerns about student life or behavior, even when off campus.

CODE OF CONDUCT

The following standards of conduct are expected from students to help them develop as responsible, civic-minded, Christians:

1. Exercise self-control.
 - Use courteous language.
 - Resolve conflicts in a mature manner.
 - Be appropriately dressed and groomed, and otherwise comply with uniform and dress code policies.
 - Be honest.
 - Make choices that are ethically and morally responsible.
2. Demonstrate a positive attitude.
 - Take a leadership role (i.e., this means doing the right thing regardless of what others are doing).
 - Be polite.
 - Be cooperative.
3. Respect the rights and feelings of others.
 - Behave in a manner that does not disrupt others.
 - Treat others with courtesy and respect (i.e., put oneself in the place of the other person, whether that person is another student, teacher, parent, community person, administrator, lunchroom or custodial worker, or any other person on campus).
4. Take responsibility for school property.
 - Respect the school buildings, grounds, and property (including curriculum materials).
 - Keep the campus free from trash and graffiti.
5. Support the learning process.
 - Attend all classes regularly and on time.

- Be prepared for class (i.e., bring assignments, books and supplies).
- Complete schoolwork and tests on one's own.
- Participate in class activities.
- Obey classroom policies.

DISCIPLINARY GUIDELINES

Disciplinary action is designed to encourage and motivate students to become responsible, Christian citizens of the school community. The teachers and administrators use their professional judgment to determine appropriate disciplinary action based on the following:

- seriousness of the offense;
- student's age;
- grade level;
- ability and functioning level;
- frequency of misconduct;
- student's attitude;
- effect of misconduct on the school environment.

The judgment of the administration will be the final determiner on any disciplinary action.

For misconduct, possible consequences include, but are not limited to, one or more of the following disciplinary measures:

- Withdrawal of Privileges—a time apart from classmates for a portion of a day.
- Walking or sitting during recess.
- Conference—a discussion with the student, the student's parents and the teacher and/or Principal.
- Grading Penalty
 - Any student who cheats on a test by copying another student's work or sharing his/her work with another student will be given a new test, scheduled by the teacher, on the same material and receive a maximum grade of a 70% on the test or assignment.
 - Parents are notified of all incidents of cheating or suspected cheating.
- Detention—may be issued for a breach of classroom and/or school rules. In 5th – 8th grade 5 (five) demerits constitute a detention. Parents are provided a Detention Form with written notification of the detention. Detention takes precedence over appointments, practices, lessons, tutoring,

ballgames, etc. Students, who receive two or more detentions during a trimester, will not be allowed to participate in extracurricular activities for a period of four weeks from the date of the second detention.

- Suspension—a serious disciplinary measure that requires a student to remain apart from school for a period of one or more days. Suspension demonstrates that the student, because of his/her behavior, must be separated from the school community. Suspension is considered a serious matter, which could lead to expulsion from school. It is not used for minor infractions. Every effort is made to resolve problems before considering suspension. During the Suspension, the student is prohibited from attending any school-sponsored activities. The student must take all assigned exams and tests and turn in all school assignments before being readmitted to school. **A student who receives a Suspension is rendered ineligible for all extracurricular activities for the remainder of the school year.**
- Expulsion—the gravest disciplinary measure that requires the student be dismissed from the school. Written notification of any expulsion must be sent by the school to the Superintendent of Catholic Schools of the Diocese of Las Vegas. Expulsion is the removal of a child from attendance at St. Elizabeth Ann Seton Catholic School by the Principal and the Pastor as a result of (but not limited to) such things as:
 1. Behavior so serious that future attendance is not acceptable. Involvement with drugs, alcohol and/or weapons, on or off school grounds is one area that constitutes cause for immediate expulsion.
 2. Gross lack of improvement following suspension(s) may result in expulsion.
 3. Other behavior or action deemed serious by the Principal.

5th – 8th Grade Discipline Policy

Each student is responsible for his or her conduct while attending St. Elizabeth Ann Seton Catholic School. Should classroom behaviors occur that warrant discipline, teachers will attempt many in-class corrective actions such as redirection, verbal corrections, and time away from the situation either in the classroom or in another classroom. Should the negative behaviors continue, demerits will be issued in order to remind students of the rules and encourage future compliance.

Demerits

For each demerit issued, five (5) points will be deducted from the student's accrued classroom

conduct/citizenship grade for the trimester. Demerits will follow the standard grading scale which can be found in the handbook. If a total of 5 demerits are issued, a Detention will be assigned to the student. Demerit totals continue to accumulate over the course of the year with regard to consequences such as detentions; totals do not reset at the trimester or at the semester.

Students will receive a Suspension upon receipt of 15 demerits total. The parent(s)/guardian(s) will need to meet with the principal before the student will be allowed to return to school.

The following is a **partial list** of offenses which will result in demerits:

1. Disrespectful or inappropriate language
2. Not following directives from faculty or staff
3. Talking back to a faculty or staff member
4. Disrespectful behavior
5. Not following school, playground, or lunchroom rules (see handbook)
6. Destroying classroom supplies
7. Inappropriate behavior in church
8. Going to locker or leaving the classroom without permission

A student will earn an automatic Detention, accruing 5 demerits and losing 25 points in conduct/citizenship (resulting in a N, a second detention results in a U), for the following offenses:

1. Bullying
2. Fighting
3. Extremely inappropriate language (curse words)
4. Cheating
5. Destruction of school property
6. Violating another student's or teacher's personal property
7. Violation of the Acceptable Use Policy
8. Violation of the Respectful Learning Environment policies
9. Possession or use of a cell phone during class time or on campus

Depending on the severity of the incident, any of the above listed offenses may receive a more severe penalty. Detentions may be assigned for other incidents at the discretion of St. Elizabeth Ann Seton faculty or staff.

Disruptive and uncooperative behavior seriously interferes with the learning environment and the learning process; such behavior prevents other students from learning and is, therefore, unacceptable.

If a Demerit is issued, please discuss the situation with your child. Should you have a question regarding the issuance of a Demerit, the first avenue of discussion should be with the school personnel directly involved (usually the classroom teacher or activity supervisor); they are the person best able to provide you with the facts. If after discussion with the appropriate school personnel, questions cannot be resolved, please consult with the Principal. Demerits and behavior notifications will be sent through FACTS/Renweb.

Merits

St. Elizabeth Ann Seton also uses a system of Merits to notify parents of each student's outstanding behavior or work in grades Pre-K-8. It is the teacher's decision to award a merit to a student, not based on a student's request. Receipt of merits will be sent as a behavior notification via FACTS/Renweb.

Merits may be awarded for the following accomplishments/reasons:

1. Making good choices
2. Achieving high score on tests/quizzes
3. Following directions
4. Improvement (in effort, behavior, grade(s))
5. Outstanding participation (in class discussion, academic competitions, challenging assignments, and at school Masses)
6. Displaying exemplary behavior – students who exemplify characteristics of kindness, tolerance, respect, cooperation, responsibility, care, curiosity, and patience.
7. Problem solving and/or coming up with innovative ideas
8. Volunteering/assisting in the classroom, at school functions, or anywhere on the school/parish grounds

9. Producing consistent good work (example: consistent completion of homework, completion of extra credit assignments, always prepared, completion of a job well done, etc.)

Proper Grievance Procedure

If a parent/guardian is dissatisfied with a child's status or progress, the proper procedure is:

1. Consult with the respective teacher(s).
2. If the problem cannot be solved by mutual agreement, consult with the Principal.

Be aware that the person with whom you wish to consult will advise you to refer to the previous step if it has been omitted.

Prohibition of Bullying, Intimidation and Harassment

Bullying, harassment and/or intimidation of any student on school property, at school-sponsored functions or through electronic means (on or off campus) are prohibited. St. Elizabeth Ann Seton Catholic School is committed to each student's successful education within a safe and respectful atmosphere.

Please use the Bullying Report that is on the school website and Parent Portal to report any incidents to the Principal. All reports of bullying are to be reported immediately to the Diocese of Las Vegas Director of Safety and Emergency Management.

As used in this policy, "bullying, harassment, and/or intimidation" means unwelcome, intentional conduct that is not authorized by law which is either severe or is repeated over time in a situation where an imbalance of power exists between those involved.

- Intentional conduct means the act or conduct is willfully, knowingly, and with deliberate intent to hurt or harm a person or that person's property.
- An imbalance of power can exist on the basis of, but not limited to, a student's physical strength, their access to embarrassing information, or popularity to control or harm others. Power imbalances can change over time and vary in different situations, even if they involve the same people.
- Bullying, harassment, and/or intimidation can take various forms, including physical or social, oral or written (including electronic writings).

- Bullying, harassment, and/or or intimidation may be motivated by an actual or perceived personal characteristic, which include, without limitation, race, religion, national origin, socioeconomic status, disability, sex, sexual orientation, etc.
- Behavior that may not qualify as bullying, harassment, and/or intimidation may nevertheless be inappropriate and subject to disciplinary action.

Investigation of Reports

Within one business day of the receipt of a report the school, with guidance from the Director of Safety and Emergency Management, will commence a preliminary investigation into the allegation to obtain further information and to ascertain whether the allegation has merit, which may include speaking with the alleged bully and the alleged victim. If, after the initial investigation, there is substance to the allegation, the parent(s) of the alleged victim will be contacted within the next business day. Additional investigation, as well as reports to the authorities, may occur thereafter depending on the facts and circumstances of the matter. Bullying, harassment, intimidation, and the making of false reports are all considered serious infractions.

Conduct by students or parents, or anyone acting on their behalf, incompatible with the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student; as well as reporting the incident to legal authorities where appropriate.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended, but not dismissed, may be required to receive psychological or psychiatric clearance before returning to school.

TEXTBOOKS/NOTEBOOKS

Only workbooks may be covered with contact paper. Students will be responsible to pay for lost or damaged textbooks. Students are not permitted to affix stickers, pictures, etc. to any book which depicts persons, characters, pictures, or phrases considered to be inappropriate in regards to profanity, bullying, sexual harassment or against the philosophy of the school.

CELL PHONES (Personal Electronic Devices)

Cell Phones must be turned off as soon as students arrive on campus and are inside the gates. No APPLE Watches or any other type of Android Smartwatches for students are allowed on campus. Phones will be collected and locked away in the teacher's cabinet. Any student who is found in possession of using a cell phone during the school day, will have the phone collected by the faculty/staff member and turned in to the office. The parent will be required to collect the phone from the school office and the student will be banned from bringing a phone to school. If the phone is brought to school and used during the school day, there will be a fine of \$100. No wireless headphones are permitted on school property. Wired headphones are permitted for activities that are requested by the teacher **only**.

COMPUTERS

Saint Elizabeth Ann Seton Catholic School offers a one-to-one iPad program for grades three through eight. Teachers incorporate the use of technology on an ongoing basis within their daily/weekly instruction as aligned with the International Society for Technology in Education Standards. Students therefore are able to utilize their own device as a means to enhance their educational and faith formation experience at SEASCS. Whether conducting asynchronous research, utilizing Web 2.0 tools, or participating in a virtual field trip, the ability to harness the incredible power of technology in the classroom is possible through our 1:1 program.

CUSTODY

Parents are asked to inform school personnel when the legal custody of the child(ren) resides with one parent. ***It is mandatory for the school to have a copy of the custody decree.*** This will help school personnel to make effective decisions when the need arises. Custodial parents are likewise asked to supply the school with copies of restraining orders if the need arises.

Those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding that student. Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters. Absent a subpoena or court order, school records of the student may be disclosed only upon written consent of the parent with legal custody.

A child will not be released to a parent who does not have physical custody, without the written consent of the custodial parent. To determine the custodial parent, all separated or divorced parents of students enrolled in Saint Elizabeth Ann Seton Catholic School must provide the school with a copy of the court order or custodial agreement adjudicating that determination of custody. This court order/custodial agreement will be placed in a confidential file. Saint Elizabeth Ann Seton Catholic School requires parents/guardians to sign an agreement regarding the administration of parental participation issues and payment of tuition. Tuition is billed and collected from the parents with legal custody only.

Non-Custodial Parent: (Buckley Amendment): Saint Elizabeth Ann Seton Catholic School abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

LOCKERS

Lockers are used by students in 6th through 8th Grades for storing books and school-related personal items, but remain the property of the school. School personnel maintain the right to monitor and examine the contents of lockers. For additional information regarding this policy, please refer to the Searches/Inspections/Seizures policy included in this handbook. Acceptance of a locker by a student is acknowledgement of the right retained by the school to monitor and examine the contents of that locker whenever determined appropriate. Each student will be responsible for the locker assigned and must keep it clean and neat. No food is permitted in lockers except lunch contained in a lunch box. All rules for lockers also apply to desks and backpacks. Teachers will designate times for locker use. Locker numbers and combinations will be maintained by the office.

LUNCH PROGRAM

Students need to bring their own lunch each day. Our lunch provider, Better Lunch offers nutritious lunch options to all students in grades Pre-K-8. Parents will order their child's lunch directly through Better Lunch at www.mybetterlunch.com. For safety reasons no glass containers are allowed. **No fast food may be brought to students.** Nutritious lunches are encouraged; candy and "junk food" are discouraged. There

is no refrigeration available to store lunches. There is no microwaving or heating of food. If you are delivering your child's lunch, **it must be delivered before 10:30 a.m.** Parents are not permitted to take students off campus for lunch.

SPIRITUAL LIFE

Chief among the goals of St. Elizabeth Ann Seton Catholic School are those related to helping our student develop into strong young people who are dedicated to God, the Catholic faith, and Christian service. Together we strive to instill in them the desire to live out the Gospel message in their daily lives. The fact that you have enrolled your children in this Catholic school is proof of your commitment to these goals.

We begin each day with prayer as we set the tone for the day and remind each other of our responsibilities as followers of Christ. Throughout the day, each class will pray as a group in order to help us focus on this goal through our thoughts and actions. Weekly, the students assist the priest in preparing and celebrating Mass as a school community. We invite and encourage you to join us whenever your schedule permits.

SPORTS PROGRAM

The Parental Consent Form and Liability Waiver Form must be completed for every student participating in any school or Diocesan sponsored sports programs. Parental support is required for students participating in the sports program. This support includes paying all fees before the beginning of a season, and signing all the necessary permission forms and returning all uniforms and equipment in good condition and by the due date. Students will be charged \$25.00 per sport to participate. Students will not participate if they are deemed ineligible.

STUDENT ACTIVITIES ELIGIBILITY REQUIREMENTS

At St. Elizabeth Ann Seton Catholic School, the belief is that Catholic Christian values, academics, effort, and conduct are of prime importance because they are the building blocks for future success. Therefore, Catholic Christian values, academics, effort, and conduct must be at an acceptable level before students may participate in extra or co-curricular activities. These activities are privileges, not rights.

As previously indicated, a “Parent/Guardian Consent Form and Liability Waiver” form must be signed. These forms will be handed out by the P.E. Teacher/Athletics Director. **At the end of each trimester grading period, a student must have passed six (6) core classes of work on their school record for the previous trimester to be eligible for co-curricular or athletic activities.** Core classes are defined as: Religion, Mathematics, Reading/Literature, Science, Social Studies, and English.

A student who has not passed six (6) core classes during a trimester will be ineligible for participation in co-curricular or athletic activities for the entire next trimester. A student who has not passed six (6) classes in the third trimester will be ineligible for the first Trimester of the new school year unless the student has made up the failed class in summer school.

Students must have and maintain a minimum of 76% in each course to be eligible for sports along with good citizenship and behavior. If a student receives “U” unsatisfactory grade in the areas of Work habits and Behavior during a grading period, they will be ineligible to participate in sports.

A student who has been declared academically ineligible may NOT attend practices, meetings, rehearsals, or participate in games or activities for the arts, athletics, organization, and publications.

If the student is declared ineligible by the administration, their period of ineligibility will be a minimum of ONE WEEK beginning on a Monday and concluding the following Sunday. The athletic director will notify the student and parents of his/her eligibility status. If a student is declared ineligible before a vacation period, the student will remain ineligible until the first Sunday after school is back in session. The student may not participate in any co-curricular activity until evidence of academic improvement has been achieved. Such improvement must be documented on the following eligibility check.

If a student is absent for any part of the school day, they will not be permitted to participate in any co-curricular activity on that day.

Students must participate in the majority of scheduled practices for the week in order to participate in a contest. The week is defined as the preceding five school days. A student who feels that extenuating circumstances resulted in his or her ineligibility may appeal in writing to the Principal.

PETS

Although we are very aware that your beloved pets are most definitely a part of your family, the school does not allow pets of any kind on campus at any time, this also includes the playground and field area. This policy is in the best interests of our children, as pets in general can be a potential safety and health concern. *Service animals are permitted with appropriate identifiable gear*

PLAYGROUND

In order to maintain a safe and healthy atmosphere on the playground at all times, students must exercise self-discipline. Students are not allowed in playground areas without faculty/staff supervision. Playground personnel and volunteers are here to assist and must be treated with the greatest respect at all times. Students are always to remain in their assigned areas.

Tackle football or any other type of games or physical contact or activities that could cause severe injury are not permitted on school grounds at any time.

EXTENDED CARE PROGRAM

For your convenience, we provide an Extended Care Program for children who remain on school grounds after 3:00p.m. All children must be picked up after school unless they are involved in organized and supervised school activities or enrolled in the Extended Care Program.

At the end of each school day, students not actually engaged in organized school activities will be moved to the Extended Care Program area and parents will be liable for registering their child and payment for those services. Our goal is to provide a Christian atmosphere while supervising your children as they complete homework or play. It is a privilege, not a right to attend. Therefore, all children must obey the rules and regulations in order to continue in the program.

Following attendance in extended care, students can enjoy a snack and supervised outdoor play. We also offer a variety of games to be played when inside, as well as an opportunity to complete homework. Students in 4th through 8th grade will have access to the library to utilize their device for homework or the

computer lab. Parents who prefer that their student not complete homework in the Extended Care Program are asked to provide a written note advising so.

Please refer to the Extended Care Handbook for a complete explanation of the program.

PROCEDURES/ DRILLS

Saint Elizabeth Ann Seton Catholic School has specific procedures for each type of emergency and undertakes regularly scheduled drills in order to ensure safety and prepare both employees and students for emergency situations.

EMERGENCY EVACUATION PROCEDURES

In the event of an emergency situation that would require the evacuation of our school, all students and teachers from Saint Elizabeth Ann Seton will be directed to St. Elizabeth Ann Seton Roman Catholic Church. This would become the evacuation pick-up point for our students. St. Elizabeth Ann Seton Roman Catholic Church is located at 1811 Pueblo Vista Drive, Las Vegas, NV 89128. It is on the Northwest corner of Cielo Vista and Pueblo Vista Drive. If the church is not far enough and we need to evacuate further away, an alternate family reunification site is Las Vegas Sports Park located at 1400 N. Rampart, Las Vegas, NV 89128.

CAMPUS SAFETY & SECURITY

The school campus is enclosed with appropriate barriers. Students are to use only the appropriate entrances and exits. Scaling of walls, fences, and gates is prohibited. A Security Guard is present at all times when students are in session and during after-school events and extended care.

SEARCHES/SEIZURES/INSPECTIONS

Students and parents do not have a right of privacy in their lockers, bags, backpacks, computers, or in any other property belonging to SEAS/The Diocese of Las Vegas, or bought on to the property of SEAS/The Diocese of Las Vegas. Property belonging to SEAS/The Diocese of Las Vegas includes, but is not limited to: lockers, desks, storage areas, computers and/or other work space. Personal property brought onto the

Diocesan/SEAS premises, includes, but is not limited to: backpacks, purses, bags, computers, electronic gaming devices, cellular telephones, and vehicles. SEAS/The Diocese of Las Vegas reserves the right to search such property at any time, without warning, to ensure compliance with our policies, including, without limitation, policies on safety, theft, drug and alcohol use/possession, etc. Accordingly, no student, parent, or other person on the SEAS/Diocese of Las Vegas premises should have an expectation of privacy while on SEAS/Diocesan property. Failure to cooperate in searches or inspection may result in disciplinary action, up to and including expulsion/trespass.

SCHOOL UNIFORM POLICY

Students may wear the uniform that is most appropriate for the season and their comfort.

The Bell Tower logo is now retired. Students may not wear uniforms that include that logo.

Girls:

Jumper/Skirt: (Pk-4) Plaid jumper; **(5-8)** Plaid skirt. **No more than 2 inches above the knee.**

Shirt: White oxford with SEAS logo, short or long sleeve.

Shorts: Black or Navy bike or privacy shorts **MUST** be worn under the jumper or skirt at all times.

Cardigan: (Pk-5) Navy button down w/logo; **(6-8)** Hunter green pullover sweater or vest with SEAS logo.

Necktie: Navy clip-on

Shoes: (Pk-5) Black or Navy Mary Jane style flats with strap; **(6-8)** Black leather lace-up or loafers.

Socks: (Pk-2) White with plaid ruffle or navy knee highs or tights when weather is cold (**No leggings or footless tights**); **(3-8)** Navy knee highs or tights when weather is cold (**No leggings or footless tights**).

Pants: (Optional) Navy blue flat front purchased from the uniform store.

Jacket: (Optional) Uniform fleece jacket (Dennis), or soft shell jacket (Perch Merch).

Hair accessories: Only solid navy blue, solid hunter green, solid white or uniform plaid.

Boys:

Pants: (Pk-1) Navy elastic waist pants or shorts; **(2-8)** Navy pants or shorts purchased from the uniform shop.

Shirt: White, oxford shirt with SEAS logo, short or long sleeve.

Belt: Navy leather.

Cardigan: (Pk-5) Navy button down with logo; **(6-8)** Hunter green pullover sweater or vest with SEAS logo.

Necktie: Navy clip-on

Socks: Navy or black crew socks (**NO WHITE SOCKS**).

Shoes: (Pk-5) Black leather lace-up or slip-on shoes; **(6-8)** Black loafers.

Jacket: (Optional) Uniform fleece jacket (Dennis), or soft shell jacket (Pelican Perch).

P.E. Uniform: All Grades Girls & Boys:

- o P.E. shorts navy with school logo, hunter green athletic shirt with school logo. Under Armor long sleeve shirts in navy, dark green or white can be worn under the P.E. shirt.
- o Athletic/sweatpants solid navy with SEAS logo.
- o Sweatshirt ¼ zip or crewneck navy with SEAS logo.
- o Socks black crew (must cover ankle).
- o Tennis shoes all black (**solid black** with no other colors on logos or along the bottom).

Dress and PE Uniforms can be purchased at Dennis Uniform and Campus Club Uniforms. Additionally, P.E. approved uniform pieces can be purchased online through the Pelican Perch. The websites and locations for approved SEAS apparel are as follows:

- ❖ **Dennis Uniforms:** <https://www.dennisuniform.com/> -school code J40
5275 S Arville Street Ste. B124, Las Vegas, NV 89118 -702-252-7341
- ❖ **CampusClub:** <https://www.campusclubuniforms.com/> -school code 1036
2411 h Center Ct #107, Las Vegas, NV 89128- 702-360-0555
- ❖ **Perch Merch:** <https://pelicanperch.itemorder.com/sale>

School Dress Code

All decisions regarding the appropriateness of student appearance rest with Administration.

Please note that students will receive disciplinary consequences for not adhering to the uniform code.

The following are **NOT** allowed:

- ❖ Make-up or nail polish. (No tips or acrylic nails)
- ❖ Excessively tight or revealing clothing (spandex, tube-tops, spaghetti straps, etc.)
- ❖ Leggings, yoga pants, etc.
- ❖ Over-sized, baggy clothing; leaving shirttails out.
- ❖ Shoes with stacked or large heels with open toes, heels or soles greater than 1" in height.
- ❖ Jackets and hats in the classrooms.
- ❖ Jewelry allowed is a single religious medal or cross. Girls may **ONLY** wear post earrings; one per earlobe. No earrings permitted for boys. One wristwatch is acceptable.
- ❖ Improper hair styles, such as the following: Shaved, carved, dyed. Boys hair will be above ears, eyes, collar and neatly combed. Girls with long hair should be combed and neat. Hair extensions or fake hair of any kind is **not** allowed. **No dyed hair for boys or girls.**

- ❖ **Parent Dress Code:** Parents are to be mindful of being dressed appropriately. Modesty and respect should be the attire of our parents while on the campus.

Non-Uniform Day Dress Code Guidelines: (Free Dress Days)

Girls:

- ❖ Dress, skirt, jeans with no tears, or shorts.
Bike/privacy shorts **MUST** be worn under dresses and/or skirts at all times.
- ❖ Shorts are permitted (when weather is warm). All dresses, skirts and shorts must be an appropriate length (no more than 2 inches above the knee).
- ❖ No leggings/yoga pants/jeggings are acceptable if not worn with a dress or skirt of an appropriate length (no more than two inches above the knee).
- ❖ Blouses and dresses must have sleeves (and should appropriately cover the midriff). No make-up or nail polish.

Boys: Slacks, jeans, or shorts and school-appropriate shirts. Shorts can be worn when weather is warm. Extremely baggy clothing is not to be worn.

All Students:

- ❖ No sandals or open toed shoes.
- ❖ Clothing with profanity, inappropriate language, pictures, or symbols will not be permitted.
- ❖ No hats, **hoodies**, or sunglasses are permitted in the classroom.
- ❖ Students are invited to wear free dress in celebration of their birthdays. A special free dress day will be chosen for our summer birthdays!
- ❖ Students will be asked to refrain from wearing free dress on all School Mass days (Wednesdays and Holy Days of Obligation).
- ❖ When wearing free dress on P.E. days, students must wear the appropriate shoes to fully participate in classes. Appropriate shoes for P.E. classes are athletic/running/tennis shoes. Shoes must be lace-up and provide appropriate support (No slip on shoes or “Heelys” are permitted).

Spirit Days:

On Spirit Days students may **only wear** SEAS spirit shirts, jeans or jean shorts (no more than 2 inches above knee) with no tears, and tennis shoes (no boots). No PE shorts or shirts permitted, unless it is a designated PE day.

Spirit Wear may only be purchased online through the Pelican Perch Gear-Up by Design at www.gearupbydesign.com

SCHOOL NAME AND LOGO

The school's name and logos belong to St. Elizabeth Ann Seton Catholic School. No parent or student is allowed to use the school's name and logos for any purpose (including clothing, web sites, web pages, advertising, etc.) without written permission from the administration.

VOLUNTEERS

The purpose of volunteering is to provide assistance to the teacher, event coordinator, and students. Younger siblings not attending St. Elizabeth Ann Seton Catholic School will not be permitted on campus during the volunteer time so that you can give your full attention to the students who you are providing assistance to.

Volunteers are valued members of our community and we sincerely appreciate your hard work and dedication on behalf of our children. Giving of your time and talent adds so much to our school community. There is no job too small and no task that is insignificant. May God bless you for all that you do for His children.

St. Elizabeth Ann Seton Catholic School Volunteer Requirements

The Diocese of Las Vegas has the following requirements for all adults who are employed or who volunteer in our Catholic communities.

1. All prospective volunteers must fill out a volunteer application and receive a volunteer handbook. Volunteer applications may be found in the school or church office, Youth Ministry, Outreach, the Children's Faith Formation Office or online at [seaslv.org/Links and Forms/Diocese of Las Vegas Volunteer Application](http://seaslv.org/Links%20and%20Forms/Diocese%20of%20Las%20Vegas%20Volunteer%20Application). Please fill out the application in black ink.

2. **STEP 1:** All volunteers are required to take the online Safe Environment Training course, CMG Connect. To get started, go to <https://lasvegas.cmgconnect.org/> and follow the directions to “Register for a New Account.” This course is taking the place of the VIRTUS Protecting God’s Children class and is to be done at home on your own time. It is a one-hour course but must be completed before volunteering in the church, school or anywhere within the parish.

STEP 2: Please contact Van Dube at vdube@seaslv.org to make an appointment for fingerprinting.

3. There is currently a 35-45day waiting period from the time the fingerprints are taken and when volunteers are permitted to work. You can only volunteer after you have been approved. Please check with Van Dube after the waiting period. You will be notified if your fingerprints have to be redone.
Once your fingerprints come back approved, go ahead and create your X2VOL account.

If you have any questions with regard to any of the above information or would like further information on volunteer opportunities, please contact Van Dube at vdube@seaslv.org.

The success of the school and parish depends on the involvement of our parents, and we would like to invite everyone to consider volunteering in any of our ministries or school activities.

- Lector Ministry
- Eucharistic Ministry
- Usher Ministry
- Sacristan Ministry
- Music Ministry
- Funeral Ministry
- Hospitality Ministry (including parish festivals)
- Faith Formation (Catechist/Catechist Aide)
- Book Fair (October)
- Athletics (Schedule dependent)
- Science Fair/Invention Convention (Schedule dependent)
- Parish Picnic (August)
- Boo Bash (October)

- Fundraisers (Schedule dependent)
- Room Parent

Twenty hours of volunteer service will be assigned per family of enrolled students. These volunteer hours may be served to the school, parish, or both. If you are unable to satisfy these hours, you may consider buying out of the requirement for \$200.00. Volunteer hours will be accounted for through X2Vol www.X2Vol.com which is a web-based software program designed to help schools manage the accounting of its community's parent/student/staff volunteer hours. Information on how to register can be found on our school website and FACTS. Please create one account per family. The account must be created under the name of one parent- not the student.

Volunteer hours for the 2021-2022 school year start accruing May 3, 2021 and must be completed and approved by April 29, 2022. You must log your hours in X2VOL.com within two (2) weeks from the date you volunteered.

Each volunteer hour has been given a \$10.00 value. For example, let's say you were able to complete 10 of the 20 required volunteer hours. A balance of 10 hours would still remain. 10 hours at \$10 per hour would equal \$100 due to the school for not completing the 20-hour volunteer hour requirement.

STEP 3: SIGN UP FOR AN X2VOL.COM Account

To Create Your Account:

1. Click "Join" in the upper right hand corner
2. Under "Find your school" type in "Saint Elizabeth Ann Seton" and you will click on our local school.
3. Type in your last name and your email address and "search"
4. Although this page is titled "Student Registration", **please complete with your parent information**. If your child's last name is different than your last name, please add the child's last name in parenthesis. **Only one (1) account per family**.
5. Complete your registration and click "proceed" at the bottom. It is not necessary to complete the interest gauge or themes on the next page.
6. Complete the "Sign-in Preference" with your email address and selected password.
7. Select the "SEAS Family Stewardship" group and check the appropriate boxes.
8. Your request for registration will be pending until the next business day.

Search for Opportunities

- Log into your account
- Under the tab entitled "Dashboard", look for the "Common Tasks" box on the upper right hand side of the page.
- Click the green button "Find Opportunities" and you will see many opportunities available for our parish and school community.
- Click each opportunity title for additional information. Some opportunities are posted as ongoing or recurring and some opportunities are scheduled for specific days and times. You can differentiate by the detail buttons on the right. Scheduled opportunities have a yellow button with "view event details".
- If the event is an on-going or recurring activity, please contact the coordinator to be scheduled.
- If the event is specific with a date and time, you may click "sign up!" and it will appear in "My Upcoming Activities" on the right hand side.

To Log your Volunteer Activity

IT IS REQUIRED THAT YOU LOG IN YOUR HOURS WITHIN 2 WEEKS OF VOLUNTEERING

- Under the tab entitled "Common Tasks" click on the button "Add Hours"
- On the next page, simply click "Create New" which appears under "My Activity Log" or add hours for your active scheduled projects.
- Please complete the information in the boxes provided. Be sure to add the contact name, phone and email. This should be a SEAS faculty or staff member.
- As you scroll to the bottom, **please select "SEAS Family Stewardship"**
- We welcome your comments and reflections for school-wide improvement.
- Check the box for accuracy
- Click "submit"
- Hours will be verified and submitted for approval.

Volunteer Rights

- You are a valued member of our school community.
- You have the right to be treated with the same respect as any adult staff member, whether paid or not.

- You have the right to worship with us.
- You have the right to the tools and information necessary to perform the tasks to which you are assigned.
- You have the right to ask questions and receive assistance.

Volunteer Duties

- Volunteers are asked to arrive on time, sign in at the school office, and perform the assigned task.
- The volunteer will dress appropriately for the situation, remembering that moral values are part of our teaching.
- The volunteer respects and enforces the rules.
- The volunteer remembers that the school exists for the students and treats students the way that Jesus would if He were a volunteer.
- The volunteer asks for instruction and assistance when needed.
- The volunteer will be a positive role model at all times.
- The volunteer will be supportive of St. Elizabeth Ann Seton Catholic School.

Discipline Code

While you are performing your duties as a volunteer, please enforce all school rules, support the authority of the teachers and administration, and remember that you are a representative of St. Elizabeth Ann Seton Catholic School. If there are questions about discipline, please refer them to a teacher or to the office. Please be consistent, fair and positive in all you do.

Field Trips

- All school rules are enforced.
- Chaperones are to stay with their assigned group.
- Supervision is both mental and physical. Be sure your attention is on the students.
- If you own child is on the trip, he or she must not be treated any differently than any other child.
- We hope you enjoy the outing, but remember your first obligation is to the students.

The following Diocesan forms must be completed prior to all field trips:

- Field Trip Parental/Guardian Consent Form and Liability Waiver
- Field Trip Questionnaire
- Field Trip Transportation Policy
- Field Trip Driver Information Sheet

Volunteers supervising children must always comply with all aspects of Diocesan Policy for Volunteers, before any volunteer services can be rendered.

Volunteer Loyalty to Church and School

Volunteers do not just give of their time, they represent the Church and school, both to students and the larger community. When you volunteer at St. Elizabeth Ann Seton Catholic School, you are a representative of the school and Church. You should support the directions given by staff and administration. If you disagree with school policy, the Principal will be happy to hear your concerns and discuss them with you. Since you are serving at a Catholic school, you are expected to support the teachings of the Catholic Church, to live in a manner consistent with them, and to model the faith. Volunteer time is precious to our community and should be a positive experience for all concerned.

Confidentiality

As a volunteer, you function in a quasi-professional position. In the course of your volunteer work, you may learn confidential information about students or teachers. You are expected to keep this information confidential in any setting inside or outside the school, just as you wish your own privacy rights to be respected. Volunteers must understand that there are times when a student's confidence cannot be kept. The guideline is: if there is any information which, if shared with parents and/or administrators, may save someone from harm, it must be reported.

Supervision of Volunteers

The Principal is responsible for the operation of the school, thus, the Principal supervises all who serve in any capacity in the school.

St. Elizabeth Ann Seton Catholic School Volunteer Activities and Descriptions

Events

Boo Bash and International Food Festival: (October): This is a day-long event which includes games, raffles, cakewalks, food, and beverages. Volunteers are needed to obtain donations, run the games, sell tickets and assist with set up and clean up.

Spring Annual Fundraiser: Involves a live and silent auction, dinner, and dancing. Volunteers are needed to help collect auction items, prepare auction baskets, set-up, and assist with cleanup.

Parish Picnic (August): This picnic is our way to show our appreciation for all volunteers within school and

various ministries within the church. Volunteers are needed to cook burgers and hot dogs, and to help with cleanup.

Field Day (April/May): This is an event where our students participate in games and fun. Volunteers are needed to supervise and manage field day games and serving beverages.

Functions

- **Playground:** This program is designed to provide our children with lunch recess. Volunteers are needed to assist with and playground supervision
- **Picture Days (Fall/Spring):** During the year, volunteers are asked to assist escorting students from classrooms to the location of pictures.
- **Textbook Distribution (Spring/Summer):** During the year, volunteers are asked to assist in breaking down deliveries, comparing orders to packing slips, and delivering to classrooms.
- **Book Fair (October):** During the year, volunteers are asked to assist in setting up book fair decorations, maintaining book displays, collecting payments, and clean-up.
- **Mass Hospitality Nights/Days (TBD by Teacher):** Volunteers help to prepare food and beverage and clean up planned hospitality after specific Masses on Saturday evenings or Sunday mornings.
- **Graduation Events (8th Grade Trip and Graduation celebration):** Volunteers are needed for organizing the events and multi-day field trip chaperone to amusement parks, cathedral, restaurants, busses, hotels, etc.

Classroom/Extra-Curricular Assistance

Field Trip Chaperones: Each class will need chaperones for field trips. You will need to complete all of the necessary Diocesan requirements and forms for each class field trip.

Coaching: For those interested in assisting our Athletic Director with sports or coaching including: softball, soccer, volleyball, and basketball. There are additional one-day events including: tennis, golf, and table tennis.

Yearbook Committee: Volunteers work closely with the teacher in charge of the Yearbook to create the school yearbook online, accumulate pictures throughout the school year and assist with distributing yearbooks in May.

APPENDIX A

St. Elizabeth Ann Seton Catholic School Technology Acceptable Use Policy User Agreement and Parent Permission Form

"Do not conform yourselves to this age but be transformed by the renewal of your mind, that you may discern what is the will of God, what is good and pleasing and perfect."

Romans 12:2

*"Young people in particular need to be taught 'not only to be good Christians when they are recipients but also to be active in using all the aids to communication that lie within the media...So, young people will be true citizens of that age of social communications which has already begun' - an age in which media are seen to be 'part of a still unfolding culture whose full implications are as yet imperfectly understood.' Teaching about the Internet and the new technology thus involves much more than teaching techniques; young people need to learn how to function well in the world of cyberspace, make discerning judgments according to sound moral criteria about what they find there, and use the new technology for their integral development and the benefit of others." **The Church and Internet, 7.***

We believe that technology is a vital means to assist those who carry out the educational ministry of the school.

We are pleased to offer our students access to our computer network, including access to the Internet. To gain access to the Internet, all students under the age of 18 must obtain parental permission and must sign and return this form to school. Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages.

Acceptable Use Policies

- 1. Catholic, Christian Behavior:** Students are responsible for good Catholic, Christian behavior on the school computer networks, just as they are in a classroom or on the playground. General school rules for behavior apply in the use of the school technology equipment. The use of computers is a privilege, not a right. Disciplinary action will include, but is not limited to, revoking computer use privileges, suspension, and/or expulsion.
- 2. Network:** Vandalism or intentional modification of system settings will result in disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student, including the fee for a technician to restore the systems. Students are aware that they are not permitted to change local work station settings, such as screen savers and desktop settings.
- 3. Filtering:** Technology access is designed for educational purposes. It is impossible for the school to restrict access to all controversial materials and cannot be held responsible for materials acquired in use. Although every precaution and use of filtering has been incorporated, students may still encounter inappropriate material.
- 4. Appropriate use:** Students understand what appropriate usage is and are responsible and trusted to use technology in an appropriate manner. Students are expected to use the Internet for directed educational searching as their teachers assign work. Students are not to use the Internet for games unless the game is authorized by a teacher for academic use. Further, students are not permitted to use the Internet for private interest (music, sports, etc.) or personal searches (checking home e-mail accounts, use of social networking sites - "social network" web sites. This includes, but is not limited to, communications on social networks such *Facebook, Twitter, TikTok, WhatsApp, Messenger, Instagram, SnapChat, YouTube, Google+, and Flickr*. The use of the St. Elizabeth Ann Seton name may not be used or referenced (this includes pictures/video) on any social networking site at any time or for any reason unless authorized by the Principal.

5. **Plagiarism:** Plagiarizing is considered a violation of the academic honor code and will be subject to disciplinary action as described in the Parent/Student Handbook. Plagiarism takes many forms, some of the most common include:
- "Cutting and pasting" to create a paper from several sources.
 - Downloading and use of free research papers.
 - Copying an article from the Web or an online or electronic database.
6. **Copyright:** Students must respect all rules of copyright and personal property. Ownership of text, music, software, and other media is protected to the full extent of the law. Students cannot bring software programs from home to load on school computer equipment. Students will not copy school software programs to take home.
7. **Passwords:** The work of all users is valuable; therefore, students will protect the privacy of others by not trying to learn or access their passwords. Never share your password or account with anyone. You have full responsibility for the use of your account and will be held responsible for any violations that are traced to your account. Students will not copy, change, read, or use files from another user. Copying another student's computer files to present as their own work is a violation of the academic honor code and will be subject to disciplinary action as described in the Parent/Student Handbook.
8. **Unauthorized use of technology:** Students are not authorized to use cell phones, cameras, or any ancillary devices (cell phone cameras, digital cameras, video, etc.) while on school property. The only exception to this would be with the approval of a teacher when taking pictures/video for specific lessons, assignments, or special events. Such use will result in the loss of computer privileges as well as disciplinary action.
9. **Unacceptable Use of Outside Technology:** The school expects students to use information technology (including but not limited to the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Catholic moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illicit activities. Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as Instagram and Facebook. "Social network" web sites include, but are not limited to, Facebook, Twitter, Instagram, Snapchat, and TikTok..
10. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Catholic moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees is strictly prohibited.
11. Failure to comply with these rules may result in disciplinary actions, up to and including dismissal from school, and the loss of the privilege of using computers, and other equipment or technology services, and/or accessing the Internet at St. Elizabeth Ann Seton.
12. Students in grades 5-8 will have a software monitoring program license installed on their device by our I.T. Department. This monitoring program will be inactive once the student leaves campus for the day and not connected to our server. If a student brings a new device replacing the previous one, we will need 24-28 hours to install the monitoring program license.
13. If you and your child fail to sign the Technology Acceptable Use Policy agreement, your child will not be

able to use a device or have access to the internet while on campus.

- 14.** As the student departs from St. Elizabeth Ann Seton, the license will be removed from the device. Failure to have the license removed from the device will result in a fee which will be charged to your FACTS account.

As a user of the St. Elizabeth Ann Seton Catholic School computer network, I hereby agree to comply with the above stated rules detailed within this agreement.

Student's Signature: _____ Grade: _____

As the parent or legal guardian of the minor student signing above, I grant permission for my son or daughter to access networked computer services such as the Internet. I support the above stated rules detailed within this agreement.

PARENT SIGNATURE: _____ DATE: _____

St. Elizabeth Ann Seton Catholic School Respectful Learning Environment

Increasingly, the media has been filled with disturbing stories about bullying in our nation's schools. We all know that bullying can cause pain and embarrassment and at the very least has no place in any school or institution that is about the dignity of human persons, about life. The fact that some of the most prominent incidents have not happened at a Catholic school does not imply that we can be complacent. Our challenge as Catholic educators is to be alert and wide-awake to any behavior that does not align with the values we hold and teach and to step in immediately to stop such behaviors, should they occur.

St. Elizabeth Ann Seton Catholic School believes that everyone should enjoy our school equally, feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality. This is essential if a positive learning environment is to exist. As stated in our school's Mission and Philosophy Statements, St. Elizabeth Ann Seton Catholic School, is committed to developing a framework that supports intellectual, spiritual, and emotional growth; as well, provide the education, discipline, and structure necessary to develop the child in a loving and caring atmosphere. The faculty and staff of St. Elizabeth Ann Seton Catholic School take this responsibility seriously and endeavor to assist you in developing Catholic attitudes and behaviors as an integral part of your child's growth process. Further, our curriculum and School-wide Learning Expectations support the necessary opportunities which allow students to grow in a school community of faith where Gospel values are nurtured and sustained.

On July 1, 2010, [NRS 388.123-139](#) became law. It prohibits bullying in general and cyberbullying specifically. Bullying means a willful act which is written, verbal or physical, or a course of conduct on the part of one or more persons which is not authorized by law and which exposes a person repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and:

1. Is intended to cause or actually causes the person to suffer harm or serious emotional distress;
2. Exploits an imbalance in power between the person engaging in the act or conduct and the person who is the subject of the act or conduct;
3. Poses a threat of immediate harm or actually inflicts harm to another person or to the property of another person;
4. Places the person in reasonable fear of harm or serious emotional distress; or
5. Creates an environment which is hostile to a pupil by interfering with the education of the pupil.

The definition is "a willful act or course of conduct on the part of one or more pupils which is not authorized by law and which exposes a pupil repeatedly and over time to one or more negative actions which is highly offensive to a reasonable person and is intended to cause and actually causes the pupil to suffer harm or serious emotional distress."

The law encourages us to adopt policies that ensure "a safe and respectful learning environment."

Bullying and harassment can look like: pushing, shoving, hitting and spitting, as well as name calling, picking on, making fun of, laughing at and excluding someone. Harassment/bullying is conduct that creates an intimidating, hostile or offensive school environment and is prohibited. Harassment can be electronic, verbal, visual, physical, or sexual. Harassment is considered from the point of view of the recipient of the unwanted attention. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is not responsible for being a target of bullying. Such behaviors cannot be tolerated. As stated within our Parent/Student Handbook, such repeated behaviors overtime will result in required parent conference/suspension/expulsion.

We believe St. Elizabeth Ann Seton Catholic School parents should:

- Work in partnership with the school to encourage positive behavior, valuing differences, and promoting sensitivity to others.
- Discuss regularly with their child their feelings about school work, friendships, and relationships.
- Inform faculty of changes in their child’s behavior or circumstances at home that may change a child’s behavior at school.
- Keep themselves and their child informed and aware of school bullying policies.
- Alert faculty if any bullying has occurred.
- Support the faculty’s intervention policies.

As a student of St. Elizabeth Ann Seton Catholic School, I have read and agree to abide by all of the above.

Student Signature

Date

As a parent of a St. Elizabeth Ann Seton Catholic School student, I have read and agree to abide by all of the above.

Parent Signature

Parent Signature

Date _____



2021-2022 Tuition Rates and Fees

Tuition (per child):

Tuition may be paid annually, semi-annually or monthly

K-8.....\$ 7,400

PK\$ 8,400

Registration Fee PK-8

Registration Fee (per child):

All current and *new* students registering for the upcoming school year, must pay the *non-refundable* registration fee.

Registration Fee.....\$ 350

Fees Included in Tuition Rate Above

Consumables Fee (per child): \$325

Technology Fee: \$75

Security Fee: \$170

New Family Fees

Application Fee (per child):

All new applicants must pay the non-refundable Application fee when applying to St. Elizabeth Ann Seton Catholic School.

New student Application Fee: \$ 35

Assessment Fee (per child):

All new applicants must pay the non-refundable Assessment fee when applying to St. Elizabeth Ann Seton Catholic School.

Assessment Fee for Applicants entering pre-k and kindergarten:\$ 100

Assessment Fee for Applicants entering grades one through eight:..... \$ 75

Registration Fee (per child):

All current and *new* students registering for the upcoming school year, must pay the *non-refundable* registration fee.

Registration Fee.....\$ 350

Development Fund Fee (per family):

There is a one-time Development Fund Fee per family due at the time of acceptance into the school.

Development Fund Fee:\$ 500

Miscellaneous Fees

- Graduation Fee \$150.....
- Raffle Fee \$100
- Athletics fee (per sport): \$25
- Field Trip fee (based on venue)

There is a 3% additional transaction fee charged to all credit card payments.

Saint Elizabeth Ann Seton Catholic School
REGISTRATION FORM
EXTENDED CARE PROGRAM 2021-2022

Please refer to the Family Handbook for policies and guidelines

Student Last Name:
Family Last Name:
Address:
Contact/Billing Email:
Emergency phone number(s):

Child First Name:	Grade:
Child First Name:	Grade:
Child First Name:	Grade:

Father:	Mother:
Phone#:	Phone#:
Emergency #	Emergency #
Email:	Email:

Authorized pick-up persons:

Name:	Name:
Phone#:	Phone#:
Name:	Name:
Phone#:	Phone#:

Chronic health conditions extended care needs to be aware of: (allergies,asthma,etc.)_____

Yearly Registration Fee	Rates for registered students
1 child: \$45.00; 2 children: \$55.00 3 children (or more) \$65.00	\$4.00 per hour per child Late fee of: \$1.00 per minute after 5:30pm.
Unregistered Drop in rate	Registration fee and \$8.00 per hour per child

SCHOOL'S RIGHT TO AMEND

Saint Elizabeth Ann Seton Catholic School reserves the right to amend this handbook for just cause. Parents will be promptly notified in writing if changes are made.

PARENT SIGNED AGREEMENT We have read and agree to be governed by this handbook.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Saint Elizabeth Ann Seton Catholic School
1807 Pueblo Vista Drive
Las Vegas, Nevada 89128-2701
Telephone (702) 804-8328 Fax (702) 228-8906
EXTENDED CARE PROGRAM FOR 2021-2022

Dear Parents,

We are pleased to announce that our school offers an Extended Care Program (ECP) in support of our children and parents. The program is staffed by school and parish employees and, on occasion, volunteer personnel. The program begins on the first official day of school. Supervision begins at **3:10 pm – 5:30pm and on minimum days from 12:10pm -5:30pm.**

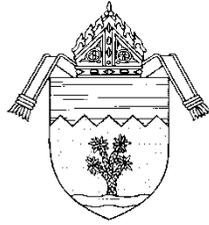
All children utilizing the program must be registered in advance.

1. The **registration fee must be paid at the time of registration** and can be paid using your FACTS account.
2. Invoices will be emailed on a monthly basis and payment must be received 10 days from invoice date. A late fee of \$25 per child will be accessed per month if payment is not received within 10 days of invoice date. Fees can be paid using your FACTS account.
3. Drop-in fees will be billed as used.
4. We ask that you respect our **closing time of 5:30 pm** and if running late please call **702-804-8392**. **A late pick up fee will be charged at a rate of \$1.00 per minute per child.**
5. We expect you to be prompt in picking up your children since our staff must plan their life activities around their work schedule.
6. There will be late fees and habitually tardy parents may be asked to make other after school arrangements.
7. Students remaining on campus after dismissal time will also be placed in the Extended Care Program.
8. All students participating in after school activities who are not picked up immediately following the conclusion of the activity, will also be placed in the Extended Care Program and you will receive an invoice.
9. **The Extended Care Program will be provided on minimum days except those scheduled prior to extended holiday breaks or cancelled by administration. You must provide a lunch for your child on those days!** Be sure to **check the school calendar** for scheduled minimum days. **Extended care will also be provided during scheduled parent conferences for all registered users.**

The pages contained in the extended care handbook explain the philosophy and goals, admissions, daily release, discipline policies and the fee schedule. Please be sure to read through everything carefully and sign the statement provided. With your cooperation and courtesy, the staff will be able to continue this much needed service.

Sincerely,
Dr. Erica Romero

DIOCESE OF LAS VEGAS



SAINT ELIZABETH ANN SETON CATHOLIC SCHOOL



Saint Elizabeth Ann Seton
ROMAN CATHOLIC SCHOOL

EXTENDED CARE HANDBOOK 2021-2022

Saint Elizabeth Ann Seton Catholic School
1807 Pueblo Vista Drive
Las Vegas, NV 89128

(702) 804-8392/ email:extendedcare@seaslv.org

ADMISSIONS POLICY

The Extended Care Program is open to students in all grades. Parents must complete and return the registration form along with the registration fees as shown below:

EXTENDED CARE FEES

Yearly Registration Fee	Rates for registered students
1 child: \$45.00; 2 children: \$55.00 3 children (or more) \$65.00	\$4.00 per hour per child Late fee of: \$1.00 per minute after 5:30pm.
Unregistered Drop in rate	Registration fee and \$8.00 per hour per child
1 child: \$45.00; 2 children: \$55.00 3 children (or more) \$65.00	\$4.00 per hour per child Late fee of: \$1.00 per minute after 5:30pm.
Unregistered Drop in rate	Registration fee and \$8.00 per hour per child

Late pick-up fees must be **paid with the next regular payment** of the program fees or the child *may* be dismissed from the program.

CLOSURES

- Friday, November 19, 2021**
- Friday, December 17, 2021**
- Friday, April 8, 2022**
- Wednesday, June 2, 2022**

****Dates may be subject to change******

DAILY RELEASE POLICY

- Your child can only be released to you or persons designated on the registration form.
- If someone else is to be responsible for your child, we must have notice **IN WRITING** signed and dated by you. Identification may be required.
- Your child(ren) must be signed out of the program by you (or your designee) initialing the attendance log and indicating the pick-up time.
- **For liability purposes:** Once your child has been signed out they must remain under parental supervision at all times if they will be staying on campus.
- If your child has not been picked up by 5:30pm, the emergency contact will be notified. In the event we are not able to make contact with you or one of your authorized adults, Child Protective Services will be called.

The school should have copies of custody decrees or other documents relating to a parent's contact with the child if both parents do not have custody. Extended care should have this information so the staff will know when, if ever, a child may be released to the non-custodial parent.

DELINQUENT ACCOUNTS

Extended Care Program participation may be suspended at any time for families with delinquent accounts. There will be a \$35.00 fee charged if your debit/credit card is declined.

DESIGNATED PLAY AREAS

Outdoor play areas will include the Extended Care Program adjacent courtyard and the playground area located at the West end of the school. Indoor play areas will include the Extended Care Program facility and the Parish Hall.

DISCIPLINE POLICY

Please be advised that since the Extended Care Program is an extension of the school program, all rules contained in the Family Handbook apply. You *should* be aware that some older students may find the program too confining and feel that it is not suited for them. Those students may need to find an alternative means of supervision rather than burden the Extended Care staff with complaints that students are too old to follow the guidelines. Remember that the success of the program requires the cooperation of all.

All children and adults in the Extended Care Program are expected to act in a cooperative and respectful manner toward the adults in charge, other students in the program, as well as all property.

Any disciplinary action deemed necessary at the time of an incident will be discussed with the parent or guardian by the staff member in charge as soon as possible. Recurring incidents will be brought to the attention of parents/guardians, the director, and the administration. If there is a serious discipline problem with your child, he/she will be given a discipline referral that you will be expected to sign before your child returns to the program. The school administration will take action on matters of serious misconduct or behavior. Any further problem may result in immediate suspension or expulsion from the program.

EXTENDED CARE PROGRAM

- 3:10 -3:20 p.m. Student check-in – Prayer-
- 3:20 -3:35 p.m. Snack time
- 3:35 -4:45 p.m. Homework/quiet time, silent reading after homework
- 4:45 -5:30 p.m. Children’s television programming, movies, art and crafts, finish homework indoor/outdoor play (weather permitting), games

• Each day, we will provide a healthy snack for your child upon check in to Extended Care. (As an example, the snack could be apples, clementine, yogurt, cheese sticks, animal crackers or potato chips, etc.) Students may not bring in candy or other sweets. Donations of 12 oz. bottled water, paper towels, plates, napkins, cups that may be left over from parties would be greatly appreciated. "G" rated movies are occasionally shown after school. If your child has a movie he or she would like to share, it would be appreciated.

- Students may not bring games and toys to extended care.
- Student cell phones will be collected upon arrival and returned at dismissal.
- Laptop computers, iPads, etc. may be used in designated areas only. Students in 4th through 8th grade will have access to the library to utilize their device for homework or the computer lab.
- On Fridays, laptop computers, iPads and other electronic items may be used for games that are locally loaded and not web based for a maximum of one hour.
- Laptop or other computer use will be subject to the acceptable computer use policy and school discipline code.

HEALTH CONCERNS

All health issues and medications should be noted in your child’s file located in the office. Medication will be dispensed through the school office between 8:00 a.m. and 2:45 p.m. provided the appropriate release statement is signed and on file.

No medication will be dispensed while children are in the Extended Care Program except under emergency conditions. If there is an emergency medication that the child may need administered, an additional prescription must be given to the Extended Care Department and a copy of the appropriate Diocesan form must be on file in the office. If a child becomes ill while attending the program, a parent/guardian will be notified (or other person listed on your emergency card if the parent/guardian cannot be reached).

Health is always a concern of the school staff. Extended Care Program staff must be aware of chronic health concerns of the child and how to respond in case of emergency. Please check to see that you have provided any special health information on the registration form. Parents of children with special dietary needs should discuss them with the Extended Care Supervisor and give written notification of "forbidden" foods.

ILLNESS OR ACCIDENT

- In cases which appear to be of minor nature, first aid will be administered on the premises.
- In cases which appear to be serious, the director will make every effort to notify the parent or guardian and to carry out the instructions as given on the emergency form.
- If the home does not supply adequate emergency instructions, or if the instructions given cannot be followed at the time of the emergency, the staff will act accordingly to their best judgment for the welfare of the child.
- Parents with special instructions for treating their child or who do not want their child treated in any way should indicate that on the emergency form.
- Parents will be expected to make provisions for taking sick children home. The Extended Care Program does not have a nurse on staff or capabilities for the transportation of children.
- Fire drills and emergency procedures will be coordinated with school policy.

PARENTAL RESPONSIBILITIES

- A. With the children's safety and well-being in mind, it is most important that the parent fill out the emergency form and adhere to the instructions given. Please be sure to give any information that will ensure your child's well-being and update it whenever necessary.
- B. Parents, guardians, or authorized drivers should not take children from the school campus or other areas without first notifying the program staff and signing the child out.
- C. Extended Care personnel will not permit children to leave the facility unless accompanied by a parent, guardian, or a person whose signature is on the emergency form. For the child's safety, telephone requests will not be granted. There is always the possibility that a person other than a parent or guardian might telephone. Valid identification for newly authorized persons may be requested.
- D. Students may not make same day arrangements on their own to go home with other students. Arrangements must be made in advance with both parents and a written note, signed by the parent, must be given to the director. Students will not be allowed to call their parents for permission that day.
- E. Parents are also responsible for prompt fee payment and prompt pickup in accordance with their contracted schedule. For contracted and drop-in arrangements, the latest pickup time is 5:30 p.m. Staff members are scheduled only until 5:30 p.m. After that time, parents will be charged a late fee as previously indicated. Should late pickup occur more than once, it will be suggested that you make arrangements for a designated alternate driver who can pick up your child by 5:30 p.m. If these arrangements are not made, if your account is not kept current, or after the third late pickup, your child may not be allowed continued use of the program.

- F. Review sign out procedures, pickup instructions, campus sweep and the school calendar with authorized drivers.
- G. The school should have copies of custody decrees or other documents relating to a parent's contact with the child if both parents do not have custody. Extended care should have this information so the staff will know when, if ever, a child may be released to the non-custodial parent.

PHILOSOPHY AND GOALS

The Extended Care Program is designed to provide safety and supervision in a familiar setting for our students whose working parents are unable to pick them up from school at dismissal time.

PROCEDURES

Students should report to the program teacher immediately upon arrival at school or upon dismissal. Students must notify the program director immediately upon leaving the premises for any reason and also upon re-entering the program. Parents or authorized drivers must always notify the program teacher when signing out a student.

TELEPHONE USE

The Extended Care phone number is **702-804-8392**. Please instruct your child that the Extended Care phone is for Extended Care business. **Please call the staff as a courtesy, if you are going to be late.**

YARD SWEEP

As stated in the School Handbook, supervision of students on the school campus ends at 3:10p.m. Any student waiting on the school campus after 3:10 p.m. on regular days and after 12:00 p.m. on minimum days will be signed into Extended Care and charged the drop-in rate for that time.

Our staff wishes to give your child the very best care. In order to accomplish this, we need to work together. We seek your support and cooperation. We recommend that the family review this Handbook together. Please indicate that you have read the contents of this Handbook by signing and returning the Parent Signed Agreement in the back and returning it to Extended Care on your child's first day of attendance in the program.

Please communicate with us on any special needs your child might have and inform us of any events that might influence your child's behavior such as lack of sleep, an illness or death in the family, or change in family routine. We will respect any confidence shared with us for the welfare of your child.

We want your child to think of the Extended Care Program as an extended home away from home. We want the children to be happy, active, and interested. We want them to socialize, to make friends, to feel secure, and to have FUN.

APPENDIX E

School-wide Rubric for active faith-filled Catholics who:

Indicators:	Highly developed	Developed	Emerging	Exploring
a. pray everyday	Students actively and enthusiastically participate in daily prayer experiences	Students routinely participate in daily prayer experiences	Students periodically participate in daily prayer experiences	Students rarely participate in daily prayer experiences
b. live each day as Jesus did	Students consistently model Christian behavior in the classroom and on the playground	Students model Christian behavior in the classroom and on the playground	Students occasionally model Christian behavior in the classroom and on the playground	Students rarely make an effort to model Christian behavior in the classroom and on the playground
c. demonstrate a spirit of service	Students willingly and enthusiastically share their time, talent and treasure to promote social justice in the service of others	Students share their time, talent and treasure to promote social justice in the service of others	With some prompting, students share their time, talent and treasure to promote social justice in the service of others	Students rarely share their time, talent and treasure to promote social justice in the service of others
d. share the teachings of Jesus with others	Students' actions always reflect Jesus' Gospel message in everyday life (use of Life Skills)	Students' actions usually reflect Jesus' Gospel message in everyday life (use of Life Skills)	Students' actions sometimes reflect Jesus' Gospel message in everyday life (use of Life Skills)	Students' actions rarely reflect Jesus' Gospel message in everyday life (use of Life Skills)
e. understand and participate in the teachings and traditions of the Catholic Church	Students confidently demonstrate in words and actions their knowledge of the Catholic faith	Students are able to demonstrate in words and actions their knowledge of the Catholic faith	With some guidance, students demonstrate in words and actions their knowledge	Students cannot demonstrate in words and actions their knowledge of the Catholic faith

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School-wide Rubric for lifelong learners who:

Indicators:	Highly developed	Developed	Emerging	Exploring
a. love to learn	Students consistently demonstrate a high level of enthusiasm and enjoyment about learning	Students usually demonstrate enthusiasm and enjoyment about learning	Students sometimes demonstrate enthusiasm and enjoyment about learning	Students rarely demonstrate enthusiasm and enjoyment about learning
b. use and apply basic skills	Students consistently demonstrate an in-depth understanding and application of basic skills	Students generally demonstrate understanding and application of basic skills	Students occasionally demonstrate understanding and application of basic skills	Students seldom demonstrate understanding and application of basic skills
c. develop independence in learning	Students consistently engage in assignments and activities without prompting	Students typically engage in assignments and activities without prompting	Students engage in assignments and activities after numerous prompts	Students do not engage in assignments and activities without prompting
d. utilize critical thinking skills	Students critically analyze and evaluate topic and content in-depth on a regular basis	Students analyze and evaluate topic and content to draw logical conclusions	Students draw some logical conclusions from topic and content	Students are not always able to draw logical conclusions about topic or content
e. appreciate fine arts	Students constantly integrate fine arts into their products and performances	Students generally integrate fine arts into their products and performances	Students integrate fine arts into their products and performances with some prompting	Students never integrate fine arts into their products and performances
f. value every life situation as a learning experience	Students describe in-depth what they learned from the experience and what they could do differently next time	Students describe with detail what they learned from the experience and what they could do differently next time	Students briefly describe what they learned from the experience and what they could do differently next time	Students make little attempt to describe what they learned from the experience and what they could do differently next time

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School-wide Rubric for effective communicators who:

Indicators:	Highly developed	Developed	Emerging	Exploring
a. speak well	Students speak in a highly focused, coherent and organized manner, clearly addressing the intended audience	Students speak in a focused, coherent and organized manner that addresses the intended audience	Student ideas sometimes lack focus, coherence and organization, and only partially address the intended audience	Student ideas are unfocused, incoherent and disorganized, and do not address the intended audience
b. listen to others	Students listen consistently and contribute constructively and with insight to class discussions	Students listen and contribute with some insight to class discussions	Students listen and contribute to class discussions	Students don't often listen and contribute very little to class discussions
c. write ideas clearly	Students write with clarity, purpose, understanding, and creativity, utilizing a variety of sentence structures and word choice	Students write related quality sentences and paragraphs, utilizing varied sentence structures and word choice	Student writing does not clearly communicate knowledge and is loosely organized with limited sentence structure and word choice	Student writing is brief and underdeveloped; sentences are fragmented with careless or inaccurate word choice
d. read with understanding and enjoyment	Students demonstrate a thorough and insightful comprehension of the text by understanding the full message, including subtleties	Students demonstrate sufficient and accurate comprehension of the text by understanding the full message, including subtleties	Students demonstrate partial (mostly literal) comprehension of the text	Students demonstrate insufficient and/or inaccurate comprehension of the text
e. understand the tools of technology and use them responsibly	Students demonstrate highly effective and responsible use of technology tools, abiding by the SFDS Internet Use Policy	Students demonstrate effective and responsible use of technology tools, abiding by the SFDS Internet Use Policy	Students demonstrate partially effective and responsible use of technology tools	Students demonstrate ineffective and irresponsible use of technology tools

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School-wide Rubric for responsible citizens who:

Indicators:	Highly developed	Developed	Emerging	Exploring
a. make good choices	Students prioritize connections related to decisions and apply concepts and reasoning to support decision making	Students make connections related to decisions and apply concepts and reasoning to support decision making	Students make minimal connections related to decisions and apply limited concepts and reasoning to support decision making	Students make no connections related to decisions and cannot apply concepts and reasoning to support decision making
b. think before they act	Students develop highly effective strategies for problem-solving	Students develop effective strategies for problem-solving	Students develop some strategies for problem-solving	Students have not developed strategies for problem-solving
c. help and take care of others	Students demonstrate a high degree of compassion and empathy when responding to others	Students demonstrate compassion and empathy when responding to others	Students demonstrate some degree of compassion and empathy when responding to others	Students demonstrate little or no compassion and empathy when responding to others
d. accept accountability for their actions	Students demonstrate a high degree of ethical behavior and honesty while showing an openness to suggestions for improvement	Students generally demonstrate ethical behavior and honesty while showing an openness to suggestions for improvement	Students occasionally demonstrate ethical behavior and honesty while showing an openness to suggestions for improvement	Students seldom demonstrate ethical behavior and honesty, and hardly ever show an openness to suggestions for improvement
e. recognize, appreciate, and use their God-given talents	Students consistently reflect upon and utilize their strengths and abilities	Students usually reflect upon and utilize their strengths and abilities	Students occasionally reflect upon and utilize their strengths and abilities	Students infrequently reflect upon and utilize their strengths and abilities

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School-wide Rubric for culturally aware/global citizens who:

Indicators:	Highly developed	Developed	Emerging	Exploring
a. follow the Golden Rule	Students consistently demonstrate a high degree of positive interaction with others	Students usually demonstrate a high degree of positive interaction with others	Students occasionally demonstrate positive interaction with others	Students rarely demonstrate the ability to positively interact with others
b. respect themselves and each other	Students persistently demonstrate a high level of reverence for themselves and others	Students typically demonstrate a high level of reverence for themselves and others	Students sometimes demonstrate reverence for themselves and others	Students have difficulty demonstrating reverence for themselves and others
c. are peacemakers	Students consistently strive to create and promote a harmonious environment in the classroom and on the playground	Students generally strive to create and promote a harmonious environment in the classroom and on the playground	Students strive to create and promote a harmonious environment in the classroom and on the playground from time to time	Students do very little or nothing to create and promote a harmonious environment in the classroom and on the playground
d. appreciate and care for all of God's creation	Students consistently practice good stewardship	Students usually practice good stewardship	Students occasionally practice good stewardship	Students rarely practice good stewardship, even after frequent reminders
e. recognize that everyone is equal in God's eyes	Students constantly and genuinely demonstrate an appreciation and acceptance of diversity	Students generally demonstrate an appreciation and acceptance of diversity	Students sometimes demonstrate an appreciation and acceptance of diversity	Students seldom demonstrate an appreciation and acceptance of diversity

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