

Student and Parent Handbook 2010 – 2011



Providing faith, family and excellence for over thirty years

SAINT ELIZABETH ANN SETON SCHOOL

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September, 2010

Dear Parents:

Welcome to another exciting school year at Saint Elizabeth Ann Seton School!

Our school is always cheerful, but it's especially bright and clean this year thanks to the efforts of many summertime volunteers. Come and visit our new paint, as well as our new carpet and our new computers. We are excited to show you these improvements to our building.

We are very happy to have two outstanding additions to our faculty this school year. Ali Ann Marrs is our new fifth grade teacher. I am impressed by her intelligence and desire to be part of our staff and school family. Brenda Almenas is our new Spanish teacher. We will miss Senora Maria, but look forward to continuing to learn about Spanish language and culture with Senora Brenda.

As we settle into this school year, I encourage you to get involved in our school. Volunteer in the classroom, participate in our fundraisers, join a school board committee, attend a PVO meeting, and get involved! Your presence is always welcome, in fact, it's critical to our continued success. We need your true involvement.

One of my goals this year is to look at ways that we can be more involved in faith-based projects at our school that help our community. If you have thoughts on how we can do this, please contact me as I'd love your ideas.

I look forward to seeing you and working with you on your student's success. My door is always open, so please feel free to contact me anytime. Our school is your school.

Sincerely,

Jim Bailey,
Principal

SAINT ELIZABETH ANN SETON SCHOOL

Our Vision: To be the flagship elementary school feeding into a strong and vibrant Archdiocesan school system where our graduates are recognized as morally strong, well-educated and responsibly involved citizens.

Our Mission: To provide an excellent Catholic education in a Christ-like environment.

Our Core Values: Faith, Family and Excellence.

Our History: In 1980, a group of dedicated parents founded an exceptional school on the property of Saint Elizabeth Ann Seton Parish. Ten years ago, the school expanded to include a gymnasium and additional meeting space. The school is planning a complete facility renovation beginning in 2012. The school colors are blue and white. The school mascot is the polar bear.

FAITH-BASED EDUCATION

At Saint Elizabeth Ann Seton School we bring Catholic teachings and traditions to all aspects of school life.

Daily Prayer: The student body and staff begin each school day with a prayer. On Monday through Thursday, a student leads the prayer over the public address system and the students participate from their classroom. On Fridays, or the last school day of the week, staff and students gather in the Miki Center gymnasium and join in the school prayer, Pledge of Allegiance, announcements, and special programs.

Classroom Instruction: Each class receives grade-appropriate religious education in the classroom as part of their core curriculum. 2nd graders prepare for the Sacraments of First Reconciliation and First Holy Communion.

Weekly Mass: Staff and students attend Mass once a week - usually on Wednesdays at 9am unless there is a special feast day or Church celebration. Kindergarten, 1st, and 2nd grade students participate in Mass by bringing forth the gifts of bread and wine. Students from 3rd through 6th grade alternate as servers, lectors, and cantors. Parents are encouraged to attend this Mass and join our youthful celebration of the Eucharist.

Special Liturgies: Throughout the school year, students and staff participate in other liturgies, such as recitation of the Rosary and Stations of the Cross.

ARCHDIOCESE OF ANCHORAGE

SHARED VISION FOR CATHOLIC SCHOOLS

Catholic schools in the Archdiocese of Anchorage consistently provide a quality academic, faith-based education; promote social justice; respect the dignity of each child's spiritual, moral & physical development; and work collaboratively with the family and community to develop discerning minds deeply committed to the Gospel values of Jesus Christ.

GOALS OF ARCHDIOCESAN SCHOOLS

1. To provide a safe learning environment for students and staff.
2. To provide sound religious instruction which enables our students to acquire a knowledge and appreciation of our Catholic faith in beliefs and actions.
3. To provide an atmosphere that stresses the importance of self-discipline, enabling our students to develop a sense of responsibility towards self and others.
4. To provide a strong academic program emphasizing the development of creative and thinking skills.
5. To provide students opportunities to live out the Catholic faith through action in the local and world community.
6. To encourage in our students a Christian awareness of our world and of our global interdependence.
7. To encourage our students to express through their actions, concern for all God's people, and for the marvels of His created world.
8. To encourage our students with opportunities to practice responsible stewardship of the world and its resources.
9. To assist the parents in meeting their responsibility as primary faith educators of their children.

SAFE ENVIRONMENT

To ensure the safety of all participating children, the Archdiocese mandates all Archdiocesan schools and Parish Faith Formation Programs follow the Safe Environment Program outlined below.

1. All students must receive Safe Environment Training annually.
2. Parents who refuse to allow their child to attend training must sign a "Parental Waiver Form" and be offered the material to take home and review.
3. All Parents must be offered Safe Environment Training annually.
4. All volunteers who have regular contact with minors or vulnerable adults (including parents driving for field trips or doing any activity that places them alone with school children) must have a criminal background check completed prior to volunteering and updated every five years. They also must complete the online Safe Environment Training at least once before volunteering (and may be requested annually).
5. All Parish and school staff members must have a criminal background check completed prior to the start of their job and updated every five years. This includes all paid and unpaid staff. All staff who have regular contact with minors or vulnerable adults must also take the Safe Environment Training at least every three years (and may be requested annually). Employment is contingent upon completing these requirements.

SCHOOL GOVERNANCE

ARCHDIOCESE

The Archbishop of Anchorage has ultimate oversight of all Archdiocese-supported parishes and schools.

PARISH

The Archbishop appoints a Pastor or designee to manage each parish within the Archdiocese. Saint Elizabeth Ann Seton School is a ministry of Saint Elizabeth Ann Seton Parish, and thus falls under the authority of the Parish Pastor or designee.

SCHOOL PRINCIPAL

The Parish Pastor or designee hires a School Principal to have day-to-day responsibility for the management of the school.

The Principal has the overall administrative and financial responsibility for the operation of the school including:

- ❑ Personnel affairs including hiring, evaluating and mentoring.
- ❑ Business affairs including finance, budgeting and facility management.
- ❑ Student affairs including recruiting, discipline and counseling.
- ❑ Academic affairs including curriculum development and accreditation.
- ❑ Long-term strategic plan and vision development.
- ❑ Faith community affairs leadership.
- ❑ School board relations management.

SCHOOL BOARD

The Saint Elizabeth Ann Seton School Board is made up of adults who are members of the Parish and/or parents of a Saint Elizabeth's student. The Pastor appoints members who serve a three-year term. The Parent Volunteer Organization (PVO) President - an elected position - serves for one year. The School Board serves in an advisory capacity to the Pastor and Principal. The School Board's basic responsibilities are to provide for the following:

- ❑ Development of a vision that sets a course for the future so the school can survive and thrive.
- ❑ Commitment to helping the Principal succeed by providing mutual support, good communication and cooperation.
- ❑ Management of advisory committees, as requested by the administration, to provide community and professional input for the decision making process. Committees may include Finance, Marketing, Long-term Planning, Curriculum, Accreditation, Development, Technology and Facilities. Ad-hoc committees are maintained on an as-needed basis.

PARENT VOLUNTEER ORGANIZATION (PVO)

All parents of a student belong to the PVO. The purpose of the PVO is to provide volunteer services and to hold fundraising events for the school. The successful efforts of the PVO allow for a significant reduction in the annual tuition cost at Saint Elizabeth Ann Seton School.

At the beginning of each school year, parents are asked to read and sign a PVO Share Agreement. In this agreement, parents agree to perform a minimum of 40 hours of service to the school (20 hours for single parent families) via designated classroom and school activities. The PVO Share Agreement should be read thoroughly by parents before signing.

The PVO meets monthly and parents are encouraged to attend. Times for the meetings are designated at the beginning of each school year.

PROFESSIONAL TEACHERS

Professionally-trained and quality classroom teachers serve as academic leaders and role models. Staff in-service days are used for professional development and continuing education. The average tenure of our teaching staff is 12 years. State teaching certification is desired for all teaching staff, but not required.

SUBSTITUTE TEACHERS

Saint Elizabeth Ann Seton School will occasionally be in need of substitute teachers and/or a substitute for the school administrative assistant. At the beginning of the school year, the school advertises this need and asks that interested individuals fill out an application and other required paperwork. Although most of our needs are for full day substitutes, we welcome all applicants even if they can only substitute for part of a day.

We encourage parents to register as substitutes in the school. A parent can either receive pay for time spent as a substitute, or they can apply the hours toward their share hour requirements. A substitute teacher is not required to be certified, nor does he/she need to have had prior teaching experience. Please see the Principal with questions.

Teachers leave detailed lesson plans for substitutes, and the staff (administrators and teachers) are available to offer assistance as needed. If the school knows there will be a need for a substitute in advance, we will contact a substitute ahead of time. This advanced notice provides an opportunity for the substitute to meet with the teacher to review the lesson plans ahead of time. However, on some occasions, the need is unexpected so a substitute will be called and asked to come in on short notice.

PROCEDURE FOR AN ABSENT TEACHERS

If the teacher knows of an intended absence in advance, they will inform the principal in advance and will arrange for a substitute from the approved substitute list.

If the teacher becomes aware late at night or early in the morning that they will be absent from that school day, they will contact the Principal or Administrative Assistant. Every effort will be made to provide qualified substitutes for all absent teachers.

GRIEVANCE PROCEDURES

Questions, concerns and grievances are best settled informally and at the lowest possible level. Concerns of parents or students are to be brought first to the individual teacher or staff member involved.

If satisfaction is not received, then the parent can meet with the Principal. The issue should be provided in writing to the Principal so the Principal can prepare for the meeting and discuss the concern with the staff member involved.

If the parent is not satisfied with the decision of the Principal, a written grievance may be filed with the Pastor. If the parent is not satisfied with the Pastor's decision, a written grievance may be filed with the Superintendent of Schools. The decision of the Superintendent is final and ends the grievance procedure.

The School Board has no involvement in settlement of grievances by staff, students or parents.

SCHOOL PERSONNEL

SCHOOL STAFF

POSITION	NAME	PHONE EXT	E-MAIL
Principal	Jim Bailey	723	jimbailey@akseas.com
Administrative Assistant	Peggy Dennehy	711	peggy@akseas.com
Computer Technician	John Emery	731	jemery@akseas.com
Kindergarten	Mary Duer	726	mduer@akseas.com
1 st Grade	Lisa Orizotti	746	lisao@akseas.com
2 nd Grade	Vicki Norman	747	vicki@akseas.com
3 rd Grade	Louis Caputo	748	lcaputo@akseas.com
4 th Grade	Carrie McLaughlin	749	carrie@akseas.com
5 th Grade	Ali Ann Marrs	750	amarrs@akseas.com
6 th Grade	Eddie Ezell	751	eddie@akseas.com
Library/Computer	Beth Lottridge	722	lottridge@akseas.com
Spanish	Brenda Almenas		Brenda@akseas.com
Physical Education	Misty Campbell		misty@akseas.com
Music	Maureen Haines		mhaines@akseas.com
BASC	Cyndy Schnoendaller		cynshndlr@gci.net

SCHOOL BOARD MEMBERS

Tom Allen	Parent	President and Facilities Chair
Kevin Pendegrast	Parishoner	Vice President
Kellie Thomson	Parent	Secretary and Accreditation Chair
Dawn Brower	Parent	PVO President
Stacia Gillam	Parent	Development/Marketing Chair
Mark Menghnini	Parishoner	Strategic Planning Chair
Carolyn Bradshaw	Parent	Curriculum Chair
David Whitaker	Parishoner	Finance Chair
Tom Coomer	Parent	Member
Mike Rzeszut	Parent	Member
James Estes	Parent	Member

PARENT VOLUNTEER ORGANIZATION OFFICERS

Dawn Brower	Parent	President
Ann Picard	Parent	Vice-President
Katie Scheider	Parent	Vice-President
Marti Pausback	Parent	Secretary

Email: pvo@akseas.com

TUITION

Tuition rates for the following school year are normally set and announced during the budget process which typically concludes in late February.

2010/2011 Tuition at Saint Elizabeth Ann Seton School:

1 child:	\$4,500
2 children:	\$8,300
3 children:	\$11,500
4 children:	\$14,200

*Additional \$250 annual discount to a family with a student enrolled at Lumen Christi

The *actual* cost to educate one child at Saint Elizabeth Ann Seton School for the current school year is about \$6,260. This leaves a gap of \$1,800 per student that is filled through annual fundraising efforts conducted by the Parent-Volunteer Organization including:

- Gift Wrap Sale (September)
- Annual Fund Campaign (September)
- Halloween Carnival (October)
- School Auction (November)
- Book Sale (February)
- Spaghetti Dinner (April)
- Golf Tournament (June)

Parent financial participation in school fundraising is completely voluntary.

In addition to tuition, additional required student fees are:

- One-time registration fee: \$150
- Annual school supply fee: \$30
- Annual homeroom fee: ranges \$25-50, paid to room parents
- Field trip fees: \$ depends on class and individual family ability to pay

Examples of additional optional student fees are:

- Before and After School Care (BASC): about \$6 per hour
- Hot Lunch Program: \$5 per day, discounts for week and month commitment
- Milk Program: \$65 half year/ \$130 whole year
- After School Art Class: \$25 per class
- Yearbook: \$20
- School Sweatshirt: \$25
- Student Photos: \$ depends on package ordered
- Share-hour fee: \$25 per volunteer hour not completed per year
(40 volunteer share hours required per family per year, 20 for single parent families)

TUITION PAYMENT:

1. For returning students, the first payment for the next school year is due on the 10th of June of the current school year. If this payment is not made, students will be considered withdrawn and will need to reapply (including paying application fee) if they desire to attend Saint Elizabeth Ann Seton School the next school year.
2. First payment for new students must be made by the last day of the current school year on or before the 10th of June if accepted for attendance prior to that day. If accepted after that day, payment must be made within two calendar weeks of notification of acceptance into the school.
3. Ten (10) month payment plan: After making the first payment as per # 1 & 2, the remaining nine payments will be made monthly from September through May. These monthly payments must be received by the school office by the 10th of each month or they will be considered late and will be charged a \$25.00 late fee.
4. All balances due for the current school year (tuition, BASC, library books, share hours) must be paid in full by the end of the last day of the current school year or the student/s will be considered withdrawn and will need to reapply (including paying application fee) if they desire to attend Saint Elizabeth Ann Seton School the next school year.
5. Payment in Full: there is no discount for early or advance payment

Withdrawal after the first payment:

1. If withdrawn between the end of the school year and June 15th, there will be a 1/3 forfeiture of the first tuition payment.
2. If withdrawn between June 16th and July 15th there will be 2/3 forfeiture of the first tuition payment.
3. If withdrawn after July 15th, the full tuition payment will be forfeited.

TUITION ASSISTANCE

1. Saint Elizabeth Ann Seton School has selected Catholic School Tuition Assistance Services (CSTAS) in Fulton, Illinois to determine eligibility for tuition assistance. CSTAS uses a simple one-page application called the Saint Elizabeth Ann Seton Tuition Assistance Application. The information provided on the form along with copies of the applicant's federal income tax form and W2 forms will be used to determine the level of financial assistance for the family/student. For a family to be eligible for tuition assistance, they must complete the tuition assistance application, provide all required information, and pay the CSTAS fee.
2. The amount of tuition assistance available will depend on the level of funding in the Assistance Fund.
3. Financial assistance is not automatically renewed each year: Families must reapply each year.

ADMISSIONS

1. KINDERGARTEN STUDENTS should be five (5) years of age on or before September 1st of the school year being applied for and must be assessed by the kindergarten teacher prior to admission. Students who will turn 5 after September 1st may be considered for admission pending an individual assessment by the Principal and Kindergarten teacher. If accepted, the student's performance will be closely monitored and it might be recommended the student remain in Kindergarten for a second year.
2. Application and acceptance:
 - Applications will be accepted beginning in January of the current school year.
 - Applications will be considered and students accepted in the following order:
 - Current students and siblings: First Monday in February to the first Friday in March.
 - Parishioners: First Friday in March to the last week day in March.
 - Open to all registrants on the first of April.
 - All new students must meet with the classroom teacher for a readiness assessment.
3. There is a non-refundable (one time) registration fee of \$150 for each registering student of a family new to the school.
4. The preferred class size is 25 students for each grade, Kindergarten through 6th grade.

SCHOOL CALENDAR

The 2010-2011 school calendar generally follows the Anchorage School District (ASD) calendar although there are several differences you'll want to note including the first day of school, the Good Friday holiday, and different parent-teacher conference and in-service days. (See school calendar)

IN-SERVICE DAYS

In-service days are marked on the school calendar. The purpose of these days is to provide ongoing planning for school programs and to allow for teacher enrichment and professional development. Students do not come to school on these days. Neither teachers nor the staff will be available to parents or students during these days. We encourage you to plan ahead as in-service days are great days for doctor, dentist, or other routine appointments for students!

SCHOOL CLOSURES

As general rule, if the Anchorage School District closes school, Saint Elizabeth Ann Seton School will also close. If ASD announces a late start, Saint Elizabeth Ann Seton School will open at normal times but late arriving students will not be marked tardy on those days.

All major radio and television stations will be asked to announce any closures by Saint Elizabeth Ann Seton School.

SCHOOL COMMUNICATION

The school administration actively promotes frequent and quality communication between the school and parents, and the teachers and parents. Examples are:

1. **Weekly School Updates:** Each Thursday the school shares pertinent school information with families through a “Communication Envelope”. Since this envelope is for school business, the Principal must approve all materials for inclusion in the envelope. The envelope will be sent home with the oldest child of each family at the end of the school day. Items for inclusion in the communication envelope must be submitted to the Principal no later than 4:00 pm Tuesday of the week they are intended to be included in the Thursday Envelope. Parents can choose to receive their Thursday envelope via email in addition to or instead of the paper packet.
2. **School Web Site:** The school’s web site is: www.akseas.com Parents and students are encouraged to check this site frequently for important news and updates. The Principal must approve all items to be placed on the web site.
3. **Classroom Updates:** Some teachers have developed newsletters or routine communication for their individual classes. Teachers are encouraged to use electronic communication and offer parents an email version of materials in addition or instead of paper.
4. **School Bulletin Board:** Information can be shared informally by means of the bulletin board located across from the front desk. Materials for this board are to be submitted to the Principal for approval prior to its posting.

CLASS LISTS AND CONTACT INFORMATION

The school provides a “Class Directory by Grade” to each school family. This directory lists each student’s home address, birth date, parent’s names and contact phone numbers. These lists are not to be used or distributed for solicitation purposes. Parents have the option of requesting that certain information not be included in the published listing.

TELEPHONES

The school has a phone system which has the following features:

1. Classroom phones will not ring during the school day. (8:15 a.m. to 3:30 p.m.)
2. Each staff member has a personal extension (listed in the directory), which has a voice mailbox. Teachers are expected to check for and return messages in a timely manner.
3. Students are not authorized to use the classroom phones unless the teacher is present and gives permission.
4. When necessary, a student may use the office phone to contact parents.

SCHOOL DAY

SCHOOL HOURS

7:00 am	BASC program available in the Miki Center.
8:30 am	First bell. School doors opened. Students may go to their lockers and classrooms.
8:45 am	Second bell. Students are to be in their classrooms.
11:50 am–12:20 pm	K–2 nd grades lunch 3 rd –6 th grades recess
12:20 pm–12:50 pm	K–2 nd grades recess 3 rd –6 th grades lunch
3:15 pm	Dismissal bell for all grades. Students registered in BASC go to Miki Center.
3:30 pm	Students not picked up by 3:30 p.m. and not in a supervised school activity will be taken to the BASC program and parents will be charged for the time.

Students are expected to attend full days each day school is in session (with the exception of first semester Kindergartners who have received teacher permission for a half day schedule). Students must be in regular attendance to be considered for promotion to the next grade. Parents are encouraged to make medical and other appointments for their child outside of the school day, or on days when school is not in session.

SNACK

Each classroom teacher has the option of providing a snack time for their students. Some classes assign a student to bring snack for the whole class, while others invite each student to bring their own daily snack. Please talk to your child's teacher about their classroom's snack policy.

LUNCH

Students have a 30 minute lunch period and usually eat their lunches in the classrooms. Students have the option of ordering hot lunch through Root Down Catering or bringing their own lunch. Teachers may offer heat up option for cold lunches. Approximately once a month the class or school will provide a special occasion lunch of which parents will be notified.

Root Down Catering order forms will be sent home monthly. Students may purchase hot lunch on a daily, weekly or monthly basis. Discounts apply for monthly orders. Milk and Juice are available as well. Email rootdowncatering@gmail.com for more information.

Milk (white and chocolate) is also available for separate purchase on a prepaid semester or yearly basis. A sign up form and cost detail will be sent home with students at the beginning of each semester.

For students bringing a lunch, please involve your child in the amount and content of the lunch in order to avoid waste. Children will be asked not to throw food away, and will be expected to take uneaten food home at the end of the day. Students will be responsible to put trash in wastebaskets and to clean up their area when finished with lunch.

RECESS

Students have a 30 minute recess period each day. Recess will be held outdoors unless the temperature and/or the chill factor is below -10 degrees. All children are expected to go outside and are to come to school with proper outdoor clothing. We do not have staff available to monitor students staying indoors during recess, so parents please consider that if a child is too sick to go outdoors for recess, the child is probably too sick to be in school.

The school will honor a letter from a medical doctor stating that the child is well enough to be in school, but should not be outside during recess.

Students are not to bring personal items such as soccer balls, basketballs, baseball equipment, skateboards, in-line skates, CD players, etc., to school.

The school provides adult supervisors during recess and expects students to follow all playground rules and the directions of the recess supervisors.
(See Recess Rules and Procedures)

During extreme weather conditions (-10 degrees or colder) or excessive rain, students will stay in their classrooms or the Miki Center gymnasium for recess. The school will provide games, activities, and adult supervision.

SCHOOL VISITORS

Parent involvement is a cornerstone of Saint Elizabeth Ann Seton School's success and we welcome parent and family involvement in both the school and the classroom. Each classroom teacher will let their student's parents know of opportunities to observe and help with classroom activities. Also check the PVO newsletter for schoolwide involvement opportunities.

To help preserve the educational focus and safety of our school, please make arrangements with your child's teacher prior to your planned classroom visit. Siblings should not accompany parents when they are working on a project in the classroom - especially if the work is being done during the school day.

All visitors are asked to check in at the office prior to entering a classroom. Visitors need to sign out when they have completed their school visit.

No person should ever interrupt a teacher or a student during class time. If there is a problem or a need, please contact the office for assistance and direction.

Examples:

- a. If a student forgets his/her lunch, please bring the lunch to the office, not the classroom. The office staff will be sure to get the lunch to the student at the appropriate time.

- b. If a student has a doctor's appointment and has to leave class during the school day, the parent should come to the office and let the office staff retrieve his/her child from the classroom.

FIELD TRIPS

Classroom teachers may plan field trips during the school year to acquaint students with community resources and to provide educational experiences that enhance classroom learning. An information sheet will be sent home for each field trip that your child is scheduled to attend. Parents will be asked to sign and return a permission slip for each field trip along with any required payment (usually less than \$5 per student per trip).

Most field trips rely on volunteers to transport students to and from the activity and to help supervise students during the experience. Vehicles used for transporting students must have a seat belt for each student assigned to ride in the vehicle.

Volunteer drivers must provide the office with a copy of both a valid driver's license, proof of adequate automobile insurance, and a completion certificate from the Archdiocese of Anchorage Safe Environment Training. Volunteer drivers and chaperones are not to bring younger siblings or other children with them. Drivers are to drive directly to and from the field trip's destination and obey all laws.

PLEASE NOTE: Alaska State Law requires children ages 5 through 15 years of age who are less than 57 inches in height (4 ft, 9 in.) and/or weigh less than 65 pounds, to be secured in a child safety seat or booster seat.

Students who are less than 57 inches or 65 pounds **MUST** bring a child safety or booster seat with them to school in order to be transported by another parent/driver for a field trip.

DRESS CODE

Saint Elizabeth Ann Seton School has a dress code in order to provide uniformity, dignity and consistency to our student's appearance. **(See Dress Code)**

LOST AND FOUND

Lost items will be placed in the "lost and found" area in the south entry way by the office. Students and/or parents may retrieve items anytime during the school day. Unclaimed items will be donated to a charity at the end of the school year.

SCHOOL ATTENDANCE

SHORT TERM UNPLANNED ABSENCES

If a student is going to be absent from school because of illness, emergency, or other reason, parents are requested to inform the teacher and/or the office of this absence between 8:00 and 8:45am. You can inform the office by a phone call, by a visit to the office, or by e-mail.

NEW THIS YEAR: If a student is absent from school but a parent/guardian has not notified the school by 8:45am, the school will call the contact number listed on the student's registration materials in order to inform parents that the student is absent and verify the absence.

Students are expected to make up missed classroom work and assignments. Upon returning to school the student must get the assignments and will have one day to make up the assignments for each day missed. If a parent wishes to pick up missed work on the day of absence, please inform the office. Make-up work will be available for pick up the office between 3:15 and 4:00pm.

LONG TERM PLANNED ABSENCES

It is extremely difficult for students to "make up" class work and homework assignments when absent for an extended period of time. There is no substitute for class participation and it is difficult to satisfactorily complete long-term assignments or projects. Therefore, the school asks that parents not take their children out of school for extended periods of time while school is in session.

However, in the event that you do take your child out for an extended period of time, please be aware of the following:

1. Teachers should be notified of the departure date and the length of the absence at least 10 school days prior to a student's absence. Teachers need this time in order to provide quality work that will adequately substitute for missed class time and assignment.
2. The teacher will provide the requested work by the last day of the student's attendance.
3. It is recommended that the student and a parent meet with the teacher at the time the work is given so there is understanding of the assignments and how the work will be graded.
4. Students will be responsible for completing work that will substitute for the missed class time and assignments.
5. All assigned work is to be turned in immediately upon the student's return to school. Any work not handed in at the time of the return will be considered a zero.
6. If the leave is of an emergency nature and the work was not requested/provided prior to the leave, upon the student's return the teacher will determine what work is to be made up and will determine an appropriate amount of time for assignments to be turned in for grading.

LEAVING AND/OR RETURNING DURING THE SCHOOL DAY

Please notify the school ahead of time if your child is going to leave school early and if he/she will be returning that day. A parent or a designated/approved adult must report to the office and sign the child out of the building. If a student returns to school that same day, the student must be signed back in by an adult at the school office before returning to the classroom.

Please note, for your child's safety, students will only be released to adults listed on the **Student Emergency Information** form and signed by the student's parents. Parents may update this form at any time with additional adults authorized to pick up their child from school.

BEFORE AND AFTER SCHOOL CARE PROGRAM (BASC)

BASC is a before and after school child care program offered for the students of Saint Elizabeth Ann Seton School only. The program offers qualified supervision and includes snacks, structured play time, homework and study time, as well as free play and other activities.

Hours: 7:00 - 8:30 am: Students report to the Miki Center.
3:15 - 6:00 pm: Students report to the Miki Center.

Hourly Fee: The fee for BASC is \$6.00 per hour per child. Invoices are sent home monthly and are payable upon receipt.

Early Fee: \$6.00 for any student arriving before 7:00

Late Fees: \$10.00 for the first 1 - 10 minutes (6:00-6:10).
After 6:10, an additional \$1.00 per minute.

Registration: Parents must register their child/children in this program. Registration forms are available at the school office (**see BASC Registration**). Children are accepted into this program on a regular continuous basis, or on a part time and drop off basis.

Attendance: Only students enrolled at Saint Elizabeth Ann Seton School will be accepted into the BASC Program. Any student who arrives at school prior to 8:30 a.m. and/or remains after 3:30 p.m. will be placed in the BASC program and the parents will be charged for the time. If parents bring siblings to the playground after school they are required to supervise them. BASC personnel are not expected to supervise non BASC children.

Rules: Playground and indoor behavior rules are the same as School's. Running/loud voices are not allowed any time in the church halls. Negative behavior will be immediately addressed and consequences given. Serious and/or continuous negative behavior will result in a student being sent to the Principal. Personal items such as toys, sports equipment, and games are not to be brought to BASC.

Clothing: During warm weather the children in After Care frequently go outdoors. Although they can change from their school clothing, students will not be allowed to wear shorts or sandals outside.

Safety: BASC students frequently use the playground and the school parking lot for outdoor activities. Parents are asked not to drive into these area/s. The orange cones designate the play area.

For questions or more information contact BASC Program Coordinator, Mrs. Cyndy Schoendaller at School: 345-3712, Cell: 227-6639, Home: 345-0135, or via E-mail: cynshndlr@gci.net

ACADEMICS

Saint Elizabeth Ann Seton School classroom instruction focuses on core subjects of religion, reading, math, social studies, and science.

SPECIAL SERVICES

Parents who believe their children may benefit from special services are requested to consult with the classroom teacher to discuss the referral process. Speech, occupational, and physical therapy, educational testing, diagnostic and educational services are available to our students through the Anchorage School District. The Anchorage School District offers special services for identified advanced students through the IGNITE Program.

KINDERGARTEN

Saint Elizabeth Ann Seton School offers a full day kindergarten program. We encourage all students to attend full day from the beginning of the school year, but offer the option for first-semester Kindergarten students to attend half day based on parent request and teacher permission. After the Christmas vacation, it is expected that all Kindergarten students will attend full day class.

COMMUNITY INVOLVEMENT

Active involvement in the community is an integral part of our school curriculum. Last year, Saint Elizabeth Ann Seton School students performed over 75 community service projects benefiting groups such as Kid's Kitchen, Bean's Café, Providence Children's Hospital, Horizon House, Armed Forces, Brother Francis Shelter and Clare House

EXTRACURRICULAR ACTIVITIES

A variety of extra-curricular activities are available to students before and after school including art classes, musical training, athletics, and academics activities such as chess club.

HOMEWORK

Home work is intended to help students develop independent work habits and a sense of personal responsibility for his/her own education. Homework also reinforces and gives practice to the lessons taught each day. The amount of time required for homework varies according to grade level and each student's abilities and effort. Please check with your child's teacher if you have questions or concerns about homework content, time involved, difficulties, etc.

STANDARDIZED TESTING

Saint Elizabeth Ann Seton School administers Terra Nova test to all grades (K-6) each year. Parents will receive the results of each test either at a parent/teacher conference or in the Thursday envelop shortly after they are received by the school. In addition some classroom teachers employ other tests to aid in identifying student's individual learning styles.

ACADEMIC ACHIEVEMENT

GRADING PROCEDURES

At the beginning of the school year, upper grade teachers will provide parents with a syllabus for each subject, the grading system, and the classroom discipline policy. Although each teacher has the discretion to structure their grading system to consider class work, homework, tests, effort, attendance, and behavior, the following are the general Saint Elizabeth Ann Seton School grading guidelines:

A (90-100%)

Outstanding Achievement: This mark indicates that the student has done work of a quality and quantity far in excess of the standards set forth for a satisfactory grade in the course.

B (80-89%)

Above Average Achievement: This mark indicates that the student is doing work of a quality and quantity above standards set forth for a passing grade in the course.

C (70-79%)

Average Achievement: This mark is a satisfactory passing grade. It indicates that student is acquiring the necessary information to proceed in the subject. The student is meeting standards set forth for a passing grade.

D (60-69%)

Below Average Achievement: This mark indicates the student is not mastering work assigned but has sufficient understanding of the subject to justify the opinion that more growth will result from advancement than from repetition of the course.

F (0-59%)

Little or no Achievement: Insufficient progress has been made in the subject.

P or F

Enrichment Class teachers will have the option of using "Pass" or "Fail" (P/F) as grades. This applies to computer, music, Spanish and physical education classes. Students do not get graded in the Library Skills class.

In the lower grades, a combination of letter and number grades are used to indicate student performance and progress.

- 5 Advanced. Exceeds grade level standards. Consistently grasps and extends concepts and provides high-quality work independently.
- 4 Proficient. Some work above grade-level standards.
- 3 Proficient. Meets grade level standards. Grasps concepts and produces satisfactory work.

- 2 Basic. Below grade level standards. Needs review and practice.
- 1 Below basic. Requires frequent re-teaching and additional support. Minimal understanding of concepts.
- O Outstanding
- S Satisfactory
- N Needs Improvement

REPORT CARDS

Report cards are issued on a quarterly basis for grades Kindergarten through 6th grade. Teachers are available for discussion at scheduled conferences and/or by appointment. Last quarter report cards will not be distributed for children whose families have a balance due for the current school year.

PROGRESS REPORTS

At a minimum, progress reports are sent to parents at the mid point of each quarter. Some teachers' use an electronic grading report so updated reports are available to parents on a regular basis (each teacher will inform parents his/her time schedule for updating grades).

PARENT-TEACHER CONFERENCES

Routine Parent/Teacher Conferences are scheduled at the end of the first and mid second quarters of the school year. More frequent conferences and/or communications are encouraged when it is recognized that a student is struggling and/or doing poorly in school. Additional parent teacher conferences may be scheduled anytime during the school year at the request of the parent or the teacher.

PROMOTION/RETENTION

Promotions to the next grade level are made annually. All phases of growth are considered in deciding a student's grade placement including age, social development, emotional maturity, academic ability and achievement, and relationships with other children.

If there is a possibility that a child will be considered for retention at the end of the current school year, parents will be consulted at the end of the second quarter/beginning of the third quarter of the school year.

ACADEMIC AWARDS

Academic achievement is recognized at the end of each quarter following a weekly school Mass or at the school assembly in the Miki Center. Parents will be notified in advance if their child is receiving an award and are encouraged to attend and celebrate the accomplishment.

1. **“A” honor roll:** Student receives an “A” grade in all core subjects and no less than a “C” or “P” in all other classes.
2. **“B” honor roll:** Student receives no less than a “B” grade in all core subjects and no less than a “C” or “P” in other classes.
3. **Perfect Attendance:** This award is given to students who have been present for the total school day, every day of the school year. Students who receive supplemental services from ASD during the school day are not considered absent and therefore are eligible for this award. Students who miss part of the day, with the exception of the lunch/recess time, for such things as doctor or dentist appointments are considered absent, and therefore, are not eligible for this award.
4. **Student of the Month:** On the last school day of each month, from September through May, a Student of the Month from each grade level will be announced. Prior to the last day of each month, the principal will confer with each teacher, the BASC director and the recess staff to determine the Student of the Month for each grade.

In recognition of their achievement, each student of the month will have their picture displayed on the bulletin board for the next month, and receive a gift of recognition.

Criteria for selection of the Student of the Month (same for all grade levels):

Academic: Works hard during class. Works hard to complete all class work and homework assignments. Participates in classroom discussions and/or activities. Earns passing grades in all subjects.

Citizenship: (applies to the school day and any school sponsored or related activities – such as BASC, field trips etc.) Responds well to teacher directions. Treats fellow students, staff and visitors with respect. Is respectful of the school and school property.

Note: A student may be selected more than one time during the year.

ENRICHMENT CLASSES

LIBRARY

Kindergarten through 4th grade have one 40 minute library session each week. Students learn library and research skills and have the opportunity to check book/s out of the school library.

COMPUTER

The computer lab contains twenty five student computers using the Windows operating system. 2nd through 6th grade students receive two periods of computer instruction per week, Kindergartners and 1st graders receive one period of computer instruction per week. Computer instruction is provided by the Library Sciences teacher and uses the TechWorks program – a comprehensive program based on the scope and sequence of technology skills.

PHYSICAL EDUCATION

Kindergarten through 6th grade have two 40 minute classes of physical education each week. Students are taught in a manner that allows them to grow in their abilities while developing self-confidence. Skill building occurs in small steps and is presented using developmentally appropriate techniques.

All Saint Elizabeth Ann Seton students are to have a designated pair of PE shoes that are indoor only shoes with non marking soles. For other dress issues, please refer to the dress code.

MUSIC

Kindergarten through 6th grade have two 40 minute music classes each week. Instruction is focused on music appreciation, singing, dancing, and reading music. The 3rd through 6th graders also receive instruction in playing the recorder. The music teacher leads the weekly school Mass and 3rd through 6th grade students have the option to serve as choir cantors, play percussive instruments, and hand bell chimes. Some liturgical hymns are taught in Spanish and Latin to support awareness and knowledge of other languages. The music teacher also works diligently to prepare the students for an annual Christmas program and Spring plays by grade level.

SPANISH

Kindergarten through 6th grade have one 40 minute Spanish class each week. The focus of the class is familiarization with conversational Spanish language and Spanish culture.

CONDUCT

STUDENT CONDUCT

The School Board, administration and school staff expect each student to obey all school and classroom rules and regulations. Children are expected to be polite and respectful to each other, teachers, staff, parent, and visitors and to our school facility.

Parents are expected to support the school's mission and goals in word and in action. If a student needs to be disciplined, parents are expected to support the school in the disciplinary action and work with the school personnel to effect change in the student's behavior.

Saint Elizabeth Ann Seton School seeks to keep to a minimum of standards in the maintenance of an orderly atmosphere and learning environment. The following basic guidelines are necessary, however, for consistent operation and good testimony before the community:

1. Students take responsibility for learning.
 - ❑ Arrive to school on time.
 - ❑ Be prepared for class.
 - ❑ Demonstrate a serious and responsible attitude in daily work.
 - ❑ Homework is carefully and thoughtfully completed, and on time.
2. Differences are settled in a peaceful manner.
 - ❑ Respect other people's property and personal space.
 - ❑ Do not physically or verbally fight with other students.
 - ❑ Do not take anything that does not belong to him/her.
3. Students follow directions of those in charge.
 - ❑ Look at the speaker.
 - ❑ Do not talk back.
 - ❑ Carry out the directions given.
 - ❑ Actively participate in assemblies and church services
4. Students are sensitive to the needs and feelings of others.
 - ❑ Use appropriate language at all times.
 - ❑ Do not bully or tease others.
 - ❑ Do not physically harm self or others.
5. Students move safely through the school.
 - ❑ No playing around in the bathrooms or hallways.
 - ❑ No running in the classroom or hallways.

DISCIPLINE PROCESS

The use of corporal punishment as a disciplinary measure is strictly prohibited. However, the use of reasonable and necessary restraint on a student to protect the student or other people from physical injury, to obtain possession of a dangerous object, or to protect property from serious harm may be used.

The discipline process is meant to be a natural, logical process, which recognizes that the student, exercising his/her God given gift of free will, can choose to act and to accept the

consequences of the action. The disciplinary process is meant to teach students that consequences flow logically from actions and encourages responsible choice of considerate, positive intended action.

Each classroom teacher will have a set of classroom rules and a list of appropriate consequences for violating these rules. The rules and consequences will be clearly communicated to the students, will be posted in the room, and will be given to all parents. Teachers have the discretion to impose such consequences as:

- ❑ Change the student's seat assignment.
- ❑ Communicate with the parent (phone call, e-mail, conference, etc).
- ❑ Have the student spend some time sitting at a desk set up immediately outside the classroom (within the view of the teacher).
- ❑ Restrict activity during recess ("walk the cones," etc.).
- ❑ Revoke recess privilege.
- ❑ Be sent to the Principal's office.
- ❑ Employ a behavior contract involving student, parent and teacher.
- ❑ Exclude from a special class or school activity (field trip, etc.).

Whenever a student is removed from the classroom, required to stay in from recess or sent to the principal's office, the teacher will inform the parent/s of the cause and consequence of the behavior as soon as possible, but no later than the end of that school day.

When a student is sent to the Principal's office for inappropriate behavior in the classroom or on school grounds, the consequences for inappropriate behavior become more severe and can include such things as:

- ❑ Calling his/her parent/s to explain the circumstances for being sent to the office.
- ❑ Spending a limited amount of time sitting in the office.
- ❑ Serving an in-school suspension (full class day or more).
- ❑ Serving an out-of school suspension.
- ❑ Being expelled.

Parents of students who consistently and/or seriously ignore or behave contrary to the mission and goals of the school will be asked to withdraw their child from the school.

HEALTH AND SAFETY

BUILDING ACCESS

Student and staff safety is of utmost concern and priority at Saint Elizabeth Ann Seton School. After the second morning bell, only the side/kindergarten entrance door remains open for school day visitors and deliveries. All visitors are asked to follow the visitor sign in and sign out process. At the end of the day, a rotating school staff member is assigned to monitor the students and the parking lot to ensure student's safety and security.

Kindergarten, 1st, 2nd, 3rd and 4th grade classrooms have their own restroom facilities.

Each classroom is equipped with a telephone, an emergency button, a smoke detector and fire alarm, a carbon monoxide detector, and an emergency supplies backpack containing items needed in a natural disaster or emergency situation.

FIRE AND EARTHQUAKE

Students are expected to recognize the seriousness of fire and earthquake danger and are expected to follow the appropriate procedures as directed by their teachers and/or other responsible adults. Fire and earthquake drills are conducted on a regular basis.

PARKING

Saint Elizabeth Ann Seton School students utilize the parking lots behind (north of) the Miki Center and the school as a play area between 11:50 am and 12:50 pm. Please park your vehicle on the south side of the church or the portion of the school parking lot closest to Gander Road. PLEASE BE EXTREMELY CAREFUL AND WATCHFUL WHENEVER DRIVING INTO THE SCHOOL PARKING AREA.

FOR THE SAFETY OF ALL CHILDREN: After school, no student is allowed to go to a vehicle without adult assistance – PLEASE do not wave for your child to cross the traffic pattern to come to your vehicle if not attended by an adult.

Also, please provide the school with the name of any person/s other than parents, who may pick up your child through out the year.

IMMUNIZATIONS/PHYSICAL EXAMINATION

Alaska State law requires immunization and health records for all students. Saint Elizabeth Ann Seton School must have all required medical and immunization records before a student begins the school year. A student's school file must include:

1. A medically certified copy of the student's immunization record showing the dose and date of each required vaccine and the date of the tuberculin test.
2. A copy of the student's most recent physical examination (an annual exam is recommended, but not required).

ILLNESS OR INJURY AT SCHOOL

If a student becomes ill or is injured at school, school staff will care for him/her temporarily. Parents or guardians will be notified of the problem as soon as possible. In the case of serious sickness or injury, parents will be requested to come to the school immediately. Please inform the school of any changes in the emergency contact numbers you provided at registration.

COMMUNICABLE/CONTAGIOUS DISEASE

It is a parent's responsibility to advise the Principal if their child is infected with any communicable disease. The school offers these guidelines in an effort to provide comfort to your child and safeguard the health of all school staff and students:

- ❑ Parents should not bring their child to school if the child displays any of the following:
 - Elevation of temperature (above 99 oral temperature)
 - Skin rash (undiagnosed, or not under treatment)
 - Inflamed eyes
 - Severe sore throat and/or coughing
 - Vomiting or diarrhea
 - Runny nose
- ❑ If a student has a cold, runny nose, fever, flu, etc., the student should not be brought to school. A student with a common cold is requested to be absent at least 2 to 3 days during the most contagious period. If there is a fever, the student should have a normal temperature for a full 24 hours before returning to school.

MEDICATION

Only the office staff will administer medications to students and only when the following criteria are met:

Prescribed Medications:

1. Parents sign a consent form authorizing the office staff to administer the Medication (**see Administration of Prescribed Medication**).
2. Parents provide the name of the medication and specific instructions in writing as to when and how much of the medication is to be given to the child.
3. Medication must be brought to the office and left in the original container.

Over The Counter Medications:

1. Students are not to bring any type of medication to school to administer themselves (included items are cough drops and antacids).
2. Any medications brought from home must be kept at the school office and must be sent in an original, labeled container with specific directions relative to amount and time of giving such medication.
3. If there are any questions, a member of the office staff will contact a parent or guardian before administering medications.

**ST. ELIZABETH ANN SETON SCHOOL
2010 - 2011 SCHOOL YEAR**

S	M	Tu	W	Th	F	S		S	M	Tu	W	Th	F	S			
August 2010							August	January 2011							January		
1	2	3	4	5	6	7	11	Staff Work Day	2	3	4	5	6	7	8	17	Martin Luther King Jr.
8	9	10	W	IS	IS	14	12,13	Staff in-service days	9	10	11	12	13	14	15		
15	IS	O	18	19	20	21	16		16	17	18	19	20	21	22		
22	23	24	25	26	27	28	17	Classes begin	23	24	25	26	27	28	29		
29	30	31							30								
September 2010							September	February 2011							February		
5	H	7	8	9	10	11	6	Labor Day Holiday	1	2	3	4	5	16&17	Parent/teacher conferences		
12	13	14	15	16	17	18			8	7	8	9	10	11	12	18	In-Service Day
19	20	21	22	23	24	25			13	14	15	PN	IS	19	21	President's Day	
26	27	28	29	30					20	21	22	23	24	25	26		
									27	28							
October 2010							October	March 2011							March		
3	4	5	6	7	8	9	15	End of 1st quarter: In-service day	1	2	3	E: IS	5	4	End of Third quarter In-service day		
10	11	12	13	14	E: IS	16	27-28	Parent/teacher conferences	6	Spring Break			12	7-11	Spring break		
17	18	19	20	21	22	23	29	In-service day	13	14	15	16	17	18	19		
24	25	26	PN	IS	31			20	21	22	23	24	25	26			
									27	28	29	30	31				
November 2010							November	April 2011							April		
1	2	3	4	5	6	25-26	Thanksgiving Holiday	3	4	5	6	7	8	9	22	Good Friday	
7	8	9	10	11	12	13			10	11	12	13	14	15	16	24	Easter
14	15	16	17	18	19	20			17	18	19	20	21	H	23		
21	22	23	24	H: Thanks	27			EAS	25	26	27	28	29	30			
28	29	30															
December 2010							December	May 2011							May		
5	6	7	8	9	10	11	17	End of 2nd semester: In-service day	1	2	3	4	5	6	7	19	Students' last day
12	13	14	15	16	E: IS	18	20-31	Christmas Vac	8	9	10	11	12	13	14	20	Staff Work Day
19	Christmas Vacation					25			15	16	17	18	C	W	21	20	Memorial Day
26	Christmas Vacation								22	23	24	25	26	27	28		
									29	H	31						

KEY:	W	Staff work day	E	End of the quarter	QUARTERS:
	O	1st day for students	H	Holiday	
	IS	Staff in-service-no school	C	Last day of school	
	PN	Parent/teacher conferences-Inservice days 1/2 day class			

TOTAL DAYS						
	AUG	SEPT	OCT	NOV	DEC	Sub t
STAFF	13	22	23	19	16	93
STU	12	21	23	18	15	89
	JAN	Feb	MAR	APR	MAY	Sub t
STAFF	20	19	17	22	17	95
STU	19	19	17	21	15	91

In-service days (max 10)			
Aug	12	Oct	15
Aug	13	Dec	17
Aug	16	Mar	4

Student Emergency Information

Student's Name: _____ Grade: _____

Home Phone: _____ Date of Birth: ____/____/____

Home Address: _____

Mailing Address (if different): _____

PARENT INFORMATION	FATHER	MOTHER
Name:		
Employer:		
Work Phone Number:		
Cell Phone Number:		
Email Address:		

EMERGENCY CONTACTS	#1	#2
Name:		
Relationship:		
Contact Number/s:		

Please list the names and contact phone numbers of any person, other than parents or legal guardians, whom you authorize to pick up your child from school. For your child's safety, we will NOT release your child to any one not listed on this form. You may update this form at any time to authorize additional adults.

NAME	CONTACT NUMBER/S

Parent Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Does your child have any health concerns the school should be aware of? YES NO
If yes, please explain: _____

Does your child take any medications that the school should be aware of/and or will be asked to administer? YES NO
If yes, please describe: _____

A reminder that children are not to have medications or self-administer medications at school. All medications are to be kept in the office and administered by a school employee. For routine administration of prescription medicine please complete the **Administration of Prescribed Medicine** form.

Family Doctor's Name: _____ Phone Number: _____

Family Dentist's Name: _____ Phone Number: _____

MEDICAL CARE AUTHORIZATION:

If emergency treatment is required for your child/ward, and we are unable to reach the parent or legal guardians immediately, your signature below will empower the staff at Saint Elizabeth Ann Seton School to exercise their own judgment in contacting the above physician or, if necessary, transport the child to a facility for medical treatment. This procedure would also permit the school to release pertinent school medical records to the treatment facility.

I/We consent, in advance, to allow whatever emergency treatment is considered necessary by the attending medical staff in the event my child/ward suffers serious illness or injury while in the care of Saint Elizabeth Ann Seton School. I/We further understand that reasonable effort will be made to notify me/us of the illness/injury prior to the treatment of my child/ward.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____



Administration of Prescribed Medication

Student Name: _____ Grade: _____

School personnel will assist parents by administering prescribed medication to students. Any medication sent to school must have a pharmacy or manufacturer's label. Medication must be in the original container indicating the following information: **student name, dosage, physician, pharmacy, date issued, prescription number.** This form or a written statement signed and dated by the physician is required for prescribed medications.

PARENT STATEMENT

I request that the prescribed medication listed below be given to my child. I understand that the school is not legally obligated to administer medication to my child, and in the absence of a school nurse, other designated school personnel may administer the medication. I agree to defend and hold the school employees harmless from any liability for the results of the medication or the manner in which it is administered, and to defend and indemnify the school and its employees for any liability arising out of these arrangements. I will notify the school immediately if the medication is changed.

Signature of Parent/Guardian: _____ Date: _____

Home Phone: _____ Work Phone: _____

PHYSICIAN STATEMENT

Child's Name: _____ must receive prescribed medication for the following condition _____

Prescribed medication: _____

Prescribed daily dosage: _____ Time/dosage given in school: _____

Beginning date of medication: _____ Ending date: _____

Possible side effects of the medication: _____

Physician Signature: _____ Date: _____

Print Name: _____ Phone: _____

Physician Address: _____

School Administrator Signature: _____

Approved: _____ Denied: _____ Date: _____

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Before and After School Care Registration

Student's Name: _____

Grade: _____ Date of Birth: ____/____/____

PARENT INFORMATION	FATHER	MOTHER
Name:		
Employer:		
Work Phone Number:		
Cell Phone Number:		
Email Address:		

Emergency Contact: _____ Contact Number/s: _____

Does this student have any medical conditions or allergies? YES NO

If yes, please explain: _____

Is this student allowed to spend more than 30 minutes on homework? YES NO

Do you have a preference as to the type of snack given? YES NO

If yes, please explain: _____

Would you permit this student to occasionally view a movie? YES NO

Is there anything else we should know about your child? _____

Please list the names and contact phone numbers of any person, other than parents or legal guardians, whom you authorize to pick up your child from After School Care. We will NOT release your child to anyone not listed on this form.

Name: _____ Contact Number/s: _____

Name: _____ Contact Number/s: _____

Name: _____ Contact Number/s: _____

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Recess Rules and Procedures

Students at Saint Elizabeth Ann Seton School enjoy a 30 minute recess period each day. Recess will be held outdoors unless the temperature and/or the chill factor is below -10 degrees. During extreme weather conditions (-10 degrees or colder), students will stay in their classrooms or the Miki Center gymnasium for recess. The school will provide games, activities, and adult supervision.

All children are expected to go outside and are to come to school with proper outdoor clothing. We do not have staff available to monitor students staying indoors during recess, so parents please consider that if a child is too sick to go outdoors for recess, the child is probably too sick to be in school. The school will honor a letter from a medical doctor stating that the child is well enough to be in school, but should not be outside during recess.

Students are not to bring personal items such as soccer balls, basketballs, baseball equipment, skateboards, in-line skates, CD players, etc., to school.

The school provides adult supervisors during recess and expects students to follow all playground rules and the directions of the recess supervisors.

RULES FOR RECESS:

1. Always obey and show respect for the adults on recess duty.
2. Swings:
 - Must sit properly in the swing seats
 - Must swing only forward and backward.
 - Only one person per swing.
 - No kicking off shoes while swinging.
 - No jumping out of the swing while it is in motion.
 - No climbing up the support poles of the swings.
3. Monkey Bars:
 - No climbing on the top.
 - Do not put the rings over the wood.
4. Jump Ropes – use only for jumping (not for tug-of-war, or tying each other up).
5. Slides:
 - One at a time.
 - Must go down the slide feet first.
 - No walking or climbing up the slides.
6. Snow and snow piles:
 - Do not throw snow or ice.
 - Must slide feet first.
 - One at a time going down any slide area.
7. Always keep your hands and feet to yourself – no pushing or shoving others.
8. If you have any problems, go to one of the adult supervisors.
9. Do not go into building without permission of a recess supervisor.

IF STUDENT CHOOSES TO BREAK THE RULES:

FIRST TIME: Warning.

SECOND TIME: Will spend the remainder of the recess time standing with supervisor.

SEVERE/DANGEROUS BEHAVIOR: Student sent immediately to the office.

IF STUDENT CONSISTENTLY CHOOSES TO BREAK THE RULES:

Student will be sent to the office and will spend a determined number of recess periods sitting in the Principal's Office.

PROCEDURES FOR RECESS:

1. All students must have proper clothing (coat, hat, snow pants, gloves and boots) when going outdoors. Students without proper clothing will be required to walk the sidewalk.
2. Get all play equipment (jump ropes, balls, snow toys etc.) from the shed and return them at the end of recess.
3. If you have any problems with another student tell one of the adult supervisors.
4. When the bell rings or the whistle blows, immediately stop any game or activity, pick up any play equipment/toys around you and start toward the gathering area.
5. Put play equipment/toys in the proper place.
6. Get in the proper line and maintain silence.
7. Enter the building at the direction of the supervisors.

Dress Code

Saint Elizabeth Ann Seton School Dress Code provides our students with a consistent and reverent appearance while illustrating the values of human dignity, responsibility, and respect for self. In addition, many parents and students appreciate the ease and consistency that the dress code brings to their school experience.

	Navy Blue	White	Red	School Plaid
Shirts	X	X	X	
Sweaters	X	X	X	
Vests	X	X	X	
Pants	X			
Skirts	X			X
Jumpers	X			X
Skorts	X			X
Ties	X			X
Blazers	X			

Shirts:	Shirts may be short or long sleeves with a collar. Polo, Button Down, Peter Pan, Turtleneck styles are acceptable. No denim or 3/4 length sleeves. All shirts shall fit properly. If untucked, shirts shall be no longer than waist length. If shirt has a tail, it must be tucked in.
Pants:	Twill, blends, corduroy material is acceptable. Pants must be ankle length and fit properly and be hemmed. No knit or denim fabric. No sweat, carpenter, cargo, flannel, windpants, Zip-off or overalls/jumpsuits. Leggings may not be worn as pants.
Skirts, Skorts and Jumpers:	Skirts, skorts and jumpers shall be knee length when standing up. School plaid is hunter green/navy plaid.
Shorts:	Shorts are not permitted unless worn underneath a skirt or jumper. Shorts are not to be visible when standing. Shorts must be solid navy color.

Only the Saint Elizabeth Ann Seton school logo/emblem is allowed on any clothing. There are to be no other logos, words, pictures, advertisements, appliques, emblems, or embroidery on any articles of clothing

NEW: Saint Elizabeth Ann Seton sweatshirts may be worn on Fridays ONLY. Khaki pants are no longer allowed on any days.

Sources: Student uniform clothing can be purchased at a variety of stores. Sears/Land's End, Junior Towne, GAP, Gymboree, and JC Penney are Anchorage retail options. Saint Elizabeth Ann Seton School "SEAS Closet" offers lightly used uniform pieces at nominal cost.

Socks, tights, leggings: Socks or tights are required with shoes. They must be solid white or navy. Solid navy leggings may be worn under skirts and jumpers.

Belts: Must be solid, dark color.

Shoes: Plain colored tie, Velcro or buckled shoes are allowed. Not allowed: shoes with lights or musical features, brightly colored shoes, platforms, sandals, open toe shoes, crocs, heels more than 1 inch, or wheels of any kind. Appropriate snow or rain boots should be worn for outdoor play. Boots are not allowed to be worn in the classroom.

Jewelry & Makeup: Wrist watches, necklaces and one pair of non-dangle earrings are allowed. No make-up, body glitter or visible tattoos. Lip balm is allowed.

Hair: Shall be neat, clean, well groomed, and not interfere with schoolwork. No hats or bandanas shall be worn inside. Hair accessories must be navy blue, classic red, white or school plaid. No hair pieces or extensions are allowed.

Scout Uniforms: May be worn on meeting days.

Field Trips: Standard school dress unless specified by the Administration.

Theme/Dress Up Days: Students who do not participate in theme day attire, as defined by the Administration, shall wear standard school uniform.

Physical Education: short sleeve shirt in cotton or cotton blend fabric is recommended. A pair of indoor-only tennis shoes with non-black, non-scuffing soles and securely tied laces or Velcro straps should be left at school for PE class.

Recess: Recess is scheduled everyday (unless the temperature is below -10') and all students are expected to participate. Students should have appropriate winter gear including gloves/mittens, snow pants, coat and boots.

Dress Code Compliance:

The first time a student comes to school inappropriately dressed, as defined in the code, the teacher will notify the student and parents or guardians. Should a second violation occur, the Principal will be notified and a second written notice will be sent home. This notice should be signed and returned to the Principal the following school day.

In the event of a third violation, the Principal will contact the parents or guardians to make the necessary arrangements to bring the student's dress into compliance before the child will be allowed to return to the classroom. Subsequent violations will be dealt with by the Principal and may result in the suspension of the child.

MIKI Center Request Form

Name: _____

Date: _____

I request permission to use the following Saint Elizabeth Ann Seton School/Church space:

1. Day: _____

2. Date: _____

3. Time: _____

Please explain if you need different facilities at different times for the same activity.

4. Facility/ies (check all that apply):

_____ Rooms 2 & 4 (first rooms on right as enter the MIKI from the school)

_____ Rooms 1 & 3 (second on right)

_____ Nursery

_____ Gym & stage _____ Gym only _____ Stage only

_____ Kitchen

_____ Chapel

_____ Church Foyer

_____ Other (explain)

5. Activity description: _____

6. If activity sponsored by a parent/s, who is responsible for the kitchen and cleanup?

School Administrator Signature: _____

Approved: _____ Denied: _____ Date: _____

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