

St. Elizabeth of Hungary Catholic School



Family Handbook 2009-10

901 NE 33rd Street
Pompano Beach, FL 33064
954-942-2161
954-942-7551 FAX
www.seohcyclones.org

St. Elizabeth of Hungary Catholic School **Family Handbook Acknowledgement Form**

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photo / Video Policy.

(Print Parent/Legal Guardian Name)

(Print Parent/Legal Guardian Name)

(Signature Parent/Legal Guardian)

(Signature Parent/Legal Guardian)

(Date)

(Grade(s))

Please remove this page and return to the Office Receptionist within five (5) days of receipt of this document.

You will be contacted for this page if it is not turned returned within the five (5) designated days. Thank you!

Right to Amend

The administration of St. Elizabeth of Hungary retains the right to amend any part of the handbook at any time for any reason.

St. Elizabeth of Hungary Catholic School
Photo / Video Permission Form

Consent, Waiver, Release

For and in consideration of the benefits to be derived from the furtherance of the educational programs of St. Elizabeth of Hungary Catholic School, (I) / (We), the undersigned parent(s) or legal guardian(s) of _____, _____, _____ a student or students enrolled at St. Elizabeth of Hungary Catholic School, Pompano Beach, Florida, its agents, employees or duly authorized representatives to take photographs, motion pictures, video or audio tapes of said student and do further consent to the publication, circulation and dissemination of said photographs, motion pictures, video or audio tapes or any duplication or facsimiles thereof for any purposes it may deem proper.

In granting such permission, (I) / (We) hereby relinquish and give to St. Elizabeth of Hungary Catholic School, Pompano Beach, Florida, all right, title and interest (I) / (We) may have in the finished pictures, negatives, reproductions or copies, and further waive any and all rights to approve the use of such photographs, motion pictures, video tapes or audio tapes and so release any and all claims of any nature whatsoever arisen for their use.

(Print Parent/Legal Guardian Name)

(Print Parent/Legal Guardian Name)

(Signature Parent/Legal Guardian)

(Signature Parent/Legal Guardian)

(Date)

(Grade(s))

Please remove this page and return to the Office Receptionist within five (5) days of receipt of this document.

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St. Elizabeth of Hungary Catholic School of Pompano Beach was established in 1963.

St. Elizabeth of Hungary Catholic Elementary School is a parochial school enrolling students from four (4) area parishes. It received its most recent accreditation visit by the Florida Catholic Conference (FCC) in the spring of 2008. Based on that visit, St. Elizabeth of Hungary was granted full accreditation by the Florida Catholic Conference (FCC).

In accordance with the teaching of the Catholic Church, Catholic Schools may not discriminate on the basis of race, sex, or national origin in the administration of its educational and admission policies, scholarship and loan programs, and athletic and other school-administered programs.

The school holds membership in the following organizations:

- The National Catholic Educational Association (NCEA)
- The National Council of Teachers of Mathematics (NCTM)
- National Association of Secondary School Principals (NASSP)
- National Reading Association (NRA)

St. Elizabeth of Hungary is accredited by:

- The Florida Catholic Conference (FCC)

St. Elizabeth of Hungary is entering its forty-seventh (47th) year and is rebuilding its population following several years of decreasing enrollment. SEOH is a single section school for students entering Pre-K thru 8th grades. The school is divided into two Divisions, the Lower Division encompassing Pre-K-4th grades and the Middle Division encompassing 5th-8th grades. With Catholic Formation at its core, SEOH is actively striving to reach its full potential.

An interesting and challenging experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Family Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.

August 2009

Dear Parents/Guardians:

As we begin our forty-seventh school year, let us acknowledge the many gifts we have received from St. Elizabeth of Hungary Catholic School, St. Elizabeth parish and, above all, our Lord, Jesus Christ. May our faith be an inspiration as we move forward and may we be models of His teachings to one another and our students.

The Family Handbook is a compilation of policies, procedures, guidelines and general information to be followed by the students and parents. A student's enrollment at St. Elizabeth of Hungary is an acknowledgment and acceptance of the policies, procedures and guidelines as outlined in this Handbook and any other forms of communication throughout the coming school year.

Parents and students should read the Handbook together and discuss its implications. After reading the Handbook, both parents and students must sign the acknowledgement page and return it to school. Please keep it in a safe place for easy reference.

May we unite; parents, students, and staff, as together we accomplish the task of educating the students, building on the Christian foundation begun at home.

May God bless all we do together this year to promote Catholic Formation in our faith-filled learning community.

Yours in Christ Always,

Craig Mousseau
Principal

St. Elizabeth of Hungary Personnel

Administration: 954-942-2161

Principal	Craig Mousseau	203
Administrative Assistant	Susan Sanscrainte	201
Office Receptionist / Records Clerk	Susan Sanscrainte	201
Lead Teacher	Sr. Brigid Wade	332

Teachers: 954-942-2161

Pre-Kindergarten	Jeanette Donahue	312
Kindergarten	Kim Chaiken	302
First Grade	Isabel Rodriguez	316
Second Grade	Joanne Capasso	309
Third Grade	Phyllis Martin	320
Fourth Grade	Jennifer Lewandowski	325
Fifth Grade	Connie Herrilka	315
MS Math	Debbie Heuser	311
MS Religion / Aquinas	Sr. Brigid Wade	332
MS SS / English / Literature	Tom Donahue	314
MS Science / SS	Joseph Bolter	307
MS Math / Social Studies	Margaret Corbett	317
Director of Religious Education	Deborah Andra	954-943-6801
Physical Education / Athletic Director	Denise Faber	313
Music	Stephani Rafuse	308
Art	Stephani Rafuse	308
Media Center / Third Grade / Aquinas	Gerry Ratner	306
Computer / Technology Specialist	Joe Bolter	303

Computer	Debbie Heuser	311
Spanish (Pre-K-8)	Elizabeth Pena	301
Guidance Counselor	Sr. Brigid Wade	332

Support Staff: ***954-942-2161***

After Care Program	Elizabeth Pena	301
After Care Program	Denise Faber	313
Maintenance and Custodial	Ambrose Blaise	
Maintenance and Custodial	Robbie Robinson	
Food Service Prep	Vicky Kelley	
Food Service Prep	Maureen Shoe	

Parish Staff: ***954-941-8117***

Administrative Assistant	Kiangsy Rodriguez	954-941-8117
Secretary	Rita Jones	954-941-8117
Business Manager	Roseanne Muscari	954-941-8117
Liturgy Music Ministry	Enrico Marchetti	954-941-8117
Director of Religious Education	Deborah Andra	954-943-6801
Maintenance & Facilities	Ambrose Blaise	954-941-8117
Youth Ministry	Wendy Bourgault	954-941-6801

St. Elizabeth of Hungary

School Theme

“Building the Kingdom of God”

Catholic Schools’ Week Theme

Catholic Schools: Dividends for Life

Motto

“A Loving Place to Grow and Learn”

Mascot

The Cyclones

School Colors

Red, White & Blue

Web Page

www.seohcyclones.org

Statement of Purpose

St. Elizabeth of Hungary, in Pompano Beach, Florida, exists to assist parents in fulfilling their obligation to educate their child(ren) that God has entrusted to them. Parents are the primary source from which children derive their values; parents entrust their children to us in order to continue and complement the education begun at home.

- *We feel responsibility to encourage each child to achieve his/her potential –spiritually, intellectually, personally, socially and physically.*
- *We believe that St. Elizabeth of Hungary is an integral part of the parish. We therefore prepare our students to live lives of service.*
- *Believing in the fatherhood of a loving God, St. Elizabeth of Hungary does not discriminate on the basis of race, color, national or ethnic origin.*

Mission Statements / Core Beliefs

Whole School (Revised during 2008-09 School Year)

We, the Christ-centered community of St. Elizabeth of Hungary Catholic School, in northern Broward County, are committed to nurturing the hearts, minds, bodies and spirits of our students. We are proud of our diverse student population as they achieve academic excellence, serve our community and work together as the hands and feet of Christ. “They will know we are Christians by our love!”

SEOH Lower Division (Pre-K-4)

SEOH Lower Division offers a challenging curriculum, engaging both the mind and the heart. Dedicated teachers prepare students for success while celebrating the joy of the journey.

SEOH Middle Division (5-8)

SEOH Middle Division prepares talented young people for advanced levels of education and lifelong learning opportunities through a comprehensive program, challenging the mind and the heart. Supportive teaching, lively exchange of ideas and broad experiences guide students in their journey.

CORE VALUES

We believe that we must work together to motivate each child to reach the maximum level of his/her spiritual, physical and academic potentials.

We believe in working with the family to further the education of the young people entrusted to our care.

We believe that each child can become a well-integrated individual capable of using his/her potential by assuming personal responsibility, exercising initiative, making and evaluating decisions and establishing criteria for standards of personal achievement.

We believe that children need boundaries and, as such, school rules and policies are important factors in the process of learning to live and work together in a Christian community.

Administration

St. Elizabeth of Hungary Parish operates St. Elizabeth of Hungary School under the direction and supervision of the Office of Catholic Schools for the Archdiocese of Miami.

The administration of St. Elizabeth of Hungary is the responsibility of the Principal, who is appointed by the Archbishop of Miami and who works under the supervision of the School Pastor and the Superintendent of Schools. The Principal works closely with the faculty and staff to insure quality Catholic education for the students.

The School Advisory Council is appointed by the Pastor / principal to assist with matters related to the administration/operation of the school.

The Principal appoints a Curriculum Committee, composed of content representatives, the Guidance Counselor, and the Media Specialist. Its function is to design academic curricular procedures, resolve problems related to student activities and recommend instructional materials and textbooks for content areas.

In-service and early dismissal days are scheduled on the school calendar for the teachers' continuing education and dissemination of information through staff meetings. Most of these meetings take place on a 1PM dismissal day once per month. See the most current edition of the calendar for the specific days designated as 1PM dismissal days each year.

Home and School Association

The mission of the Home and School Association is to support and enrich the educational programs of the School by supporting both parents and teachers. This may be accomplished by cooperating with teachers and the administration so that the spiritual growth and academic excellence of the students may be fostered and preserved. The organization is basically involved with the fundraising necessary to help meet the needs of the school. All families are required to participate in the Parish Festival, one of the major fundraisers for the year. A minimum number of service hours and raffle ticket sales is required of each family. Families not meeting the requirement may be assessed according to the determined per hour value for that year, which may be published in the first communication on the Festival.

This may include:

- A. Opportunities for fellowship that develop a strong and meaningful Christian community among school families, faculty, staff, and administration.
- B. Communication between parents/guardians and the School.
- C. Planning and coordinating safe fund-raising activities.
- D. Providing interesting and informative programs relevant to the needs of the School community.

All parents, guardians and staff of St. Elizabeth of Hungary are members of the Home and School Association and actually enroll at the start of each school year by paying annual dues through their All-Inclusive Fee. Service hours keep the tuition down. Volunteers who have direct contact with the students **MUST** be fingerprinted, background checked and undergo VIRTUS training. All parents are expected to be active members and fully participate in the life of the school. There are 4 general meetings each year and 4 executive meetings.

Composition of the Home & School Executive Board (Appointed for one Two (2) Year Term):

President	Amy Cumming
Vice-President for Volunteer Services	Vickey Kelley / Thea Salamun
Vice-President for Fundraising	Stacy Nelson / Kelly Exposito
Secretary	Chris Hajdic
Treasurer	Rosie Zingarella
Faculty Representative	Kim Chaiken
Room Parent Coordinator	Gloria Biddisombe
Principal	Craig Mousseau

The General Meetings will be held in August/September, November, January, February and April. The Executive/Chairperson meetings will be held in August, October, January, March and May (if needed). These meetings may include appropriate committee reports. December is reserved for a whole-school Christmas performance. All General Meetings may begin at 6:30PM and Executive/Chairperson meetings will meet at a time determined by the officers for that year.

Volunteers

Parents are the primary educators of children. We encourage parents to assist in the educational process by volunteering as mentors, chaperones, and classroom assistants. Volunteer efforts enrich the life and health of our School. Their presence and enthusiasm create an excellent means of reinforcing the value of Christian education in the community. Please advise your child's teacher or the school office of your interest in volunteering. ***Volunteers may not bring non-enrolled siblings to school while providing volunteer services.***

Visitors/Parents

In the name of safety for the staff and students, we have established a secure entry procedure. In order to enter the School, all visitors **MUST** report directly to the main office, sign in and be given a badge to wear while on the grounds. It is very important for us to know who is on the campus at any given time during the day. It is also very important that we secure the facility for the safety of all students and staff. Any person on the campus without a badge will be directed to the office for registering their presence and receiving a badge or asked to leave if they have no business with the school. This procedure makes sense for the safety of everyone present on the campus.

Fingerprinting

St. Elizabeth of Hungary Catholic School and the Archdiocese of Miami are committed to doing everything in its power to insure the safety of the students. St. Elizabeth of Hungary Catholic School **mandates** that all chaperones/volunteers **MUST** be fingerprinted and cleared through the FDLE and/or FBI before volunteering in any capacity. Opportunities to be fingerprinted may be announced, as they are made available. The cost is covered by the parent / volunteer. This background check must be updated every five (5) years.

Fundraising

Fundraising efforts are under the direct supervision of the Home and School Association, Student Council, NJHS, athletic teams and cheerleaders, supervised by the principal. All monies are raised specifically for school programs and activities. All students are prohibited from door-to-door selling of items, and soliciting contributions, pledges, or orders of any kind. In addition, students are prohibited from operating vending machines. Carbonated beverages may not be sold during school hours. No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

Communication

School and home share the responsibility of communicating with each other for the well being of the students. The written word and the spoken word are important means to keep the channels open and information flowing. Each family may receive a ***Family Directory and a Family Handbook***. Timely information regarding school and grade-level activities may be posted on the school's web page. Paper copies may only be sent home through a weekly **Family Folder** with the **"youngest or only"**. In addition, teachers send home ***classroom newsletters*** to keep parents informed about the happenings in class and what the children are studying. It is the parent's responsibility to review the information and share it with each child. The School's news publication, ***The Elizabethan Inspiration***, will be posted on the web site and/or sent home four-five times a year beginning the first Friday in September and approximately every other month ending with the first Friday in June.

Other means of communication include the yearly calendar, the weekly letter, Interim Reports, Monthly Minders, Report Cards, monthly curriculum overviews, conference days, web page, fliers and the Home and School meetings. It is the parents' responsibility to keep informed on the activities that are taking place at SEOH. **As a last resort**, calling the front desk for clarification or affirmation is suggested.

Effective with the 2009-2010 school year, parents will elect to receive their weekly communications in hard copy through the Family Folders or through the web site. We are attempting to save trees by insuring access to the documents through the web site.

Electronic Devices

Electronic devices of any type are not allowed on the SEOH campus or while on field trips from the campus. These devices include but are not limited to CD players, iPods, Satellite radios, cameras, CELLULAR PHONES, calculators with games, radios, etc. These items are considered distractions and may be collected immediately. They will be given to the principal who will hold them. The principal will return them directly to the parent upon setting a meeting with the parent and student.

Telephone Use

The phones in the school are to be used for school business only. Students may not use these phones. In an emergency, the office will make a call for a student. Forgetting books, PE clothes, or making arrangements for after school activities are student responsibilities that must be taken care of before coming to school and are not considered emergencies. ***Teachers are not permitted to allow students to use their cell phones to make phone calls.***

Generally, teachers are unavailable to answer telephone messages during the school day. A parent may leave a message in the office for a teacher, and this will be placed in the teacher's mailbox. Every effort will be made to return a parent's call within 24 hours. Messages can be left on the teacher's telephone voicemail extension and will be contacted by email as well. In an emergency, a message may be given to a child through the office. Students may not be called from the classroom to receive telephone calls.

Appointments and/or Conferences

Appointments to meet with teachers or the principal can be made by telephone, e-mail, or written communication. **If a parent is concerned about a student's academic, social or behavioral progress, a contact with the teacher (or teachers) involved must be made FIRST before contacting the administration.** A message may be left for the teacher by calling the main line at 954-942-2161 and following the prompts for the specific teacher or staff member. Each teacher/staff member's extension is listed on pages 9-10. Telephone calls regarding school matters should never be made to teachers' homes. A teacher-parent conference is a two-way exchange of information about the student. A scheduled conference is a good time to exchange ideas and inquire about a student's progress. Conference days have been scheduled at the end of the first and second trimesters. Please check the calendar for specific dates.

E-mail

A list of teachers' E-mail addresses will be available in the school directory and on the web page. Please check there and use for efficient communication. ***The administration of SEOH restricts staff members from answering e-mails that come directly from students; therefore, only parents/guardians should directly e-mail teachers at school or home. Courts now recognize content in emails, therefore emails must be maintained for five (5) years.***

Parental Concerns

Parent/Guardians are required to follow these guidelines for expressing concerns over a school matter:

1. If the problem involves procedures directly related to the classroom teacher such as homework, class assignments, playground behavior, student-to-student issues, etc, the parent must contact the supervising teacher first. The best way to do this is by telephone to the teacher's voicemail (extensions located on pp. 8 & 9). Parents are requested to not bring up difficult or personal matters in front of other students or parents while the teacher is on duty during the regular school day.
2. Once the issue has been dealt with between the parent and teacher it should be finished. If the issue continues or becomes more serious, the parent/guardian should contact the principal's administrative assistant to set up an appointment or request a phone call.
3. All staff members are required to respond to concerns within 24 hours of receipt of the voicemail. Please keep in mind that teachers have one planning period per day. All staff members are required to demonstrate professionalism, courtesy, respect, confidentiality and a sincere effort to resolve concerns in a Christian manner. Problems will be approached in a manner that expresses genuine concern for the spiritual, psychological, academic and physical welfare of the student.
4. Parents are expected to demonstrate the same concern and respect for St. Elizabeth's Catholic School and Church staff as well as the other families and children of the community. Therefore, the following behaviors are unacceptable:
 - ❑ Assaults on students, parents or staff
 - ❑ Intimidation of students, parents or staff
 - ❑ Written or oral verbal abuse of students, parents or staff

Commission of any of these acts on the part of the staff may lead to appropriate disciplinary action. Likewise, commission of any of these acts on the part of the student may lead to expulsion. In recognizing that the student should not be punished for the actions of the parent/guardian, commission of these acts on the part of the parent/guardian may lead to the following actions:

- ❑ Limiting or refusing to allow parent/guardian access to school grounds or facilities;
- ❑ Requiring that someone other than the parent/guardian exhibiting the behavior represent the student's interest in school matters;
- ❑ Refusing to allow the student to re-register, and, in extreme cases, initiating procedures to require the family to withdraw from the school.

Teachers/staff will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. Parents may be promptly notified of teacher concerns.

Change of Address and Transfers

The office should be informed immediately of a change of address or home, work or cell numbers. School personnel must have current contact resources with parents or guardians at all times.

Insurance

St. Elizabeth of Hungary Catholic School requires school insurance for all students. The premium for this service is covered in the annual ***All Inclusive Fee***. Twenty-four hour coverage is available at an additional charge. This insurance is secondary to primary insurance and does not replace family health insurance.

Car Pools

School families must arrange their own car pools. Arrange transportation with care and insure your child(ren) know(s) the arrangement for any given day. The teacher and school office must be notified, in writing, for all car pool arrangements. A student will not be dismissed to another adult based solely on verbal communications. Written consent is required!

Use of Photos

The school reserves the right to use student or parent photos in any school publication and on the school's website. Any parent who does not wish his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year. **Parents, by executing the Family Handbook Acknowledgement Form and the Photo / Video Permission Form, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.**

School Sponsored Events

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events are specifically identified in this Handbook or are identified as such in written notices generated and distributed by the school.

Parents, by executing the Family Handbook Acknowledgement Form, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from attendance at functions not sponsored by the school. Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

Buckley Amendment

SEOH adheres to the tenants of the Buckley Amendment in direct meaning and Federal interpretation. The Buckley Amendment deals with custodial/non-custodial parents rights, availability of student records, 24-hour notice to review student cum files, transportation of student records by parents, availability of custody agreements as a part of student cum files.

Title IX

SEOH adheres to the tenants of Title IX in full direct meaning and Federal interpretation.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should complete the Request for Release of Student Records and submit it to the School principal [or appropriate school official] identifying the record(s) they wish to inspect. The School official may make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School may notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures may be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. ***Parents / guardians and students who attained the age of 18, have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:***

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Family/Custodial Situations

St. Elizabeth of Hungary is finding an increasing number of families experiencing transitions in parental custodial relationships. In addition, laws governing divorce settlements and custody have changed. For this reason, it is necessary to clarify procedures followed by the administration in dealing with parents in such situations.

In two-parent families, it is assumed that both parents are living at the same address unless we have been notified otherwise. St. Elizabeth of Hungary personnel may, therefore, send home notices, communications, etc. with the child. It is assumed that both parents are communicating, and all information is shared by and between the parents.

In families experiencing separation of parents, or pending divorce, the above information may be sent home with the child of whichever parent currently has residential custody of the child. It is assumed that this information is shared *by* and *between* the parents. Since this situation frequently impacts a child's achievement and interactions at school, parents are asked to inform *both* the principal and teacher of this fact. A copy of custodial rights is to be kept in the student's cum file.

In cases of an actual divorce decree involving clear *custody by one parent*, the principal is to be informed by the custodial parent of this fact. A copy of the final decree bearing the case number and the page bearing the judge's signature, are to be submitted to the principal. Unless the decree indicates otherwise, school communications will be sent home to the *custodial parent*.

According to **Florida Statute 61.13(3)**, custodial parents should understand, however, that unless the divorce decree specifically limits the non-custodial parent's right to access the records, the non-custodial parent has a right to the same access as the custodial parent. "Records" include official transcripts, report cards, health records, referrals for special services, and communications regarding major disciplinary actions. It does not include daily classwork and papers, or routine communications sent through the children to the home of residence. Unless restricted by Court Order, a non-custodial parent has the right to attend any school activity for their child.

In cases of joint custody, entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information may be sent to the home where the child resides and that this may be shared *by* and *between* the parents. The nonresidential parent may request a second set of documents be mailed directly to him/her. Regarding parent conferences in all custody situations: It is preferred and may be the general procedure that *one* conference appointment be scheduled 'jointly' for both parents. Student records can only be shown to third parties with parental consent. ***If there are questions concerning these procedures, please contact the principal***

Admission

Students may be considered for admission to St. Elizabeth of Hungary who are willing to agree with and abide by the religious, academic, and behavioral requirements of the school and whose parents/guardians demonstrate a desire for the school to assist them in their parental role as primary educators. In accordance with the teaching of the Catholic Church, Catholic Schools will not discriminate on the basis of race, sex, or national origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

The school has an open admission policy. No person, on the grounds of race, gender, color, disability or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.

Continued enrollment in any given school year, and re-enrollment in any subsequent years is subject to the parents/guardians continued support of the mission of the school, as documented in the Family Handbook, and the maintenance of a demonstrably effective and supportive relationship between the school and family. The School Administration, with cause, may withhold that agreement.

All Diocesan Catholic Schools adhere to Florida State Law requirements for entry to Pre-Kindergarten, Kindergarten and first grade. ***For Pre-Kindergarten, a child must be four on or before September 1st***, for kindergarten, a child must be five on or before September 1st and for first grade, a child must be six on or before September 1st. A student applying for admission to the seventh or eighth grade must present a certified copy of his or her academic transcript and disciplinary record from the school previously attended as a pre-requisite for admission. Students who enter St. Elizabeth of Hungary from a home-school program will be placed in a grade level based on an academic assessment determined by the Principal.

A child must undergo a readiness screening before acceptance into Kindergarten. For grades 1-8, academic and behavioral records are required of each new student prior to acceptance. A screening assessment may be required as well. When all of the registration requirements have been completed, the Admission Committee may process the application and determine if St. Elizabeth of Hungary can meet the needs of the applicant. The decision of the Admission Committee may be conveyed to the parents in writing. In all cases, the Principal may exercise discretion in the admission process. Local transfer of students into eighth grade is generally not considered unless due to relocation to the Pompano Beach area and the student was attending a Catholic or private school.

St. Elizabeth of Hungary reserves the right to deny admission and/or re-enrollment to students for the following reasons:

- The school cannot meet their educational needs
- Discipline issues are beyond acceptable
- Students were suspended or expelled from another school
- School has experienced difficulty with the family meeting its financial obligations
- Administration has not received support from the parents on school policies
- Family has an outstanding debt in the last school attended
- Family is uncooperative and disrupts the peaceful and safe running of the school

When families enroll their children at St. Elizabeth of Hungary Catholic School, they are required to sign a binding contract that protects the school from withdrawals for any reason other than moving from the area of attendance, illness that prevents the child from attending SEOH or mutual agreement between the parent/guardian and the School. For the services that the school provides, the parents are required to pay their tuition in a timely manner and must be current at all times.

Parish Transfer Policy

When changing parishes, the non-parish rate may be charged for the first five months of the school year. After careful review of attendance, the Parish rate may be implemented for the remaining five months of the school year based on attendance using the offertory envelopes, as that is the only way we have of knowing if families are attending regularly. ***A minimum tithing of \$800 through the envelopes is required for subsidy from SEOH parish.*** This policy also applies to families moving from out-of-state who are asking for St. Elizabeth of Hungary Parish rates. Feeder parish pastors have their own policies for attendance and support before granting subsidy.

Priority Guidelines for Admission

In the admission of students, and subject to the overriding discretion of the Principal, priority consideration may be given to the following criteria in the order listed:

1. Currently enrolled students who are eligible for re-enrollment
2. Siblings of currently enrolled students or alumni
3. Students who are children of employees within the building
4. Students of parishioners of St. Elizabeth of Hungary
5. Students in good standing on the current waiting list from FEEDER parishes
6. Students from other parishes in St. Elizabeth of Hungary Catholic School
7. Students transferring from another Catholic school (out of state)
8. Non-Catholic students

Verification by the pastor of active family participation in the Catholic parish may be an important factor in the admission process. All Catholic students must provide a Parish Verification Form yearly from their home parish indicating a status of 'active' Catholic. It is an expectation of all Catholic parents to be active in their parish affiliation and contribute time, talent and treasure to their parish.

Parents are further required to submit a certified **ORIGINAL** birth certificate for us to copy, a copy of the Baptismal certificate, a copy of the social security card and valid Florida Certificate of Immunization (**Form HRS 680**). All children must meet state standards for immunization. Florida law requires that a certificate of good health be presented yearly (**Form HRS 3040**). Students playing in the After School Sports Program are required to have a physical prior to the start of practices and to turn in required Archdiocesan Sports Participation Forms.

Every new student to SEOH is considered on probation for the first **90 days** so that the School and parents can decide together if this School is the most appropriate educational setting for the student. Factors considered in the decision include the student's academic performance, effort, conduct and study habits. The principal makes the final decision.

Admission to St. Elizabeth of Hungary is dependent upon having met all financial obligations at a previous private school. A family may not carry over tuition owed from a previous year. No eighth grade student is guaranteed admission to a Diocesan high school simply based on graduation from St. Elizabeth of Hungary. St. Elizabeth of Hungary adheres to the tenants of Title VII of the Civil Rights Act of 1964, as amended, Title IX of the Education Amendment of 1972 and the Americans with Disabilities Act, which prohibits discrimination on the basis of sex, race, color, national origin or physical ability.

Tuition Assistance/Scholarship money is available in limited amounts. Parents must apply for this funding utilizing the TADS Tuition Aide Application Process. Typically, new families are not eligible for tuition assistance/scholarship money. St. Elizabeth of Hungary families may be eligible for a Tuition Rate with the completion of a “*Parish Verification Form*” turned in at the time of registration and with the approval of the parish pastor. In order to be eligible for the parish tuition rate, families must be registered members of St. Elizabeth of Hungary Catholic School Parish, attend mass regularly and be involved in a parish ministry. The parish tuition rate may be revoked if the conditions listed above are not kept.

Families from Feeder Parishes may need to contact their parishes for an appointment with their pastor. Until St. Elizabeth receives evidence of a subsidy from the home parish, families may be billed at the **FULL** tuition rate. Additional financial aid may be available upon completion of the TADS Financial Aid Form. This form must be completed and mailed by April 15th. Tuition Assistance is conditional upon the student maintaining a 2.0GPA and exhibiting model Christian citizenship.

Fees

All new applicants pay a **non-refundable** application fee when submitting the application. When all records have been received and upon acceptance, a **non-refundable Registration Fee** is required for each student in order to hold his or her place in a class. The remainder of the “**All Inclusive Fee**” is due and payable by June 1st unless it is being rolled into the tuition and paid throughout the school year. **Festival Support** and **Facilities Fees** are due according to the guidelines established every year.

Only students and families considered in good standing may be allowed to re-register. Good standing is defined as a student with acceptable academic and behavioral status, a family who met all financial responsibilities and a family who demonstrated a cooperative and supportive attitude. Enrollment in the school is on a year-to-year basis. Enrollment of a student in any academic year does not create a right or entitlement to re-enrollment in any subsequent years. Instead, re-enrollment of any student requires the joint agreement of the student, the parents, and the school administration. The School administration may withhold this agreement with cause.

Books

All textbooks are rented to the students each school year. They must be covered and must remain covered throughout the school year. Damaged textbooks require payment by the student for the % of damage. If it is deemed that the book is unusable based on the damage, then a replacement book must be purchased including shipping and handling. Consumable workbooks are the property of the school during the school year and may be sent home with the students at the end of that year. All students are required to carry books and workbooks in a durable book bag or backpack. Improper graffiti/doodling on book covers, consumables or backpacks/book bags is unacceptable and will require immediate replacement.

Tuition Payment Policy

Tuition payments are the primary source of financial support for the academic programs of St. Elizabeth of Hungary. Tuition payments are the responsibility of the parents. Tuition must be paid in a timely and consistent manner. Accordingly, our financial policies are as follows:

- Tuition is determined by the budget, which is prepared in December of each year.
- Tuition payments are not tax deductible
- There are two tuition payment options.

1. **Monthly Payment Plan** paid each month beginning June and ending May (12 payments) through FACTS Tuition Management Agreement
2. **Single Payment Plan** (June 1st with discount)

Monthly tuition payments are made through the FACTS Tuition Management Program. Payments are deducted from the designated checking account and deposited directly into the school operating account. In this way, SEOH is assured of a consistent cash flow each month and that everyone is equally contributing to the fiscal stability of the School. All monthly tuition payments will be processed through FACTS for a fee of \$41 deducted with the first withdrawal.

If tuition is delinquent by more than two months, a letter will be sent to the parents designating the final day of attendance for their child(ren).

- **No transcripts for eighth graders may be forwarded if accounts are in arrears. Eighth graders may not be allowed to participate in any graduation events unless all accounts are current.**
- **All fees are to be paid in full by May 5th.**
- **In the case of student withdrawal, all textbooks and workbooks are the property of SEOH and may remain in the school.**
- **Record holds, removal from exams and I's on report cards may be consequences of financial obligations to the school.**

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or deny continued enrollment to the student if financial obligations are not met.

State of Florida Voucher Program

The state of Florida provides funding for parents to enroll their children in private schools. This funding comes in four forms: VPK (Voluntary Pre-Kindergarten), Florida PRIDE, McKay Scholarship and Corporate Tax Credit Funding. VPK funding pays for 540 hours of instruction (typically 180 3-hour days) in a Pre-Kindergarten Program. Florida PRIDE and CTC funding covers a majority of the tuition costs for a student to attend SEOH. Not all parents are eligible to receive this assistance as there are specific guidelines that are rigidly adhered to in determining eligibility. McKay Scholarship funding is for students with Learning Disabilities who attend private schools. Interested parents should contact the Admission Office for more information.

Ethics in Education Policy

Every school that accepts scholarship students under the John McKay Scholarship for Students with disabilities (Fla. Stat. #1002.39) or the Corporate Income Tax Credit Scholarship Program (Fla. Stat. #220.187) must comply with the terms of Florida's Ethics in Education Act. Among other requirements, every regulated school must adopt a Code of Ethics for Instructional Personnel and School Administrators and will ensure that all instructional personnel and school administrators receive training on the Code and its reporting requirements. In addition, every regulated school will promptly post its Code of Ethics on its campus and on its web site.

Withdrawal Policy

- I. The Withdrawal Process begins with the Administrative Assistant.
 - A. A 24-hour notice is required for any withdrawal.
 - B. Initially, the Administrative Assistant may provide the requesting parent with a copy of the student birth certificate and health forms.
 - C. The Receptionist may complete the initial part of the Withdrawal Form.
 - D. The Receptionist may then circulate the Withdrawal Form to all the pertinent teachers for the entry of grades/signatures.
 - E. The Receptionist may retrieve the form from the teacher(s) within the 24-hour period. The Receptionist may then collect all remaining information from the various departments and document the information on the Withdrawal Form. The Receptionist may then circulate the Withdrawal Form to the administrative departments for their approval and signatures.
 - F. Once the last administrative signature is on the form, the last person to sign the form may return it to the Administrative Assistant to input the information into the School Management System. Once all accounts are cleared and textbooks accounted for, the Receptionist may forward a copy of the Withdrawal Form to the requesting parent.
 - G. In the event that everything cannot be accounted for, the Administrative Assistant may notify the parent, via telephone, as to what is needed to complete the withdrawal process. A written copy of this notification may accompany the Withdrawal Form.
 - H. Upon completion of this process, the last copy of the Withdrawal Form may be turned over to the Bookkeeper for entry into the Parish Financial Management System.
 - I. The Bookkeeper may return the final copy of the Withdrawal Form to the Student Receptionist to insert into the student cum file. The Receptionist may then pull the cum file from the active record drawer and place it in the withdrawn records drawer.

- II. Issuing Remaining Records
 - A. The remaining records may be issued upon clearance from all departments. The records may be forwarded to the new school along with a copy of the Withdrawal Form, upon receiving a written request from that school. Florida law does not require a parental signature on these requests. However, most may have a parental signature. The Administrative Assistant may keep an accurate record of where the records were mailed and the date they were mailed.

RECORDS MAY NOT BE FORWARDED TO RECEIVING SCHOOLS UNTIL ALL ACCOUNTS ARE CLEAR AND ALL TEXTBOOKS RETURNED IN ACCEPTABLE CONDITION

Parental Cooperation

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials. Just as a parent can withdraw a child from the school if desired, the school has the right to deny continued enrollment of a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

Daily Procedures

Attendance

State law requires 180 days of attendance, exclusive of holidays. Regular attendance is a serious parental obligation. Irregular attendance may cause the student to miss important lessons and may result in poor grades and lack of enthusiasm for school. If a student is absent from school more than 20 days for reasons other than an extended illness, verified by a doctor, the child is in danger of retention. The school cannot be responsible for a student's progress if there is excessive absence, tardiness, or early departures. Students who are absent from classes are required to make up all missed class work and homework. It is the policy of St. Elizabeth of Hungary Catholic School that "when a student has been absent that a written excuse signed by the parent / guardian is required upon returning to class". All absence notes should contain the following:

1. Date of note
2. Full name and grade of student
3. Date of absence
4. Reason for absence
5. Signature of parent / guardian

Student may have one day for each day of absence to complete make-up work. Parents are cautioned to schedule appointments after school hours or on vacations, when possible.

Office Hours

The office is open from 7:30AM -3:30PM daily except on designated early dismissal days when the office closes at 1:00PM for staff meetings. All visitors and volunteers are required to report to the reception area to sign in and receive the appropriate badge for their involvement that day.

Car Line Arrival Procedure

Parents will enter the church (east) parking lot through the double gated entrance on 10th Terrace, take the first right, follow through the parking lot, turn left and left again and form one line as you approach the fountain. Students should be ready to exit the vehicle on the passenger side with all of their belongings. Parents may then exit back on to 10th Terrace, turning right. Students in grades 1-8 may proceed to the Parish Hall no earlier than 7:30AM where they may be greeted and supervised by assigned staff members. ***Pre-K & K students may be walked to their classrooms until directed to change that procedure by the principal.***

School Hours

The first bell rings at 7:50AM when students in grades 1-8 will line up to be received by their homeroom teachers. Students not in their homerooms by 7:55AM will be marked ABSENT, regardless of the reason. Once they report to the front office, the marking will change to TARDY by the Office Receptionist. The school day officially begins at 7:50AM and ends at 2:50PM for grades K-8. The Parish Hall will officially open at 7:30AM.

All students are to leave the building by 3:00PM unless under adult supervision (i.e. After School Program, teacher, coach). For their safety, students remaining after 3:10PM will be placed in the After School Care Program and parents will be billed according to ASP rate schedule.

Students will not be permitted to return to their classroom(s) after dismissal for any reason, including those in the After School Care / Sports Programs. Parents are not to come into the school or up to the sidewalk at dismissal. All students must be picked up through the carline.

Car Line Dismissal Procedure

There will be one dismissal area to expedite a smooth and safe dismissal. Pre-K & K students will be picked up at 2:30PM from their classrooms until directed otherwise. All remaining students will be dismissed to the Church Lot (east side) at approximately 2:55PM from the church. Students will gather with their siblings and wait in the designated areas according to their last names to be called to their cars.

NOTE: All parents will be provided with two family name placards that **MUST** be displayed on the dash of the vehicle that is picking up the student(s) so that the staff member who is handling dismissal may easily be able to identify the family for that vehicle. If you need a third placard please contact the front office.

If you are picking up your child (ren) early (before 2:30PM), please park as far from the school entrance as possible so you can exit easily from that location and not interfere with the carpool line. No students may be called for early dismissal after 2:30PM. Please make all appointments so that students may be picked up prior to 2:30PM for early dismissal.

- ❖ *Students will not be allowed to return to their homerooms for any reason! Returning to the classrooms may delay dismissal and cause additional confusion.*
- ❖ *The speed limit on the Church and School property is 10mph. This is for safety of everyone, so please adhere to that speed limit, even if you are running late. Teachers supervising have the authority and will tell you to slow down if you are speeding.*
- ❖ *The posted speed on 10th Terrace and 33rd Street in the School zone is 15mph. Very often the Broward Sheriff's Department will set up a speed trap to catch those drivers who are not adhering to the posted 15mph speed. School Zone tickets are VERY expensive!*
- ❖ ***NO CELL PHONE USAGE WHILE GOING THROUGH THE CARLINE. Teachers supervising will ask you to turn them off until you leave the parking lot.***

Truancy

Truancy is understood to include leaving school without permission, being absent from school without parents' knowledge, being absent from class without permission and being allowed to stay out of school when not absent for legal reasons. This is a serious offense for both student and parent.

Appointments

Medical and dental appointments should be made outside of school time, if possible. We encourage you to check the school calendar before making appointments. A written note must be presented to the teacher if a student is to be excused for an appointment. Parents must sign the student out and the office may call for the student. Parents do not go to the classroom to pick the student up nor does the student come to the office until called. Students needing to leave before the end of the school day **MUST** be picked up before 2:30PM. ***Students will not be released after 2:30PM as it causes confusion in the classrooms and the reception area.***

Reporting Absence

Please **CALL** or e-mail the office by 9:00AM if your child will be absent. If a child is absent from school for two or more consecutive days without a call from the parent, the Receptionist will call the parent(s)/guardian(s). **NO CALLS OR VERBAL REPORTINGS ARE ACCEPTED FROM MINORS.**

Lunch

SEOH offers a catered hot lunch program to all staff and students for \$3.50 each meal (Pre-K, K, 1st & 2nd) and \$4.00 each meal (3rd – 8th), which includes a beverage. Menus for the next month go home mid-way through the previous month. Parent(s) may buy lunch cards for \$35 each. Parent(s) should monitor the lunch cards to insure that there is always adequate funding. This year, there is **NO CHARGING** for hot lunch. The main reasons are threefold: difficult to collect, throws off the lunch count and it becomes a habit. Non-card holders are welcome to pay cash for lunch. They simply get in the lunch line with everyone else and pay the cashier prior to point-of-service. Students may bring their own lunches if they are not buying the catered lunch. ***Students may not bring glass containers, metal utensils or SODA!!***

Ice Cream cannot be purchased using the lunch cards. A blue ice cream card may be purchased for \$5 through the Student Council. This is the Student Council fundraising activity throughout the school year.

Recess

Students have the opportunity to go outside for a period of time during the day, provided the weather permits. Recess is considered a privilege, not a necessity; therefore minutes from recess may be removed as a consequence for behavior problems. Recess may be held on the playground area, field or in the classrooms. ***Recess may take place every day in Pre-Kindergarten through 2nd grades and as time permits and usually opposite PE days in grades 3-5 and on Wednesday in grades 6-8.***

Family Mass

All Catholic families are expected to fulfill their weekly Sunday Mass obligation. The 10:30AM Mass at SEOH is the family liturgy and is sponsored by each class on a rotating basis. Attendance at class-sponsored Masses is expected and religion grades are affected for non-attendance. Students are expected to adhere to a Mass Dress Code at the 10:30AM mass.

Family Vacations

Family vacations should coincide with school vacation dates. In situations where absence cannot be avoided, the principal and teachers should receive written notification in advance. **Standardized tests missed because of vacation cannot be made up as they are advertised well in advance and this type of testing make-up causes undo hardship on the Resource Department, the teachers and the students.** Assignments may be given when the student returns and the student will be given one day for each day missed to make up the class work.

When parents, but not children, are on vacation the office must be informed of the following:

1. the adult in charge of the children,
2. emergency phone numbers,
3. other pertinent information for the safety of the students

Make-up Work Due to Absence

If a student is absent a parent can make arrangements with another student to receive assignments. If a student is absent one day, he/she will receive assignments upon returning to school. For more than one day of absence, parents may request the work through the homeroom teacher or the front office. The student may be given one day for each day of absence to make up the missed work.

Inclement Weather Conditions

In case of inclement weather, the students will follow the instructions for the **Broward County** schools. In the event that Broward County schools are not in session, St. Elizabeth of Hungary will also be closed. In the event of a severe weather warning, students may not be released. Parents will be notified through the School Reach System and asked to come into the school to pick up their children.

Giftng Staff

Giftng staff members should be kept to a minimum. Good judgment should always be used when purchasing gifts of appreciation for staff members. At Christmas and during Staff Appreciation Week (May), community giftng, under the direction of the principal, will be the mode of operation.

After School Care Program

St. Elizabeth of Hungary offers an After School Program of supervision for students attending St. Elizabeth of Hungary. The program is offered to students in pre-kindergarten through eighth grade and operates on regular and 1PM dismissal days until 5:30PM unless notified otherwise. Registration for participation in the program is required whether regular or drop. Parent(s) may be charged the Registration Fee on their first bill of any school year. The parent may pay the registration fee and then the amounts listed below apply. **There may be no After School Care Program on days immediately preceding Thanksgiving, Christmas and Easter Breaks. Snacks may be provided by the supervising teacher. The SEOH Code of Student Conduct applies to the After School Care Program**

<i>Program Fees:</i>	<i>Regular Sessions & 1PM Dismissal Days</i>	
Registration	\$25	
1 Child	<i>TBD (See After School Care Docs)</i>	
2 Children	<i>TBD (See After School Care Docs)</i>	
3 Children	<i>TBD (See After School Care Docs)</i>	
Late Fee	\$20.00 if paid after the 15 th of the month	Same
Late Pick-Up	\$1.00 per minute, per child after 5:45PM	Same
Check Fee	\$35 Returned Check Fee	Same

Children who are registered in the After School Care Program **MUST** be picked up no later than 5:45P.M. All After School Care Program fees are billed through the SEOH Receptionist. A student cannot participate in the After School Care Program if fees are more than a month late.

Health and Safety

Clinic / Health Services

The purpose of the school clinic is to provide first aid for injuries and illnesses, administer medication, and to notify parents if symptoms appear serious or persist. Minor cuts or scrapes will be handled through the classroom teacher with a first aid kit provided by the office. The school furnishes an emergency authorization form that directs the school's course of action in each individual case. It is essential that the parent notify the school of changes of phone number, address or employment throughout the school year so that information is kept updated.

Parents are expected to arrange for their child to go home immediately if the clinic personnel determine the illness to be contagious or if a fever persists. When deemed necessary, clinic personnel, after consulting with the school administration, may call 911 for emergency help.

If a child has a fever over 100° or vomits during the night, the child should be kept home a **full 24 hours** before returning to school.

According to Florida law, health and immunization records, new and updated, are due on or before the opening day of school for all students.

Child Abuse / Neglect

Florida law requires school personnel to report all suspected incidents of child abuse / neglect to the ABUSE Hotline (1-800-96-ABUSE). Failure to do so can result in loss of teaching credentials and employment.

Child Protective Investigations

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver or other person responsible for the child's welfare must report such knowledge to the Department of Children and Families. The school may cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school may seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews.

Medications

St. Elizabeth of Hungary follows the policy of *Florida School Law 232.461.1 & 232.461.2* for administering medications. School personnel will not administer prescription medications without the *Physician Medication Consent Form*. The *Over-The-Counter Medication Consent Form* must be filled out by the parent, addressed, and returned to the office. Medication must be delivered to the school in a properly labeled container from the pharmacy with a note from the parent. **Telephone or email authorizations are not acceptable forms of consent.**

Over-the-Counter medications may only be administered if they are in the original containers, labeled with the child's name and an emergency contact telephone number and accompanied by an *Over-The-Counter Medication Consent Form* completed by the parent. Recent changes in Florida's laws governing medications in school permit a child to carry an asthma inhaler, prescribed by a licensed physician, on their person. According to the citation, "Self-administration of asthma medication means a student's discretionary use of asthma medication prescribed for him or her."

Prescription medication containers must show the child's name, the name of the drug and dosage, how often to be given and the Physician's name. Medication is never allowed to remain with a child. Medication sent to school in a container other than the original prescription containers may not be administered to the students and may be immediately returned to the parent(s)/guardian(s).

Medication Policy of St. Elizabeth of Hungary

Students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary may the school allow the administration of medication on campus, and only under the following guidelines:

1. An Authorization for Medication form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be taken by students must be personally brought by the parent or legal guardian to the School Office. Medications to be dispensed at school must be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label. Students may not bring the medication to school alone.
3. If a student must take any medication during the school day, the medication must be kept with the Nurse or School Office and the student must go there to take it.
4. While the school may monitor a student taking the medication, the school may not remind students to come and take their medication.
5. Only authorized school personnel are permitted to dispense medication to any student.
6. During the final week of school any remaining medication should be picked up and signed out **by the parent only**. The clinic may not release any remaining medication to another parent or to any student. Medications not picked up by parents may be discarded in a safe manner.
7. **The school is never allowed to supply any medications, not even aspirin!**

Contagious Conditions

Parents are asked to contact the school when their child has been diagnosed as having a contagious condition. This includes strep throat, head lice, skin infections and pink eye. Notice of the contagious disease is sent home to parents of students in the homeroom and other areas where contact may have taken place.

AED (Automated Electronic Defibrillator)

More schools are providing AED availability in case of health situations where students stop breathing or have heart attacks and time is of the essence. First Aid / CPR training now include training on the use of the AED. In a perceived medical emergency, those using the AED are not held responsible for the liability. This is similar to the “Good Samaritan Law” whereby someone stopping at the scene of an accident and trying to assist is not responsible for the liability there either. This does not replace emergency personnel. This is simply an action that can be taken before they get there and could save the life of the patient. The device is automated once attached to the patient.

HIV/AIDS Policy Regarding Students

Children with Acquired Immune Deficiency Syndrome (AIDS) enrolled or seeking enrollment in Grades Pre-K through 8 may be permitted to attend school in regular classroom settings provided:

- The health of a child, as documented by the physician, allows participation in regular academic school activities and that the child behaves in an acceptable manner that would not cause the spread of the disease or place others at risk in any way.

Early Release Due to Illness

When a child becomes ill or injured during the school day the teacher may send the child to the Clinic for determining continued attendance for that day. Students cannot dismiss themselves by calling home. A child who vomits at school will be sent to the clinic and a parent will be called. Students being sent home must wait in the clinic until a parent or other responsible party on the student Emergency Form can be reached.

Welfare, Health and Safety

The state of Florida requires, by law, that any principal, teacher, counselor, or other school personnel report cases of suspected abuse / neglect of children less than eighteen years of age. Florida Law provides immunity for those reporting in good faith, and provides a penalty for violation of the law.

Emergency Protocols

St. Elizabeth of Hungary Catholic School Crisis Management Binder (Emergency Procedures) is located in the main office and in the principal’s office. These binders contain detailed plans for any and all emergency situations. Practice drills are held during the course of the school year for fire safety procedures, lock down procedures and severe weather procedures. These Crisis Management Binders (Emergency Procedures) are available for review by the SEOH community upon appointment with the office personnel.

Divorce or Custody Legal Proceedings

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school may be charged and become the responsibility of the parent or legal guardian.

Tape Recordings

No audio or video recording devices may be used during functions of the school without the express permission of the Principal. Such events include, but are not limited to: classroom presentations, awards ceremonies, performances, parent conferences, or religious services. This policy also includes tape recording of conversations either in person or by telephone by or among students, parents, teachers, or the principal on school property or involving the use of the school telephone.

Asbestos Statement

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40CFR 763.92 (g), the management plan for Asbestos-Containing materials as developed is available, without restriction, for your inspection at the school's administrative office. We ask that you make an appointment if you wish to review the plan.

Harassment & Discrimination

It is imperative to maintain an educational environment that encourages optimum human growth and development. Respect for the dignity of each person is essential to Catholic tradition. It is vital that each School program maintains learning and work environments free of any form of harassment or intimidation of students by any other student, lay employee, religious or priest ***seriously, in jest or online***. The School will treat allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. Substantial acts of harassment will result in disciplinary action up to and including dismissal. Students found to have filed false or frivolous charges may also be subject to disciplinary actions, up to and including dismissal. Examples of harassment include but are not limited to: verbal or written taunting; bullying; other offensive, intimidation, hostile conduct; jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse or demean an individual or group and rumors (defined as repeating unsubstantiated communication to another).

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status or citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her principal.

If, however, the principal is the individual who is believed to have engaged in the inappropriate conduct, the student / parent / guardian should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school may take corrective action based on the circumstances.

Sexual Harassment and Sexual Violence Policy

St. Elizabeth of Hungary is firmly committed to providing a safe, positive learning and working environment for everyone on the School. For this reason and in keeping with the goals and objectives of Catholic education, St. Elizabeth of Hungary expressly prohibits sexual harassment and sexual violence in the School environment. This policy reinforces the personal dignity of the individual and fosters positive sexual attitudes and respect for others.

Definition of Sexual Harassment

For the purposes of this policy, sexual harassment includes but is not limited to the following specific instances: verbal sexual abuse; disseminating obscene or sexually explicit material whether in the form of music, written lyrics, pornographic pictures or other literature or having such material in one's possession on the School grounds or at School-sponsored activities; obscene or sexually explicit graffiti anywhere in the School or on the School/parish grounds; continuing unwanted written or oral communication directed to another of a sexual nature; spreading sexual rumors or innuendoes; obscene T-shirts, hats or buttons; touching oneself sexually in front of others; obscene or sexually explicit gestures; and any other inappropriate behavior of a sexually explicit or obscene nature that demeans or offends the recipient. Isolated, trivial incidents are not sufficient to constitute harassment and may be handled according to the student Code of Conduct.

Procedures for Handling Sexual Harassment Allegations

Allegations of sexual harassment are to be reported directly to a teacher or the principal. Parents of both the accused and the accuser(s) will be informed of the allegations. The matter is to be kept confidential by all parties involved and every effort will be made to protect the alleged victim from retaliation. The parents of the accused and the accuser(s) are obligated to cooperate in remedying the situation. If the allegations are substantiated, disciplinary actions will be taken. These may depend on the nature, frequency and severity of the actions, the ages of the offender(s) and the victim(s), the history of similar actions by this individual, and the circumstances in which the harassment occurred. Possible disciplinary actions may include but are not limited to:

- Verbal warning/reprimand and apology to the victim (written documentation)
- A parent/student/principal conference
- Written warning/reprimand and parent notification – entered into accuser's cum file
- Detention or removal from School activities and/or extracurricular activities
- Requiring outside intervention by a professional in this field
- Suspension
- Expulsion

Academic Program/Curriculum

St. Elizabeth of Hungary's academic program begins with Pre-K and ends with eighth grade. The curriculum is based on sequential skill development and acquired knowledge in religion, science, mathematics, reading, language arts, social studies, music, physical education, art, library science, Spanish, and computer. The Archdiocese of Miami provides a defined set of benchmarks and standards for religion, math, science, social studies and language arts for grades K-8.

Computer technology is taught and integrated into the instructional program. Each year, on a rotating basis, one academic area of study is evaluated, updated, and textbooks replaced as needed. An Archdiocesan Committee consisting of teachers from various Catholic Schools, under the guidance of the Associate Superintendents of the Archdiocese conduct the study.

Religion

A basic text, chosen from the recommended list, is used from Pre-K – 8th grade. In addition, the curriculum is enhanced by: children's Liturgy, prayer services, service projects, prayer throughout the day, celebration of specific seasonal functions during Advent and Lent, retreats or days of reflection for students, Catholic Schools' Week, and more.

Sacramental preparation takes place in the second grade for First Reconciliation and First Eucharist and eighth grade for Confirmation. Students are prepared for these Sacraments and they may receive them in their home Parishes and parents are to follow the guidelines as set forth by their Parish priest. A Catholic sexuality program is taught each year with the major emphasis on relationships and valuing their sexuality as a gift from God.

Reading

A basal reading series is used in grades K-5, with homogeneous reading groups formed at each grade level where students are able to advance at their own rate. Reading and math are taught each day in K-4. Fifth grade is a transitional year in reading and literature. In the middle division (6-8), the shift to literature takes the place of reading and students are introduced to a wide genre of literature.

Language Arts

English, spelling, vocabulary, composition, phonics, and handwriting, blend with the reading in the Lower Division (K-4). Grammar, writing, and vocabulary development are separated from literature in the Middle Division (5-8). Both Divisions emphasize writing across the curriculum.

Science

A basal series surveying general science principles including health is used in K-5. In the Middle Division, earth science, life science and physical science are taught to students in 6th-8th grades using frequent experiments. Students are taught laboratory procedures involving predicting outcomes and writing lab reports. Health is taught in physical education for grades K-5. Hygiene is taught through the Family Life Curriculum.

Social Studies

The social studies series introduces concepts from a two-pronged multi-cultural approach; history and geography. Sequential content development begins with families, communities, regions, world cultures, and ends with U.S. History and Florida government. Map skills, research tools and chart and table interpretation are integral components at each level.

Mathematics

A hands-on learning approach is used to introduce abstract concepts in grades K-3. Memorization and drill reinforce application of concepts to reach accuracy and speed. In the sixth-eighth grades, students are grouped according to performance and standardized test scores. Pre-algebra, and algebra are taught. Accelerated math instruction in the self-contained classrooms begins in fifth grade and continues through eighth grade.

Algebra I: Criteria for Program Admission (Effective 2008-09 SY)

The following outline is a recommended procedure for evaluating a student for admission into an 8th grade Algebra I class.

A student should be placed in the Algebra I class if he/she has:

- Achieved a total mathematics ITBS score in the 80th percentile in the 7th grade year. New students should have achieved an equivalent national percentile on their last achievement or basic skills test.
- Achieved a minimum score of 85 percent on their report card at the conclusion of 7th grade. New students need to be evaluated.
- Achieved a minimum score of 85 percent on an Algebra Readiness Test at the conclusion of 7th grade.
- Received a recommendation from previous middle school mathematics teacher who believes the student has demonstrated appropriate maturity, work habits, and fundamental problem solving skills.
- Admittance into 7th grade Pre-Algebra does not insure automatic movement into the Algebra I class.
- The principal and math teacher will make final decisions

Physical Education

The goal is to engage each student in a variety of developmental activities beginning with fine motor skills and leading to sports participation. This program enhances skill development and physical coordination. All students participate in the program unless they have a doctor's notification to limit PE participation. PE uniforms must be worn all day on PE days.

Art

The goal is to develop an interest in and appreciation for art through hands-on activities and the use of a variety of mediums. A yearly student art exhibit focuses on the creative talent of the students.

Music

Music appreciation, theory, and history are introduced through a sequential program of instruments, singing, and rhythm. Talented students perform at school functions. There is an SEOH chorus and band lessons are offered.

Computer Instruction

Instruction on the use of software and hardware, along with keyboarding, will begin in Pre-Kindergarten. Computer skills may be taught at least once a week. In the Middle Division, word processing, the Internet, Power Point, and graphic arts, may be incorporated into the computer program.

General Technology Acceptable Use Policy (AUP)

General Guidelines:

The use of a network account is a privilege, not a right, and inappropriate use may result in disciplinary action by school officials. A student's activities while using the network facilities (i.e., computers, electronic mail, conferences, bulletin boards, databases, and access to the Internet) in this school must be in support of education and research and consistent with the educational objectives of St. Elizabeth of Hungary. In addition, a student accessing the network from a school site is responsible for all online activities that take place through the use of his/her account. When using another organization's network or computing resources to and/or on the Internet, the student must comply with the rules appropriate for that network.

Acceptable Uses of the Network

All activities which support learning and teaching for St. Elizabeth of Hungary users are encouraged to develop uses for their individual needs and which take advantage of the network's functions: electronic, conferences, bulletin boards, databases and access to the Internet.

Examples of Unacceptable Uses of the Network

- Using impolite or objectionable language;
- Using the network in ways that violate Federal, state or local laws;
- Activities which cause congestion of the network or otherwise interfere with the work of others;
- Using the network for commercial purposes or for financial gain;
- Sending or receiving copyrighted materials without permission;
- Using the network for sending or receiving obscene materials;
- Circumventing security and/or authentication measures;
- Unauthorized access to another's resources, programs, data etc.
- Vandalizing network resources, including the uploading or creation of computer viruses;
- Falsifying one's identity to others while using the network;
- Installation of unauthorized software on the computer network;
- Use of network resources to commit forgery, or to create a forged instrument;
- Sending or receiving e-mail from the school computers;
- Attempting to change the format of the opening screen or any other formatted screen in the system;
- Attempting to access sites that are not permissible by standards established by the school.

Public Information

Electronic communications should never be considered completely private. St. Elizabeth of Hungary reserves the right to view all communications. St. Elizabeth of Hungary is subject to Florida Statutes regarding public information access. As such, all electronic messages are a matter of public record. This document is sent home with the re-enrollment documents and is considered part of the documents necessary for full re-enrollment. It is to be read and discussed by parents and students. There are signature lines on the original document for both parents and the student to sign and return to St. Elizabeth of Hungary to be kept on file for that one school year.

St. Elizabeth of Hungary Electronic Technology Use Policies

St. Elizabeth of Hungary Catholic School understands that the Internet and other emerging technologies allow students and immense opportunity to learn and grow globally. The Office of Schools goal in providing electronic use privileges to staff and students is to promote educational excellence in schools by resource sharing, innovation and communication. The Acceptable Use Policy (AUP) may guide the use of the Internet or other emerging technologies.

The Diocesan Schools may not be able to technologically fully limit the access to services through the Internet for the purpose of instruction, study and research related to the curriculum. Parents/guardians are advised that a determined user may be able to gain access to services on the Internet and other technologies that the Diocesan school has not authorized for educational purposes.

By participating in the use of the Internet and other technologies, students may gain access to information and communications which parents/guardians find inappropriate, offensive or controversial. Parents/guardians assume this risk by consenting to allow their child(ren) to participate in the use of technology and the Internet.

Teachers and school designees are responsible for insuring that St. Elizabeth of Hungary Catholic School technology users are knowledgeable about this policy and regulations. All St. Elizabeth of Hungary Catholic School technology users are required to sign a written AUP and to abide by the terms and conditions of the policy and its accompanying regulations.

St. Elizabeth of Hungary Catholic School does not sanction any use of the Internet or other technology that is not authorized by or conducted strictly in compliance with this policy and its regulations. Users who disregard the AUP may have their privileges suspended or revoked.

St. Elizabeth of Hungary Catholic School reserves the right to suspend or revoke such privileges in the event any teacher, administrator, principal believes the user's conduct to be inappropriate or noncompliant with the AUP. Users granted access to the Internet and other technologies through Diocesan Schools assume personal responsibility and liability, both civil and criminal.

Regulations

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and the Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others;
 - a. Use only assigned accounts and passwords;
 - b. Do not share assigned accounts or passwords with others;
 - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
 - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources;
 - a. Observe all network security practices;
 - b. Report security risks or violations to the school principal;
 - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
 - d. Do not disrupt the operation of the network or create or place a virus on the network;
 - e. Conserve and protect these resources for other students and Internet users.

3. Respect and protect the intellectual property of others;
 - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
 - b. Do not install unlicensed or unapproved software;
 - c. Do not plagiarize.

4. Respect the principles of the Catholic school;
 - a. Use only in ways that are kind and respectful;
 - b. Report threatening or discomfoting materials to the school principal;
 - c. Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
 - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
 - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
 - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like My Space or Facebook;
 - g. Do not send spam, chain letters or other mass unsolicited mailings;
 - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.

Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline or security of any student or other person or to protect property. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

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 Christian 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 illegal or 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 My Space and Facebook. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks. Students are responsible for all materials and communications made on personal websites and social networks and the materials and communications should be consistent with Christian 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 or agents is strictly prohibited.

Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the principal's discretion including expulsion.

Philosophy of Computer Accessibility and Use

St. Elizabeth of Hungary Catholic School believes that the Internet and other emerging technologies offer vast, diverse and unique resources to students, teachers and other users. The Office of Schools' goal in providing this privilege to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation and communication. Technology is used to enhance learning and support instruction. Along with access to computers and the World Wide Web, comes the availability that may not be of educational value in the context of a school setting.

We, St. Elizabeth of Hungary Catholic School, firmly believe that the access to the valuable information and resources available on the worldwide network may far outweigh the possibility that users may procure material that is inconsistent with our educational goals.

Students, teachers and other users are responsible for appropriate behavior on school computer networks at all times, just as they are behaviorally in the classroom at all times. At a minimum school rules for behavior and communications apply and, in no way, are to be interpreted as limiting the regulations outlined in the AUP.

The network is provided for students, teachers and other users to conduct research and to communicate with others for educational purposes only. Students and other users do not have any reasonable expectation of privacy when using the Internet or other technologies provided by St. Elizabeth of Hungary Catholic School. St. Elizabeth of Hungary Catholic School maintains the right to monitor any Internet or technological usage derived from or utilized through its computers, whether it is on-line, downloaded or through printed material.

All computer pass codes or passwords must be made known to St. Elizabeth of Hungary Catholic School and use of unknown pass codes or passwords is prohibited. St. Elizabeth of Hungary Catholic School maintains the right to access such codes at any time. If a user violates any of these provisions, his or her privileges may be terminated and future access may be denied.

Students, teachers and other users who agree to act in a considerate and responsible manner and who obtain the necessary signatures on the AUP form may be authorized Internet users. The AUP is a written agreement, signed by students, teachers and other users outlining the terms and conditions of the AUP. Anyone wishing to use the Internet or other forms of technology is required to sign the AUP Form. St. Elizabeth of Hungary Catholic School is responsible for supplying the principals, teachers and designees with the Student and Employee AUP's.

Principals and designees are responsible for insuring that all technology users under their supervision are made aware of the AUP and have signed the agreement. They are further responsible for explaining the AUP to students and instructing students on proper technology usage and etiquette. Principals, teachers and designees are responsible for distributing the signed agreement forms to the appropriate parties and for providing the principal with the signed student forms. The original signed forms may be kept in the school office.

Parents and guardians are responsible for discussing the AUP with their child(ren). By signing the agreement, parents/guardians give their permission to allow their child(ren) to use various forms of technology in the school. Parents/guardians must understand that by authorizing use of the Internet and other technologies, students may gain access to material that they find controversial, inappropriate or offensive. Parents/guardians assume this risk by consenting to allow their child to participate in the use of the Internet and other forms of emerging technology. St. Elizabeth of Hungary Catholic School is not responsible should any user access information that is outside the scope of instruction, study or research related to the curriculum.

Internet Behavior

If a parent feels that a student is being harassed, threatened or embarrassed via the Internet, they may take the following actions:

- ❑ ***Make a printed copy of the communication***
- ❑ ***Report the action to your Internet Service Provider (ISP)***
- ❑ ***If deemed a serious offense, contact the Police Department and file a report. Ignorance of the law is no excuse!***

Students can and may be disciplined for entries into web sites like Face Book or My Space that are disrespectful (bullying) to administrators, teachers, peers or the School. This includes all members of the school community.

Guidance / Student Success Support Team

The guidance counselor performs a variety of duties in the school. Students are assisted in learning coping skills and building self-esteem through whole class and small group instruction. Improving self-discipline, building friendships and conflict resolution are topics of study. The guidance counselor sees students individually and in small groups to resolve social issues. Whole class instruction takes place upon request of the classroom teacher. Classroom teachers incorporate guidance practices and counseling in their daily interactions with the students to better understand their students as individuals. The Student Success Support Team consists of the guidance counselor, the resource teacher and the student's teachers. Its purpose is to identify those students whose needs are not being successfully met in the classroom. The Guidance Counselor, in conjunction with the classroom teacher, identify students who are struggling due to learning differences and recommend the best avenue for their future success.

Library / Media Service

The library contains a variety of print, non-print, and electronic materials that have been selected to enrich and support the school curriculum. These materials provide for the information needs of students, faculty, and parents. Elementary students may visit the library once a week with their class for book check-in and checkout, library instruction and research. Students may visit individually with a pass from their teacher.

- Students must respect all materials in the library.
- Students must speak in low voices.
- There is no food, drink, or candy allowed.
- All materials must be returned on time to avoid fines.

Circulation of Materials:

- Students may check out books and back issues of magazines. Other materials, including videocassettes, kits, and computer software circulate only to teachers.
- Reference books may not be checked out.
- Items may be renewed once if not on reserve.
- Students may check out two books for one week.
- Back issues of magazines may be checked out for one day.

Loss of Media Center Items:

Students may be expected to pay the replacement cost of lost or badly damaged Library/Media Center materials. Non payment of fees for damages or loss may result in report cards and school records being withheld until all financial obligations to the Media Center have been met.

Copyright Policy / Plagiarism

It is the legal and ethical responsibility for St. Elizabeth of Hungary Catholic School Catholic Community to respect the intellectual property of others, whether that property is printed or electronic form. Accordingly, the following general policies have been adopted to protect the work of copyright owners and to protect the School against expensive litigation.

- All printed and electronic material, including material available on the Internet, should be assumed to be protected. It is not necessary for material to bear a copyright notice or the copyright symbol to carry copyright protection. If there is any doubt as to whether the material in question falls within the public domain, permission should be sought from the owner or the owner should be cited for the material used.
- Only a portion of copyrighted material may be used, as established by the ***Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals***. While it is lawful to use small portions of a volume of copyrighted material, using a significant portion may be a violation of copyright law.
- Copying or otherwise duplicating material from textbooks, workbooks, periodicals, music recordings, computer software, or other copyrighted material instead of purchasing the material is strictly prohibited. In other words, while duplicating copyrighted material for educational purposes is legal, duplicating it for the purpose of avoiding purchase is not. The only exception to this is use of copyrighted materials.
- DO NOT copy, distribute or use protected material without including the notice of copyright present in the original work. The following is satisfactory notice: NOTICE: THIS MATERIAL MAY BE PROTECTED BY COPYRIGHT LAW.
- Material obtained from the Internet or other electronic sources may not be duplicated or disseminated without the express written consent of the owner.
- For specific guidelines concerning the educational fair use of copyrighted material see <http://www.publishers.org/home/abouta/highered/pguide.htm> or Circular 21: Reproduction of Copyrighted Works by Educators and Librarians, available online from the U.S. Copyright Office at <http://www.loc.gov/copyright>
In addition to the general policies stated above, the following guidelines can help schools develop their policies related to copyrighted material:
- Copyrighted material may not be posted on a School's Web site or otherwise be disseminated over the Internet without the owner's express written consent.

- Electronic images should not be copied and posted on the School's Web site or otherwise be disseminated over the Internet without the owner's express written consent.
- Substantial portions of copyrighted material available on the Internet should not be downloaded for personal or class use, except where such use conforms with the fair use standards set forth in the Copyright Act.
- Access to and use of the School's electronic resources, including access to the Internet, is contingent on compliance with copyright law. Any violation of the copyright law may result in the loss of access to such resources.

Report Cards

The professional staff, under the supervision of the Principal, is responsible for reporting a student's academic progress to parents. This reporting typically includes:

- ***Interim reports-issued at the midpoint of a grading period***
- ***Report Cards-issued at the conclusion of a grading period***

Report cards include: a comprehensive listing of subjects; a letter or numeric equivalent indicating achievement levels; specific comments, and a record of attendance and conduct. All Diocesan schools use the same grading scale. A copy of the Report Card is filed in the student's permanent record. A parent or teacher may request a conference to discuss the student's progress. Parents are to keep the report card copy that is sent home.

Interim Reports

Interim reports are issued for grades 1-8 at the middle of the marking period for the purpose of informing parents of student performance. This reporting allows the student sufficient time to improve grades, if necessary. Parents are asked to sign and return the white copy of the report within three school days. Interim reports will be sent home through the Family Folders in sealed envelopes that will be addressed to the parents of the student(s). Parents may make inquiries as to the assessments, which resulted in the cumulative grade on an interim report or report card. However, St. Elizabeth of Hungary is not obligated to change a grade, and comments may not be modified or deleted.

Standardized Testing

In order to interpret the academic needs and achievements of students, the Iowa Test of Basic Skills is administered to all students in Grades 3-8 in early October and Grade 2 in early March. The Cognitive Ability Test is administered in Grades 3, 5 and 7 in early October. Results are sent to parents 6-8 weeks after testing. Students in grades 5 & 7 take the ACRE Religious Performance Test in early February.

Grading

A report card is issued three times during the year to inform parents of a student's progress in subject areas and conduct. Parent-Teacher conferences may be held after the first and second trimesters and other times as needed. Academic grades and conduct grades are given in all subject areas. **An average below "C" on a Report Card or Interim Report prevents a student from participating in sports games until the average is brought to a C or higher. An "F" in any core subject prevents a student from participating in all school activities until the grade is brought to passing. Grades may only be checked every two weeks.**

In accordance with the policy for St. Elizabeth of Hungary Catholic School, the grading scales are:

Grade 1 & 2

O=Outstanding

G = Good

S = Satisfactory

I = Improvement Needed

U = Unsatisfactory

Grades 3 - 8

A= 93-100

B = 85-92

C = 77-84

D = 70-76

F = Below 70

Pre-Kindergarten and Kindergarten progress reporting instruments will use a reporting device and rating system that is developmentally appropriate for these levels. Academic and conduct ratings are recorded for all subject area. Students in grades 1-4 receive one conduct grade and one effort grade for all classes, as they are self-contained. Students in grades 5-8 receive conduct grades and effort grades in each subject as the teachers exchange subject areas for instruction.

Educational Records (Cum Files)

The following information applies to educational records (cum files) maintained at the school to facilitate the instruction, guidance and educational progress of students in the program under the authority of St. Elizabeth of Hungary Catholic School. The term “educational record” may mean those records, files, documents and other materials, which contain information directly related to a student, which are maintained by an educational institution or by a person acting as such institution, which are accessible to other professional personnel. Student records can only be shown to third parties with parental consent (please refer to FERPA regulations). Information contained in educational records may be classified as:

Permanent Information: Verified information of educational importance, which may be retained. These records may only be released by written request by the next institution the child attends. Parents/guardians, by simply making an appointment with the principal or Guidance Counselor, may view all records.

Temporary Information: Verified information of educational importance, which is subject to periodic review and elimination when the information is no longer useful.

Categories of Information: Initial Application(s), Health Records, Legal Documents, Progress Reporting, Standardized Testing Records and Auxiliary Information (attendance, prior school information, etc.)

Philosophical Stand on Homework

For as long as there have been schools, there has been homework. Homework, by definition is defined as work that must be completed at home as a continuation of daily educational experiences. Homework must belong to one of the four categories listed below:

- ❖ Practice and reinforcement of concepts presented in class that day
- ❖ Completion of class work that was not completed during class
- ❖ Review of concepts for demonstration of knowledge on quizzes and tests
- ❖ Completion of long-term projects or research papers for demonstration of independent learning

Homework is never given simply for the sake of giving it or just to keep the students busy at night. We recognize that students spend the greater part of their waking hours in an instructional environment. Therefore, it is not our goal to make them continue in an instructional environment all evening as well.

Parent participation in homework should decrease over the elementary years until there is no involvement at all by seventh-eighth grades. It is not the responsibility of the parent(s) to insure that their children have the right homework assignments or that they have every answer correct. They certainly can check homework to insure it is done. Parents can even check to insure that the homework has been placed in the right pocket folders/notebooks for the next school day. That should be the extent of their participation as the children progress through the elementary years.

Over involvement in homework creates a dependence on the parent rather than an independence from the parent, which is what schools strive to achieve through out the elementary years. How else can we send secure and confident students forward to high school if they are dependent on their parents for something as simple as homework completion?

Developmental time frames have been assigned in the most recent edition of the Family Handbook for each grade level. They are meant as guides, not as definitive. Some students take a little longer and others may complete the homework well in advance of the allocated times. By the time the students reach the Middle Division, we do not expect parents to monitor what the students do or don't do, but that at Interim Report and Report Card intervals, that appropriate consequences are implemented for the students not achieving at the parent expected level.

Agendas are provided for each student in grades 2-8 for homework / project information to be recorded. Homework being placed on a web page or within Edline makes the parent feel more secure. It, once again, removes the responsibility from the child and places it on the parent. That is ultimately not in the best interest of the student as he/she progresses through his/her elementary years. Sometimes that is a lesson that the parent needs to learn.

Homework Policies

No word conjures up more anxiety on the part of children, triggers greater potential conflict between parent and child (do your work now or else!), or raises more questions directed to the administration or faculty of this school than the work, "Homework." We recall how much work we had at their age, and many of us **remind** our children frequently! We tell ourselves that it is good discipline, breeds' good habits, and cements skills, which are under investigation in the classrooms. No one can deny these points, but should homework be such a source of confusion, conflict, or apprehension?

Two attitudes, admittedly at opposite ends of the continuum, can be offered. Most of our students spend nearly seven hours a day in structured academic activities. They are asked to sit, weigh, ponder, respond and produce. For some, this is an enormous undertaking, one, which requires all of their energy. For others, the cognitive tasks simply enhance their intellectual curiosity. Whatever the case, it is fair to say that most students are rather happy when the day comes to a close! Advocates of this point of view suggest that our children have already worked hard enough, that when they arrive at home they should have time to simply be kids. Throw a baseball, visit with a friend, listen to music, spend time with mom or dad, or just read for pleasure! These activities, one might argue, are equally important to their development. We, their parents, spend a long day at work and when we return home we are tired and reluctant to face several hours of "homework." Our kids feel the same way!

The other attitude holds to the belief that homework is a natural extension of the school day. Children need the time to drill, practice, write and edit on their own. They are developing the important ability to think independently, to budget their time, and to work without guidance from their teachers and, as time passes, from their parents. They are becoming autonomous learners. Furthermore, homework disciplines and prepares them for the future steps in their education - steps that may take them into secondary school and college.

Our view at St. Elizabeth of Hungary embraces both perceptions. A homework policy that compromises a child's opportunity for **after** school activities with friends, siblings or family is unreasonable, unjust and potentially damaging in terms of later attitude towards school and work. Equally so, an approach which does not permit the development of sound independent work habits is going to short circuit the learning process.

Assessment performed in all grades should reflect its purpose; to ascertain exactly what the students have learned from the instruction. Therefore, to insure maximum assessment results, there are to be no more than 2 major tests on a given day. Small quizzes, spot-check items and partial chapter check-ups are not considered major tests.

For these reasons homework begins at SEOH in Kindergarten and builds in frequency and duration throughout a child's years at the School. Our Lower Division should have ample time to pursue their own interests while adjusting to the independent tasks, which are being presented. We try to make the assignments enjoyable, although we are not likely to change the terminology to "home fun," certainly not for our students who have reached the Middle Division. It is at this point that the workload begins to increase significantly and that the pressures of schooling are most evident. These pressures are related to grades, to preparing for acceptance into one's next school, to parental approval, and toward healthy competition which, although down-played by a supportive faculty, surely exists. Homework, or more correctly, a student's reaction to homework, is just one manifestation of that pressure.

If we can all accept the fact that children learn at different rates, then surely we must accept the fact that they work at different rates as well. Some are more motivated than others are; some take more pride in their work than others do. Some simply step on the accelerator and finish the work as if it were a race, giving only marginal attention to the quality of that work. Others take to the opposite extreme and have a perfectionist attitude about all that they do.

Below you may find more specific comments and guidelines about homework as it pertains to each Division of the School.

HOMework - PRE-K & K

Homework, in the traditional sense, is not as much of a part of this grade as it is of the Upper Division. However, in as much as the parents are the “first teachers” important learning takes place by the minute in the home through the daily routine of activities. Parents can assist their young children encouraging curiosity and support for learning in EVERYTHING the child does. Spontaneity is the key to dealing with young children.

It is never too early **to** begin good study habits. Young children may model the adult attitude about her/his homework tasks therefore, we appreciate the value parents place on these seemingly simple assignments.

Allow the child opportunities to complete her/his own homework task but also please do assist your child in developing a system for remembering to take the item to school the following day. It is your **child's** responsibility.

HOMework - LOWER DIVISION: GRADES K - 4

The primary aim of homework in the Lower Division is to develop good HOME study habits. It is extremely important that the place where a child studies meets his needs and is conducive to concentration. Although the following is a time guide, please note that there may be individual variation. Homework should be a successful experience. If a student is exceeding these limits on a regular basis, or is experiencing difficulty, please take action to remedy this problem. Often minor adjustments or arrangements can be effected. In addition to regular homework assignments, *pleasure reading is ALWAYS encouraged but does not count toward the minute allocations listed below.*

Grade K & 1 – 15-30 minutes, Monday through Thursday. In addition, **children** are assigned to read stories silently or aloud to an adult four (4) nights per week.

Grade 2 – 30-60 minutes, each evening, with occasional long-range assignments. Children are likely to be assigned spelling words to study, math papers to finish, or stories to read.

Grade 3 – 45-75 minutes, each evening, with occasional long-range assignments. Assignments include reading, answering questions for social studies/science, reinforcing math concepts and writing stories.

Grade 4 – 60-90 minutes, each evening, with occasional long-range assignments. Students are expected to use a synthesis of skills in completing assignments. Reading and studying for social studies or science, math problems, book reports and/or grammar exercises are frequently assigned.

HOMework - MIDDLE DIVISION: GRADES 5 - 8

In the Middle Division, homework is a nightly experience. Teachers give assignments to supplement the ideas, concepts, skills, and information that are covered in classes. Long term projects and papers are also assigned with the goal that the student may develop an ability to budget his or her time and plan accordingly. Homework is also designed to establish a disciplined approach towards academics and develop strong study skills. Students are responsible for recording their assignments in the assignment books.

It is expected that students may complete all assignments to the best of their abilities on the **appropriate** day. If homework is not done, is incomplete, or is not done to the student's best effort, the teacher may require the student to complete/redo the assignment for a maximum grade of 80%. **If the assignment is not completed or redone by the next day, the student may receive a "0" for that assignment.** *The exception here is that if the teacher goes over all the answers in class, which means the student now has access to all the answers and may not be allowed to do it for the 80%.* Teachers issue Notices of Academic Concern / Academic Progress Notes, as needed, to communicate with parents concerning missing assignments and low test grades.

The following timeframes are only an estimation of the homework load for each grade, and it should be understood that individual study skills, long-term projects, and studying for tests may contribute to less or more time for each grade level. Homework may be assigned on weekends but not over vacations, unless there is a long-term project due.

Grade 5 - 90-120 minutes daily, with quarterly long-range assignments. Homework in fifth grade may include application of study and research skills through mini reports, critical reading, studying for science and social studies, and writing across the curriculum.

Grade 6 - 120 minutes nightly.
Generally, students should receive twenty minutes of homework for each class per night.

Grades 7&8 120-150 minutes nightly

Advice to offer parents concerning homework is as follows:

Homework Tips - It is quite difficult for the School to delineate universal guidelines for parents about homework because what applies for one student may not be appropriate advice for another child. We can, however, offer these basic recommendations, particularly for parents of our younger students, whose present work habits are likely to become the blueprint for their future approach towards independent study.

*Be sure that your child is recording all of his/her homework responsibilities in the assignment book provided by the School.

*Set a time for homework to be started. Some children may wish to start their work the moment they arrive home. Others may need time to unwind. Allow your child to make this decision with you. Once the starting time has been established, try to stick with it each night during the school week.

*Guide your child to work at the same place every night. If questions are frequent, perhaps locate his/her near where you are available - at the dining room or kitchen table. Others may prefer the isolation of their own room. In any case, the work area should be away from the distractions of television or younger siblings, and it should be consistent.

*Teach younger siblings to respect the fact that their brother or sister needs to be left alone at this time. They may learn from this, and it may facilitate their transition into homework when it is their turn.

*Encourage your child to complete the most difficult assignments first. Don't save those math word problems for last! Fatigue may set in, and the fuse may be shorter. Some children can benefit by taking a short break between assignments.

*Help them with the process, but avoid giving answers. You want to prevent dependence on you. Teachers are anxious to see the child's work, which includes the errors as well.

*Most of all, try to be patient, understanding and encouraging. Your reaction to your children when they are doing their homework, and especially when they are having difficulty with that work, has much to do with future attitudes and habits. It need not be a battle. In fact, it can be a pleasant time for sharing and interaction.

Homework Tracking

Each teacher will have his/her own page on our web site where homework, projects and other information for that teacher may be found. **Teachers are not required to keep their assignments on their pages as it is expected that students will write their assignments and other notes in the Agendas provided by SEOH.**

Plagiarism

Plagiarism is defined as copying someone else's work, word for word without citing the original author as the source of the information. Plagiarism is discussed in great detail in literature, grammar and social studies classes and through the Media Center at the start of every school year. **The consequence for plagiarizing will be an automatic "0" on the paper/project with no opportunity to redo the item(s) in question.** Plagiarism is a serious offense and the students need to clearly understand the consequences of this offense.

Trimester Academic Honors

Students in grades 5-8 who earn grades of **97-100** in all six core academic areas and the combination of the enrichment courses each trimester will earn Principal's High Honors. Principal's Honor Roll is presented to students who receive grades of **93-100** in all six core academic areas and at least 93-100 for the combination of the enrichment courses each trimester. Honor Roll is the third level of honors used to recognize outstanding scholastic achievement and behavior in Grades 5-8. The Honor Roll is accorded students who receive 85 or higher in all six core academic areas and the combination of the enrichment courses each trimester. Students can receive honors only if they have effort / conduct ratings of "3" or better in all areas on the report card.

Promotion/Retention

Most students are able to follow the school's regular program of sequential learning and successfully pass the subject areas for a particular year. However, testing, diagnosis, and actual performance may indicate that some students cannot complete a year's content in one year. Therefore, it may become necessary to retain a student an additional year in a particular grade. This decision is based on the overall welfare of the student and is made by carefully weighing academic, emotional, behavioral and social factors. Students may not be considered for more than one retention during the elementary school years. The final decision rests with the Principal. If a student fails one subject, the student may pass to the next grade if he/she attends summer school and passes the equivalent course in that venue.

If a student fails a subject that is not taught in summer school, the student may be promoted if he/she receives a minimum of 30-40 hours (depending on the grade) of verifiable instruction from a private tutor to be employed by the parent and complete required work assigned by the classroom teacher. If a student fails two or more subjects, he/she may automatically be retained. Eighth graders who fail one subject may walk in graduation but receive an empty diploma case and may have the real diploma mailed to him/her upon receipt of a transcript indicating that the failed subject was passed in summer school. An eighth grader who fails two or more subjects may not graduate.

Procedure for recommending retention to parents:

- a. As soon as retention may be necessary for a student's success, the teacher(s) should begin documenting specifics that may reinforce the recommendation. The specifics should include consistent evaluation, remediation strategies and parent communications indicating concerns. Teachers in conjunction with the principal should make their decision as early in the school year as professionally feasible.
- b. Careful documentation of strategies attempted, evaluations performed and communications with parents should be included with the written notification to the Principal.
- c. Retention is more successful in grades Pre-K-2, especially when developmental issues are the primary source of the concerns.
- d. In the case of students with moderate learning difficulties, it may be necessary to assist the parent(s) in recognizing that the parochial school may not be the best placement for the child's success and that an alternative placement may be necessary. When feasible, the Guidance Counselor / Principal may assist the parent in locating a more appropriate educational setting.

If the student meets any of the following criteria, they may be considered for retention:

- a. Functioning below grade level in language arts (reading, spelling/vocabulary, phonics, English grammar) and/or math;
- b. Failing two of the following subjects: reading, English grammar, spelling/vocabulary, phonics and/or math;
- c. Developmental readiness is sufficiently below what is expected for the grade the student is in or entering.

The final decision may be made by the principal in conjunction with the classroom teacher(s) and presented to the parent(s) in writing no later than June 1st.

Code of Student Conduct

Students are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook.

Respect for self, others, and property is the foundation of any moral code. It is the one rule that covers all our actions and words. It is our responsibility as parents and teachers to teach respect in all forms. Students learn that cooperation and courtesy are the building blocks of respect. We ask your cooperation and active role in helping to nurture self-discipline in all students. A primary goal of St. Elizabeth of Hungary is to promote growth in self-discipline. ***SEOH reserves the right to discipline off-campus behavior that is not in alignment with the behavior expectations of a SEOH student on school grounds.***

Discipline Plan

The purpose of discipline is to disciple students as Christ would. Discipline is instruction that molds, shapes, corrects, and encourages appropriate behavior. Discipline provides the opportunity to redirect learning. Maintaining discipline provides the framework necessary to build faith in Christ. Discipline is based on a direct and positive approach that makes it possible teachers to teach and students to learn. It is based on several principles:

Teachers have basic rights as educators:

- The right to teach
- The right to maintain an optimal setting for learning.
- The right to expect appropriate behavior.
- The right to expect help from the principal and parents when appropriate.

Students have basic rights as learners:

- To learn without interference
- To receive help when it is their turn
- To have their work and property respected
- To have their feelings respected
- To have their opinions respected
- To express their feelings appropriately
- To be listened to when they are speaking
- To listen when others are speaking
- To work and play in a safe environment

RESPECT...the only rule we really need!

When correcting inappropriate behavior, the teacher shares a teaching and learning moment with the student. The student is to explain why the behavior was inappropriate, what should have happened, and what may be done the next time. This guides students in making better choices. Students are supported in their efforts to improve by being given consequences.

Each classroom teacher and his/her students, develops a behavior management plan that builds on student self-discipline while maintaining an appropriate classroom demeanor for instruction and learning. If students have difficulty following the plan, the following consequences may be implemented by the teacher:

- Silent lunch away from others
- Time out in the classroom
- Name marked on board
- Notification to parents – verbal conference and/or written notification
- Work detail
- Individual Behavior Contract (IBC)
- Counseling with Guidance Counselor or Principal
- Serving detention before/after school with teacher
- Inability to attend School and/or class functions

Actions Requiring Automatic Detentions

- a. Eating food or drinking liquids outside the cafeteria*
- b. Chewing gum at any time*
- c. 3rd Dress Code Infraction*
- d. Wrong place, wrong time*
- e. Use of inappropriate language*
- f. Disrespectful behavior toward teacher or peers*

Bullying

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and may not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- (1) physically, emotionally, or mentally harming a student;
- (2) damaging, extorting or taking a student's personal property;
- (3) placing a student in reasonable fear of emotional or mental harm;
- (4) placing a student in reasonable fear of damage to or loss of personal property; or
- (5) creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

I. Definition

- a. **Bullying** may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites).
- b. This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

II. Scope

- a. This policy prohibits bullying that occurs either:
 - i. on school premises before, during, or after school hours;
 - ii. on any bus or vehicle as part of any school activity; or
 - iii. during any school function, extracurricular activity or other school-sponsored event or activity.

III. Reporting Complaints

- a. Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The principal may provide the student/parent with the Bullying Complaint Report Form which must be completed, dated and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

IV. Disciplinary Action

- a. Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the principal's discretion.

False reports or accusations of bullying also constitutes a violation of this policy and may subject the offending party to appropriate disciplinary action.

Christian Due Process

SEOH provides students and parents with due process based on Christian ethics and values that include giving notice, allowing for a hearing in front of an impartial tribunal followed by consequences for the actions.

Honor Code

An Honor Code allows and encourages students to help set a positive moral standard for the school community. The Honor Code at SEOH indicates that the student may not lie, cheat or steal and that the student may respect others and him/herself at all times. The Honor Pledge that SEOH may use states "I have neither given nor received unauthorized help on this work" and should be included on any work done from home and brought in or work that is not completed and immediately turned in through the classroom.

Individual Behavior Contract

If a student is a repeat offender in lack of respect, the student may meet with the Principal and the parents may be notified. A behavior plan may be devised and signed by both the student, parent and Principal and may be reviewed regularly by all three. This contract may remain in the student file until the end of the school year.

Disciplinary Referral

Principals only may issue Disciplinary Referrals. Referrals are written notices to parents of a persistent or serious discipline problem. The original white copy is to be retained by the parent and the yellow copy returned to the staff member who initiated the referral to the administration. The pink copy becomes the property of the principal and is placed in the student's cum file. Failure to return the signed Disciplinary Referral the next day may result in an immediate consequence to the student. Failure to sign the Disciplinary Referral on the parent's part demonstrates a lack of support for the policies of the school and a mandatory parent conference may be called.

Serious Disciplinary Actions That Warrant an Immediate Disciplinary Referral and Consequences Determined by the Principal Include But Are Not Limited To:

- Repeated lack of respect for school rules including but not limited to uniform violations, gum chewing and/or tardiness to class
- Disrespectful conduct (verbal or physical) toward other students
- Verbal assault, physical assault or battery of and disrespectful conduct toward persons attending school-related functions
- Verbal assault of teachers, principals and other school personnel
- Physical assault or battery of teachers, principals and other school personnel
- Disrespectful conduct toward teachers, principals and other school personnel

- PDA's (Public Displays of Affection)
- Cheating / Forgery / Lying / Theft / Vandalism / Plagiarism
- Bringing to school objects deemed to be harmful or dangerous
- Harassment
- Failure to observe school rules listed in this Handbook
- Truancy
- Committing criminal acts – may be prosecuted to the fullest extent of the law
- Possession of gang or morally objectionable clothing and/or symbolic items
- Defamatory comments about the school, parish, faculty, staff, administration or other SEOH students through web sites such as Face Book / My Space / GreatJournal.com, personal web pages,
- Any other conduct, which in the judgment of the school Administration constitutes a violation of the spirit and philosophy of this school, which would bring discredit on the school community.

What Happens After Suspension?

Once a student has been out-of-school suspended, he/she may be immediately placed on Behavioral Probation for the remainder of that school year. Further disciplinary violations may result in expulsion.

Expulsion

As a definition, expulsion is considered termination of enrollment during a school year. Expulsion may be used only as a final measure or in response to an egregious offense. In those cases where the code of discipline has reached or exceeded the allowable accumulated infractions, the principal may expel a student after consulting with the Superintendent of Schools. Expulsion results from repeated refusal to obey school rules or from conduct which endangers self, others, property, health or safety of others, and is deemed to be in the best interest of the school community. An extremely serious single offense may also be cause for expulsion.

Students not asked to return the following year for behavior reasons are not considered expelled. The student has not been accepted for re-enrollment in the next academic year because of prior behavioral problems. Students not allowed to return due to failure to meet required academic standards are not considered expelled. These academic requirements are articulated in this Family Handbook.

The Diocesan Superintendent of Schools is to be informed before any action leading to expulsion is taken.

Expulsion Procedures

- 1) The actions and procedures for probation, suspension and expulsion may be published in the most recent edition of the Family Handbook.
- 2) Actions taken to suspend or expel students may be preceded by internal school procedures and supported by defensible records.
- 3) All pending expulsion actions must be reviewed by the Superintendent of Schools prior to implementation.

In those cases where the Code of Conduct has reached or exceeded the allowable accumulated infractions, the principal may expel the student after consultation with the Superintendent (and pastor where applicable). Due process must be evident during the period of accumulation (i.e. notification of parents, parent conference, behavioral contract, suspension, etc.). The parents make appeal of the expulsion to the Superintendent. The student and his or her parents may be permitted to ask and answer questions and present evidence to the principal.

When a specific disciplinary issue arises from outside the school resulting in direct repercussions for a school of the diocese, the principal(s) involved must immediately contact the Superintendent of Schools. In those cases, the individual school(s) should follow their Handbook procedures in order to insure due process in assigning discipline. The decision for expulsion or other disciplinary action rests with the Superintendent. Appeal of expulsion is then made to the Office of the Archbishop.

In those situations, which arise for which no policy exists, the superintendent, in consultation with the Office of the Archbishop, may make the final decision. ***In keeping with Canon Law, the Bishop or his designee reserves the right to make the decisions in all matters regarding Diocesan Elementary and Secondary Schools.***

Parents with a student in a Diocesan School may appeal the decision with ten (10) calendar days to the Superintendent of Schools for a review of the decision. The Superintendent may only assure that correct procedures were followed as defined by Diocesan Policy.

Reasons For Expulsion

1. Actions detrimental to the moral and spiritual welfare of other students.
2. Habitual profanity or vulgarity.
3. Assault, battery, harassment or any threat of force or violence directed toward any school personnel or student.
4. Open, persistent defiance of the authority of the teacher.
5. Continued willful disobedience.
6. Use, sale or possession of narcotics, and/or other controlled substances on or near school premises.
7. Use, sale or possession of any alcoholic beverage on or near school premises.
8. Stealing.
9. Smoking or possession of tobacco products.
10. Willful vandalism.
11. Habitual truancy.
12. Possession of firearms, real or toy.
13. Possession of weapons, material that can be used as weapons and other contraband materials.
14. Possession of matches, lighter or any flammable substances.
15. Violation of a probation contract.
16. Other conduct that is inconsistent with the mission or policies of the school.
17. Compromise of academic standard(s) (i.e. habitual cheating, theft or compromise of testing, etc.).

In no case may a teacher, on his/her own authority, expel a student. Full credit may be given for all work accomplished by the student up to the moment of expulsion. The reason for the expulsion may be noted in the student's cumulative file for as long as the administration deems appropriate.

Drug and Alcohol Policy

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at anytime the student is wearing a school uniform is forbidden. Transgression of this rule may result in disciplinary action, which may include expulsion from the school, even for a first offense.

Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school may normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way of combating the problem. *A school may conduct random searches as set forth in this handbook.*

Public Display of Affection (PDA)

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension or expulsion. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

Threats of Violence

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

- a. Immediate suspension from the school;
- b. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
- c. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child may be expelled from school;
- d. The school should inform the Department of Schools of these cases. The school may submit an informational report to the police.

Weapons Policy

Weapons are not permitted anywhere on school grounds. Anyone who brings a weapon on school grounds, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

Search and Seizure Policy

The principal and his/her designee has access to any lockers, handbags, book bags, desks, cars or any other object that is brought onto the campus of the school, and may remove any object which is illegal or contrary to school policy.

MIDDLE DIVISION

(For our purposes, Middle Division includes students enrolled in grades 5-8)

Assignments that require an extended period of time to complete should be carefully adapted to the abilities of the students and should be coordinated with other long-term assignments given to students.

Middle Division teachers are asked to discuss number of pages for written reports required of students, and come to consensus regarding length of reports. For Middle Division students, as well as all other students, daily homework is due the following day. Assignments turned in late are graded as follows: On time – maximum A, one day late – maximum 80%, two days late – valued at a zero. Teachers/students may make parental contact when assignments are not turned in, as they are required.

If a student is absent, one day may be given for each day of absence in order to make up work. All tests should be sent home for parent signature, which allows for immediate communication between School and home on test grades. Tests are intended to assess the student's work and assist the teacher in providing better instruction for every student through diagnostic analysis. Good tests usually produce a Bell curve. The testing of students should be in proportion to the amount of instruction given by the teacher. It is the responsibility of the student to turn in all assignments to the teacher on time and not the responsibility of the teacher to insure students meet their deadlines.

Teachers establish their own percentages that determine a final trimester grade. Teachers may include but are not limited to the following when calculating grades:

- homework
- class quiz
- participation
- tests
- journals
- essays or written compositions
- oral reports
- projects
- notebooks or assignment books

****No more than 30% is to be credited in any one area.**

Standardized Testing

Standardized tests are administered in early October for students in grades 3-8 and early March for students in grade 2. A Cognitive Abilities Test is administered specifically to students in grades 3, 5 and 7 in early October. All test results are recorded in the students' permanent records.

Trimester Exam Policy

As we continue to prepare our Middle Division students for the challenges that lie ahead, a cumulative testing program is in place at SEOH. As cumulative exams are a fact of life and a part of all strong academic programs, it is very important that we prepare our students for this type of testing. Only students in grades five through eight participate in this testing. Trimester exams will count for 20% of the trimester grade for the trimester they are administered.

Trimester exams may be administered within the last week of each trimester. Limited outside activities / events should be planned for those times so that students can adequately prepare for their exams. Students may not take more than two exams each day.

Graduation Requirements

The following are the minimum requirements for graduation from St. Elizabeth of Hungary Catholic School:

- ❑ Student Service Hours must be completed by May 1st. Students must complete 15 service hours each semester and the description and verification of these hours must be turned in to the Religion teacher.
- ❑ All other financial obligations must be met by May 5th in order for the student to participate in the graduation ceremony.
- ❑ Students who have failed one or more subjects or who do not meet the required skills for exiting the 8th grade may have their diploma held until evidence of successful achievement is presented or they may be issued a certificate of attendance.

Cubbies

Each student is assigned a cubby to be used for a period of one year to store textbooks and other instructional materials. The administration and students are co-tenants of cubbies and desks. The administration reserves the right to search the cubbies or desks at any time. Notification to the student is not necessary to search a cubby or backpack.

Participation in School Athletics, Activities, Organizations

The school recognizes the following sports, activities and clubs:

School Clubs: Student Council, National Junior Honor Society, Media Center Helpers, Math Team, Science Experimenters, Art Enthusiasts, Servers, Choir, Garden Club, Baton, Band

Major School Activities: H & S Fundraisers, Jump Rope for Heart, Movie Nights, Festival, Olympic Sports Day, Mini Field Day, Water Day, Science Fair, 8th Grade Banquet, Church Picnic

Dances: Middle School Dances, Intermediate Sock Hop

Athletics: Boys Basketball, Girls Basketball, Coed Soccer, Baseball, Softball, Boys Volleyball, Girls Volleyball, Cheerleading, Intramural Sports

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs. Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts and practice. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, St. Elizabeth of Hungary Catholic School, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs or activities.**

The school is not responsible for student participation in any sports, leagues or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it may not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

The first obligation to students is to provide quality programs in spiritual life and the academics. Extra Curricular Activities enhance the students' development in service, the arts, physical education, social skills, and leadership. Many of the clubs and activities and clinics are held after school. Each has its own criteria for attendance and procedures and is not babysitting services or places to go to avoid the After School Program. Siblings are not allowed to stay and watch. Activities and clubs change from year to year depending on the interest of the students and the expertise of the faculty.

Extracurricular Activities

For participation in ANY extracurricular activities, the student must maintain an overall "C" average for all areas marked in the report card or interim report, no "F's" and conduct grades of "3" or better. At the start of any given school year, eligibility to participate is based on grades from the last trimester of the previous year. Failure to meet this requirement may result in removal from extracurricular activities until the grades improve. A student must be present in school in order to participate in sports or other activities on that given day. Activities which provide for united school effort and school spirit are, but not limited to: Altar Servers, Choir, Student Council, National Junior Honor Society, Garden Club, Peer Tutoring, Math Team, Brain Brawl, Science Club and Cheerleading. Students must be picked up immediately after meetings or they may be taken to After Care and the parents charged according to the fee schedule.

Student Council

The Student Council is a national organization which promotes student understanding of the democratic process and the skill of leadership. The Council consists of a President (from 7th or 8th grade), a Vice-President (7th or 8th grades), a secretary (6th-8th grades), and a treasurer (6th-8th grades). The purpose of the Student Council is to help build a community within the school that represents the students' views. Homerooms for grades 3-8 will elect / appoint two representatives each to the Council. The Officers and Representatives must maintain a "C" or above average in all subjects and "3" or better in conduct / social development. Elections take place in August/September of each year for that school year.

Safety Patrol

The Safety Patrol is an organization of students in the fifth grade who assist the teachers in maintaining a safe carline, raise and lower the flags and perform other duties as needed. This is an important service provided to the School.

ABCC (All Broward Catholic Conference)

SEOH is a member of the ABCC and as such plays in athletic competitions only against other teams in the Conference. There are four sports seasons each year and SEOH may attempt to field a team for each season. Fall – Boys Basketball & Girls Soccer, Late Fall – Boys Soccer and Girls Basketball, Winter – Boys Volleyball and Girls Softball and Spring – Boys Baseball and Girls Volleyball. There are separate fees for each sport, payable as soon as the student makes the team and before issuing the uniforms. SEOH sanctions only these events and is not a part of any other athletic league. More information is available in the Athletic Handbook. (See Addendum IV)

Birthday Celebrations

Parents of children in grades PK-8 may wish to send a simple treat for the class on the occasion of their child's birthday. This treat must be store-bought or bakery-prepared to be enjoyed during recess or after lunch. All other birthdays may be celebrated outside of school time. Students may not accept balloons or flowers in the classroom or the office. Parents may choose to purchase a book for the library as their birthday gift to the school. A special nameplate may be placed in the book. In this way, a student of St. Elizabeth of Hungary may continue to celebrate a birthday long after the donor has graduated.

Invitations to Social Events

Invitations to any type of social event are not to be distributed at School. Parents are asked to mail such invitations directly to the home of the person being invited. The Family Directory may be used for addresses.

Dances

Dances are held about every 6-8 weeks for students in grades 6-8. The Student Council provides refreshments and decorations for these events. Dances are restricted to SEOH students unless the principal grants special permission for guests to be brought to the dances.

Contests and Bees

The school conducts contests and bees in various academic subjects, and at various grade levels throughout the year. Students are encouraged to participate in all events. Winners may compete at the Diocesan, county or state levels. These events include spelling and geography bees, speech contests, written composition contests, science and math competitions and cultural fairs.

Special classes

The school may offer some special classes (baton, piano) after school as needed and when available. There may be an additional charge for these classes.

Chorus

Chorus is offered to SEOH students as an extension of the music and religious education departments. Choir students participate in the liturgical celebrations and prayer services.

National Junior Honor Society

An academic honor society established by the National Association of Secondary School Principals (NAASP) to recognize outstanding Middle Division academic achievement. This is a true honor society, not a community service organization. Their focus is on performing academic assistance functions for the school community as a whole (reading with younger students, academic mentors, tutoring, helping teachers in the classrooms). Acceptance into the Society is based on academic progress during the sixth / seventh grades or the first trimester of the eighth grade. Students must maintain a 90 or higher average in each core subject as well as an average of 90 or higher for the combination of enrichment courses.

An Induction ceremony is held every year for those students who qualify for admission to the SEOH NJHS. Once inducted into the organization, students must continue to uphold these standards or they can be placed on probation or removed. In addition to the student earning a 90 or higher in each core subject, a “G” or “O” in each enrichment and a 3 or higher in areas graded accordingly, the following criteria are used to determine whether a student qualifies for being inducted into St. Elizabeth of Hungary Catholic School *NJHS*:

Leadership – The student who exhibits leadership:

- ❑ Is resourceful in proposing new problems, applying principles and making suggestions;
- ❑ Demonstrates leadership in promoting school activities;
- ❑ Exercises influence on peers in upholding school ideals;
- ❑ Contributes ideas that improve the civic life of the school;
- ❑ Is able to delegate responsibilities;
- ❑ Exemplifies a positive attitude;
- ❑ Inspires positive behavior in others;
- ❑ Demonstrates academic initiative;
- ❑ Successfully holds school offices or positions of responsibility, conducting business effectively and efficiently and demonstrates reliability and dependability;
- ❑ Demonstrates leadership in the classroom, at work, and in school or community activities;
- ❑ Is thoroughly dependable in any responsibility accepted.

Citizenship – The student who demonstrates citizenship:

- ❑ Understands the importance of civic involvement;
- ❑ Has a high regard for freedom, justice, respect and the American form of government;
- ❑ Demonstrates mature participation and responsibility through involvement with such activities as scouting, Church and community organizations and school clubs.

Service – The student who serves:

- ❑ Maintains a loyal school attitude;
- ❑ Participates in at least one outside activity such as Boy Scouts, Girl Scouts, church groups, volunteer services for the aged, poor or disadvantaged, family responsibilities;
- ❑ Volunteers dependable and reliable assistance, gladly available and is willing to sacrifice to offer assistance;
- ❑ Works well with others and is willing to take on difficult or unseen responsibilities;
- ❑ Cheerfully and enthusiastically renders and requested service to the school;
- ❑ Is willing to represent the class or school in inter-class and inter-scholastic competitions;
- ❑ Does committee and class work without complaining;
- ❑ Shows courtesy by assisting visitors, teachers and students.

Character – The student of character:

- ❑ Takes criticism willingly and accepts recommendations graciously;
- ❑ Consistently exemplifies desirable qualities of Christian behavior (cheerfulness, friendliness, poise, stability);
- ❑ Upholds principals of morality and ethics;
- ❑ Complies with the School regulations concerning property, programs, demeanor, Dress Code;
- ❑ Demonstrates the highest standards of honesty and integrity;
- ❑ Shows courtesy, concern and respect for others;
- ❑ Observes instructions and rules, punctuality and faithfulness both inside and outside the classroom;
- ❑ Has powers of concentration and sustained attention as shown by perseverance;
- ❑ Manifests truthfulness in acknowledging obedience to rules, avoiding cheating and showing unwillingness to profit by the mistakes of others;
- ❑ Actively helps rid the school of bad influences.

Student Service Hours

In order to prepare our students to live a life of service to others and to give back to the community for the services they receive in kind, our Middle School students are required to complete verifiable service hours according to the following schedule:

Grade 5	10 hours / year	Grade 7	25 hours / year
Grade 6	20 hours / year	**Grade 8	30 hours / year

***Participation in service hours is a requirement for graduation. The Middle School Religion teacher(s) will assist the students in fulfilling these requirements and monitor completion.*

Guidelines

- ⇒ Service Hours must be service to the community and not merely unpaid work. Things done for family or at home are not considered service hours. Home and family chores are considered everyone's personal responsibility as a contribution to the family.
- ⇒ Required hours are a minimum. Hours completed beyond the minimum may not be carried over to the next school year.
- ⇒ Babysitting for a fee **may no longer be** acceptable for service hours. Babysitting for family or relatives does not count at all.
- ⇒ Service on the SEOH campus **is no longer limited** to 5 hours only. In addition, students may earn 5 hours at the annual Festival.
- ⇒ Ministry service (altar server, usher, reader) for School Masses may not count toward Service Hours.
- ⇒ Altar Servers receive 10 hours and Safety Patrol receives 10 hours for each school year.
- ⇒ Hours must be performed during the current school year (June 15-May 15).
- ⇒ Sixth and seventh graders must complete their hours by May 20th. Eighth graders must complete their hours by May 5th.
- ⇒ Eighth graders who do not complete their hours may not be allowed to participate in the end-of-year activities until the hours are completed.
- ⇒ Please remember that as part of a Catholic community it is our responsibility to help those in need, both near and far.

Field Trips

Field trips are educational excursions that are preplanned learning experiences, related to the curriculum and followed by an evaluation activity. ***Field trips are a privilege, not a right; therefore the teacher or administrator can deny them for behavioral or academic cause.*** Written parental permission is obtained prior to each excursion. No verbal permissions are allowed. Cost of field trips is part of the "All Inclusive Fee". Parents may no longer be billed for these special learning opportunities. Parents may be notified, at least two weeks in advance, for any given field trip. Parent/Guardian chaperones must be fingerprint cleared and VIRTUS trained before chaperoning field trips. If a parent elects to not have his/her child attend the field trip, he/she may be responsible for caring for the child on the day of the trip.

Field Trips are considered a privilege, therefore the school reserves the right to refuse a student's permission to participate in a field trip if behavior is inappropriate or a consequence is being served. Transportation for field trips within 8 miles can be handled through parent drivers if they provide evidence of acceptable liability limits according to the Archdiocese of Miami. Field trips that are over 10 miles must secure buses as the mode of transportation. This can be done through the Cardinal Gibbons bus service or a commercial bus service. Field Trips over 25 miles require a commercial bus as the mode of transportation.

If a bus is used for the field trip, please refer to the Bus Use Guidelines listed on the next page:

Bus Use / Field Trip Guidelines

Bus use / field trip guidelines are in place to insure the safety of all participants and to make the trips proceed as smoothly as possible.

1. Students must remain in their seats at all times. No standing or switching of seats while the bus in motion.
2. Students may be given nametags that are numbered. The numbers refer to the chaperone group.
3. No chewing gum or eating on the bus.
3. Students must stay with their chaperone groups during the whole trip. If you are out-of-sight of the chaperones, then you are too far away.
4. No electronic devices of any type. Disposable cameras only please, as we may not be responsible for loss or damage to expensive cameras.
5. Come prepared with a lunch (if required), appropriate outerwear (depending on the weather), in school uniform and prepared to listen and follow all of the directions given by the chaperones.
6. Lead chaperones have the ultimate authority on field trips.
7. Windows on the bus must be left closed at all times and the bus must be left in the same condition as when the students first entered it. Chaperones should be made aware of any problems with any internal parts of the bus (seats, windows, bathrooms) immediately.
8. The SEOH Code of Student Conduct for the Campus applies throughout the whole trip. Violations may be reported to the administration upon arrival back on the campus.
9. Violations of the Code of Student Conduct and/or the Bus Use/Field Trip Guidelines may constitute immediate termination of rights to attend future field trips sponsored by SEOH.

ADDENDUM I

Uniform and Dress Code 2009-10 SY

The Dress Code at St. Elizabeth of Hungary is designed to promote an atmosphere that reduces distractions and allows students to focus on their academic responsibilities. It is one of the ways in which students demonstrate “one in community”. St. Elizabeth of Hungary’s uniform is a symbol of unity and respect for history and traditions. For all these reasons, students are expected to wear the school uniform correctly and parents are expected to support these regulations.

Personal Appearance

- Students are expected to be well groomed at all times.
- **MAKE-UP IS NOT PERMITTED.**
- The uniform should look as uncluttered as possible, with no added accessories.
- Students may wear one small necklace or a chain with a cross or medal and a single modest bracelet or watch, one single pair of **POST EARRINGS** worn in the ear lobe only (**dangle or hoop earrings are not permitted**) and only one ring per hand.
- Boys are not allowed any visible piercings.
- No fake or acrylic nails are allowed.
- No hologram contact lenses
- No visible tattoos
- There are no extremes in hairstyles or hair color. Dying of hair is not permitted. Hair is to be neatly groomed at all times. Spiked hair or hair with excessive dressing is not permitted. Boys’ hair must be cut above the eyebrows, (not pushed back or to the side), above the collar in the back and above the ears on the sides. No tails are permitted or long sideburns.
- Girls’ hair is to be neatly styled with **no ornaments** other than hairdressings that can be purchased from the designated uniform company or that match the colors of the uniform pieces. Hair may not dangle over the eyes.

Student & Parent Responsibility

It is the student and parent’s responsibility to insure that the student is in complete uniform when coming to school. All uniform pieces should fit appropriately and be tailored. Blouses and shirts are worn neatly tucked in at all times. Shorts/skirts are not to be rolled at the waist or at the cuff of the shorts. Shoes are properly laced. No writing or decorations on shoes or visible skin are permitted. Boys are to wear belts each day. The principal and teachers are the judges for the suitability of attire. Inspections may take place often. The Dress Uniform is worn on Mass Days and other days as designated by the principal.

Lost and Found

Please “name tag” all clothing. Lost and Found articles may be displayed on the clothes rack in the parish hall. Periodically, all unclaimed articles may be sent to various missions. Lost valuables (i.e. glasses, watches, keys, and jewelry) may be claimed in the office.

Dress Out Days ☺

Since Dress Out Days are privileges and not a requirement, appropriate attire is expected. Most Dress Out Days may have a theme attached to them and students are expected to adhere to the theme in order to be out of uniform. Dress Out Day clothing must be in good condition and worn over the natural waistline. Swimwear is never allowed except on Physical Education Field Days. Dress Out Days may be scheduled at the start of each School year with extra days added when approved by the administration.

Guidelines for Regular and Dress Out Days

DO: Use Good Judgment When Dressing for School Every Day!

DO NOT WEAR:

- T-shirts that display inappropriate or unacceptable advertising
- Sweat pants, **beach wear, nylon sweats or informal play shorts of any type** and/or boxer shorts
- Sleeveless tops
- Provocative, transparent or translucent clothing
- Torn, frayed clothing or cut offs
- Oversized/undersized clothing
- Leather or vinyl clothing
- Spandex or extremely tight-fitting clothing
- Pajamas or sleepwear of any type (Except as a theme day)
- Hats (Except as a special treat)
- Dyed hair or highlights
- Shirts that are tied or that are not long enough to be tied.
- Rolled coordinates at the waist causing them to not fit according to SEOH Dress Code
- More than one MODEST necklace or bracelet.
- Any other chains or chain-like items.
- Open toed and open heeled shoes. Sole & heel in combination may not exceed 1”
- Capri pants made of spandex, lycra or extremely tight-fitting material
- Blue jeans or blue jean coordinates
- Jewelry other than as defined above under “**Personal Appearance**”.
- Make-up of any type or style
- Clothing items that do not fit SEOH’s image

The administration may make the final decision when questions arise concerning the uniform and Dress Code.

Socks

Socks are an issue every year in every school. SEOH requires that socks be at least at or above the ankle bones. That is easy to check and easy for parents to buy for.

Purses

Girls may carry modest purses for feminine products during the needed time each month. They are not necessary the remaining weeks. Please be aware that SEOH reserves the right to search purses, backpacks and gym bags at any time.

Shoes

Brown or black leather tie, loafer or buckle shoes are the only allowed shoe for SEOH. Tie shoes must have the laces fully in and properly tied at all times. The heels and soles of the shoes may be no thicker than 1”. Absolutely no boots or “bootlike” shoes of any type or style may be worn. Shoes should not be higher than the ankle bones. No open toed or heels and no sneakers other than PE days.

DRESS UNIFORM

The Dress Uniform is to be worn for all Diocesan functions, Mass, Prayer Services or any other event held in Church, certain field trips, and for special visitors to SEOH unless stated otherwise by the Administration.

BOYS (K – 5TH GRADES)

SLACKS

Navy “Super Pants”

SHIRT

White short sleeve polo style knit shirt w/ School name/logo

White long sleeve polo style knit shirt w/ School name/logo (Dec.-March)

BELT

Black or navy

SOCKS

White **CREW** socks (must cover ankle)

SHOES

Brown or Black leather tie shoes or loafers

BOYS (6th-8th GRADES)

SLACKS

Khaki “Sunshine Docker”

SHIRT

Hunter polo knit shirt w/School name/logo

White long sleeve polo style knit shirt w/School name/logo (Dec.-March)

BELT

Black or brown

SOCKS

White **CREW** socks (must cover ankle)

SHOES

Brown or Black leather tie shoes or loafers

GIRLS (K-5th GRADES)

JUMPER

Plaid V-Neck

SHIRT

White short sleeve polo style knit shirt w/School name/logo

White long sleeve polo style knit shirt w/School name/logo (Dec.-March)

SOCKS

White **CREW** socks (must cover ankle)

SHOES

Brown or Black leather tie shoes, loafers or buckled shoes

GIRLS (6th-8th GRADES)

SKORT

Plaid Skort (*No Shorter Than 2” Above the Knee*)

SHIRT

Hunter polo style knit shirt w/School name/logo

White long sleeve polo knit shirt w/School name/logo (Dec.-March)

SOCKS

White **CREW** socks (must cover ankle)

SHOES

Brown or Black leather tie shoes, loafers or buckled shoes

REGULAR UNIFORM

GIRLS AND BOYS (PRE-K)

SHORTS
SHIRT
SOCKS
SHOES

PE shorts
PE t-shirt
White **CREW** socks (must cover ankle)
Sneakers (no lights or roller-style)

BOYS (K – 5th GRADES)

SHORTS
SLACKS
SHIRT

Navy blue shorts without cuffs
Navy “Super Pants”
Navy or white short sleeve polo style knit shirt w/ School name/logo
White long sleeve polo style knit shirt w/ School name/logo
Black or navy
White **CREW** socks (must cover ankle)
Brown or Black leather tie shoes or loafers

BELT
SOCKS
SHOES

BOYS (6th-8th GRADES)

SHORTS
SLACKS
SHIRT

Khaki without Cuffs
Khaki “Sunshine Docker”
Hunter or White short sleeve polo style knit shirt w/ School name/logo
White long sleeve polo style knit shirt w/School name/logo
Black or brown
White **CREW** socks (must cover ankle)
Brown or Black leather tie shoes or loafers

BELT
SOCKS
SHOES

GIRLS (K-5th GRADES)

SKORTS
SHORTS
SLACKS
SHIRT

Navy with front & back flaps
Navy with cuffs
Navy pleated
Navy or white short sleeve polo style knit shirt w/School name/logo
White long sleeve polo style knit shirt w/School name/logo
Black or navy
White **CREW** socks (must cover ankle)
Brown or Black leather tie shoes, loafer or buckled shoes

BELT
SOCKS
SHOES

GIRLS (6th-8th GRADES)

SHORTS
SLACKS
SHIRT

Khaki with cuffs
Khaki pleated or flat front
Hunter or white short sleeve polo style knit shirt w/School name/logo
White long sleeve polo style knit shirt w/School name/logo
Black or brown
White **CREW** socks (must cover ankle)
Brown or Black leather tie shoes, loafer or buckled shoes

BELT
SOCKS
SHOES

***Green polo shirts are no longer a part of this uniform for grades K-5.**

****Blue polo shirts are no longer a part of the uniform for grades 6-8**

COOL WEATHER CLOTHING – Same as the warm weather uniform for the boys and girls in grades K-8 with the addition of the SEOH blue cardigan or SEOH Fleece Jacket that can be worn from approximately December through March.

P.E. UNIFORM (GRADES – K thru 8th)**

GIRLS AND BOYS

T-SHIRTS	Required Shirt
SHORTS	Required Shorts
SWEAT PANTS	Plain Navy or White (purchased from local vendor and worn over required shorts)
SWEATSHIRT	Plain Navy or White (purchased from local vendor and worn over required shirt)
SOCKS	White CREW socks (must cover ankle)
SHOES	Sneakers (no lights or roller style)

Students in grades K-8 may wear their PE uniform for the whole day on their assigned PE days except if it falls on a Mass day.

****Pre-K wears the PE uniform at all times.**

Parents are urged to provide Velcro sneakers for Pre-K for the first half of the school year.

Uniform Vendor Information

Uniform Vendor – Sunshine Uniforms (561-417-8065)

Fifth Avenue Shops
1960 NE 5th Avenue
Boca Raton, FL 33431

Uniform order forms are available in the school office. Uniforms MUST be purchased from Sunshine School Uniforms with proper monograms/logos..

Backpacks

Rolling backpacks are not permitted for grades PK-5 and are not recommended for grades 6-8. Students in Pre-K-5th use “carry” backpacks as they may not be heavy or have to hold large items.

Right to Amend

The administration of St. Elizabeth of Hungary retains the right to amend any part of the handbook at any time for any reason.

ADDENDUM II

Diocesan Wrongful Conduct Letter

Dear Parents:

Over the years, St. Elizabeth of Hungary Catholic School and its Office of Catholic Schools have taken steps to insure the safety of the children in its care. We continually review the measures we have in place to protect your children and we oftentimes ask for your support in implementing new measures and procedures designed to make our schools a haven for your children.

To this end, we hope that you may share the following information with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this letter is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools.

While we hope to never have any of these problems in our schools, we want it clearly understood that St. Elizabeth of Hungary Catholic School does not condone or authorize its employees, volunteers, coaches, parents or students to engage in any of the following activities:

- Threatening or causing personal harm or injury
- Threatening or causing harm to school or Diocesan property
- Providing medical advice
- Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatment – all of which requires written permission from parent/guardian)
- Administering drugs, including over-the-counter medication, in absence of express written permission from a parent/guardian according to Diocesan Medication Policy
- Providing massages or physical therapy
- Taking blood, urine samples or any other medical procedures
- Examining the genitalia of any student for any reason
- Touching an individual inappropriately
- Smoking or encouraging smoking on school property
- Denigrating or abusing a child, volunteer, parent or employee
- Asking a student to undress or observing a student while he/she undresses at school or a sporting event other than necessary supervision in a locker room or approved changing area

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to the Principal or the Office of Catholic Schools. Similarly, if your child observes or experiences these or similar actions, he/she should feel comfortable telling you, the Principal or the Office of Catholic Schools. Indicators from our experience and that of experts in the area of school violence are tell-tale signs (severe mood changes, emotional outbursts, irrational conduct, fascination with guns or incidents of violence, indirect or direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation.

We cannot possibly identify all of the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated. Working together, we can continue to provide your child with a caring, loving environment and the best Catholic education. Please call the Principal with any concerns or questions about this letter.

Office of Catholic Schools

ADDENDUM III

SEOH Family Service Hour Requirements 2009-2010 SY

Every SEOH family may be responsible for completing a minimum of 20 service hours per school year, broken into service categories as follows:

- 10 hours festival or festival like service hours (see note A)
- 5 hours fundraising service hours (see note B)
- 5 hours general school community service hours (see note C)

H&S reserves the right to modify activities and events that apply to each service hour category. H&S has the final decision with regard to any service hour activity, question or hours performed.

All service hours performed must be preapproved and arranged with the H&S Vice-President of Volunteer Services. All hours must be documented and confirmed.

Note A: If no festival or festival like event takes place during the school year, then the 10 festival or festival like service hour requirement may be modified.

Note B: Events and Activities that qualify for Fundraising Service hours include:

- Fall Fundraiser
- Scrip Program Volunteer
- Secret Santa Workshop Volunteer
- Walk-a-thon
- Spaghetti Dinner
- Casino Night
- Golf Tournament
- Grand Raffle Ticket Volunteer
- Other fund raising activities as directed by the H&S Board

Fundraising service hours **CANNOT** be transferred to another service hour category and **CANNOT** be bought out.

Note C: Events and Activities that qualify for General School Service Hours include:

- Garden Club
- Homeroom Parent
- Open House
- Lunchroom Volunteer
- Classroom and Grade Level Activities
- Field Trips
- Book Fair
- Home & School Meeting Volunteers
- Teacher Appreciation Week / Catholic Schools Week Volunteers
- Family Folders
- Admission Open House Tour Guides
- Other general school activities as directed by the H&S Board

General Service Hours can be bought out at \$20 per hour (total of \$100 for the 5 hours) or you may choose to transfer the 5 general service hours into the fund raising service hour category (10 fund raising hours and 0 general service hours).

ADDENDUM IV

All Broward Catholic Conference (ABCC) Athletic League

The students of St. Elizabeth of Hungary Catholic School are eligible to play in competitive sports offered through the All Broward Catholic Conference (ABCC). Conference play generally begins in 4th grade. It must be understood that in sports where there are formal tryouts, that not all students may make the teams. Results of tryouts are not discussed with parents.

1. To attend a tryout or be on a team, every student must have
 - A signed permission slip
 - Waiver
 - Current physical form
 - Proper attire
2. Each sport requires a minimum membership fee.
3. Students may not be eligible for tryouts if tuition is in arrears.
4. Students **MUST** maintain a “C” average and a conduct grade of “3” or higher.
5. Student may sit out the game immediately following a detention or other disciplinary action.
6. Students may be removed from the team if they receive 3 or more detentions or one Disciplinary Referral during that sport season.
7. Each team member is expected to attend every tryout session and every practice to be eligible for team play unless absent from school or personally excused by the coach. If a student is absent from school on a game day, he/she may not participate in a practice or a game.
8. Each team member is responsible for the team uniform. Damage or loss is the family’s responsibility and full restitution is required for damage.
9. Inappropriate / unsportsmanlike conduct during a game may result in disciplinary action. Christian sportsmanship is a vital ingredient for all team sports and a requirement for participation at St. Elizabeth of Hungary.

Right to Amend

The administration of St. Elizabeth of Hungary retains the right to amend any part of the Handbook at any time for any reason.

NOTES