



**ST. ELIZABETH
SETON
ELEMENTARY
HANDBOOK**

St. Elizabeth Seton Elementary School Handbook

Kindergarten - 5th Grade

“Developing Personal and Academic Excellence
in the Catholic Tradition”

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Official school records are kept in the protection of the school unless a student transfers to another school and an official transfer slip, signed by a parent, is submitted to release records. The Family Education Rights and Privacy Act of 1974 guarantees parents and guardians of students under the age of 18, and all students 18 years or older, the right to view records at any time in the Administrative Office. Parents are asked to make an appointment prior to such a visit. **(For a complete reading of the law refer to: Family Educational Rights and Privacy Act (FERPA) @ <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.htm>)**

The Rapid City Catholic School System

“Developing Personal and Academic Excellence in the Catholic Tradition”

St. Elizabeth Seton School is an accredited pre-school through 5th grade school, holding both state accreditation through the state of South Dakota and national accreditation through AdvancedEd. Founded as a parish school, Our Lady of Perpetual Help School, opened in 1961. In 1983, the school system restructured as a diocesan school, and the name was changed to St. Elizabeth Seton, after the first American to be canonized. St. Elizabeth Seton School strives to educate the whole child academically and spiritually.

The purpose of St. Elizabeth Seton School is to partner with parents to instill basic Catholic values in children, preparing them for living full and meaningful spiritual lives and to educate children in academic disciplines preparing them to become productive members of the community.

NONDISCRIMINATION POLICY

St. Elizabeth Seton School admits students of any race, religion, color, national and ethnic origin. Students are afforded all the rights, privileges, programs and activities available. St. Elizabeth Seton School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational and admission policies on scholarship and loan programs.

(BP BOD-2000-001)

ADMISSION POLICY

Families must be in agreement with the mission/vision of the Rapid City Catholic School System. All students new to the system must present a copy of a certified birth certificate and immunization records before enrollment in school. Kindergarten students must be five years old before September 1st of the current school year.

(BP SES-2000-001)

REGISTRATION

A non-refundable per student registration is required with the student application form. The Parental Agreement and Contract for Services forms must also be signed to secure class placement.

(BP BOD-2000-003)

FINANCIAL OBLIGATION

The cost of educating a student at St. Elizabeth Seton is accomplished through tuition payments, diocesan support, major fundraising events and donations. At St. Elizabeth Seton, tuition covers a

portion of the cost of a student's education; the remainder of this cost continues to be a challenge and must be covered through donations such as the Diocesan Appeal and major fundraising events throughout the year. Students and parents/guardians are expected to volunteer and participate in these fundraising events.

Tuition payment options are as follows:

Option 1: Full payment due on or before July 15th. If payment is not received by July 15th, the discount is not applicable. (For students entering school after the July 15th deadline, the payment for full tuition will only be discounted if payment is received prior to the student entering school.)

Option 2: Two payments: 1st due on or before July 15th, 2nd due on or before December 15th. An ACH Monthly Payment Contract form may be requested during pre-registration so that it can be processed if payment is not received by July 20th or December 20th. A \$35 annual fee will be added to the tuition.

Option 3: Tuition is budgeted over 10 months (August - May). An ACH Monthly Payment Plan with direct withdrawal from your bank account on either the 10th or the 25th of the month is required. Missed payments will be assessed a \$35 late fee per transaction missed.

Option 4: Tuition is budgeted over 12 months (June - May) through the ACH Monthly Payment Plan with direct withdrawal from your bank account on either the 10th or the 25th of the month. Missed payments will be assessed a \$35 late fee per transaction missed.

Any uncollected tuition or fees will be referred to the Board Finance Committee for further action. Such actions may include but are not limited to: adjusting ACH payments, applying for additional tuition assistance, an individualized, written payment plan, holding of records/report cards, not allowing students to take term exams or attend class, collection agency or legal action. Every attempt will be made to cooperate with the parents to benefit both the school and the family.

Financial aid forms are available upon request. Students on financial aid must demonstrate regular attendance, adequate academic performance and acceptable behavioral patterns.

Discounts: A 2% discount is available for full payment received by July 15th.

(BP BOD-2000-002)

WAITING LIST POLICY

If a class is full and a student is placed on a waiting list, the registration fee will not be collected until a position opens.

(BP SES-2000-001)

WITHDRAWAL

Families withdrawing students from the Rapid City Catholic School System must follow the school's withdrawal procedures.

1. Completion of the RCCSS withdrawal form.
2. Completion of an exit interview with the Principal or designee.
3. All books, materials and equipment belonging to RCCSS must be returned.
4. All financial obligations must be satisfied.
5. Upon early withdrawal, a formal letter stating the reasons for withdrawal must be written to the RCCSS Board of Directors.
6. Upon completion of the above, student records and transcripts will be released. **Records are not released to parents.**

(BP BOD-2000-005)

PARENTS AS PARTNERS

St. Elizabeth Seton places great value on the involvement of parents in the educational process. We believe that parents are the primary educators of their children and serve as role models for the development of your child's life physically, mentally, spiritually, emotionally, and psychologically. Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interest may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline to provide guidance and security. As partners in this process, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or a nutritional sack lunch every day.

To actively participate in school activities such a Parent-Teacher Conferences

To notify the school when the student has been absent or tardy

To meet all financial obligations to the school

To inform the school of any special situations regarding the student's well-being, safety, and health

To complete and return to school any requested information promptly

To read school notes and newsletters and to show interest in the student's total education

To support the religious and educational goals of the school

To support and cooperate with the discipline policy of the school

To treat teachers with respect and courtesy in discussing student problems

VOLUNTEER PROGRAM

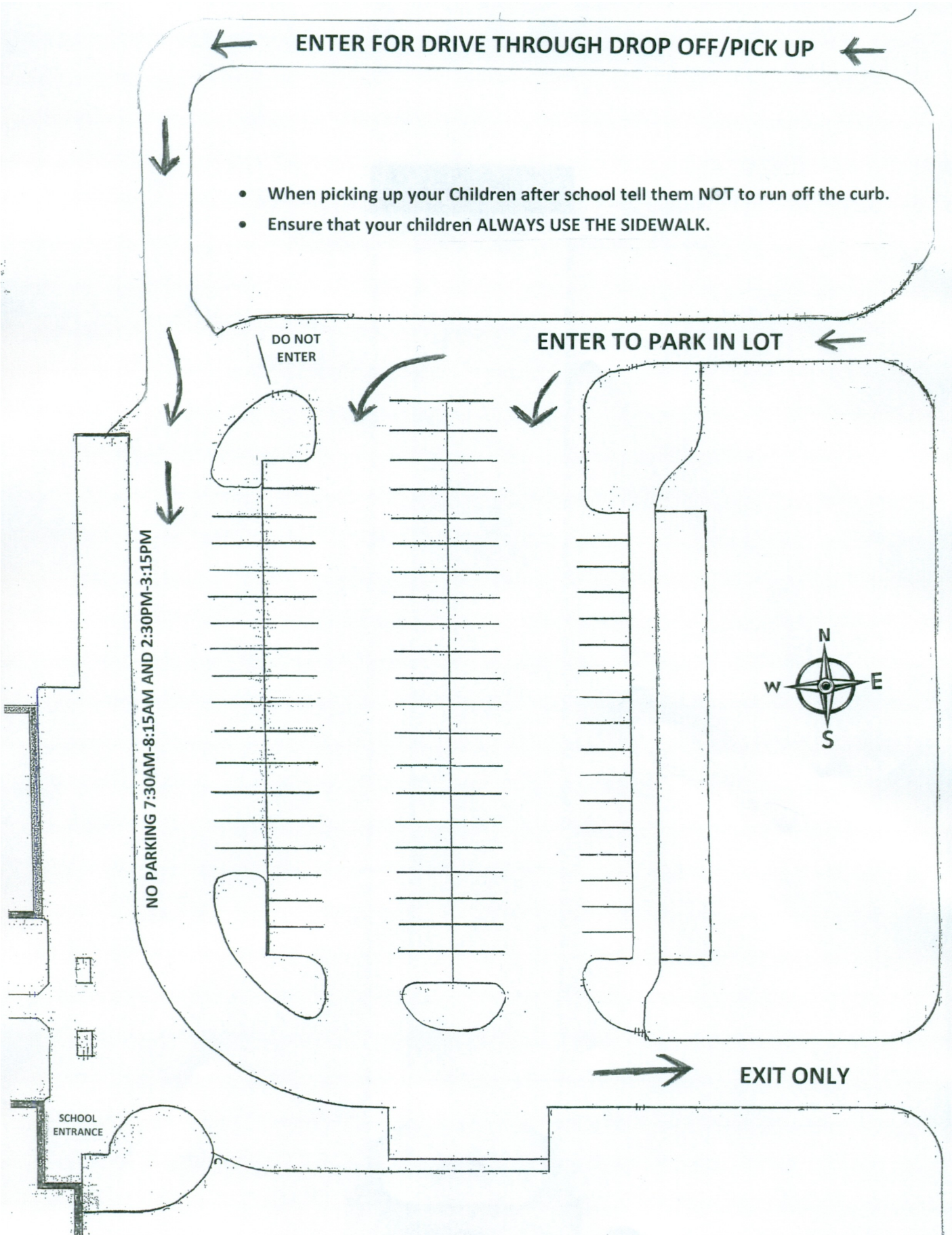
At St. Elizabeth Seton, we strive to enrich our children's education and experiences through the Volunteer Program. Studies have shown that children tend to do better in school when their parents take an active role in their education, whether it be helping with homework or volunteering at school. Children feel a sense of pride when their parents are involved and visible throughout the school during the day, at evening functions, or even helping out in small ways in the background. Volunteering is a good way to meet people, make friends, and network our school community.

St. Elizabeth Seton requests that all parents/guardians volunteer a minimum of 20 hours per school year. Volunteer opportunities include but are not limited to assisting teachers in the classroom, working on school fundraisers, doing clerical work for the office, cleaning the chapel, working the school carnival, working the concession at basketball games, assisting or designing after school educational opportunities such as Destination Imagination, Catholic Math League, Missoula Children's Theatre or driving/chaperoning field trip experiences. All volunteers are asked to report to the office prior to the volunteer times.

All volunteers for the RCCSS must have in place the following safeguards prior to performance of duties:

- Criminal background checks will be required.
- All volunteers must go through the Safe Environment Training in accordance with the United States Conference of Catholic Bishops.
- Volunteers must read and agree to the terms and conditions presented in The Code of Conduct of the Diocese of Rapid City and the Sexual Misconduct Policy of the Diocese of Rapid City.
- Volunteer drivers must have proof of insurance form on file in the office.

(BP SES-2000-002)



- When picking up your Children after school tell them NOT to run off the curb.
- Ensure that your children ALWAYS USE THE SIDEWALK.

General Information

SCHOOL HOURS

School hours are 8:00 a.m.– 3:00 p.m. Students should arrive no earlier than 15 minutes before the first bell and should be picked up no later than 10 minutes after dismissal. All students must be out of the school building and off school grounds by 3:15 p.m. unless they are under the supervision of a teacher, coach, or attending the Child Development Center. During regular school hours, all students are to be in a supervised environment at all times. St. Elizabeth Seton offers an After School Care Program. There is no after school playground supervision. School Office hours are from 7:00 a.m. to 4:00 p.m.

(BP SES-2000-005)

DAILY SCHEDULE

First Bell Rings at: **7:55 A.M.**
School starts for: Kindergarten- 5th Grade
8:00 A.M.

TARDY BELL **8:00 A.M.**

School is dismissed for: Kindergarten - 5th Grade
3:00 P.M.

Student entrance doors will be locked after the 8:00am bell. All parents/visitors are asked to please enter through the office entrance and sign in.

UNIFORM CODE

*Shorts and skirts must be a modest length. No short skirts or shorts.

GIRLS:

Plaid skort (**Grades K-5**)
Plaid jumper (**Grades K-5**)
Navy blue twill skort
Navy blue twill or corduroy walking shorts or slacks / **No Cargo or Flair**
Solid red or white collared polo shirt or turtleneck - **No logo (Tucked In)**
White long-sleeved collared button-up shirts
Solid navy blue sweaters - **No logo**
Sweatshirts: Only Seton/STM logo sweatshirt
Note: Hoodies shall not be worn as classroom attire.
Shoes: Appropriate footwear is required
Socks and Leggings: (Required) solid red, white, navy, gray, or black
Belts: Worn through pant or short loops - **Only functional belts NO fashion belts**

BOYS:

Navy blue twill or corduroy walking shorts or slacks / **No Cargo or Flair**
Solid red or white collared polo shirt or turtleneck - **No logo (Tucked In)**

Solid navy blue sweaters - **No logo**
Sweatshirts: Only Seton/STM logo sweatshirt
Note: Hoodies shall not be worn as classroom attire.
Shoes: Appropriate footwear is required
Socks: (Required) solid red, white, navy, gray - **No logo**
Belts: Worn through pant or short loops - **Only functional belts NO fashion belts**

Uniform apparel is available at Land's End.
All plaid skirts, skorts, and jumpers **MUST** be purchased directly from Land's End.
1-800-469-2222 Preferred School Number: 900168543

***ONLY ACCEPTABLE LOGOS ARE ST. ELIZABETH SETON OR ST. THOMAS MORE**

PRESCHOOL children are **NOT** required to wear uniforms.

DRESS-UP DAYS: Appropriate, tasteful slacks or dresses. No jeans or shorts.

OUT OF UNIFORM:

1. First time a note will be sent home.
2. Second time the student will be required to change to an appropriate uniform.

Personal Appearance: While we have no specific grooming guidelines, students are expected to be clean, neat, and wellgroomed. Fads and extremes in hairstyles, hair color, make-up, jewelry and other aspects of personal appearance are not acceptable. All hair colors must be within natural hues.

*Continued or repeated violation of the dress code will necessitate disciplinary action by the administration.
(BP SES-2000-012)*

ATTENDANCE

Attendance is extremely important for a quality education. St. Elizabeth Seton believes that absences and tardiness are a matter of concern for the student, the parents, the administration, and the faculty. **RCCSS will abide by State rules and regulations with regard to attendance.** Any pattern of recurring absences will necessitate an intervention by the administration. Actions may include parent conference, tutorial support, individual education plan, probation, suspension, or dismissal from St. Elizabeth Seton. Absences and tardies are only excused by administration.

Excused Absences include:

1. Doctor and dental appointments
2. Emergencies or a death in the family
3. Illness or injury
4. Religious services

A parent or legal guardian must call the school office between 7:30 a.m. and 9:00 a.m. on the day of the absence and provide an explanation for the absence. Calls may also be left on the school answering machine. Please try to schedule medical appointments before or after school hours whenever possible. If a catastrophic illness results in an extensive absence, administration will deal with each case on an individual basis. Truancy is a serious offense and may involve contacting law enforcement officers. The Principals of RCCSS will send letter(s) in accordance to the following:

1. Letter 1: 5 absences recorded.
2. Letter 2: 10 absences recorded.
3. Letter 3: 15 absences recorded.
4. Letter 4: 20 absences recorded.

A copy of letters 1-4 can be found in Appendix B-E.

(BP BOD-2000-004)

In the event a student must be dismissed early, a parent must contact the teacher or office with details. Parents will be required to sign out their child in the office.

(BP SES-2000-003)

TARDY PROCEDURE

Being on time is a responsibility and a courtesy. A student entering a classroom after the class has begun, not only creates a disturbance and detracts from the learning process, but misses important information. St. Elizabeth Seton believes that part of the education process includes teaching responsibility, courtesy and consideration for others. Therefore, students must learn to exercise the necessary planning and caution to prevent tardiness.

A tardy bell rings at 8:00 a.m. to start the school day. A student will be counted tardy in the event that the student is not in the appropriate classroom at the appointed start time. After the 5th tardy, parents will be notified by letter. Excused tardies are under the discretion of administration.

SCHOOL HEALTH POLICY

In the event that your child becomes ill or seriously injured during school, an immediate effort will be made to call the parent or person indicated on the emergency file. In the event of serious injury or illness, and failure to reach a responsible party, the principal or adult supervisor will exercise reasonable judgment with reference to contacting emergency service.

Please do not send your child to school if he/she is running a fever, suffering from nausea/vomiting, or coughing excessively. If your child has a fever of 99 degrees without medication, use your judgment. If your child has a fever of 100 degrees or more with or without medications, they need to stay home. Your child should be free from fever for 24 hours before returning to school. If your child is coughing frequently or blowing their nose frequently, encourage proper disposal of tissues and frequent hand washing. Proper hand washing prevents transfer of most germs!

St. Elizabeth Seton does have a licensed nurse on staff on a part-time basis. South Dakota immunization guidelines for students are reviewed annually and students are required to meet those guidelines. A complete listing of immunizations requirements can be found in Appendix F and Communicable Disease Guidelines in Appendix G.

Prescription drugs and over the counter medicine should, whenever possible, be dispensed by a parent or guardian. SES acknowledges that personnel have limited or no knowledge of administering

medications to students. SES can refuse to dispense medications to students. First aid materials are to be placed in a designated area, which should be known by all teachers. No student will be allowed to go home from school because of illness without first notifying the parents and / or his/her designee. Students who depend on medication in order to stay in school and whose parents cannot be present to dispense the medication will follow this procedure:

1. Parents must bring medication in to the school office with written instructions for dispensing the medication. A signed Medication Permission form for prescribed medications must also be included or on record. Forms are available in the office, or on line.
2. Prescribed medication must be in a container provided by the pharmacy with a label that includes date, student name, doctor name and dosage.
3. Acetaminophen, Motrin, inhalers, etc. provided by parents, will be dispensed to students upon request, provided permission has been granted as indicated on the Medication Permission form.
4. The school will keep a log stating who received the medication, date, time, type of medication, and who dispensed the medication.
5. Medications will be kept in a locked container except for special medications that a physician wishes a student to carry with him/her.

Note: NO Medications will be given without a signed Medication Permission form. **Phone consent will not be accepted.** A Medication Permission form can be found in Appendix H.

STORM DAY POLICY

The following guidelines are provided to facilitate communication during those times of inclement weather.

1. DO NOT rely on the decision of the public school. Our decision involves many factors and is made independently of what other schools may decide to do.
2. If there is no announcement about closing, SCHOOL IS OPEN.
3. Administration will attempt to make the decision to cancel school or school related activities by 6:00 a.m.
4. Administration will notify parents using a push notification that will be sent via the RCCSS phone app and major media outlets.
5. The final decision concerning non-attendance on storm days resides with parents. If the school remains open, parents should exercise their own judgment regarding conditions pertaining to their road, car, driving skill and other factors.

6. In the event that school closed during the day, parents must have a responsible person listed on the emergency information on file in the office. Please contact the office immediately when any names or numbers change.

**NO STUDENTS MAY BE LEFT AT SCHOOL IN THE EVENT OF CLOSURE.
CHILD CARE WILL FOLLOW SCHOOL CLOSURE DECISIONS.**

(BP BOD-3000-005)

EMERGENCY OR DISASTER GUIDELINES AND PROCEDURES

(Crisis Plan available for review in the Seton office)

1. In the case of a lockdown, no unauthorized person will be allowed to enter or leave the building.

2. During emergency situations or a school lock down - STUDENTS will only be released to parent/guardian or designee on the student emergency card once authorities and/or administration have declared it safe to release students.

3. A STUDENT RELEASE STATION will be established, when necessary, in an area that is accessible and in close proximity to the effected school. Such areas may include either the school gym, or designated parking lot areas. **All parents or designees who come for students must sign out their child.**

4. THE SCHOOL will be in contact with various local emergency services during any type of emergency. We ask for family help and cooperation in the following areas:

***DO NOT** call the school. Communication lines must remain open for emergency calls.

***DO NOT** immediately drive to the school following an emergency. The school access route and street entrance areas must remain clear for emergency vehicles.

*Information will be available using a push notification that will be sent to the RCCSS phone app, Plus Portal, and/or the school website. (www.rccss.org)

*Information will be available through local media.

(BP BOD-3000-004)

MESSAGES & PHONE CALLS

The office phone is to be used to communicate messages to and from students in **EMERGENCIES ONLY**.

PARENT COMMUNICATION

We value parent communication but only signed or in person communication will be acted upon. Letters and notices are sent home with the youngest or only child in the family. A calendar of school events and a lunch menu are available via a monthly online newsletter. Information will

also be available on Plus Portal, the RCCSS app, and the school website (www.rccss.org). Faculty and staff e-mail addresses are located on the school website. Occasionally school information is placed in the church bulletins.

(BP SES-2000-009)

NON-CUSTODIAL PARENT

The Rapid City Catholic School System abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. Administration will operate under the following guidelines:

1. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school related information regarding the child.
2. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.
3. If there is a court order specifying that a child cannot be released to the non-custodial parent, it is the responsibility of the custodial parent to provide the school with the official copy of the court order.

(BP BOD-2000-014)

CHANGE OF ADDRESS

PLEASE ADVISE THE OFFICE WITH ANY CHANGE OF ADDRESS AND/OR PHONE NUMBER TO ENSURE CONTINUED COMMUNICATION WITH THE SCHOOL.

SENDING MONEY TO SCHOOL

Money sent to school should be enclosed in an envelope with the child's name, grade, teacher's name, amount, and reason for the money.

Example: John Brown \$ _____
 Mrs. Smith Grade 2 Lunch

(BP SES-2000-007)

CLASSROOM VISITATION

Parents are always welcome and encouraged to visit school. In order to make your visit more productive and to avoid schedule conflicts, it is best to call, write a note, or e-mail a teacher to set up an appropriate time to visit. If it is determined that a parent visit has become disruptive to the class or individual student, a conference with administration will be necessary before arranging future visitations. Permission for student visitors must be granted by the Principal in advance. **All visitors, (including parents), must check in at the office before visiting classrooms.**

(BP SES-2000-008)

LOST AND FOUND

Lost and found articles are located in a designated area near the school office. Personal items brought to school should be clearly marked with the student's name. Lost and found items are donated/disposed of at the end of each month.

(BP BOD-2000-024)

PLAYGROUND/INCLEMENT WEATHER

It is a parental responsibility to see that students are suitably dressed for the weather. All students are required to be on the playground during recess. If a child is too ill to go outside, the child should be kept home. Supervisors have a list of playground rules which are shared with students periodically. Students will only be allowed to remain inside in case of zero degree (or below) temperature or wind chill. Students will not be allowed to remain inside because of inappropriate dress.

(BP SES-2000-006)

ADMINISTRATIVE INTERPRETATION OF POLICIES

The administration of Rapid City Catholic School System reserves the right to interpret rules and policies of this handbook as individual situations and needs arise. Such interpretations will be made on the basis of the following principles: all questionable and enabling behavior must be addressed and confronted for the good of the individual; when there is a conflict of interests, the common good shall prevail. Additionally, from time to time, circumstances arise in which current policies and practices need modification or in which no policy or practice exists. In these cases, the spirit of a Catholic school guides us to ensure the dignity of each student and individual in our community.

As a member of the Rapid City Catholic School System community, you will be expected to follow the guidelines outlined in this handbook. These rules have been established to help ensure that all students at St. Elizabeth Seton Elementary are provided with an educational environment, which fosters “Personal and Academic Excellence in the Catholic Tradition”.

(BP BOD-1000-006)

RIGHT TO AMEND HANDBOOK

The administration of Rapid City Catholic School System under the approval of the St. Elizabeth Seton Central Catholic School Corporation retains the right to amend the handbook and/or school policies for just cause and that parent(s)/guardians(s) will be given prompt notification if changes are made.

For any items that are not covered in this Handbook or in another Board approved policy, the RCCSS administration will follow the guidelines listed in Administration in Policy Absence.

(BP BOD-1000-006)

Academic Information

CURRICULUM

Teachers in the Rapid City Catholic School System are highly qualified, and certified by the state of South Dakota. The core classroom curriculum at St. Elizabeth Seton School includes:

Language Arts (Reading, Writing, Spelling, and Handwriting), Mathematics, Religion, Science & Health, and Social Studies. In addition, Computer, Library Skills, Music, Physical Education and Spanish are taught by teachers certified in these areas. The curriculum is mapped and aligned with the South Dakota State Standards.

BAND

The band program is open to all students in grade 5. Each student is responsible for renting or buying an instrument. Scheduling for band may vary from year to year, but an attempt will always be made to keep it at a convenient time. Students are responsible for obtaining an instrument and a beginning band method book.

ORCHESTRA

The Orchestra Program is open to students in grades 4 & 5. Each student is responsible for renting, or buying an instrument. Students may play violin, viola, or cello.

LIBRARY

Each K-5 class has a weekly library period. Students receive instruction in media skills and check out and return books. Lost books will be replaced at the parents' expense. Dvd's may also be checked out on Fridays. They must be returned by 8:20 a.m. on Monday. If Monday is a holiday, there is no Dvd check out on the previous Friday. Overdue Dvd's are \$2.00 per day.

PROJECT EXCEL

The Pull-Out Project Excel program is for the students in grades four and five, who have been identified as "gifted" or "high-ability". To qualify for Pull-Out the student has to meet all the criteria for the Pull-Out program. Elementary students are grouped for 30-minute sessions that meet once a week. Activities in the program involve the arts, mentors, thinking skills, and independent learning skills. The student's weekly participation in this program is determined by attendance, grades, and behavior. If any of these falls below expectations, the student may miss a Pull-Out session or be withdrawn from the program.

(BP SES-3000-001)

RELIGION

All students have Religion class. The program integrates the child's faith experience through the study of scripture and church doctrine. Students of grades K-5 attend liturgies as scheduled. All students whether Catholic or not are expected to participate in the liturgies.

Sacramental preparation is the responsibility of the parents through their home parish. Children being prepared for the sacraments of Reconciliation and First Eucharist will need to contact their parish. The school will complement this instruction.

ACADEMIC SERVICE

Faculty/Staff from Academic Services are available for students determined to need additional assistance. If testing or proper documentation indicates special services may be required, a Service Plan or necessary modifications may be implemented.

(BP BOD-3000-001)

COUNSELING

The Counseling Department is available for the academic and emotional needs of your children. Collaboration is encouraged between teacher, parent, child, and our counselors wherever appropriate to help families adjust to societal pressures and difficult challenges. St. Elizabeth Seton counselors serve the needs of students and parents through class and individual consultation.

(BP BOD-3000-002)

FIELD TRIPS

Field trips are an important part of education. It is important for students to remember they represent their school and their family when away from school. Information pertaining to field trips will be sent to parents. A signed parental permission must be submitted for each trip taken. In order to provide for the safety of our students, we require each driver to complete the Safe Environment Training and the Volunteer Driver's Form. Parents denying their children the field trip experience must make other arrangements for their student during that time.

ENTERTAINMENT POLICY

The Rapid City Catholic School System when providing movies for entertainment will consult the audio video directory of Rapid City and Sioux Falls Diocesan Education Offices as well as the United States Catholic Conference of Bishops for subject of content and age appropriateness.

(BP BOD-2000-019)

CO-CURRICULAR ACTIVITIES

Extracurricular activities students may participate in are:

Catholic Math League
Student Council
Robotics

Sign Language
Missoula Children's Theatre
Young Rembrandts

Seton Singers
Destination Imagination
Runner's Club

Activities are conducted by staff members and volunteers. Participation is determined by grade level, age, availability of adult leadership, and other factors.

(BP SES-3000-003)

DISCLAIMER NOTICE

From time to time we are asked to pass out information of a public nature, i.e. Girl/Boy Scouts, YMCA, youth sports activities, as a courtesy to these organizations. We neither endorse or support these organizations or activities.

CHILD ABUSE POLICY

The Rapid City Catholic School System is committed to providing a safe and secure environment to educate students. The faculty and staff at St. Elizabeth Seton are required by law to report any suspected child abuse. The Protection of Children From Abuse or Neglect statutes of South Dakota Law will be strictly followed whenever we have reasonable cause to suspect that a child has been abused or neglected. Any school official who intentionally fails to make the required report is guilty of a Class I misdemeanor.

Anyone who participates in making a report in accordance with the law and good faith is immune from any civil or criminal liability that may otherwise arise from reporting or from any resulting judicial proceeding even if the suspicion proved to be unfounded (SDCL 16-10-14).

The Board will support any employee making a report of suspected child abuse or neglect until and unless it is determined that the employee was acting in bad faith in making the report.

The statutes that pertain to this issue can be found in Appendix I.

(BP BOD-2000-011)

HOMEWORK PHILOSOPHY

Homework assignments are given to reinforce the skills and lessons taught in class. Homework may include, but is not limited to

1. Review of previously-learned material
2. Daily assignments not completed in class
3. Supplemental and enrichment materials
4. Special projects

Homework is an opportunity to extend the learning experience. It is deemed an important aspect of quality education. Homework is monitored and evaluated by the teacher by whom it is assigned. Homework grades are an important factor in the final grade, both directly and indirectly. Homework is an individual task and is of little value to the student if the student does not do it. Students are expected to complete assigned homework.

Parent participation may sometimes be necessary for the completion of homework assignments and is encouraged, but it is important that students do their own work. Students should have a quiet place set aside to do their homework. A regular time should be established and followed.

St. Elizabeth Seton is a community of faith with its primary mission being transmission of this faith to our students. To assist our parishes in the development of this faith, Wednesday evenings are designated as “Faith Formation” evenings. All scheduled activities by staff, faculty, administration and volunteers will conclude by 5:00 p.m. on these days. Any homework given on this day will not be due until Friday of that week.

(BP SES-2000-014)
(BP BOD-3000-003)

MAKE-UP WORK POLICY

School work missed because of an excused absence must be made up. The student is responsible for scheduling make-up work, test(s), and other class activities with the teacher(s) upon his/her return. Make-up work must be completed in a timely and reasonable manner as agreed upon by the teacher and student. If a student does not complete work in the allotted time frame, no credit will be given.

Projects and homework will still be due on scheduled due dates. In absences due to illness or family trips, the student will have the number of absent days plus one extra day to makeup homework. For example, if a student was absent two days, he/she would have two day plus one, or three days total to make up work. To arrange for homework assignments, contact the child’s teacher(s).

(BP SES-2000-004)

ACADEMIC PROGRESS REPORT

K-5 grades report cards are given at the end of each twelve-week grading period. These grades provide information regarding students academic achievement and effort. Parents/guardians can also access their child’s current grades at their convenience using Plus Portal (See Appendix L). Plus Portal is to be used as a communication tool for parents, students, and teachers to monitor missing work, late work, and student progress in each individual class. St. Elizabeth Seton hopes that parents will not only utilize this information, but will gradually help their child learn how to monitor their own grades and effort for future success in the academic arena.

Report cards and other student information is provided to parents/guardians. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the aca-

demic records and to other school related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. Student information will not be released to other parties unless written permission is obtained and is on file from the custodial parent/guardian.

ACT Aspire is administered to students in grade 3 through grade 5. The Otis-Lennon School Ability Test is given to students in grade 3. These are standardized assessments designed to help us evaluate a students ability and performance compared to national norms.

(BP BOD-2000-018)

GRADING CRITERIA

The following grading scale will be used in grades 3-5:

A—93 - 100%
B—86 - 92%
C—78 - 85%
D—69 - 77%
F—Below 69%

An incomplete is given only in cases of long illness or emergencies when the student has not been able to complete his/her assignments. Unless the work is made up within two weeks, the incomplete automatically becomes an “F”.

PARENT/TEACHER CONFERENCES

Parent Teacher conferences are scheduled twice a year for all students. Throughout the year, individual conferences may be requested by a parent or teacher.

If a student’s work drops below the level at which he/she has been working or is capable of working, the teacher will notify the parents.

(BP BOD-2000-018)

PROMOTION & RETENTION POLICY

Promotion/retention is essentially a matter of placing a student where he/she can work most effectively. If for some reason acceptable progress is not made by the student; the parent, teacher, academic services representative and principal will confer and if at all possible, reach a consensus on proper placement of the child. Considerations for promotion/retention shall include, but not limited to mastery of skills, attendance, physical, emotional and social maturity, and the potential for individual growth. The administration retains the final authority in regards to retaining any student for low achievement.

Promotion to the next grade depends on successful completion of all subject areas. The administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and/or parents, it is believed that such action will better prepare the student academically or emotionally for the next grade. If the school formulates an agreement with the student and/or parent regarding promotion to the next grade level and this made contingent on summer school courses, or specially designated courses/programs, or through course requirements, the school must adhere to the agreement and the student will not be advanced unless conditions are met.

Decisions regarding acceleration will be made in consultation with professional institutions, as mutually agreed upon, and shall include documentation of the student's IQ. The IQ level must deliver evidence that the student is well advanced from the upper end of his/her fellow classmates. This evidence does not necessarily include the testing of all students within a grade level, but are reflective of the norms for our students. Finally, the results are strongly indicative of success in an accelerated environment.

If conflicts concerning promotion and retention cannot be solved, the board has the authority to make the final determination.

(BP SES-2000-010)

CLASS PLACEMENT REQUEST POLICY

A request for class placement will be considered only if there is an extenuating circumstance of serious matter involving this request. Written request should be addressed to the principal. Requests made for other reasons will not be considered, i.e. child preference, recommendation from another parent, discipline procedure, class structure. Many factors are involved in making class assignments. Teachers, staff, administration and other necessary resource people provide the information necessary to determine the best placement and balance within classes.

(BP SES-2000-011)

DISCIPLINE

Rapid City Catholic School System is committed to maintaining a positive educational atmosphere. Courtesy, respect, and honesty are expected. As partner in the child's education, the parent will be a part of the disciplinary process as follows:

- Teachers will provide specific behavior expectations to students and parents. Expectations will comply with the intent of the mission and vision of the RCCSS. Principals will review all expectations prior to distribution.
- The teacher will counsel students failing to meet the behaviors expectation.
- Teachers will contact the parent/custodial guardian of students who fail to respond to counseling to improve behavior.

- Teacher may refer the student to the Guidance Counselor for intervention.
- A student whose behavior is not improving or deteriorating will meet with the Principal.

In the case of a severe or chronic problem, the student will be referred to the Principal. Parents will be notified and the Principal may decide to place the student on one of the following disciplinary actions:

In-School Suspension (ISS): The student will be assigned to an isolated closed study hall. Make-up work must be completed during that time. Student may face a loss of grades.

Out-or-School Suspension (OSS): The student is not to be in the school building or on school property during this suspension, including school sponsored evening or weekend activities. The student will receive a grade of zero in all subjects for the suspension dates.

Expulsion: Expulsion is an extreme, but sometimes necessary, disciplinary measure for the common good. Any student will be subject to expulsion for any conduct which is of such a nature as to jeopardize the good name of the school community or which is detrimental or harmful to any member of St. Elizabeth Seton School. Defiance of authority, overt disrespect for the laws of attendance, drinking, drug use, vandalism, theft, or possession of weapons may demand permanent expulsion. The Administration holds discretionary power in regard to expelling a student.

(BP BOD-2000-008)

PROBLEM SOLVING

1. If you have a question concerning discipline or curriculum assignments, first consult with your child's teacher.
2. If information is needed or the concern is unresolved, a conference may be scheduled with the Principal.
3. For further action, a meeting with the Principal and all parties involved can be requested.
4. If after following these steps the matter is still unresolved, a hearing with the Superintendent will be arranged through the Principal.
5. If the matter is still unresolved, a hearing with an appropriate board committee or the full board may be arranged through the Superintendent. Normally a board hearing will require at least 2 weeks notice.

HONOR CONCEPT

The principles of religion are integrated into all facets of the curriculum and life of the school. The honor concept has been instituted to help provide each member of our school community a safe, respectful and equal environment for the educational growth of our students. Honor, personal integrity and loyalty to each other, the school, and its developing traditions are fundamental characteristics in a successful St. Elizabeth Seton student.

St. Elizabeth Seton students are expected to reflect Christian ideals, attitudes and values in their lives. They are expected to:

- √ Be persons of integrity and stand for that which is right
- √ Tell the truth and ensure that the full truth is known
- √ Embrace fairness in all actions
- √ Ensure that all work submitted is their own
- √ Respect the property of others
- √ Ensure that others are able to benefit from the use of their own property

Honor helps to build a healthy and strong community. The Honor Concept describes a way of life in our school community. Cheating of any type will not be tolerated. Students who choose to cheat have a failing grade, detention, suspension, and/or expulsion.

SCHOOL SAFETY/HARASSEMENT AND/OR BULLYING

In accordance with our Christian ideals, St. Elizabeth Seton School strives to provide a safe environment for all individuals. Threats made against the physical or emotional well-being of any individual are taken very seriously. This policy prohibits any verbal, physical, or visual conduct on the part of an individual(s) that has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. This policy extends to inappropriate behavior at school including school grounds, parking lot, school sponsored activities, and field trips or co-curricular activities outside of the school building. School personnel will investigate all complaints and will endeavor to handle each complaint expeditiously in a professional manner so as respect the rights of all parties concerned.

Students making such threats (seriously, in jest, online, or in a cell phone text) face detention, suspension, and/or expulsion. Engagement in online blogs such as, but not limited to, Instagram©, Twitter©, SnapChat©, and Facebook©, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the school community.

(BP BOD-2000-007)

COMPUTER AND INTERNET USE

St. Elizabeth Seton students have access to the Internet. Training is provided and proper supervision will be provided by the staff, teachers, and/or advisors. It is essential, however, for all users to recognize their responsibilities in having access to vast services, sites, systems and people. Students are ultimately responsible for their actions in accessing network services. Both the selection and use of materials must be consistent with the mission of the Rapid City Catholic School System.

It is understood that the student will abide by all rules and expectations written, implied, or expressed orally by administration, teachers or staff. If it is further understood that failure to do so may result in suspension from, or a permanent loss of, computer and Internet privileges and any necessary disciplinary action.

(BP BOD-2000-025)

SEXUAL MISCONDUCT STATEMENT

The Rapid City Catholic School System strongly disapproves of and does not tolerate sexual misconduct of any kind. All employees, students and volunteers must avoid offensive or inappropriate sexual behavior at school and are responsible for assuring that the schools are free from sexual misconduct at all times.

This statement prohibits (1) sexual advances; (2) requests for sexual acts or favors, with or without accompanying promises, threats or reciprocal favors or actions; (3) other verbal or physical conduct of a sexual nature directed towards or among employees, students or volunteers when such conduct has the purpose or effect of creating an intimidating, hostile or offensive school environment; (4) any inappropriate sexual behavior or conduct between students on school property or at a school sanctioned activity.

The laws of South Dakota pertaining to reporting and confidentiality in matters of abuse, neglect and sexual misconduct will be fully observed.

Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments, offensive language or jokes of a sexual nature; slurs and other verbal, graphic or physical conduct relating to an individual's gender; or any display of sexually explicit pictures, greeting cards, articles, books, magazines, cartoons, or notes; physical assaults, such as rape, sexual battery, molestation, intentional inappropriate touching to another person's body or any type of sexual misconduct through the use of technology, including cell phones and internet.

Copies of the "Code of Conduct of the Diocese of Rapid City" and "Sexual Misconduct Policy of the Diocese of Rapid City" are available in the office for review.

(BP BOD-2000-006)

DESTRUCTION OF PROPERTY/VANDALISM

In the event of this occurrence, students will be responsible for replacement value of item damaged and will be referred to administration for disciplinary action.

(BP BOD-2000-022)

BOOK DAMAGE

Students are expected to make restitution for damaged/lost textbooks, library books or workbooks. Lost workbooks are the student's responsibility; a new one will need to be purchased at the student's own expense.

(BP BOD-2000-021)

INAPPROPRIATE ITEMS

The following items may NOT be brought to school unless a teacher has requested said item will be used for educational purposes: skateboards, roller skates, scooters, hard baseballs, radios, CD & tape players, hand-held video games, IPODs or other music technology, pets, stuffed animals, dolls or any toys. Equipment for playground use, such as basketballs, footballs, or soccer balls, are permitted. Cell phones and other devices must be off and stored in the student's backpack during school hours. Cell phones and other devices in use or in a student's possession will be confiscated and the following policy will be enforced:

1st Offense - The device will be returned to the student at the end of the day.

2nd Offense - The device will be returned to the student's parent.

WEAPONS POLICY/ILLEGAL POSSESSION

Any expression by a student of intentions to harm another student or staff member will warrant investigation, administrative review, and disciplinary action. Legal authorities may be involved in cases of threat of violence toward students, or staff at St. Elizabeth Seton. Possession of or use of tobacco, drugs, alcohol or a weapon (knives, sharp instruments, as defined in (SDCL 22-1-2-(10) under Weapon's Policy) is strictly forbidden on school premises. Any violation will be subject to immediate suspension from school and possible recommendation of expulsion to the Board.

State Statute 13-32-7 states:

Possession of firearms on elementary or secondary school premises or vehicle is a misdemeanor. Any person, other than a law enforcement officer, who intentionally carries, has in his possession, stores, keeps, leaves, places or puts into the possession of another person, any firearm or air gun, whether or not the firearm or air gun is designed, adapted, used or intended primarily for imitative or noisemaking purposes, or any dangerous weapon, on or in any elementary or secondary school premises, vehicle or building or any premises, vehicle or building used or leased for elementary or secondary school functions, whether or not any person is endangered by such actions, is guilty of a Class 1 misdemeanor. This section does not apply to starting guns while in use at athletic events, firearms or air guns at firing ranges, gun shows and supervised schools or sessions for training in the use of firearms.

The above law defines firearm with a broad interpretation including the words: "used or intended primarily for imitative or noisemaking purposes." The Catholic School System will not tolerate weapons or imitative weapons on school premises. Violation of State Statute 13-32-7 in any manner will result in an expulsion recommendation to the School Board.

SDCL 22-1-2-(10) defines the term "dangerous weapon" to include: any firearm, knife or device, instrument, material or substance, whether animate or inanimate, which is calculated or designed to inflict death or serious bodily harm, or by the manner in which it is used is likely to inflict death or serious bodily injury.

(BP BOD-2000-010)

ABUSE OF ALCOHOL AND OTHER DRUGS

Providing a safe, orderly and Christian school community is integral to the Rapid City Catholic School System's vision. Alcohol and other drugs use interfere with a student's ability to learn and function responsibly in the school setting in the community. Drug use presents serious health and social problem in our society. In partnership with parents, our school has a central role in establishing patterns of behavior related to healthy, drug-free lifestyle. This necessitates the identification, prevention, intervention, treatment and aftercare of alcohol and other drug use as related to the school community.

St. Elizabeth Seton Elementary School is a drug free zone. No student shall possess, use, transfer, conceal, sell, attempt to sell, deliver or be under the influence of narcotics, drugs, alcohol, materials, substances represented to be a drug nor controlled substance of chemical substances that affect psychological functions or affect the school community. A chemical substance is defined as alcohol, marijuana, inhalants (paint, glue, solvents, lighter fluid, etc.) and all controlled substances as defined by South Dakota Codified Law 34-20B and 21 USC 802 and 21 CFR 1308. Students shall not engage in drug use/misuse nor possess in any way display paraphernalia related to the use of chemicals.

This policy is in effect for all school sponsored activities on property owned, leased, rented, utilized or maintained by the RCCSS, at all school activities on and off campus as well as travel to and from those activities, and all school vehicles and in any vehicle parked on school property. Compliance with this policy and all regulations therein is mandatory for all student in the RCCSS. A student who uses prescription drugs authorized by a licensed physician or over the counter medications in the prescribed manner does not violate this policy if the student conforms to the stated prescription and appropriate school polices. If the conduct of any student who appears to violate this policy is brought to the attention of a teacher or administrator, action will be taken in accordance with this policy.

Use of tobacco products is illegal under are 18 and it is a serious health risk at any age. The building is a smoke free building at all times. Student use of tobacco products is not allowed in the building, on the grounds, during activities, nor while representing the school.

RCCSS has a zero-tolerance policy regarding drugs. In keeping with the principles that guide our school community of peace, justice and love, it is the intent of the of RCCSS that an important goal in processing a violation of this policy is to provide support and facilitate assessment and any necessary treatment for a student while still assuring a safe, orderly and healthy school community for others. If there is a reasonable suspicion that the student is possessing, using or is under the influence of any chemical substance named and defined in this policy, the administration or designee shall complete steps 1-8.

1st Offense:

Step 1: The administration or designee shall determine if the student is in need of immediate medical attention. If deemed necessary, 911 will be called.

Step 2: The student, if able, shall be removed from the classroom or activity.

Step 3: The administrator or designee shall have the right to request testing to determine whether

this policy has been violated. If the testing is refused, it shall be presumed that the violation occurred. If there is a reasonable suspicion that the student possesses or is transferring, concealing, selling, attempting to sell or delivering any chemical substance named and defined in this policy, the administration or designee shall complete steps 4-8.

- Step 4: The administration or designee shall have the right to request to search the person, his/her clothing, possessions or automobile to determine whether the policy has been violated. If the search is refused, it shall be presumed that the violation occurred.
- Step 5: The parent(s)/guardian(s) will be notified and required to personally remove the student from the school premises or activity.
- Step 6: No student shall be re-admitted until a mandatory meeting is held with the student's parent(s)/guardian(s), administration, building principal, school counselors and other resource people as may be deemed necessary by school officials to determine proper disposition of the incident. A recommendation of expulsion may be made to the RCCSS Board according to the Discipline Procedure.
- Step 7: A referral may be made to the appropriate law enforcement agencies and/or a report may be filed with the Department of Social Services.
- Step 8: The student may be required to have a professional assessment or a confirmed appointment for such assessment from a certified program or individual within three days of the incident. Fees for any assessment, intake or treatment are the responsibility of the student and family.
- Step 9: Written confirmation of such assessment along with any recommendations pertinent to the school must be provided to the school administration. The school administration maintains the right to verify that these recommendations are being followed. In all instances of violation of this policy, administration shall cooperate fully with the police and seek help for the student.

Subsequent Offense:

For any subsequent violations of this policy, all steps outlined above for "First Offense" will be followed with this change to Step 6: in place of ... "A recommendation of expulsion may be made to the RCCSS Board..." to "...A recommendation of expulsion will be made to the RCCSS Board unless it is determined that the student will enter a treatment program. Admission to the RCCSS is a privilege, not a right, and such admission is deemed a waiver of any liability for the reasonable implementation of this policy

(BP BOD-2000-015)

Appendix A



ST. ELIZABETH SETON SCHOOL

2101 City Spring Road, Suite 100
Rapid City, SD 57702



Date

Dear Parent(s):

In reviewing attendance records it has come to my attention that *name of student* has been absent 5 days. I understand that absences can occur due to illness, and family matters. However, the number of absences can become a matter of concern for those of us involved in the education of your child.

Even when absences cannot be helped, they adversely affect school progress. When a student misses school, they miss classroom experience that cannot be recaptured. In addition, the student may have difficulty completing work with the same level of achievement had the student been present for the whole lesson.

I have enclosed a copy of your student's current attendance. If you have any questions, or wish to discuss this concern further, I would be happy to schedule a time to meet with you. Please let me know if there is anything that I need to be aware of regarding the absences your child is experiencing.

Thank you for your support in your child's education.

God Bless,

Ms. Colleen Lecy
Elementary Principal, St. Elizabeth Seton School

This is a standard attendance letter that we send out to every student that has missed 5 or more days. Thank you.

5-day absent letter

Appendix B



ST. ELIZABETH SETON SCHOOL

2101 City Springs Road, Suite 100
Rapid City, SD 57702



Date

Dear Parent(s):

In reviewing attendance records it has come to my attention that *name of student* has been absent 10 or more days this year. Sometimes parents/guardians do not realize the total number of days missed. Repeat or excessive absences, whether they be consecutive or not, may have a negative effect on an individual student's performance, skills and progress.

I have enclosed a copy of your student's current attendance. Please review the reasons for these absences with your child and plan an approach that might contribute to a more consistent attendance record in the future.

I encourage you to call my office at 716-5213 if you have any questions, or wish to discuss this concern further, I would be happy to schedule a time to meet with you. Please let me know if there is anything that I need to be aware of regarding the absences of your child is experiencing.

It is my intent to do whatever I can to help you with the education of your child. Students who do not make the necessary academic progression may be retained in the current grade. However, there would be a meeting with the parents/guardians prior to the student being retained. Let us know if we can help you in any way.

Respectfully,

Ms. Colleen Lecy
Elementary Principal, St. Elizabeth Seton School

This is standard attendance letter that we send out to every student that has missed 10 or more days. Thank you

10-day absence letter

Appendix C



ST. ELIZABETH SETON SCHOOL

2101 City Springs Road, Suite 100
Rapid City, SD 57702



Date

Dear Parent(s):

According to our attendance records, name of student has been absent from school 15 or more days this year.

The purpose of this letter is to inform you of the number of days your student has missed from school so far this year. The laws of the State of South Dakota require that persons having control of children between the ages of six and sixteen have a legal responsibility to insure that such children attend school on a regular basis.

It is my intent to do whatever I can to help you with the education of your child. Students who do not make the necessary academic progression may be retained in the current grade. However, there would be a meeting with the parents/guardians prior to the student being retained.

I have enclosed a copy of your student's current attendance. Please review the reasons for the absences and plan an approach that might contribute to a more consistent attendance record in the future. Please contact me as soon as possible, at 716-5213, to arrange for a conference to resolve any issues.

Respectfully,

Ms. Colleen Lecy
Elementary Principal, St. Elizabeth Seton School

15-day absence letter

Appendix D



ST. ELIZABETH SETON SCHOOL

2101 City Springs Road, Suite 100
Rapid City, SD 57702



Date

Dear Parent(s):

Our records indicate that name of student has missed twenty or more days of school this school year. As per our previous correspondence, a student who does not make the necessary academic progression may be retained. A meeting may be needed prior to the last day of school to present factual, documented, information regarding your child's absences. Please call me, Mrs. Lecy, as soon as possible to set up a time for a meeting to resolve any issues.

South Dakota codified law states that persons having control of children between the ages of six and sixteen have a legal responsibility to insure that such children attend school on a regular basis. If you do not insure that your child attends school, you may be subject to a misdemeanor crime.

Improved attendance for the remainder of the year will benefit the student academically. Please maintain all pertinent records, medical or other, regarding your child's absences for presentation if a meeting is necessary to determine academic progression. I am requesting that a note from a doctor or nurse validate any and all medical absences from this date on.

If you have any questions regarding this matter, please contact me at 716-5213.

Respectfully,

Ms. Colleen Lecy
Elementary Principal, St. Elizabeth Seton School

20-day absence letter

Appendix E

IMMUNIZATIONS REQUIRED FOR SCHOOL ENTRY IN SOUTH DAKOTA

South Dakota Codified Law 13-28-7.1 (Rev. 2016) requires students entering school or early childhood programs to present certification that they have been adequately immunized, according to the recommendations of the Department of Health. The law applies to all children entering school for the first time, including transfer students.

Minimum immunization requirements are defined as:

DIPHTHERIA, PERTUSSIS TETANUS (also known as DPT)	Four or more doses of diphtheria, pertussis and tetanus containing vaccine , with at least one dose on or after 4 th birthday.
POLIOVIRUS VACCINE	Four or more doses of poliovirus vaccine , at least one dose on or after age 4.
MEASLES, MUMPS, and RUBELLA VACCINE (MMR)	Two doses of a measles, mumps, and rubella vaccine (MMR) or submit serological evidence of immunity . Minimum age for the first dose is 12 months. Administer the second dose routinely at age 4 through 6 years. The second dose may be administered prior to age 4 provided at least 28 days have elapsed since the first dose.
VARICELLA VACCINE	Two doses of varicella vaccine . The minimum age for the first dose of varicella (chickenpox) vaccine is 12 months. History of disease is acceptable with parent/guardian signature. Administer the second dose routinely at age 4 through 6 years. The second dose may be administered prior to age 4 provided the minimum interval between the two doses is 3 months.

REQUIREMENTS FOR 6TH GRADE ENTRY:

Tdap	One dose of Tdap is required for 6th grade entry IF the child is 11 years old. If the child is 10 years old when entering 6th grade they have 45 days after their 11th birthday to receive the Tdap vaccination. If a child has a contraindication to Tdap, Td is acceptable. If a child receives a Tdap at age 7 or older, the dose does not need to be repeated.
MENINGOCOCCAL VACCINE	One dose of meningococcal vaccine is required for 6th grade entry IF the child is 11 years old. If the child is 10 years old when entering 6th grade they have 45 days after their 11th birthday to receive the meningococcal vaccine. If a child receives a dose at age 10 or after, the dose does not need to be repeated.

NOTE: *Haemophilus Influenzae B*, Hepatiitis A, Hepatitis B, HPV, and Pneumococcal vaccines are recommended but not required.

Appendix F

RECOMMENDATIONS for Temporary Exclusion from a SCHOOL SETTING

Students should be excluded from school activities for the following conditions.

Chicken Pox (Varicella):	Exclude until rash or lesions have crusted over.
Diarrheal diseases:	Exclude while symptomatic only if person is unable to practice independent hygiene.
Haemophilus Influenzae, type B invasive (Hib):	Exclude until after 24 hours of antibiotic treatment.
HIV, Hepatitis B, Hepatitis C or other blood borne diseases:	Generally no exclusion; considerations may exist if potential for blood borne exposure exists. Consult healthcare provider for guidance.
Hepatitis A virus infection:	Exclude until one week after onset of illness or jaundice (if symptoms are mild).
Influenza and Influenza-like Illness:	Exclude as long as fever ≥ 100 degrees Fahrenheit is present in unmedicated state. Additional exclusions may be necessary for documented novel strain or pandemic influenza based on school policy, and state or federal guidance.
Measles:	Exclude for 4 days after appearance of rash.
Meningococcal disease (Neisseria meningitides):	Exclude until after 24 hours of antibiotic treatment.
Methicillin-resistant Staphylococcus aureus (MRSA):	Exclude only if confirmed MRSA is present from a wound in which drainage is occurring and cannot be covered and contained.
Mumps:	Exclude for 5 days from the onset of parotid gland swelling.

RECOMMENDATIONS for Temporary Exclusion from a SCHOOL SETTING Cont.

Students should be excluded from school activities for the following conditions.

Pinkeye, scabies, head lice, ring worm, herpes gladiatorum, molluscum contagiosum, and skin rashes without fever:	Generally no exclusion; considerations may exist for certain sports, extracurricular activities or behaviors that might increase risk of transmission. Consult healthcare provider for guidance.
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Rubella:	Exclude for 7 days after appearance of rash.
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Shingles (Herpes zoster):	Generally no exclusion if lesions can be covered. If lesions cannot be covered exclude until rash of lesions have crusted over.
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Strep Throat and streptococcal skin infections:	Exclude until after 24 hours of antibiotic treatment.
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Tuberculosis:	Exclude until physician and Department of Health determine person is not infectious.
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Whooping cough (Pertussis):	Exclude until 5 days of appropriate antibiotic therapy has been completed.
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(2009 Red Book, American Academy of Pediatrics, 28th Edition; Managing Infectious Diseases in Child Care and Schools, A Quick Reference Guide, American Academy of Pediatrics, 2nd Edition; 2008 Control of Communicable Diseases Manual, 19th Edition.)

If you have questions about infectious diseases or immunizations, contact
the Department of Health or your physician.

Appendix G

Rapid City Catholic School System
PRESCRIBED MEDICATION PERMISSION FORM

DATE: _____ HOME PHONE: _____ WORK PHONE: _____

STUDENT: _____ ROOM: _____ D.O.B./AGE: _____

*We encourage medications be taken outside of school if possible.

*SES employees have limited or no knowledge of administering medications.

TO BE COMPLETED BY THE PARENT OR AUTHORIZED PRISCRIBER
(All areas MUST be completed, where applicable)

Name of Medication: _____

Reason for Medication: _____

Instruction (dosage, form, time schedule, duration): _____

Restrictions, precaution, and/or important side effects. _____

Physician's Name

Physician's Phone Number

I give permission for **(Child's Name)** to receive the above medication at school according to school policy.

I understand that all prescription medications shall be provided by me as parent/guardian in a container showing the name and telephone number of the pharmacy, student's name, physician's name, medication name, dosage and time to be given along with all special instructions concerning administering the medication.

All over the counter medications must be in original container.

I understood that it is the responsibility of the child to come to the office to take his/her medication.

Date

Signature/Relationship

*Medication will not be given until this form is completed in its entirety and returned to school.

*This applies to all medication including Tylenol, aspirin, Motrin, etc.

*Medication request must have an annual renewal.

Appendix H

PROTECTION OF CHILDREN FROM ABUSE OR NEGLECT

26-8A-3. Persons required to report child abuse or neglected child--Intentional failure as misdemeanor. Any physician, dentist, doctor of osteopathy, chiropractor, optometrist, mental health professional or counselor, podiatrist, psychologist, religious healing practitioner, social worker, hospital intern or resident, parole or court services officer, law enforcement officer, teacher, school counselor, school official, nurse, licensed or registered child welfare provider, employee or volunteer of a domestic abuse shelter, chemical dependency counselor or coroner, or any safety-sensitive position as defined in subdivision 23-3-64(2), who have reasonable cause to suspect that a child under the age of eighteen has been abused or neglected as defined in § 26-8A-2 shall report that information in accordance with §§ 26-8A-6, 26-8A-7 and 26-8A-8. Any person who intentionally fails to make the required report is guilty of a Class I misdemeanor. Any person who knows or has reason to suspect that a child has been abused or neglected as defined in § 26-8A-2 may report that information as provided in § 26-8A-8.

26-8A-5. Application of terms. As used in §§ 26-8A-3 and 26-8A-7, the terms "teacher," "school counselor," "school official," "school administrator," and "school principal," apply to any person substantially performing the respective duties of any such position in a public or private school, whether accredited or unaccredited, and to any person providing instruction pursuant to § 13-27-3.

26-8A-7. Child abuse or neglect reports by school personnel--Failure as misdemeanor--Written policy required. Any person who has contact with a child through the performance of services in any public or private school, whether accredited or unaccredited, as a teacher, school nurse, school counselor, school official or administrator, or any person providing services pursuant to § 13-27-3 shall notify the school principal or school superintendent or designee of suspected abuse or neglect. The school principal or superintendent shall report the information in accordance with the provisions of § 26-8A-8. Any person who knowingly and intentionally fails to make a required report is guilty of a Class I misdemeanor. Each school district shall have a written policy on reporting of child abuse and neglect.

26-8A-8. Oral report of abuse or neglect--To whom made--Response report. The reports required by §§ 26-8A-3, 26-8A-6 and 26-8A-7 and by other sections of this chapter shall be made orally and immediately by telephone or otherwise to the state's attorney of the county in which the child resides or is present, to the Department of Social Services or to law enforcement officers. The state's attorney or law enforcement officers, upon receiving a report, shall immediately notify the Department of Social Services. Any person receiving a report of suspected child abuse or child neglect shall keep the report confidential as provided in § 26-8A-13, except as otherwise provided in chapter 26-7A or this chapter.

The person receiving a report alleging child abuse or neglect shall ask whether or not the reporting party desires a response report. If requested by the reporting person, the Department of Social Services or the concerned law enforcement officer shall issue within thirty days, a written acknowledgment of receipt of the report and a response stating whether or not the report will be investigated.

26-8A-9. Investigation of oral report--Other action permitted--Appointment of attorney--Compensation. Upon receipt of a report pursuant to § 26-8A-8, the Department of Social Services or law enforcement officers shall investigate. Investigating personnel may personally interview a child out of the presence of the child's parents, guardian or custodian without advance notice or consent. The investigation does not prohibit any other lawful action. If the investigation and report indicate that child abuse or neglect has occurred, the state's attorney shall take appropriate action immediately. The court may appoint an attorney, guardian ad litem or special advocate to assist in representing the best interests of the child. Any such appointment shall occur in the manner the county in which the action is being conducted has chosen to provide indigent counsel under § 23A-40-7. Compensation and expense allowances for the child's attorney, guardian ad litem or special advocate shall be determined and paid according to § 26-7A-31.

26-8A-10. Report to social services--Content. A report made pursuant to § 26-8A-8 to the Department of Social Services shall include the name, address, date and place of birth of the child, the name and address of the child's parents, guardian, custodian, or responsible persons, the date of the report, and suspected or proven instances of child abuse or neglect as defined in § 26-8A-2. The Department of Social Services shall be the central registry for such information.

Appendix I

LUNCH AND BREAKFAST PROGRAM

MEAL PRICES: Vary from year to year and are subject to change. All prices will be listed on the menu and price includes 1(one) milk . Menus can be found on the school's website.

PAYMENTS & CHARGES: We would like all students to have money in their lunch account before their first day of school. This helps the first days of school go much smoother for everyone. Lunch payments may be mailed, dropped off in the main office or given to the classroom teacher. Payments can also be made online@myschoolbucks.com. Your youngest or only child will receive any payment receipts. You may put as little or as much money in your student's account as you wish. We recommend that you have at least 10 meals per student in their account, even if you child eats only occasionally or just takes milk. Any money left in the account at the end of the year will carry over to next school year. If you leave the school system your account will be refunded if it is over \$5.00. We use an I.D. record keeping system. Students in PS-5 will be issued a lunch card. This card will have the students name and I.D. number on it. When the student comes to lunch the card will be scanned and charged the appropriate charge.

IF PAYING IN THE OFFICE, CHECKS ARE PREFERED AND ARE PAYABLE TO SETON LUNCH. PLEASE PUT FIRST AND LAST NAMES OF ALL STUDENTS AND INDICATE HOW MUCH TO EACH STUDENT ON MONEY SENT TO SCHOOL. WE ARE NOT RESPONSIBLE FOR LOST CASH OR CHECKS

FREE AND REDUCED APPLICATION: Applications are available on the school website, www.rccss.org or in the main office. This is a federally funded program and is a **very vital part** of our lunch program. If you feel that your family may qualify for free or reduced meals please fill out the application as soon as possible return it to the attention of the lunch program at school office or by mail. You will pay full price for your meals until your application is approved. If you have any questions regarding this application, you may call Becky Merwin, Food Service Director, at the school.

Remember all information on the application is kept confidential.

ACCOUNT NOTICE POLICY: All families must sign-up for a *My School Bucks* account using your child's I.D. to get payment reminders. Please request your child's I.D. from the office or the Food Service Director. We will use e-mail to notify families of the status of family lunch accounts. This notice will be e-mailed on Fridays of full weeks of school. This message will inform you if your child's account is less than \$5.00 or if the account is negative.

SPECIAL DIETARY NEEDS: It is required by the State of South Dakota to have on file a medical statement. This needs to be updated annually and signed by a Medical Doctor. If your child has any special dietary needs, you may pick this form up at the main office. Handwritten notes or statements signed by parents are not accepted.

COMPETITIVE FOODS: The National School Lunch Program does not allow competitive foods in the cafeteria when hot lunch is being served. Competitive foods consist of foods that have minimal nutritional value. This consist of many food items; however, we are mostly concerned about pop, candy, and Fast Food. Please do not send or bring pop, candy, and Fast Food to the

LUNCH AND BREAKFAST PROGRAM CONT.

lunchroom for students to eat with their lunch in compliance with the National School Lunch Program. If pop is brought into the cafeteria during lunch, it will be removed. If Fast Food is brought into the cafeteria during lunch, you will be asked to remove it from the cafeteria. (THIS INCLUDES STUDENT'S SACK LUNCHESES FROM HOME, PARENTS AND ANY GUESTS). Due to the fact that children do not learn to their full potential without proper nutrition, I'm sure you understand the importance of this rule.

OUTSIDE FOOD: If you are bringing in outside food for your child to share with the class and the entire class will not be coming to the cafeteria for lunch, please inform the classroom teacher, the food service staff, and the office at least two days in advance.

JOINING YOUR CHILD FOR LUNCH: Parents are always welcome to join us for lunch. Adult meal price vary from year to year and are subject to change. All prices will be listed on the menu and price includes 1(one) milk . Menus can be found on the school's website. To ensure that we have prepared enough food please call the office by 9:30am with the number of meals needed and the appropriate lunch period. Please check in at the main office upon your arrival.

rev. 8/11/17

Appendix J

Rapid City Catholic School System St. Elizabeth Seton Elementary School Acceptable Use Policy Information Technology

The school district's information technology resources, including email, Intranet, RCCSS website, online Portal access, and Internet access, are provided for educational purposes. Adherence to the following policy is necessary for the continued access to the district's technological resources:

Student/Account Holders must...

1. Use technology devices for educational use as directed by instructional staff.
 - o Other uses of devices is at the discretion of RCCSS staff.
2. Respect and protect the privacy of others.
 - o Use only assigned accounts.
 - o Not view, use, share, or copy passwords, data, or networks to which they are not authorized.
 - o Not distribute private information about others or themselves, such as addresses or phone numbers.
3. Respect and protect the integrity, availability, and security of all electronic and digital resources.
 - o Observe all network security practices, as instructed and as posted.
 - o Report security risks or violations to a teacher or network administrator.
 - o Not destroy or damage data, networks, hardware, or other resources that do not belong to them, without clear permission of the owner.
 - o Conserve, protect, and share these appropriate resources with other students and Internet users.
4. Respect and protect the intellectual property of others.
 - o Not infringe copyrights. (Including illegal copies of music, games, movies, or other digital property)
 - o Not plagiarize and always properly cite sources of all information.
5. Respect and practice the principles of community.
 - o Communicate only in ways that are kind and respectful (speech that is inappropriate for class is not appropriate to use online).
 - o Report threatening or discomfoting materials to a teacher.
 - o Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (ex.: pornographic messages, and threatening, rude, discriminatory, or other communications that are meant to harass - cyber bullying).
 - o Not intentionally access, transmit, copy, or create material that is illegal (ex.: obscenity, stolen materials, or illegal copies of copyrighted works).
 - o Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - o Not send spam, chain letters, or other mass unsolicited mailings.
 - o Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
 - o Not share the wifi password with others, without the permission of RCCSS staff and use wifi only on approved devices.

Consequences for Violation

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's informational technology resources. Violations of the RCCSS Acceptable Use Policy will be dealt with on an individual basis.

Personal Device Policy for St. Elizabeth Seton Elementary

Students at SES should not bring any personal devices to school. This includes laptops, tablets, Kindles, cell phones, and smart watches.

Students will have access to computers, Chromebooks, iPads, and other technology that will be provided by the school district and the teaching staff.

Supervision and Monitoring

Authorized school employees and network administrators monitor the use of information technology resources to ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school district's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. All uses of RCCSS technology resources are considered property of RCCSS and are not considered private. Administrators may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

I/WE ACKNOWLEDGE AND UNDERSTAND MY/OUR OBLIGATIONS:

Printed STUDENT Name

Printed PARENT Name

Signed STUDENT Name

Signed PARENT Name

Date

Date

PARENTS, PLEASE DISCUSS THESE RULES WITH YOUR STUDENT TO ENSURE HE OR SHE UNDERSTAND THEM.

*****A copy of the Acceptable Use Agreement is included in the Student Handbook***



ST. ELIZABETH SETON SCHOOL AT TERRA SANCTA
ELEMENTARY SUPPLY LIST
2020-2021



PRE-SCHOOL

(1) pack of 24 crayons (“skinny-sized”, primary colors only), (2) packs 10 fat washable primary color markers (NO neon or bright colors), (2) packs 10 skinny primary color markers, (1) pack colored pencils, (2) glue sticks, (1) school sized backpack (needs to be able to hold a standard school folder), (1) Box of Kleenex, (1) lg. container of baby wipes, (2) Box 5 oz. Dixie Cups, (1) hand sanitizer, and (1) pair of inexpensive crocs (please put child’s name on) to be left at school. Each child: bring in one complete outfit to be placed in their cubbie. Please have the clothes labeled with the child’s name and put in a lg. Ziploc bag.

4 yr. old Preschool and Pre-K: *all of the above* and last names that begin with A-M: bring Clorox Wipes; last names that begin with N-Z: bring snack sized Ziploc bags.

3yr. old Preschool: *all of the above* and (1) pkg. of 8 crayons (lg. size); last names that begin with A-M: bring gallon size Ziploc bag; last names that begin with N-Z: bring flushable wipes.

We share all supplies in the classroom, so please **DO NOT** label the items with your child’s name.

KINDERGARTEN

(2) pack washable color markers, (1) bottle Elmer’s school glue, (6) glue sticks, (1) watercolors, (1) pink eraser, (1) container of Clorox wipes, (1) pkg. #2 pencils, (2) boxes of crayons (24), backpack (large enough to carry folders and books), (1) plastic green folder, (1) clipboard, (1) lg. box Kleenex, (1) 1-inch durable 3-ring binder, (1) box of gallon sandwich bags, (3) spiral notebook (wide rule), pencil box, 1-inch book rings. **DO NOT** label the items with your child’s name.

FIRST GRADE

(1) pkg. of #2 pencils, (1) pkg. sticky notes, (2) yellow highlighters, (1) composition notebook, (1) eraser, (1) box of 24 crayons, classic colors-wide markers, “Fiskar” scissors, set of 8 watercolors, (1) Elmer’s white glue, (2) lg. boxes of Kleenex, (1) folder, (4) glue sticks, (1) container of Clorox wipes, and (1) backpack (No Pencil Boxes or Pencil Bags).

SECOND GRADE

(24) yellow #2 pencils (NO mechanical), (2) lg. pink erasers, (1) small handheld pencil sharpener, (1) box of 24 crayons, (1) box of 12 colored pencils, (1) box “classic color” markers, (1) scissors, (1) Crayola watercolors, (2) yellow highlighters, (8) small glue sticks, (2) boxes of Kleenex, (1) container of disinfecting wipes, (1) Ziploc bags (any size), folders: (1) blue, (1) yellow, (1) green, (1) red, (1) composition notebook, (1) pencil box, (1) package yellow sticky notes, a pair of earbuds or headset, 0.5” clearview binder, (2) fine point dry erase markers, and spiral wide-lined one-subject notebooks: (2) yellow, (1) green, (1) blue, (1) red.

We share all supplies in the classroom, so please **DO NOT** label the items with your child’s name.

THIRD GRADE

Supply box, (36) #2 pencils (NO mechanical), (1) lg. soft eraser, (1) pkg. of markers, (2) red pens, (1) box of 16-24 crayons, (2) highlighters, (2) bottles school glue, (2) pkgs. glue sticks, (1) scissors, (2) boxes of Kleenex, (1) backpack, (4) wide-lined spiral notebooks, watercolors, colored pencils, wooden ruler with inches and centimeters, flashcards/multiplication and division (0-9’s), Baby Wipes, Webster’s paperback dictionary, (5) pocket folders, (3) X-large book covers, (2) composition notebooks, fine point dry erase markers, (1) hand sanitizer, (2) 1” 3 ring binder, (1) container Clorox Wipes, and a pair of headphones or earbuds.

FOURTH GRADE

(12) #2 pencils, (NO mechanical) (1) pencil box, (2) red pens, (1) box of classic markers, (1) lg. eraser, (2) highlighters (two different colors), (4) glue sticks, (1) pkg. of 24 colored pencils, (1) box of 24 crayons, (1) box watercolor paints, (1) ruler (standard and metric), (1) metal magazine vertical file, (1) basic calculator, (10) pocket folders, (1) two-inch binder, (4) composition book, (1) scissors, (2) box of Kleenex, (2) black sharpies, (1) jump drive or thumb drive on a lanyard (label with student’s name), (1) box of Band-Aids, (1) pack of fine point dry erase markers, Clorox wipes, Webster Dictionary, and a pair of headphones or earbuds.

FIFTH GRADE

(2) pkg. #2 Pencils (NO mechanical), (2) large erasers, (8) composition notebooks, (1) large pair of scissors, (1) pkg of glue sticks, (1) pkg 12 or 24 colored pencils, (1) pkg 10 or 12 colored markers, (1) pkg of multicolored highlighters, (1) pkg 8 or 16 watercolors, (2) black sharpies, (1) basic calculator, (1) pkg dry erase markers, (3) pkg index cards, (1) pkg Post-its, (1) large pencil box, (1) pencil pouch, (1) headphones or earbuds, (1) 2” binder, (1) pkg of 5 or more tab plastic dividers with pockets for binder, (1) hand sanitizer, (1) large container of Clorox wipes, (1) box Kleenex

***NOTE:** These supplies must be available to students in *ALL* grades for the entire school year.

An extra box of Band-Aids and Kleenex for the office is *always* appreciated.

One student assignment book will be provided by Seton school.

Replacement cost for any additional assignment books will be \$3.50.

Appendix L

PlusPortals

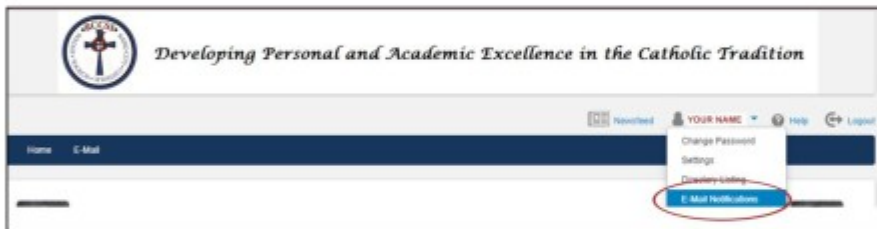
RCCSS uses Plus Portal as our parent/student/teacher portal. Plus Portals integrates with our current student information system and offers parents and students information on grades, attendance, assignments, announcements, events, and activities. You can access Plus Portals from rccss.org or through our smart phone app.

Parents will have access to all their children's information from one log-in account. Students in grades 3-12 will have access to their individual information with their student account.

Please contact Molly Rausch at 605-348-1477 or mrausch@rccss.org if you have any questions or need assistance.

EMAIL NOTIFICATIONS: The easy way to monitor your student's grades and assignment through the portal is by signing up for email notifications.

- Log into your PlusPortal account
- Click the blue downward arrow next to your name
- Select "Email Notifications"



- Choose your settings

A screenshot of the "E-Mail Notifications" settings page. The page title is "E-Mail Notifications". It contains several sections:

- Receive Automated E-Mail notifications:** Radio buttons for "Yes" (selected) and "No".
- Include Push Notification:** Radio buttons for "Yes" and "No" (selected).
- How would you like to receive the notifications?:** Radio buttons for "Weekly" (selected), "Monthly", "Every Two Weeks", and "Every [] Days".
- Select the information you would like to receive?:** A list of checkboxes for various notification types: "A Summary of your child's averages and grades in each Class", "Individual assignment scores", "A summary of your child's attendance in each class", "A summary of your child's school attendance", "A summary of pending assignments", "Class announcements", "School announcements", and "Group announcements".
- E-Mail Address:** A text input field.
- Additional E-Mail Addresses:** A text input field with a note "(Separate Multiple E-Mail addresses with a comma)".
- Send E-Mail Notification now?:** A checkbox.
- Save E-Mail Notification Settings:** A blue button.

Appendix M



2020-2021 School Event Calendar

RAPID CITY CATHOLIC SCHOOL SYSTEM

St. Thomas More High School (HS) - St. Thomas More Middle School (MS) - St. Elizabeth Seton Elementary School (SES)

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August	
12	Substitute Orientation (8:30a, SES Library)
13,14	New Staff Orientation
17-21	All Staff In-Service
20	HS Orientation-9th & New Families (6:30-8p)
24	First Day of School
24	PreSchool/Kindergarten/Childcare Starts

January 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

January	
4	School Resumes
18	NO SCHOOL - Martin Luther King Jr. Day

September 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

September	
7	NO SCHOOL - Labor Day
24	K-8 Parent/Teacher Conferences (4-7p)
25	NO SCHOOL - Conferences
25	K-8 Parent/Teacher Conferences (8a-12p)
25	9-12 Parent/Teacher Conferences (7:45a-4p)

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

February	
11	K-8 Parent/Teacher Conferences (4-7p)
12	NO SCHOOL - Conferences
12	K-8 Parent/Teacher Conferences (8a-12p)
12	9-12 Parent/Teacher Conferences (7:45a-4p)
15	NO SCHOOL - Presidents Day
19	End of 2nd Trimester - SES

October 2020						
Su	M	Tu	W	Th	F	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

October	
12	NO SCHOOL - Native American Day
13	NO SCHOOL - Staff In-Service
16	End of First Quarter MS/HS (36 days)

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

March	
8	NO SCHOOL - Staff Retreat
12	End of Third Quarter MS/HS (46 days)

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

November	
6	End of 1st Trimester - SES
11	NO SCHOOL - Veterans Day
25-29	NO SCHOOL - Thanksgiving Recess
30	Classes Resume

April 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

April	
1-5	NO SCHOOL - Easter Recess
6,7	NO SCHOOL - Staff In-Service
8	Classes Resume

December 2020						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

December	
16,17,18	HS Semester Finals Week
18	Christmas Recess Begins (at end of day)
18	End of Second Quarter MS/HS (41 days)
19-Jan 3	NO SCHOOL - Christmas Recess

May 2021						
Su	M	Tu	W	Th	F	Sa
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May	
25,26,27	HS Semester Finals Week
25	STM MS Graduation (1p)
27	End of 4th Quarter MS/HS (49 days)
27	End of 3rd Trimester - SES
27	Last Day of School
28	Teacher Work Day
30	STM HS Graduation

**This school calendar is composed of 184 teacher duty days: 172 student contact days, including parent teacher conferences, 8 in-service days, 1 Staff Retreat and 1 Teacher work days. PLEASE NOTE: IF school is closed due to inclement weather or other emergencies, these days will be made up at the discretion of RCCS Board of Directors

(revised: 8/31/2020)
Based on Calendar Template by Maria-Claire