

ST. ELIZABETH SETON SCHOOL



16 Bridge Street ♦ Rochester, New Hampshire 03867
Phone (603) 332-4803 ♦ Fax (603) 332-2915

Faith in Education

St. Elizabeth Seton School Student Handbook

Mission Statement

As a Catholic elementary school, our mission is to celebrate our Catholic identity
and to foster academic excellence in our students.

Through mutual respect, each student is encouraged to be a responsible, faithful, contributing
member of the community.

ADMISSION POLICY



ADMISSION POLICY:

A. Admission to St. Elizabeth Seton School, a private parochial school operated under the auspices of the Roman Catholic Diocese of Manchester, is a privilege, but not a right, that is afforded to qualified applicants on a first come basis. Admission may be granted at the sole discretion of the Admissions Committee of St. Elizabeth Seton School, with preference given to applicants based upon the following criteria:

1. Catholic students whose parents or guardians belong to a parish in the Diocese of Manchester;
2. Siblings of students currently enrolled in St. Elizabeth Seton School;
3. Catholic students whose parents or guardians belong to a neighboring Diocese; and
4. Students of other religious traditions, on a space available basis after all Catholic students have been considered.

B. Admission to St. Elizabeth Seton School shall not be determined based upon any applicant's race, national origin, or socio-economic background.

C. St. Elizabeth Seton School is a Catholic School with limitations and therefore may be unable to, due to constraints of staffing, physical plant or finances, provide a safe and fulfilling environment for students with particular special needs.

D. Applicants for transfer into St. Elizabeth Seton School after the academic year has commenced shall be considered on the basis of the criteria set forth herein and on the basis of availability.

There are four (4) component phases to the admissions process, they are: Application, Conditional Acceptance, Registration and Final Acceptance, and consist of the following:

I. APPLICATION: The process of determining the eligibility of a prospective student applicant for admission and eventual acceptance into St. Elizabeth Seton School. The following documentation is required at the time of application:

- ✠ ***The application form and the (non-refundable) application fee per student not included in the tuition.***
- ✠ ***Copy of student's birth certificate***
- ✠ ***Completed "Permission to Contact Teacher" form***
- ✠ ***Copy of most recent standardized test scores (i.e. IOWA, TERRA NOVA, NECAP etc.)***
- ✠ ***Copy of IEP for any student with Special Needs***

Students entering Grades 2-8 only:

- ✦ ***Copy of two previous years' & current year (to date) report cards***
- ✦ ***Completed Student Profile form***

II. CONDITIONAL ACCEPTANCE: The process whereby a prospective student applicant is enrolled on a probationary basis as a full time student. Upon compliance with all application requirements above, prospective students shall be considered for conditional acceptance to St. Elizabeth Seton School.

a. All students shall be conditionally accepted subject to a three (3) month probationary period. During such period of probation, the school may evaluate whether the student is a suitable candidate for final acceptance into the St. Elizabeth Seton School community, based upon both objective and subjective criteria to be determined in the sole discretion of the Admissions Committee and/or the Principal, intended to determine a student's suitability to meet the unique criteria required for attendance in a Catholic educational program, to include such student's ability to conform to or succeed in the academic, social or religious environment of St. Elizabeth Seton School.

b. During the period of conditional acceptance, parents or guardians of any student in such status may be notified, either in writing, during a telephonic or in person conference, or both, as to the progress, or lack thereof, of such conditionally accepted student. The purpose of such notification is to inform the parent at the earliest stage possible that a child may not be an appropriate candidate for final acceptance into St. Elizabeth Seton school, thereby facilitating the parent or guardian's ability to find alternative arrangements for their child's education. Any final determination to revoke a student's conditional acceptance shall be in writing and mailed to the address of record for such student's parent or guardian. Upon revocation of conditional acceptance, the child shall cease attendance at St. Elizabeth Seton School upon the date stated in the notice of revocation of conditional acceptance.

c. The probationary period for transfer students, may, at the sole discretion of the Principal, be extended if the Principal, upon the advice of the teacher(s), deems that the school is unable to adequately determine whether the student is eligible for final acceptance.

III. REGISTRATION: The process of submitting necessary legal, educational, and medical documentation required prior to acceptance.

a. St. Elizabeth Seton School will observe the entrance requirements established by the Superintendent of Education of the Diocese of Manchester, the State of New Hampshire, and the Rochester School District relative to age, inoculations, and physicals. A child **MUST** be five (5) years of age by September 30th to be eligible for acceptance into our kindergarten program, and must be six (6) years of age by September 30th to be eligible for acceptance into our first grade programs.

b. The following documentation is required at the time of registration:

- ✦ ***Copy of immunization records. (All shots must be up to date as required by NH State Law.)***
- ✦ ***If your child is presently a student in a public school, this health form will be sent to us with their student records.***

- † *Students entering Kindergarten or Grade 1 must have a physical within one year of entering that grade and provide documentation from the doctor of the date of the examination.*
 - † *If parents are separated or divorced a copy of the Court Decree must accompany this form and will be placed in the student's file to verify legal custody.*
 - † *Copy of student's baptism certificate (Catholics only)*
- Students entering Grades 5-8 only:*
- † *An essay on "Why do you want to attend SES and what are your expectations?"*

c. No applicant shall be considered for final acceptance until all documentation required in this section is received by the Admissions Committee.

d. St. Elizabeth Seton School, at its sole discretion, will be required to ask for the withdrawal of a student if the parents or guardians fail to provide the documentation required in Parts I and III, or misrepresent any fact, or alter or modify any documents submitted. A parent or guardian refusing to withdraw a student at the request of the Principal will lead to the expulsion of that student.

IV. **FINAL ACCEPTANCE:** The process whereby a student is deemed fully and finally accepted as a student at St. Elizabeth Seton School.

Upon completion of the probationary period, any student whose conditional acceptance is not revoked shall be deemed to be fully and finally accepted as a student at St. Elizabeth Seton School, subject, of course, to compliance with any other policy, procedure or rule contained in the Student Handbook.

Notice of Non-Discrimination Policy for Schools of the Diocese of Manchester

The Catholic Schools of the Diocese of Manchester, mindful of their primary mission to be witnesses to the love of Christ for all, admit students of any race, color, national and/or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school.

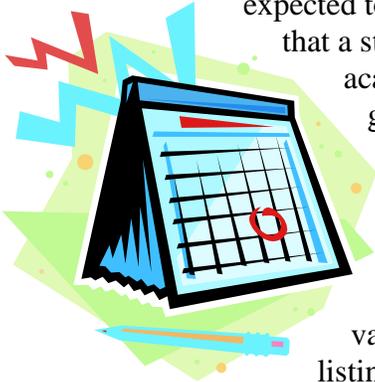
The Catholic Schools of the Diocese of Manchester do not discriminate on the basis of race, color, national and/or ethnic origin, in administration of their educational policies, admissions policies, scholarship programs, and athletic and other school-administered programs.

While the Catholic Schools of the Diocese of Manchester do not discriminate against students with special needs, a full range of services may not be available.

ACADEMIC POLICIES

Attendance Policy:

There are 180 school days in the school calendar. Regular, prompt attendance is essential for success in school. With this in mind, unless excused for illness or another serious reason, students are expected to attend school. Also, satisfactory completion of an academic year requires that a student has no more than 20 days maximum absences, and meets the minimum academic requirements in order to be considered for promotion to the next grade. Attendance will be reported on progress reports and report cards in 1/2 day increments.



Parents are requested to plan vacations at times when school is not in session, which are clearly marked on the school's yearly calendar distributed in June. If a parent decides to take a student out of school for vacation, they must send a note to the principal stating their intention and listing the dates the student will be absent from school. They must also understand that it is not possible for teachers to give makeup work in advance. It is the responsibility of the student to complete all assignments within 5 school days of their return. A written note is

Parents are also asked to request doctor's appointments at times when school is not in session.

Absences/Tardiness:

When students are absent, parents should call and notify the school by 8:30 that morning. The answering machine is on when the office is closed, so you may call before the office opens at 8:00 AM. To insure your child's safety, the school secretary or nurse will call you at home or at work if your child is absent and we have not heard from you. Upon returning to school, a child should provide his/her teacher with a note explaining the absence.



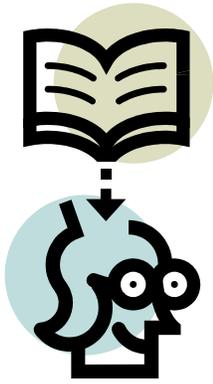
A student coming into class late causes a distraction to the teacher and to the other students who have begun their day. Please see that your child(ren) arrive at school between **8:00 and 8:15** every morning. Attendance is taken promptly at **8:25** in their classrooms. Any student arriving after 8:25 will be marked as "tardy". Once a student is tardy five (5) times, their parents will be required to bring them to the office to sign them in if they are tardy again. We will notify you in writing once your child has attained a fourth (4) offense.

Early Dismissal:

If your child needs to be dismissed early from school, a note must be sent to the office that morning. The note must be signed by a parent, and must specify who will be picking the child up and at what time.

After School/Extra-Curricular Activities and Absences:

If a child misses a school day or part of a school day, they are not eligible to participate in any after school or extra-curricular activities that day.



Homework:

Homework is a necessary learning tool, which develops responsibility, reinforces the skills learned in school and provides an opportunity for students and parents to work together. Homework is assigned daily. Students are expected to hand in all assignments on time. Teachers may use discretion when grading late assignments.

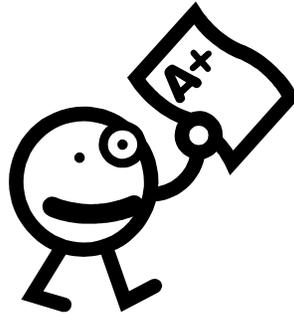
We ask that you do not request homework for a one-day absence. If a student is going to be out for more than one day, you may request their homework on the second day when you call them in that morning. The request must be made early in the day in order for the necessary arrangements to be made by the Teacher(s). Students who are missing assignments must make necessary arrangements with their teacher to complete the work as soon as possible (not to exceed 5 days).

To promote student responsibility, students and/or parents are not permitted in the building after dismissal to retrieve books or other materials needed for homework. Students should get in the habit of organizing themselves and their belongings.

Assignment Notebooks:

Students in grades 2 - 8 are required to use a daily assignment notebook to record their homework assignments and long term projects. The assignment notebook also serves as a tool of communication between the teacher, the student and the parents. Parents are encouraged to review their child's assignment notebook every day. Parents of students in grades 3-8 are required to sign their child's assignment notebook at the end of each week. At the beginning of each week your child's teacher will check for your signature. Even though it is your signature we look for, it is your child's responsibility to see that it's there. If a student's assignment notebook does not have the signature of one of their parents, the student will miss recess that day and must have the notebook signed that night. If a student fails to have his/her assignment notebook signed three (3) times, he/she must serve a one hour detention.





Grading:

The guidelines for grading are indicated on your child's report card. There are separate report cards for the three different levels: Grades 1-3, Grades 4-5 and Grades 6-8.

Progress Reports:

All students in grades 1-8 receive progress reports midway through the marking period. These reports are designed to give parents a status report on their child's progress and are not meant to be another report card. Students in Kindergarten and Four Seasons receive Progress Reports in January and June.

Honor Roll:

The requirements for students in Grades 4 and 5 are:

- High Honors: All A's in academic subjects with 1's, 2's and 3's in effort and conduct
- Honors: A's and B's in academic subjects with 1's, 2's and 3's in effort and conduct
- Honorable Mention: A's, B's and one (1) C in academic subjects with 1's, 2's and 3's in effort and conduct

The requirements for students in Grades 6 through 8 are:

- High Honors: All A's in academic subjects with 1's and 2's in effort and conduct
- Honors: A's and B's in academic subjects with 1's and 2's in effort and conduct
- Honorable Mention: A's, B's and one (1) C in academic subjects with 1's and 2's in effort and conduct

Promotion/Retention:

A student who has successfully completed the curriculum for their grade level at the end of the school year, will be promoted to the next grade level. If a student does not meet the criteria for promotion their teacher may suggest retention. This is a very difficult decision that educators do not take lightly. The first time a student is recommended for retention, we do allow the parents to make the final decision. If, however, a student is recommended for retention a second time, we reserve the right to retain that student even if the parents are not in agreement.

Records:



All student records required by state law are secured in the school office and are confidential. Parents may view the educational records of their children in the presence of the principal or his/her designate. Parents have the right to request removal of material and, if such request is denied, to add their own written statements to the records. All requests to review records should be made in writing at least forty-eight hours in advance of the review.

Non-custodial parents:

This 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, we will provide the non-custodial parent with access to the academic records (following the guidelines stated above) 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. We will honor a non-custodial parent's request for copies of their child's progress report, report card or the weekly newsletter unless it is stated otherwise in the court order. If a non-custodial parent requests such information, we do ask that he/she send a self-addressed stamped envelope along with their written request.

Weekly Envelopes:

A weekly envelope will be sent home with each student at the end of the week. Please check these envelopes very carefully as they contain your child's work samples, as well as messages and information from school. The envelope has the student's and teacher's names printed at the top and a place for your weekly signature to assure us that you have reviewed the contents. Each student is given an envelope at the beginning of the school year and expected to keep it for the duration of the school year. If the envelope needs to be replaced for any reason, there will be a \$1.00 replacement charge.

A student who consistently fails to have this weekly envelope signed by a parent and returned to school at the beginning of the following week, will face detention.

ASBESTOS

In 1989 a plan for the safe management of the asbestos at St. Elizabeth Seton School was drawn up under the direction of the EPA. Since then, in compliance with the Asbestos Hazard Emergency Response Act (AHERA), St. Elizabeth Seton School undergoes a full asbestos reinspection every three years. All of these reports are on file at the school office and at the Department of Catholic Schools, Diocese of Manchester, 153 Ash Street, Manchester, NH. The school endeavors to fully conform to the requirements of the above cited Act, so that the building remains a completely safe environment for all our students and personnel.

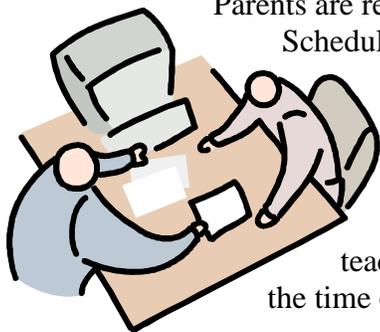
CELL PHONE/ELECTRONIC DEVICE POLICY

Cell phones and all other electronic devices must be in the “off” position while school is in session and kept in the students’ backpacks or lockers. Any student who violates this will have the device confiscated by the teacher/principal. No image capturing is allowed, without prior permission of the principal, with student devices at any time on school property or during a school-sponsored event. A student who violates any of these rules regarding electronic devices may forfeit their privileges of bringing them to school.



COMMUNICATION

Teacher Conferences:



Parents are required to pick up their child's progress report during the first trimester.

Scheduled parent/teacher conferences are held during the first marking period for this purpose. Parents are notified of the date and will be able to sign up for conferences on-line ahead of time. All other progress reports and report cards are sent home with students. During the school year, parents are invited to maintain contact with their child's teacher through the use of individual conferences. Parents desiring a conference should contact the teacher either by note or by leaving a message with the office. It is helpful at the time of your request to suggest times when you would be available.

Process For Resolving Problems:

Realizing effective communication is necessary when attempting to solve a problem, we have developed a process to facilitate effective communication. The first step in this process is for the parent to meet with the child's teacher to discuss the matter. If, after meeting with the teacher, the parent is not satisfied that the matter has been satisfactorily resolved, the parent should arrange to meet with the principal. If the matter remains unresolved at the principal's level, then the parent should contact the Diocesan Superintendent of Schools. If a parent chooses to skip a step in this process, they will be advised to return to the previous step to resolve their problem.

Parent/Teacher

As stated above, communication is a very important tool and can help maintain a well run system. However, teachers cannot leave their classrooms for telephone calls during the school day. If you wish to speak with a teacher, call the school and leave your name and phone number and the teacher will return your call as soon as possible. We ask that you *not* make spontaneous visits to the classroom before school, during school or after school - all visits should be prearranged with the teacher. Also, we ask that you be respectful of our teachers' personal time and refrain from calling any teacher at home unless this is the teacher's request.

Please note:

Parents are held to the same standard as students with regard to respect for teachers. Enrollment of a child in the school implies a partnership between the school and the parents/guardian. If the partnership breaks down, parents can be required to withdraw their child from the school.

COMMUNITY SERVICE
GRADES 6 - 8



Jesus Taught us how to Serve Others

ThePumPykinPerfection.blogspot.com 2013

As stated in our Mission Statement, being a contributing member of the community is an important part of being a student of St. Elizabeth Seton. Performing community service will count as 25% of a Jr. High student's Religion grade.

8th Graders are responsible for performing 20 hours of community service each trimester and must perform a minimum of 5 hours each trimester to ensure the spirit of community follows them throughout the year.

7th Graders are responsible for performing 15 hours of community service each trimester and must perform a minimum of 5 hours each trimester to ensure the spirit of community follows them throughout the year.

6th Graders are responsible for performing 5 hours of community service each trimester and must perform a minimum of 2.5 hours each trimester to ensure the spirit of community follows them throughout the year.

Each student is encouraged to perform service from each of the three categories of service: School, Parish, and Community. When a student performs service, they must fill out a Service Completion form and turn it into their Religion Teacher for credit. Hours cannot be carried over from year to year. Students may start collecting their hours the summer prior to the upcoming school year.

All community service hours must be turned in two weeks prior to the closing date for grades (dates will be established each year).

DISCIPLINE CODE

At St. Elizabeth Seton School, we believe that all people should be treated with common courtesy and mutual respect. These Christian standards are the foundation on which we have developed our discipline policies. Our policies help us to maintain a safe environment and an atmosphere conducive to personal growth for all our students.

Most situations are handled at the teacher-student level, and although each teacher may have slightly different approaches to discipline, expectations are consistent throughout the school. The Principal is ultimately responsible for discipline throughout the school and may become involved in certain situations when called upon by a teacher, student or parent.

Students are expected to follow all rules and regulations in their classrooms, in hallways, in the cafeteria, in bathrooms, in the gym (during class time, all assemblies and extra-curricular events), on the playground and at any event related to St. Elizabeth Seton School, including Fieldtrips and away games.

Certain behaviors are prohibited and will be brought immediately to the principal's attention:

- 1) Cheating at any grade level.
- 2) Vandalism, theft or willful destruction of school or personal property.
- 3) Smoking and possession of controlled substances.
- 4) Possession of explosive devices (including Fire Crackers) or weapons of any kind.
- 5) Unauthorized leaving of school grounds.
- 6) The use of inappropriate language or conduct.
- 7) Inappropriate Church conduct.
- 8) Any display of disrespect to a Staff member.
- 9) Consistent disregard for the school dress code or any school rules.

These behaviors (and any other conduct contrary to the philosophy and mission of our school) may bring about the following disciplinary actions at the principal's discretion based on the severity of the issue:

- 1) Warning (either verbal or written).
- *2) Teacher detention.
- *3) Administrative detention.
- *4) In-school suspension.
- *5) Out of school suspension.
- *6) Parent withdrawal of student from school at principal's request.

* Parent will be given 24 hour notice in each situation, and will be expected to make the necessary travel arrangements.

Our procedures for discipline follow principles of fundamental fairness and include:

- 1) Notice to student of alleged misconduct.
- 2) Opportunity for student to explain his or her action.
- 3) Notice to student of disciplinary action to be taken.

Please note:

St. Elizabeth Seton School reserves the right to dismiss at any time a student who, in its judgment, is undesirable in attitude and general conduct or whose continuation in the school is detrimental to him/herself or to his/her fellow students.

Bullying Policy

As Catholics, we believe that everyone is created by God and loved by God. As followers of Jesus, we are called to value other people's dignity and to treat them with respect just as Jesus did. Bullying of any kind goes against our call to be like Jesus and it is never acceptable.

St. Elizabeth Seton School is committed to providing all students with a safe school environment in which all members of its community are treated with respect. The school believes that protecting against and addressing bullying is critical for creating and maintaining a safe, secure and positive school climate and culture; supporting academic achievement; increasing school engagement; respecting the rights of others; and upholding our Christian values.

The Principal or Principal's Designee is responsible for ensuring that the Anti-Bullying Policy is implemented.

1. Definitions

Bullying means a single, significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- Physically harms a student or damages the student's property; or
- Causes emotional distress to a student; or
- Interferes with a student's educational opportunities; or
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

Cyberbullying means bullying conduct (as defined above) that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, videogames, and websites.

2. Statements of Prohibition

Bullying and cyberbullying shall not be tolerated and are hereby prohibited.

St. Elizabeth Seton School reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

False Reporting- A student found to have knowingly made a false accusation of bullying may face disciplinary or remedial action within the discretion of the principal or principal's designee.

Retaliation- Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of suspected bullying or cyberbullying is prohibited. Any student found to have engaged in retaliation against those described above shall be subject to disciplinary action.

If an alleged victim or any witness expresses to the principal or other staff member that he/she is fearful of retaliation, the principal or principal's designee shall develop a plan to protect that student from possible retaliation.

3. Reporting Incidents of Bullying

Note: The identity of the reporter will be protected unless otherwise required by State or Federal law.

a. Reporting During School Hours

Reporting by Students-

Any student who believes that he/she has been the victim of bullying should report the act immediately to a teacher or to any other school employee.

Any student who has knowledge of or observes bullying of another student is encouraged to report the bullying to a teacher or to any other school employee. If a student is unsure whether an incident learned of or observed may constitute bullying, the incident should be discussed with a teacher or another school employee.

Reporting by Parents/Guardians and School Volunteers-

Any parent, guardian, or school volunteer who suspects, has witnessed, received a report of, or has information that a student may have been subjected to bullying is encouraged to promptly report such incident to a teacher, a school employee, or the principal.

Reporting by School Employees-

Any teacher, staff member, or school employee who suspects, has witnessed, received a report of, or has reliable information that a student has been subjected to bullying or suspected bullying as defined above shall promptly report such incident to the principal or principal's designee.

b. Reporting Outside of School Hours

The Diocesan Safe Environment office has set up the bullying hot-line to be used by those who wish to report suspected incidents of bullying outside of school hours. The number is (603) 663-0178. Reports made by this method will be recorded and forwarded to the appropriate school the following business day. Reporters will be encouraged to provide their names, but anonymous reports will be accepted.

4. Response to Reports

Investigation

The principal or principal's designee shall promptly (within 2 business days) initiate an investigation into any report of bullying or suspected bullying.

Initial Notice to Parent/Guardian

The principal or principal's designee shall promptly (within 2 business days) notify the parents/guardians of the reported victim of bullying and the parents/ guardians of the reported perpetrator of bullying of the incident. Such notification may be made orally or in writing. A waiver of this notification may be granted by the Superintendent of Schools if such waiver is deemed to be in the best interest of the victim or perpetrator.

Timeline for Investigation

The investigation will be concluded within 5 business days. An extension may be granted by the Superintendent of Schools if necessary.

Notification to Parent/Guardian Upon Completion of Investigation

Upon the conclusion of the investigation, the principal or principal's designee shall promptly report the findings of the investigation to the parents/ guardians of the reported victim of bullying and the parents/ guardians of the reported perpetrator of bullying. Such notification may be made orally or in writing. The notification must comply with school policy and rules of confidentiality.

Written Record

A written record of any substantiated act of bullying shall be maintained by the school.

5. Disciplinary Action for Substantiated Bullying

If an investigation concludes that a student has engaged in bullying conduct prohibited by this policy, the principal or principal's designee shall determine the consequences on a case-by-case basis. Bullying behavior can take many forms. Accordingly, there is no single, appropriate response to substantiated acts of bullying.

When acts of bullying are identified early and/or when such acts do not reasonably require a severe disciplinary response in the judgment of the principal or designee, students should be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

While bullying as defined above will generally warrant disciplinary action against the student responsible for the bullying, whether and to what extent disciplinary action is required is a matter for the discretion of the principal or designee. The goal is for the child responsible for the bullying to receive redemption, learn, and refrain from bullying others in the future.

Any disciplinary or remedial action shall be designed to correct the problem behavior, prevent future occurrences of such behavior, protect the victim, provide support and assistance to the victim and perpetrator, and prevent the likelihood of retaliation.

Nothing in this policy prevents the school from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying but nevertheless is inappropriate for the school.

6. Notification

Handbooks- *St. Elizabeth Seton School* will provide notice of this Policy to students, staff, parents/guardians, and volunteers via student and employee handbooks.

Training-

Students shall participate in education programs which set forth expectations for student behavior and emphasize an understanding of bullying, the school's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and shall lead to discipline.

Parents- Periodically, the principal or principal's designee shall provide parents/ guardians with information about bullying.

Staff and Volunteers- The principal or principal's designee shall develop appropriate methods of discussing with staff and volunteers the meaning, substance, and application of this Policy and the importance of promoting a positive school climate to minimize the occurrence of bullying.

School Bus Behavior:

Students at St. Elizabeth Seton School who are Rochester residents may take advantage of the public school buses for transportation to and from school. We expect the same conduct on the bus as we do in our classrooms. Good bus behavior is important for the safety of all the children on the bus, and should be taken very seriously.



Students who do not act appropriately on the bus will receive a written conduct report from the bus driver. A copy of this report is sent to the child's parent and to the principal. If a child receives such a report, he/she will be taken off the bus for five (5) school days. If a child receives a second conduct report, he/she will be taken off the bus for ten (10) school days. Any child who receives three conduct reports from the bus company will not be allowed to ride the bus for the remainder of the school year. Parents will be responsible for all transportation arrangements if any of the above should happen to their child.

DRESS CODE

The dress code is designed to provide a standard of personal care and pride in appearance. Hopefully it also helps to relieve some of the stress brought on by peer pressure.



The dress code at St. Elizabeth Seton is mandatory for students in Grades K-5 (Grades 6 & 8 may follow the Honorary Dress Code) and should be followed each day. Noncompliance is a non-productive use of everyone's time. If your child is out of dress code, he/she will be sent to the office with a form to be signed by the principal. The form is then sent home to be signed by the parents, and must be returned to school the next day.

If a student receives three or more Dress Code Violations, he/she will not be permitted to participate in any "dress down" days that occur for the remainder of the school year. For each violation after the third, the student's parents will be called and asked to bring in the appropriate clothing necessary for the student to be in-code for the day. The student will also serve a one (1) hour detention on that (same) day. If a student is a habitual dress code violator, disciplinary actions listed on page five may result.

PLEASE NOTE: All clothing must be purchased to fit each student properly. All shirts must have sleeves. Pants and skirts should be properly worn at the waist and to an appropriate length. Undersized (tight-fitting) or oversized clothing or clothing that is not neat (e.g. frayed, dirty, excessively worn, torn, etc.) in appearance is not allowed. Denim, flannel and stretch materials are not a part of the dress code. Students should always appear neat and well groomed.

St. Elizabeth Seton Dress Code For Students in Grades K-6

- Pants*** **Solid** navy blue or khaki colored dress pants made of cotton, corduroy or twill material are acceptable (no cargo or carpenter pants). “Jean” style pants with external pockets are not allowed. A belt or a pair of suspenders must be worn with all pants.
- Shorts*** **Solid** navy blue or khaki colored walking shorts may be worn in warmer weather:
In the Fall until October 1st and in the Spring after May 15th.
“Skorts” (shorts with a skirt front) are not allowed.
When wearing walking shorts, belts or suspenders are required.
Boys do not need to wear a tie of any kind when they are wearing the appropriate walking shorts with a "polo" type jersey. If they choose to wear a dress shirt with their shorts, a tie must be worn.
All shorts must be worn at a conservative length (to the top of the knee).
- Girls' Skirts*** **Solid** navy blue, khaki colored or the uniform plaid skirts (from Flynn & O’Hara) made of cotton, corduroy or twill are acceptable. They should have the "box" pleat and should fall no higher than the top of the knee.
- Girls' Jumpers*** Should follow the same guidelines as the girls' skirts.
- Shirts*** **All students must wear white or navy blue shirts with a collar.**
They may choose to wear any of the following depending on the weather:
A dress shirt or blouse (short or long sleeve) that buttons all the way down the front (or the back in some cases);
A "polo" type jersey with two or three buttons down the front;
A turtleneck (No mock turtlenecks);
All shirts must be fully tucked in with the waistband showing.
Girls should wear appropriate under garments.
Boys in Grades 5-8 must wear a tie when wearing a dress shirt (one that buttons all the way down the front).
- Sweaters*** **Solid** navy blue or solid white sweaters may be worn. They may be v-neck, crew neck or cardigan in style (hooded sweaters are not allowed). **Solid** navy blue or **solid** white sweater vests are also allowed. A student's white shirt collar must be showing at all times.
- Socks*** **Socks must be worn at all times.** Socks must be solid navy blue or white. Ankle or knee socks are acceptable.
Girls may also wear nylons or solid navy blue or white tights.

- Footwear** **All** students are allowed to wear sneakers that are in good condition and reasonably clean.
For safety reasons the following two regulations apply:
All footwear must be flat soled - absolutely **NO HEELS!!!**
Shoes must fully enclose the foot - **NO SANDALS OR CLOGS!!!**
- Gym Clothing** On their designated Gym Days, students are permitted to wear their SES sweatsuit or a **solid** navy blue sweatsuit or a **solid** navy blue windsuit. They must wear a white shirt with a collar under their sweatshirt (a turtleneck is okay, but may prove to be warm). Shirts must be tucked in throughout the day. No tight-fitting clothing!
Hooded sweatshirts are not allowed. Boys do not need to wear a tie with their gym clothing.
For safety reasons and to help protect our floor - students must wear sneakers in the gym.
A student may choose to wear the regular school dress code for gym class as long as they have sneakers.
- Jewelry** **All** jewelry must be conservative in nature, and should not serve as a distraction.
Girls are permitted to wear earrings as long as they are studs or hoops shorter than 1 inch. No other body parts should be pierced.
Boys are not permitted to wear earrings or to have any other body parts pierced.
- Make Up** Unless or until it becomes a distraction, **girls** are permitted to wear fingernail polish. Otherwise **no make up** is allowed!
- Hair** **All** students should have their hair clean and well groomed.
All students, in the spirit of celebrating their individuality, must refrain from any unnatural coloring (dyeing) of their hair.
All students must refrain from shaved designs.
Girls should wear their hair neat and off their face.
Boys should wear their hair neat and short (above the collar and above their ears and eyebrows - no ponytails). They are permitted to wear crew cuts.
Boys' faces should be clean shaven.
- Hats** Should not be worn in the school building *at any time* unless it is specifically stated otherwise (class "Jean Days" or "Hat Day").
- Winter Clothing** During the cold winter months, all students should wear appropriate winter clothing, which should include: a winter hat, mittens and/or gloves, a winter jacket or a winter coat and winter boots (not to be worn during the school day).

The temperature in a school building often fluctuates due to its size. We ask that all students keep an acceptable sweater in their lockers or classrooms to accommodate these changes.

The SES Dress Code is mandatory for students in Grades K-6.

Once a month a class is given the opportunity to offer all the students at St. Elizabeth Seton School a chance to "dress down". Each student who chooses to participate donates a set amount of money to that class. The money is put in a class fund and used to defray the cost of field trips. These "**Jean Days**" are announced in advance, and allow students an opportunity to express their individuality. Please keep in mind that only students who pay the fee, are allowed to participate in any "Jean Day". **NUT (No Uniform Today) Passes** may be purchased at the school store for \$1.00. Students may buy one NUT Pass per month. They must seek 24-hour advanced approval from their teacher in order to use their NUT Pass. No NUT Passes are allowed on days when the school participates in a Liturgy. The pass expires one month from the date of purchase and must be presented to the homeroom teacher (Jr. High students must present it to all their teachers) the morning it is to be used.

Even on days when the school dress code is not in effect, we expect our students to dress appropriately. *Pants should be properly worn at the waist and to an appropriate length. Undersized (tight-fitting) or oversized clothing or clothing that is not neat (e.g. frayed, dirty, excessively worn, torn, etc.) in appearance is not allowed.* What is written on any piece of clothing should be consistent with the philosophy and mission of our school. One violation in this area could result in the loss of dress code privileges.

St. Elizabeth Seton Honorary Dress Code For students in Grades 7 & 8

This Honorary Dress Code is a privilege for the 7th & 8th grade students. It is designed to provide a standard of personal care and pride in appearance, while allowing for some variation and flexibility.

PLEASE NOTE: All clothing must be purchased to fit each student properly. All shirts must have sleeves. Pants and skirts should be properly worn at the waist and to an appropriate length. Undersized (tight-fitting) or oversized clothing or clothing that is not neat (e.g. frayed, dirty, excessively worn, torn, etc.) in appearance is not allowed. Denim, flannel and stretch materials are not a part of the dress code. Students should always appear neat and well groomed.

- Pants*** Should be solid colored conventional chino or “Dockers” style. Pants should have belt loops and/or a waistband. Pockets must be internal and at the waist/hip only. “Jean” style pants with external pockets are not allowed. An appropriate, unadorned belt must be worn. Pants must be fitted, worn at the waist and hemmed to the top of the shoe.
- Shorts*** Walking shorts may be worn in warmer weather:
In the Fall until October 1st and in the Spring after May 15th.
All shorts must be worn at a conservative length (to the top of the knee). Pockets must be internal and at the waist/hip only. “Jean” style shorts with external pockets are not allowed. When wearing walking shorts, belts or suspenders are required.
Plaid shorts may be worn with a solid shirt only, and print shirts must be worn with solid shorts only. Boys do not need to wear a tie of any kind when they are wearing the appropriate walking shorts with a "polo" type shirt. If they choose to wear a dress shirt with their shorts, a tie must be worn.
- Capri Pants*** Girls may wear Capri pants according to the date guidelines under shorts. Capri pants should have belt loops and/or a waistband. Pockets must be internal and at the waist/hip only. “Jean” style shorts with external pockets are not allowed. An appropriate, unadorned belt must be worn. Capri pants must be fitted and worn at the waist.
- Girls' Skirts*** Skirts must be hemmed no shorter than to the top of the knee. Skirts must be appropriately fitted at the waist and have no side or front slits. Pockets must be internal and at the waist/hip only. “Jean” style shorts with external pockets are not allowed. Long skirts must be hemmed at the ankle.
- Skorts*** Must follow skirt description and may be worn **in the Fall until October 1st and in the Spring after May 15th.**

<i>Girls' Jumpers/Dresses</i>	Dresses with sleeves and an appropriate neckline are permitted. Jumpers with a blouse, shirt or turtleneck may also be worn. Both dresses and jumpers must follow the length guidelines for skirts/skortis.
<i>Shirts</i>	Oxford/dress style with conventional shirt tails are allowed, but must be tucked in at all times. Dress shirts must be worn with a tie and buttoned completely from the collar to the waist. Girls may have the top collar button undone. Turtlenecks and Polo shirts (both long and short sleeve) are acceptable options, provided they are properly fitted and long enough to remain tucked in at the waist. Girls do not need to tuck in their shirts, but must wear them at an appropriate length. On all shirts, appropriate logos are acceptable, but no wording is allowed. All undergarments should not be obvious or visible under attire.
<i>Sweaters</i>	Waist length or longer, conventional sweater styles may be worn (not draped or tied) in combination with dress shirts and turtleneck shirts. Sweater-weight turtleneck sweaters that are waist length or longer, are an acceptable option for girls in lieu of a shirt. Hooded sweaters are not permitted.
<i>Socks</i>	Socks (or solid color stockings or tights for girls) must be worn at all times. Solid color knee-high stockings are acceptable for girls. All socks must be visible above the ankle; peds are not allowed.
<i>Footwear</i>	Shoes or sneakers that cover the foot are the rule. Shoe should fit properly, so they do not slip off easily. Sneakers/shoes that have laces must be tied at all times. Boots of any kind and/or shoes designed for outdoor wear are not acceptable (during the school day). The Principal must approve exceptions due to a medical condition.
<i>Gym Clothing</i>	On designated Gym Days, students are permitted to wear their SES sweatsuit or a solid color sweatsuit or a solid color windsuit with a collared shirt. Shirts must be tucked in throughout the day. No tight-fitting clothing! Hooded sweatshirts are not allowed. For safety reasons, students must wear sneakers on their Gym day.
<i>Jewelry</i>	All jewelry must be conservative in nature, and should not serve as a distraction. Girls are permitted to wear earrings as long as they are studs or hoops shorter than 1 inch. No other body parts should be pierced. Boys are not permitted to wear earrings or to have any other body parts pierced. Tattoos are not acceptable.
<i>Make Up</i>	Unless or until it becomes a distraction, girls are permitted to wear fingernail polish. Otherwise no make up is allowed!

- Hair*** **All** students should have their hair clean and well groomed.
All students, in the spirit of celebrating their individuality, must refrain from any unnatural coloring (dyeing) of their hair.
All students must refrain from shaved design hairstyles.
Girls should wear their hair neat and off their face.
Boys should wear their hair neat and short (above the collar and above their ears and eyebrows - no ponytails). They are permitted to wear crew cuts.
Boys' faces should be clean shaven.
- Hats*** Should not be worn in the school building *at any time*, unless it is specifically stated otherwise (class "Jean Days" or "Hat Day").
- Winter Clothing*** During the cold winter months, all students should wear appropriate winter clothing, which should include: a winter hat, mittens and/or gloves, a winter jacket or a winter coat and winter boots (not to be worn during the school day).
The temperature in a school building often fluctuates due to its size. We ask that all students keep an acceptable sweater in their lockers or classrooms to accommodate these changes.
- Dress Down/ Jeans Days*** Appropriate, casual attire is acceptable. All pants, shorts and capris must be fitted (not undersized [tight-fitting] or oversized), and worn at the waist. All clothing should be neat - e.g. not frayed, dirty, excessively worn, torn, etc. Shorts and Capris may be worn according to the dates set above. All shirts must have sleeves and appropriate logos/writing that is consistent with the philosophy and mission of our school.

PLEASE NOTE: All clothing should fit properly!

If your child is out of dress code, he/she will be sent to the office with a form to be signed by the Principal. The form is then sent home to be signed by the parents, and must be returned to school the next day. If a student receives three or more Dress Code Violations, he/she will not be permitted to participate in the SES Honorary Dress Code for a one-month period. Any subsequent violation will result in further loss of this privilege.

DRILLS

The following drills take place on a regular basis throughout the school year:

- 🔔 Fire Drills (evacuation)
- 🔔 Lockdown
- 🔔 Shelter in Place

EXTENDED CARE PROGRAMS OFFERED AT SES

All Day Care Programs offered at St. Elizabeth Seton School are based on a first come first serve basis and the space is limited. If you are interested in any of the following programs, you must contact the school office the previous spring to reserve a space for the upcoming school year. Price information for these programs is available through the office. Pre-registration for all these programs is required. We do understand that life is full of surprises and that unexpected situations do arise. If an emergency should arise and you need to place your child in one (or more) of these programs for a day or so, please contact the school office.

Morning Care:

This program is offered from 7:00- 8:00 every school morning. On mornings when there is a delayed opening for school, the Morning Care Program will also be delayed for the same amount of time.

Study Skills:

This program provides a structured academic environment for students in Grades 1-8 to get a head start on their homework. It is teacher-supervised to allow for extra help and support when necessary. It runs daily from 3:00-4:00 PM. Students may bring a snack to eat during Study Skills.

Afterschool Care:

This program is open to all students, K-8 and runs daily until 5:30 PM. Students in grades 1-8 who are registered in the Afterschool program will go to Study Skills until 4:00. The younger students will be involved in structured group activities during this time. After 4:00 all students in the Afterschool program will be joined together for various activities

Payment:

Bills will be sent out for the total year's payment schedule based on the time your child has been registered for these programs. Payment must be made on a monthly basis, whether your child attends or not, as this space has been reserved. Late pickups (after 5:35 PM) will be charged an additional \$10.00.

Please Note: If school is canceled, all programs are canceled!

EXTRA-CURRICULAR ACTIVITIES

We encourage our students to participate in all extra-curricular activities, but our primary goal is their education. If a student is not doing satisfactory work due to a lack of *effort* on their part or poor classroom *conduct*, we reserve the right to suspend that student from extra-curricular activities until satisfactory improvement is shown.

The extra-curricular activities at St. Elizabeth Seton School consists of:

Girls' Volleyball	Boys' and Girls' Track
Intramural Basketball	Cheerleading
Girls' Basketball / Boys' Basketball	
Student Council	Band
Chorus	Crusaders for Caring
Ski Program	Brownies/Girl Scouts

Athletic Academic Policy:

If a student in grades 6-8 receives more than one 3 (in any subject area) in Effort and/or Conduct on a Progress Report or Report Card, they will be suspended from the team for 10 school days. Students in the Fifth grade who receive more than one 4 or 5 (in any subject area) in Effort and/or Conduct on a Progress report or Report Card, will be suspended from the team for 10 school days. After the 10 school days, the Principal with the team of teachers will review the student's progress. If the student has shown considerable improvement in the problem area, he/she will be reinstated.

Athletic After School Policy:

All students (Athletes or Fans) will be dismissed at 2:50 PM unless they are previously signed up for Band, Study Skills, After School Care, or have a practice immediately following dismissal. Any student waiting for a game or a (late) practice will be dismissed at the normal time and, unless a note is sent to the office, will go home via their normal mode of transportation. If your child is to remain in town for a game or late practice and has not signed up for one of our afterschool programs, they should have a note releasing them as a "walker". They should not return to the school grounds until the established meeting time.

Fan

Etiquette:



As we try to teach our students good sportsmanship, it is our expectation that *all* St. Elizabeth Seton School coaches, fans and guests assist us through their good example.

FEVER POLICY



In an effort to help us keep all our students and Staff healthy, students must be FEVER-FREE for 24 hours without fever reducer (Tylenol, Motrin, etc...) before returning to school.

FIELD TRIP POLICIES AND FORMS

During the course of the school year field trips, with a clear educational purpose, may be scheduled with the approval of the principal. All field trips are considered to be privileges, and any student can be denied participation if they fail to meet our academic or behavioral requirements.

It is **mandatory** that permission slips be signed and returned to the teacher before a child can participate in **any** field trip. A copy of our permission slip form can be found on page 26 of this handbook. This is the only form we can accept. If a child fails to hand in the appropriate form, he/she will not be allowed to participate in the field trip. Verbal permission or a written note from the parent is **not** acceptable.

Chaperones:

Teachers will notify parents (usually on the permission form) if they are in need of chaperones and/or drivers for a field trip. Often the number of chaperones is limited on fieldtrips, so teachers may not be able to accommodate all parents. Parent chaperones must make arrangements for their other children. Chaperones are expected to drive their own child on fieldtrips and to uphold the policies set forth by the school and must actively engage in the supervision of the children in their charge. Their cooperation with the teacher responsible for the field trip is essential! Adults who drive students to school-sponsored activities must be 21 years of age and present copies of a valid driver's license and proof of insurance. Every child must use a seat belt.

Any parent who plans to chaperone must complete the on-line child safety program which is offered through the Diocese of Manchester. It trains adults on how to protect children by making participants aware of signs of child sexual abuse, the methods and manner by which offenders commit abuse, the reporting procedures for suspected abuse, and five easy steps one can take to prevent child sexual abuse. Participants can print a certificate at the end of the program verifying that they have completed the workshop. A copy of your certificate must be placed on file at the school office. As part of the on-line program, volunteers must also read the **"Promise to Protect, Pledge to Heal"** **booklet** and will sign the acknowledgment page electronically. The school Safe Environment Coordinator will check each volunteer with the Sex Offender Registry.

PLEASE NOTE: Only custodial parents will be allowed to participate in any overnight field trips.

INVITATIONS

Out of courtesy and fairness for those not invited, we ask that invitations to private out-of-school functions be given to a child's homeroom teacher. The teacher will see that the invitations are placed discreetly in the Friday envelopes.

LOST AND FOUND

The Lost and Found is located in the cafeteria. Please check it occasionally for any items belonging to your child. Students are also invited to check the Lost and Found for any missing items. Any remaining items are forwarded to a local charity at the end of each trimester. Clothing and personal belongings of students should be marked with the owner's name. Each year we collect hundreds of dollars worth of items which cannot be identified and are not claimed by students or parents.

PLEASE NOTE: We discourage students from bringing personal items to school, and we will not be responsible for these items (toys, radios etc....).

MEDICATION POLICY



Due to the increase of parent/guardian requests that students be given medication during school hours, the following policy must be followed with no exceptions:

1. Parents must supply the school with a prescription written by the doctor stating what the medication is, the dosage, and that it is necessary the child take it in school. The prescription should also state the length of time the child needs to take the medication. (A copy of this form is available on page 25 in this handbook.)
2. Parents must complete the medication form giving permission for the school nurse or her designated choice, to observe the child taking his/her medication.
3. Parents must send the medication in a properly labeled bottle (from the drug store) containing no more than one week's (five days) dosage, unless other dosing arrangements have been made with the office.

This policy applies to **ALL** medications - from over-the-counter to prescription drugs! Cough drops are not allowed in school due to choking concerns.

PLEASE NOTE: When other arrangements can be made, medication should not be taken during school hours.

PETS



We love them and most of us have them, but due to health and safety issues, pets are not allowed in school at any time or at any school function (inside or out) without the Principal's expressed prior permission. Pets should also be left in vehicles when students are being dropped off or picked up at school.



SACRAMENTS

In Second Grade all students will be focusing on the sacrament of Reconciliation and Holy Eucharist as part of the Religion curriculum. If your family is registered in a Parish, you will need to contact the Parish Office and register them in these Sacramental programs in order for them to receive the sacraments. You should do this prior to the beginning of Second Grade.

SAFETY

There is a written comprehensive Emergency Response Crisis Management Plan. The Administration works very closely with the Rochester Fire and Police Departments.

SCHOOL PARKING LOT

Morning Drop-Off: Students may be dropped off in the school parking lot between 7:50 and 8:15. We ask that parents drive into the parking lot and drop their children off in the "Drop-Off" lane and not go beyond the roped off area. Students should walk into the "Safety Zone" where there will be two teachers on duty. It is very important that parents **not park** in the drop-off lane as that will cause a traffic jam.

On mornings of inclement weather, student will go into the cafeteria. There will be a teacher on duty in the parking lot (they may be in a car with a "Bus Duty" sign on the windshield) to escort the students into the cafeteria and a teacher in the cafeteria for supervision.

Afternoon Dismissal: We ask that parents arrive in the school parking lot no earlier than 2:40, as there are generally students enjoying recess until that time. Parents should come in the parking lot and **park** their vehicles. We dismiss "Riders" by two groups (A-L and M-Z) beginning at 2:55. There will be a "Safety Zone" near the big building roped off for students to walk through. Students who are being dismissed as "Riders" will stay to the rear of the parking lot behind the rope with one of the teachers on duty until their ride pulls to the back of the parking lot or parks in the parking lot. When all "Riders" have been dismissed, the teacher will walk the remaining "Riders" to the front of the parking lot.

Fieldtrip Drivers/Chaperones: If you are going on a fieldtrip, but not taking your car, we ask that you please park it somewhere around the perimeter of the parking lot, so that students may enjoy their coveted recess time.

Visitors: We ask that people visiting the school also park their vehicle somewhere around the perimeter of the parking lot or on River Street, so that students may enjoy their coveted recess time.

SCHOOL DELAY OR CANCELLATION

Generally SES will follow the decisions made by the Superintendent of Rochester Public Schools in regards to a delayed opening or the cancellation of school due to poor weather conditions. The announcements will be made on WMUR TV and over several local radio stations: WOKQ AND WGIR. The Principal will also notify all parents on the “Emergency E-mail Contact List”. If school is canceled, there will be no after school activities such as band, athletic practices or games.

SCHOOL LUNCH PROGRAM



Hot lunch is offered daily at St. Elizabeth Seton School for students in **Grades K-8**, and is prepared by our own kitchen staff in our school cafeteria. A monthly menu is sent home at the beginning of each month located on the back of the monthly calendar. Hot lunch must be purchased on a weekly basis or may be purchased by multiple weeks. Hot lunch money will be collected on each **Monday** of the week your child will be taking hot lunch. The exact amount of money should be placed in an envelope with the weeks’ dates and student’s name and grade written on the outside. Checks should be made payable to St. Elizabeth Seton School. Milk and other drinks (soda is not allowed at **any** time during the school day) are also available for purchase through the cafeteria. Milk may either be ordered on a yearly basis or purchased on a daily basis. Lunch is a very important part of our day; it rejuvenates our minds and bodies for the afternoon. Every student is expected to eat a healthy lunch whether it comes from home or the cafeteria.

TITLE I PROGRAM

St. Elizabeth Seton School's Title I program is offered through the Rochester, Farmington and Milton School Districts. Our Title I program provides supplemental support in Reading and Math to a targeted group of Kindergarteners, First Graders and Second Graders. The Title I students are required to meet certain eligibility criteria in order to be selected for the program. Parents need to sign a permission slip for their children to receive services.

All Title I parents, Title I students, and their respective classroom teachers will be asked to sign a **Home And School Learning Compact**. This compact is an agreement that each of the parties takes responsibility for their part in promoting learning and success in school.

The Principal and respective teachers at St. Elizabeth Seton School will meet with the Title I staff for Rochester, Farmington and Milton School Districts in order to work together to revise initial drafts of the Title I program and the Home and School Compact.

TUITION

Tuition is set each year as part of the school's budget process. The Diocese must approve the budget before tuition rates for the upcoming school year can be publicized. These rates are generally set in the spring for the upcoming school year.

There are two tuition rates at St. Elizabeth Seton School:

- 1) The **Sponsored rate** (Grades K-8) is for members of a New Hampshire Catholic Church who have met the eligibility requirements to receive support from their respective parish.
- 2) The **Non-sponsored rate** for all families who are not eligible for the sponsored rate.

There is a Fundraising Obligation of \$ 200 per student or \$ 300 per family, which may be added to monthly tuition payments, paid in full or worked off by participating in various fundraising events.

Tuition Payment Options

1. Tuition to be paid in full by June 30th (Save FACTS enrollment fee.)
Or
2. Tuition may be paid on a monthly payment plan through FACTS Management Company. This is an automatic tuition payment company which collects automatic payments from your designated bank account (i.e. savings or checking). The FACTS Enrollment Fee is per year. Families enrolled for the current school year can be renewed using the current information unless there are changes.) Monthly payments begin July 5 or July 20th and can be for ten or twelve monthly payments.

Fundraising obligation of \$ 200 per student or \$ 300 per family may be worked off by participating in various fundraising events, may be paid in full, or may be added to monthly tuition payments.

Families must submit student application forms to SES before applying for financial aid. Financial Aid is available on a needs basis for qualifying families. Please apply online at www.factstuitionaid.com . There is an application fee of paid directly to FACTS Grant and Aid Assessment. Families must apply annually because the amount of financial aid cannot be guaranteed from one year to the next.
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Parents will sign an enrollment/tuition contract agreeing to the following policy:

- My/our obligation to pay the fees and tuition for the full academic year is unconditional. **If I withdraw a child from School, I/we am/are responsible for remaining tuition costs outlined here:**

- Before August 1: **Application and Registration fees are non-refundable**
- August 1 – September 30: 25% of annual tuition and applicable fees are non-refundable
- October 1 – December 31: 50% of annual tuition and applicable fees are non-refundable
- January 1 – February 28: 75% of annual tuition and applicable fees are non-refundable
- After March 1: No Refund
- **All** refunds must be requested in writing.
- Fees and tuition outstanding from the prior academic year must be resolved before re-enrollment. Student grades will be marked as “Incomplete” until the account has been paid in full.
- I/we agree to fulfill all financial obligations by the required due dates.
- Completed tuition assistance applications are due by April 15th in order to allow time for processing and review.
- I/we will pay any bank fee incurred by School for any check I/we write to School. Late fees for tuition payments will be assessed through FACTS.
- St. Elizabeth Seton School believes that a positive and constructive working partnership between School and student’s parents (or guardian) is essential to the fulfillment of the School’s mission. Therefore, St. Elizabeth Seton School reserves the right to discontinue enrollment, withdraw an offer of enrollment or re-enrollment, and place restrictions on my or other family members’ involvement or activity at School, on School property, or at School-related events, if St. Elizabeth Seton School concludes that the actions do not allow for a positive and constructive relationship with School. The decision of School in these matters shall be final.
- If an outstanding balance is unpaid, School may terminate enrollment of the student and/or initiate collection proceedings. If collection proceedings are initiated, I/we understand and agree and I/we will reimburse School for all costs, expenses, interest, and fees incurred by School in connection with any proceeding to collect an unpaid balance, including but not limited to attorneys’ fees, collection agency fees, and court costs.

VOLUNTEERS/VISITORS IN THE SCHOOL

We are very fortunate to have so many parents willing to volunteer in the school and on field trips. We appreciate your willingness to share your time and energy with us. Any parent who is interested in volunteering, should send a note to the teacher involved. Each teacher is responsible for their schedule and knows what is needed in the way of parent involvement. The teacher will contact the parent to let them know their particular needs.

Any parent who plans to volunteer must complete the on-line child safety program which is offered through the Diocese of Manchester. It trains adults on how to protect children by making participants aware of signs of child sexual abuse, the methods and manner by which offenders commit abuse, the reporting procedures for suspected abuse, and five easy steps one can take to prevent child sexual abuse. Participants can print a certificate at the end of the program verifying that they have completed the workshop. A copy of your certificate must be placed on file at the school office. As part of the on-line program, volunteers must also read the ***“Promise to Protect, Pledge to Heal”*** ***booklet*** and will sign the acknowledgment page electronically. The school Safe Environment Coordinator will check each volunteer with the Sex Offender Registry.

Parents who volunteer or are visiting during school hours must sign in at the office before proceeding to the classroom. They will be given a name tag to wear as a indication to other staff members that they have signed in at the office. They must return their name tag before leaving the building and sign out. It is important that we know exactly who is in the building at all times for the safety of all the children or in the event of any safety drill.

When a parent volunteers to help in a classroom or anywhere in the school, we ask that they make arrangements for their other children. Another child added to the group can serve as a distraction to the students and the parent.

Please note:

All visitors must report to the office immediately upon arrival.

Dear Parents,

Please read through this handbook very carefully, complete the form below, and return this entire page to the school office. A copy of this signed page will be placed in your child's cumulative folder. Your signature indicates that you have read the handbook, understand the policies of St. Elizabeth Seton School, and agree to abide by these policies. Please note that the sole interpreter of this Handbook is the School Administration.

Thank You,

Suzanne T. Boutin
Principal

PARENTS' NAMES: _____

STUDENTS' NAMES
AND GRADES:

(Parent Signature)

(Date)

(Parent Signature)

(Date)

