



2019–2020  
Parent Handbook

*“Quality Education in a Christ-Centered Atmosphere”*

St. Elizabeth Ann Seton School is a member of Catholic Community Schools

# St. Elizabeth Ann Seton Catholic School

## Board of Directors

### Voting Members

Tricia Sladky  
Mike Klasen  
Wendy Maiers  
Matt Volkers  
Rev. Thomas Knoblach  
Rev. Gregory Sauer

### Non Voting Member

Kelly Vangsness, Principal

## Mission Statement

St. Elizabeth Ann Seton Catholic School is a faith community committed to the teachings of the Church with the mission to provide quality learning in a Christ-centered atmosphere for its students, families, and staff.

## School Philosophy

We believe that quality learning takes place in a Christ-centered atmosphere. We believe each student's academic potential will be developed and nurtured. The child's uniqueness will be recognized, accepted, and affirmed. We believe each child is encouraged to develop a personal and communal relationship with Jesus and to follow His Gospel message. We believe the message of God's presence through Jesus is celebrated in varied forms of worship. We believe that we are a place where acts of peace and justice are nurtured and developed. We believe the example of service given to the students by their parents, school, and parish will encourage them to serve their community through sharing of their gifts and talents.

## Catholic Community Schools

St. Elizabeth Ann Seton School is one of the nine member schools of Catholic Community Schools (CCS). St. Elizabeth Ann Seton is governed by these policies and any applicable policies of the Catholic Community schools that may be developed or adopted.

# Daily Routine

## School Hours:

District 742 Transportation Services has informed us that the start time for St. Elizabeth's will be 7:45 a.m. and the time of dismissal will be 2:30 p.m.

The offices will be open to receive calls at 7:00 a.m. Student may start arriving at 7:30 am and will go to their classroom.

Noon Intermission:	Lunch	Recess
PK	11:00-11:25	
K-2	11:15-11:45	10:45-11:15
3-6	12:00-12:30	11:30-12:00

## After School:

Students will not be allowed in the buildings after school, except under the supervision of a teacher assigned to the activities in which students are to participate or for Kid Kare. The staff is not responsible for students using the school or school grounds after school hours.

## Picking Up Students After School:

To ensure your child's safety, we ask the that you follow these directives when picking up your child after school:

Please pick up your child in the parking lot. Stay in your vehicle and form a line following the arrows in the lot. Children will be delivered to the vehicles by the supervisors.

If your child is not a regular pickup (everyday), we **MUST** have a note or a phone call to the office prior to 1:00. **NOTES ARE BEST.** A verbal message from your child to their teacher is not sufficient. Without a note or phone call, your child will be sent home by their normal route (bus, walking, etc.)

Students not picked up before the supervisors go off duty must wait in the school office until their ride arrives.

## Before and After School Care:

Before and After school care is available through the SEAS Kid-Kare Program. The morning program begins at 6:30 a.m. to 7:40 a.m. The after school program runs from dismissal to 6:00 p.m. For more information, call 251-1988.

## **Dismissal During the School Day:**

If students are to be released during the regular school day, the secretary and the homeroom teacher should be notified by 8:10 a.m., either through a phone call or a written note indicating the reason and time the student is to be released. An email to Sandie Kalla is preferred. When picking up your child, report to the office; do not go directly to the classroom.

## **Emergency Closing:**

In case of bad weather, please listen to your local radio station. We depend on District 742 busing, so we dismiss when the district arranges. Please make plans with your child/ren as to what and where he/she is go to in case of an emergency closing.

Forms indicating your plan for your child in case of emergency closings are filled out yearly and kept on file in the school office.

Do not send your children early if there is a late starting time. Supervision is not guaranteed if this happens. A late start for students usually means a late start for staff as well.

## **Emergency Evacuation:**

If we need to quickly evacuate our building and the immediate area, the students would be bused to South Junior High School. There they would be sorted to their regular bus routes or may call home for a ride. Communication will be sent through email and text.

## **Punctuality and Attendance:**

Classes begin at 7:50 a.m. We urge you to cooperate in teaching children the importance of punctuality. Any student arriving after opening time will be marked tardy and must get an admittance slip from the office. Students who arrive late on buses are not considered late but must get an admission slip also.

Please keep in mind the importance of children experiencing as many full, uninterrupted school days as possible during the school year. There is no substitute for being in school. Doing make-up work is important, but many learning experiences in a day cannot be made up and are simply missed. Please avoid appointments during the school day, vacations outside of school vacation days, and nonessential absences. Being in school is a priority.

## **Contacting School Staff:**

In order to provide parents with quick and accurate information we ask that you follow the school information guide below:

Academic and discipline concerns for your child should first be addressed to the child's teacher. The best way to contact the teacher is by email. Teachers will respond as their

schedules allow. Email addresses for faculty consist of their first initial and last name followed by seasmn.org.

# Admission and Registration

## Registration of Kindergarten:

A child entering kindergarten should be five years old before the first of September. At the time of the registration, or as soon as possible thereafter, parents should present the Baptismal Certificate if the child was not baptized at St. Anthony, Holy Spirit, or St. John Cantius even if not of our Catholic faith.

## Orientation:

During Open House, parents are given an opportunity to complete information forms, meet the teachers and get an overview of the school program. Your family packet of forms and information will be distributed at the Fall Open House.

## Tuition:

Tuition is \$3,000 per child for the 2019-2020 school year for students in grades kindergarten-6<sup>th</sup> grade. A nonrefundable registration fee of \$100 per family is due at the time of enrollment. Tuition Policy states "All accounts must be paid in full by June 30 following the academic year just completed. Registrations for the coming year from families with accounts not paid in full will not be valid until a written confirmation is received from the pastor of their parish that the registration is acceptable."

## Actual Cost:

St. Elizabeth Ann Seton Catholic School exists for a spiritual purpose. Faith formation is our primary focus and our reason for being. We are a Catholic school carrying out an essential mission, the education of the young within the context of Christian community, as part of Catholic Community Schools. Financially, St. Elizabeth Ann Seton School is able to exist because of the sacrifice of parish members, parents, and the staff of the school.

The cost of educating a student at St. Elizabeth Ann Seton School is \$6,400 which includes any prorated costs for the maintenance of the buildings. Of the \$6,400 per pupil cost, 40% is paid through parish subsidy, 39% through tuition, and 21% through other sources.

We understand that our school families are in varying financial circumstances. We appreciate your effort to make the tuition commitment and to do whatever you can to support our school. We also understand that some families need assistance with tuition. Holy Spirit, St. Anthony, and St. John Cantius parishes have tuition aid programs. Please talk to the principal for information in applying for these funds.

## Fundraising:

We need to raise \$35,000 to meet the fundraising line item on the income side of our school budget. This portion of the total funding mix is crucial. Every family is expected to participate in fundraising activities. St. Elizabeth's conducts two major fundraiser each school year. In the fall, the school will sponsor a Work-a-Thon and the Retro Fest & Run will be held in the spring. Families participate by soliciting a minimum of \$125 for each fundraiser.

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Two related income sources that are NOT part of the fund raising line item but provide important dollars under the "other income" category, are employee United Way designations to St. Elizabeth's and direct donations.

Policy adopted by the Board of Directors June 9, 1998: "The mixture of fund raising activities for the school year shall be reviewed and established by the board on recommendation from the fundraising committee in November and May. Any new proposal for fundraisers will be addressed within this process. The mixture of fund raising activities for the current year will be described in the Parent Handbook."

## Christian Worship

### Eucharist:

Attendance at worship is an integral part of your child's life at St. Elizabeth Ann Seton School. Once a week each child will participate in the Liturgy. His/her class will have the opportunity to help with the planning of the Mass on a rotating basis. Parents are cordially invited to attend. We also want to emphasize the importance of family participation in the Sunday liturgy on a weekly basis.

### Sacramental Program:

Preparation and reception of the sacraments happen within the parish community but the school assists the parents in the preparation of children for the reception of the sacraments.

### Reconciliation:

During the seasons of Advent and Lent, the children will be provided with the opportunity to participate in a communal penance service with private confession. Other times of confession are given in the weekly parish bulletin.

## **First Eucharist and the Sacrament of Forgiveness:**

**Parents are primarily responsible for preparing their child for the sacraments of Eucharist and Reconciliation. The teacher in the second grade will assist in the preparation of these sacraments, in cooperation with the Parish Religious Education Coordinator.**

## **Religion Classes:**

**A formal religion lesson is taught by the classroom teacher four days each week. Class time varies from 20-40 minutes depending on the age level of the students. Class is not held on the day that Liturgy is celebrated.**

# **Communication with Parents**

## **Parental Rights Guidelines:**

**The education of students is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require parents to withdraw their children.**

**Effective communication between home and school is essential to the successful operation of St. Elizabeth's School. The primary means of this communication are weekly parent newsletters, monthly calendars, parent-teacher conferences and periodic classroom newsletters.**

**All communication from the school will ordinarily be sent electronically. If a child has more than one household (due to divorce, separation, or other circumstance) communications will be sent to the non-custodial parent upon request from the school office. If both parents desire a Parent/Teacher Conference, a request for separate conferences must come from both parents.**

## **Progress Reports and Conferences:**

**Progress reports and conferences are one of the principle means of communication and contact between teacher and parents. At the end of the first and second trimester, parent-child-teacher conferences are scheduled. Conferences should result in a better understanding and an improved relationship between the home and the school. A written report is sent home at the end of the third trimester.**

**Parent-child-teacher conferences are encouraged, because we promote student's responsibility for his/her learning and student self-evaluation. At this type of conference, the**

child updates his/her parents concerning his/her progress for the previous twelve weeks. The teacher will share the student's strengths as well as weaknesses.

At any time the parents are encouraged to contact the teacher and/or the principal concerning questions and problems. If a problem arises, it is more desirable to discuss it in person rather than on the phone. Teachers are very willing to set up conferences when needed.

Please also use the SchoolSpeak online program to access information about happenings in the classroom and other important school information.

## **Parents Rights to See Educational Records:**

State and federal legislation has guaranteed parents and students access to student educational record information and control over the release of this information to others. Federal statute requires that education institutions shall annually inform parents and eligible students of the rights accorded them. This announcement will serve as this year's notice to parents and students.

St. Elizabeth Ann Seton School collects student data and maintains educational records on all students in order to comply with state regulations facilitate the educational program and provide for parent's communication. These records include identifying data (age, address), academic grade, attendance records, test results, psychological reports, student activities, and student's future plans.

The safeguarding and proper maintenance of current records are the responsibility of the principal. At the close of each year, a designated school staff member shall review the records and remove outdated and inappropriate data and information.

A student's records may be seen or reviewed only with the written permission of the parent or the student (if 18 years of age or older) except under the circumstances cited below:

Administration and staff employees of the school district have access to school records in connection with their school functions, and responsibilities.

Student records will be forwarded upon request to other schools and post-secondary educational institutions to which a student transfers/applies for admission, or in which he/she enrolls. Student records will be forwarded upon request to scholarship and financial aid sponsors to whom the student is making or has made application for aid. Researchers, with permission of the principal, may examine school records and report information which does not identify individual students.

All student records shall be reviewed and shared with the student (18 years of age or older) or parent, upon request, within a reasonable period of time. Parents who are interested in seeing their children's records should make an appointment with the school principal or appropriate school officials and, upon presenting proper identification, will be provided the opportunity to see the records and to receive interpretations and explanations of these records. Students 18 years of age or older who wish to see their records should follow the same procedure. If there is incorrect, inaccurate, or misleading information in a student's records, the parent or student has the right to challenge the content of the records and to request the principal to



have the materials corrected or removed. If the correction is not made the student/parent may ask for a hearing and resolution on the matter before the pastor or his designated representative. The student and/or parents have the right to obtain copies of these records on payment of a fee not to exceed the actual cost of reproduction.

Federal and state statutes and regulations permit certain individuals and agencies not mentioned in earlier paragraphs to see educational records without parents or student permission. Accordingly, educational records may be shown:

To state and federal agencies as required by law or in connection with auditing of federal and state grant-in-aid programs.

To individuals in compliance with a court order or lawfully issued subpoena. The school shall attempt to notify the parent of such order or subpoena prior to release of records.

## **Parental Visitation:**

If parents wish to visit classrooms, they are welcome to do so. Please contact the teacher or the principal to make arrangements. We ask that you please check in at the office first when visiting. All volunteers must complete proper paperwork and background check through the school office.

## **Publishing or Posting of Student Information:**

Information such as student's name, parent's name, address, phone number, birth date, photos, and students work may at times be published or posted by the school. This information may appear in the student directory distributed to parents, class lists, school newsletters, bulletin boards, classroom displays or projects, or local newspapers such as the St. Cloud Visitor or St. Cloud Times, and on the school website/social media accounts. If you do not wish to have this information used in a public manner please contact the school principal in writing.

## **Home and School Association:**

St. Elizabeth Ann Seton Home and School Association is composed of all families and faculty of St. Elizabeth Ann Seton School. Events are held throughout the year. We encourage all of you to participate in these events to become an active member of the St. Elizabeth Ann Seton School community.

The annual dues for this organization are \$25.00 per family. This fee is used for special projects for the school and Home & School Association events. See page three for names of the Home and School Association executive committee members.

## **Board of Directors:**

The Board of Directors is the governing body for the school. The Board is subject to regulations from the Ordinary of the Diocese and Catholic Community Schools, as well as applicable civil law. The board meets a minimum of six times during the school year. The date,

time and location of the meetings will be announced at least one week prior in the Parent Newsletter. The board conducts business from a prepared agenda. If you would like to have an item addressed, contact the principal or board president at least a week in advance of the meeting date.

The Board of Directors may have up to ten lay members, appointed by the Members of the Corporation (Bishop, Vicar General, Diocesan Chancellor and Pastor). The pastor is an ex-officio member. The principal is a non-voting member. See page 2 for names of the Board of Directors members.

## Student Health

### Nurse:

Services of the school nurse are provided by District 742. A nurse visits our school at least once a week on a regular basis and is on call to us every day. If you have questions or comments, please contact the nurse and she will return your call when she is here.

Vision and hearing screening are conducted each year. Grade five and grade 6 students have a yearly check for scoliosis.

### Absentee Procedure:

Regular attendance is extremely important in school. Children are not to be kept out of school except for illness. Parents are encouraged to notify the school between 7:30 and 7:50 a.m. if their child is absent. If the call is not received by 7:50 a.m., the school's secretary will call the home to find out why the child is absent. This information is necessary for our daily absentee record. If contact is not made, please send a note with your child stating the reason for the absence when he/she returns to school.

### Excuses and Absences:

Illnesses of the pupil or serious illness, death or emergency in the immediate family are reasons for an excused absence. Consideration will also be made for special educational trips that are not too frequent or lengthy. On these occasions, please contact the principal and teacher at least two weeks in advance.

### Accidents and Illnesses:

If your child becomes ill or injured at school, we will make every effort to notify you immediately. A student must always report to the office before leaving school.

The school needs to know how to reach parents quickly in order to handle emergency situations, and therefore we ask that you fill out an emergency health card for each child. This is kept on file so that parents can be contacted at once. You will be asked to take your child

home or to the family physician for medical attention if needed. It is a parent's responsibility to provide transportation home for a sick or injured child. If emergency treatment is required and the parents cannot be reached, we ask your permission to call a doctor and/or ambulance at your expense.

#### **Immunizations:**

Minnesota requires all students enrolled in grades kindergarten through 12 to show they have received immunizations or an exemption. St. Elizabeth Ann Seton utilizes District 742 Health Services to monitor immunization records.

#### **Medication at School:**

Only prescription medications can be dispensed at school and those only if there is NO viable alternative.

Written authorization form from parent/guardian and physician's order for giving medication will be required.

The medication must be in the original prescription bottle (ask the pharmacist to divide prescription so one is for home, one for school). The bottle shall have the identification of the student, the name of the physician, and name and dosage of the drug. Dispensing of the drug will be done by authorized school personnel (school nurse, secretary or principal) as stated on the prescription label.

If possible, instruct the student as to the reason and importance for taking the medicine, and inform the student of the time the medication is to be taken.

Schools reserve the right to request a medical statement to verify the need for medication during the school day. Absolutely no medication will be given without written authorization. A permission form and a doctor's order form may be obtained from the office. If it is necessary for your child to take prescription medication, bring the signed form with the proper prescription bottle to school. The medication should be brought to the office by a parent and picked up by a parent if any medication remains in the container.

#### **Food Allergies:**

St. Elizabeth Ann Seton School strives to create a safe and secure environment for its students and staff. We are aware that food allergies may be serious and life threatening. When informed by a member of the staff or the parents of a student about a food allergy, the administration will work with the school's nurse and head cook to create a plan to meet the needs of the child affected by the allergy.

#### **Pesticide Use Notice:**

Minnesota State law requires that schools inform parents, guardians, and employees if certain pesticides are applied on school property. Specifically, the law requires schools that apply

these pesticides to maintain an estimated schedule of application and to make the schedule available to parents, guardians, and employees for review or copying at each school office. The long-term health effects on children from application of such pesticides or the class of chemicals to which they belong may not be fully understood.

Our school utilizes a licensed, professional pest control service. All pest control materials are chosen and applied according to label directions per Federal law. If you would like to be notified, at your expense, prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact the principal.

## **Notice Concerning Asbestos Management Plan:**

St. Elizabeth Ann Seton School has on file a complete and updated Management Plan for dealing with asbestos containing building materials within the school buildings. The Management Plan is available for viewing by interested parties, Monday through Friday, 8:00 a.m. through 4:00 p.m. at the Principal's Office.

# **Transportation**

## **Busing:**

Bus transportation is available to all K-6 students who live one mile or more from the school which they attend, and to students who live beyond district designated hazardous boundaries. Those hazardous boundaries designated areas are: Roosevelt Road to the west, Clearwater Road to the east and 10th Street to the north.

Only eligible students are allowed to ride buses. Eligible students are to ride only on their assigned bus. Students may not ride an unassigned bus home with a friend or to a party, etc.

## **School Bus Safety:**

Bus service to and from school is provided by District 742 and bus companies contracted by them. Schedules are posted in the St. Cloud Times prior to the opening of school. The school bus driver is charged with the responsibility of student safety. He/she is to be respected by the students at all times. Failure to comply with bus safety rules could result in the denial of the privilege of riding the bus.

## **Bicycles:**

Students riding bicycles must follow safety regulations. Bicycles are to be parked in an orderly manner near the east entrance to the school. The school does not take responsibility for bikes if they are stolen or damaged. Bicycles are not to be ridden on the playground or sidewalks at any time.

## Recess:

During cold weather, all students will be required to go outside for noon recess, so please see that your children dress accordingly. Parents are responsible to provide children with proper winter clothing: snow pants, coats, hats, mittens or gloves, and boots, which should be worn when there is snow on the ground. Parents will be called if students do not have proper clothing for recess. If for a good reason, a child is unable to go outside, or to participate in sports and games, a written excuse is required. A child who is well enough to come to school should be well enough to spend a few minutes out in the fresh air. During rainy or extremely cold weather recess time will consist of games in the classrooms.

All students are expected to eat lunch at school. Students who eat their lunches in school may not leave the school grounds during the noon hour. After lunch, students must go to the playground or to a classroom if the weather is inclement.

## Discipline Preamble:

St. Elizabeth Ann Seton's School philosophy states: "We believe that quality learning takes place in a Christ-centered atmosphere in which the uniqueness of each child is recognized, accepted, and affirmed."

The rate of growth is different for each person and cannot be predicted or mandated. Each child must be treated as an individual. For this reason, timelines in behavioral situations are determined by the administration and the teacher(s) or support staff involved, in consultation with the parents, and based upon the degree of improvement in behavior.

## St. Elizabeth Ann Seton School Discipline:

The mission of St. Elizabeth's School is to nurture the growth and learning of each child within a caring, Christian environment. If quality education is to occur, the climate must be free from disruptive behavior. To assure a positive climate, proper respect must be shown to all persons at all times. All students are to conduct themselves in a cooperative and respectful manner during all activities. Students are expected to be respectful of others at all times, to follow directions, to be prepared for class, and to work and play cooperatively. Disruptive behavior contrary to these expectations will be addressed as deemed appropriate by the school. The teacher or support staff will work with the student toward a solution and, if necessary, parents will be contacted.

If disruptive behavior occurs repeatedly or if behavior is of a serious nature, the teacher will inform the principal, who will address the behavior with the student and involve parents as deemed necessary. Repeated occurrences may result in removal from class, suspension from school or expulsion from school. Certain behaviors are of such a serious nature that even a

single occurrence may result in removal from class, suspension from school or expulsion from school.

## Party Invitations:

Please be aware that passing out birthday or other party invitations at school often causes much awkwardness for students. We ask you to avoid sending invitations to school. Please handle them through other channels.

## Grievance Procedure:

Parents/legal guardians have grievance recourse with both the Pastor and the principal of St. Elizabeth Ann Seton School when resolution with a teacher is not possible or grievance is severe. A meeting can be made by contacting either parties through the school secretary at 320-251-1988. The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the people who are directly involved at the school. If the complaint is not resolved, the person bringing the complaint should discuss it with the principal (or the pastor, if the principal is the subject of the complaint). If the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate. After reviewing the facts and facilitating discussion of the problem, the principal or pastor will respond to the person bringing the complaint.

## Bullying Policy (Based on St. Cloud District 742 Policy)

The School Board recognizes the negative impact that bullying can have on the health and safety of students and the learning environment. Bullying can create distress, anxiety, lower levels of self-esteem, and feelings of isolation. Bullying materially and substantially disrupts the rights of others to an education and is unacceptable in the educational environment. Bullying is prohibited on school grounds, at school-sponsored activities, and school busses and school bus stops.

"Bullying" means repeated behavior by an individual or group that is intended to cause the victim, or would cause a reasonable person of the same age as the victim, to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, harassed, or physically abused. Bullying can take place in several forms including but not limited to the following:

- Written, verbal, or nonverbal
- Threats
- Intimidating or threatening gestures
- Unwanted physical contact, violence, or assault
- An intentional display of force that would give the victim reason to expect or fear physical contact or injury
- Jeering, taunting, or mocking
- Teasing and name calling
- Degrading, insulting, or derogatory comments
- Hazing
- Harassment
- Extortion
- Theft of money or possessions
- Vandalism of a student's personal property

- Unauthorized exercise of control over a student's personal property

#### Reporting Procedures

**Victims:** All students who believe they have been victims of bullying shall promptly report the bullying to a teacher, staff member or administrator. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.

**Parent:** All parents who become aware of any bullying are encouraged to report the bullying to a administrator or designee. This would include parents of victims, perpetrators or bystanders.

**Witnesses:** All students who witness bullying shall immediately report the bullying to a teacher, staff member or administrator. Any teacher or administrator who witnesses bullying shall immediately intervene and take appropriate action to stop the bullying.

**Staff:** A teacher, volunteer, educational contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the administrator or designee immediately for appropriate action.

**Administrators:** An administrator or designee who observes bullying or receives a verbal report of bullying shall document and promptly investigate the matter. When possible administrators shall seek to discuss bullying with the victim in a place where the victim feels secure. The initial discussion with the victim shall not take place in the presence of the offending student(s). If more than one student is involved in perpetrating the bullying, the administrator shall talk to each of the offending student(s) separately. after the investigation has been completed the building principal shall take appropriate action consistent with the bullying policy.

**Data Privacy:** Reports of bullying are classified as private educational and /or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

## School Lunch Program

The school serves a nutritious and well-balanced noon lunch. The school lunch program is on an "offer vs. serve" basis. This means that of the five components offered, the student must select at least three for the lunch to be determined a Type A lunch. The components of a Type A lunch are:

1 component.....meat or protein food

1 component.....milk

1 component.....bread

2 components.....3/4 cup vegetable and/or fruit

Desserts such as cake, cookies or ice cream are extras and not counted as part of the three items for a Type A lunch.

Lunch or milk will be checked against the student name on a checklist. School Speak is used to track lunch and milk purchases. It is necessary that LUNCH AND MILK be prepaid if possible. The State Department of Education does not allow us to charge meals. You will be sent a statement weekly when you have a negative balance.

Students bringing their own lunches are asked to pre-pay for milk. Milk is limited to two cartons per student. One carton of milk is included in the price of regular meals.

**Students are not allowed to trade lunches with other students.**

**Our school is peanut-safe.**

**We encourage those qualifying for free and reduced lunches to send in the application the first week of school or inquire at the school office for more information. Your application is kept confidential and all children are treated the same regardless of ability to pay.**

**All money sent to school should be in an envelope with your child's name, grade and purpose. Money for all children in the family can be sent in one envelope. "In accordance with Federal law and U.S. Department of Agriculture policy this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410 or call (800)795-3272 or (202)720-6282 (TTY) "USDA is an equal opportunity provider and employer."**

## **Kindergarten Milk Break:**

**Our lunch program receives reimbursement, which helps reduce the cost of lunches to parents, for all students for either a morning milk break or milk at lunchtime. Our kindergarten students participate in both the milk break and lunchtime offered at school, but are eligible to be counted for reimbursement for only one or the other. A milk fee of \$25.00 will cover the cost of the milk break for the entire school year. Please look for information on this in the packet at open house.**

## **Peanut Safe School:**

**Because there are some children in our school community that have been diagnosed with a peanut allergy, which can produce a severe reaction if they come in contact with any type of peanut or peanut products, we would like to do everything we can to make the school as safe as possible for them. For this reason, our center has been designated as a peanut safe zone and request that we do everything we can to knowingly keep peanut products out of the school. For our part, we will not be ordering any foods that contain or are made with peanuts or peanut products, nor will we knowingly serve anything to an allergic child that may contain such products. We are asking families to do everything possible to ensure that any food sent in (including lunches and special snacks) for their child does not contain peanut related products. We appreciate your cooperation in this matter.**

## **School Attire**

**To promote a learning atmosphere in our school and also to help children realize that there are certain types of dress which are acceptable for certain kinds of occasions and not others, we ask parents to cooperate in insisting that children wear proper school clothes. The following guidelines address some basic concerns but cannot be all-inclusive with constantly changing fashions. We reserve the right to judge what clothing is appropriate if it falls outside these guidelines.**



1. All students are asked to “dress up” for Thursday school Masses by choosing nicer pants, skirts, dresses, etc. than usual, having shirts tucked in, etc. Those students who are leading song, reading, carrying gifts, etc. are asked to not wear t-shirts, wind pants, sweats or sweatshirts.
2. Shorts are allowed to be worn when the weather is warm enough. No student may stay inside for recess if they are cold and don’t have long pants. Shorts must be at least finger-tip in length. No Shorts may be worn for Mass.
3. We ask that you monitor any shirts your child wears to school to be sure any messages on them are consistent with the mission of our Catholic school. Shirts, which have inappropriate messages, are not permitted.
4. Legging style pants may be worn if they are accompanied with a dress or shirt which covers the upper thighs. Capris are acceptable year round. Clothing which is unusually tight fitting or unusually short will not be permitted at any time. No flip-flop style sandals of any kind. They are unsafe on the playground. Hats, caps, bandanas, scarves, hoods, etc. are not permitted indoors.
5. Parents of students who arrive at school inappropriately dressed will be called at home or work to pick up their child or bring alternate clothing. It is not our intent to inconvenience parents with this policy. Research shows that students who are cleanly and neatly dressed tend to have a more positive approach to school work. Students who wear clothing that is designed to be distracting tend to spend a significant portion of their school day thinking about their attire rather than their school work and are a distraction to other students.

## Lost and Found

A lost and found department is maintained in the offices. Lost and found items will be kept for approximately one month before disposal. If a student has lost an item, a request of the school secretary can be made and the item claimed by proper identification. Any student who finds an item should bring it to the office for placement in the lost and found department.

## Telephone

Telephones are for business use only. Classes may not be interrupted by telephone calls either for teachers or students. A message will be taken and given to your child for important and urgent messages. Except for serious reasons, children will not be allowed to use the telephone before, during or after school, without permission.

Arrangements for after school visits at friend's homes, birthday parties, etc. should be taken care of at home the day before. Students should not expect to call home to ask permission to go to someone's home.

Teachers will not be called to the telephone during class time, however, messages may be left for the teachers.

# Instructional Program

## Guidance and Counseling:

We do have the services of Caritas Family Services. When there is social or emotional need or other problems, students can and should be referred to these service

## Special Education:

All students in Grades K-6 who qualify for special education services will have an Individual Student Plan (ISP) written by the local school district. They are serviced in reading, math, language arts and speech.

## Challenge and Enrichment:

An educational environment of high expectations and an emphasis on individual development challenges all students at St. Elizabeth Ann Seton School. The typical SEAS student is much above average in overall achievement compared to other students in the nation. Challenge and enrichment is provided in each classroom.

## Testing:

Every year our students are tested with a nationally normed achievement test. This information is used for helping individual students and for upgrading our curriculum programs.

## Field Trips:

Field trips are a valuable part of the learning experience. These may be short trips, as to the public library, or they may be all day trips to various places of educational interest following a unit of study. Field trips are part of the curriculum, therefore attendance is expected.

Field trips are provided to add a rich variety to the curriculum at all grade levels. They provide for student planning, concrete experiences, opportunity for training in courtesy, safety and good citizenship. The teacher will notify you when your child's class is planning a trip.

A fee is collected at the beginning of the year to cover the costs of field trips. Because all field trips are academic in nature, no child will be refused the opportunity due to inability to pay.

## Sixth Grade Environmental Camp Experience:

As a part of the educational program, each sixth grader participates in a three-day experience at Long Lake Conservation Center in Palisade, Minnesota during the year.

## Library:

The school's library is available to students on a scheduled, as well as informal basis. The librarian directs volunteers in assisting with clerical and maintenance of the collection

## Homework:

We believe that some homework is a necessary part of your child's education. It reinforces skills and develops responsibility for independent learning. Homework should be meaningful and individualized to meet your child's needs. If your child does not complete his/her work assignments during school hours, it then becomes homework. Your child should be encouraged to strengthen their areas of weakness (with flash cards, spelling practice, etc.), read for enjoyment, and develop creativity through projects related to what they are studying.

Please arrange a definite time during which your child can have a quiet time away from the radio or television to complete his/her homework. The time necessary for doing homework will vary according to the grade level and your child's rate of work. In grades one to three, approximately ten minutes times the grade level per day is appropriate. As the year progresses, homework time may increase to prepare the children for the next year. In grades four to six, 45 to 60 minutes of homework a day is appropriate. When your child has no other homework, reading for enjoyment should be encouraged.

If you feel your child is spending an excessive amount of time with homework, or having difficulty, please contact his/her teacher and find out the reason. The interest you show in your child's work will reap benefits and prevent problems from arising.

## Progress Reports and Conferences:

Trimester reports and conferences are a means of communicating student progress. Parent-teacher conferences are scheduled after the first and second trimesters. Please call whenever you have a question about your child's progress.

## Volunteer Help

Volunteers play a vital role in our school. Your spirit of generosity, dedication, and responsibility is greatly appreciated. A form is given at the time of Open House which gives the parents an opportunity to volunteer their services. The areas in which we can use volunteers are Library, Lunch Program, Sports program and Classroom helper. If you know of anyone else who might be interested in serving in the school volunteer program (they do not

have to be a school parent) please have them call school. Volunteers will complete a background check and do safe-environment training as well as complete a volunteer orientation.

## Extra-Curricular Program

### Sports Program:

It is important to develop healthy bodies and good sportsmanship among our young people. Therefore, St. Elizabeth's offers a full sports program. Teams available to join are football, volleyball, basketball, softball, baseball, and soccer. There is also an opportunity to participate in Knowledge Bowl. Parents are asked to encourage good sportsmanship rather than emphasis on winning. Parents are needed as coaches, assistant coaches and supervisors for this program. This is a program that gives parents an opportunity to exercise their expertise in sports. The success of this program depends on the support of the parents. Volunteer your services in the sport of your choice.

St. Elizabeth Ann Seton Athletic Association sponsors teams in the local Parochial Athletic Association (PAA) and in Knowledge Bowl and Math Masters for girls and boys in the 5th and 6th grades. Parents of all students interested in belonging to the sports program should become a member of this association. Cost is \$30.00 per activity. You are encouraged to attend meetings. Your input and help are necessary for a successful program. Tom Polipnick is the PAA director.

In order to play on the school team, girls and boys must have these qualifications:

They must be working up to capacity. A student with low average grades could be allowed to play provided he/she is working up to his/her capacity in school.

They must behave in an acceptable manner.

They must be insured with an insurance of the parents choosing.

They must be living up to the rules and regulations established at school.

Permission slip signed by parent and student is mandatory.

Our PAA director, in consultation with other schools, will determine which activities at which grade level we will have participation. An attempt will be made to allow grades 4-6 to participate, based on the agreements we make with other schools.

## Curriculum

St. Elizabeth's School strives to provide an education that meets the needs of the whole child within a caring, Christian environment. Following are our philosophies for the subject areas that are the core of our total curriculum.

### Religion:

**We believe students, parents, and staff form a Catholic community in which the message of God's presence through His Son, Jesus Christ, is taught, lived, demonstrated in service to others, and celebrated in varied forms of worship.**

**We believe family participation in the Sunday liturgy is essential to the spiritual development of the child and the integration of the school and parish community.**

## **Math:**

**We believe that a math curriculum should develop skills in computation, problem solving, concept building, logical thinking, and practical application. These skills will be sequentially developed through strong use of manipulatives and practical use of new technology.**

**A good math program should recognize the individual differences and learning styles of each learner and be structured to appropriately acknowledge the developmental stages of children, building from concrete to abstract.**

## **Language Arts:**

**We believe language arts, the tool for human communication, develops the skills of speaking, reading, writing, and listening. In quality communication, new ideas and associations are brought to life. This knowledge can then be expanded to enrich, to question, to challenge, and to entertain. Communication - or the art of language - is a life-long skill of important for all ages.**

## **Science:**

**We believe the teaching of science should be an aid to developing knowledge and appreciation of God's creation and our role in it, and to providing skills that prepare students for greater stewardship of the world.**

**We believe the science program is built around hands-on, process-oriented experiences followed by reading and writing activities. Problem solving and critical thinking skills will be developed as part of the process experience. Science concepts should be included from the life, physical, earth, environmental and health sciences.**

## **Social Studies:**

**We believe that students need to develop their spiritual, moral, and empathetic nature in order to become stewards in an increasingly interdependent world. Therefore, social studies education is committed to preparing individuals to be participating citizens in a multicultural world. A commitment to foster human dignity, a variety of thinking processes, and caring attitude is key to our social studies curriculum. The goal is not only preparation for participation as an adult member of the community, society and world, but to engage children and youth in active participation now to enhance their lives and communities today and in the future.**

## **Music:**

**We believe performing, creating and responding to music are fundamental music processes in which humans engage. Singing, playing instruments, moving to music and creating music gives children skills and knowledge that can be developed throughout life. Learning to read and notate music gives them the skill to explore music independently and with others. Listening to, analyzing and evaluating music are important blocks of musical learning. Participating in liturgies, both in worshiping and musical leadership, creates a foundation for a lifetime. To participate fully in a diverse global society children must understand their own historical and cultural heritage and those of others within their community and beyond. Band is available for students in grades 4, 5, and 6. Band fees are in addition to yearly tuition. For the 2018-2019 school year, band fees are \$400.**

## **Physical Education:**

**We believe that physically educated persons will develop the motor skills necessary to participate in a wide variety of physical activities. They will understand that physical activity can provide enjoyment, challenge, self-expression, and maintenance of a health-enhancing level of physical fitness. They will behave in physical activity settings in ways that are personally and socially responsible and will understand and respect differences in physical abilities among people.**

## **Art:**

**We believe that every child's life can be enriched through holistic experiences with art. Their knowledge must cover life in general, artistic procedures, composition, art history and aesthetics. Their attitudes must include an interest in the making and appreciation of art, confidence in their own ability to make and appraise art, tolerance of various forms that art might take and a willingness to work hard.**

**Art should be taught in a sequential manner including elements of design (line, shape, space, light and shade, texture and color) and principles of design (unity, rhythm, proportion and balance). It must be age-appropriate and allow for personal, creative expression using a variety of materials. It should take place in an atmosphere of critical acceptance.**

## **Technology:**

**Students receive technology instruction at least one period a week. Computer programs are used to teach mouse and desktop skills, keyboarding, word processing, information gathering, database and multimedia presentation and are used for instructional purposes in several subjects. Independent computer time may be available to students when they have completed their regular classroom work.**

## **Peace and Justice:**

Our Catholic school philosophy states that we will nurture acts of peace and justice. Such acts are essential to the Gospel message we proclaim. Concern for peace and justice issues is reflected in much that we do as a Catholic school. Bringing about action in these areas is based on modeling of peace and justice principles in our interaction of staff and students, instruction and action taken through our formal religion classes and liturgical functions, and interpersonal skills training through use of Peaceworks materials.

## **Bus Safety:**

We utilize the District 742 bus safety curriculum at the beginning of each school year. All aspects of safety including physical safety of students, responsible student behavior, and bus riding as a privilege are emphasized. You are asked to support this effort by reading the School Bus Ridership booklet sent home in September, discussing it with your children, returning the signed form, and reinforcing bus rules throughout the year.

## **Principal's Right to Amend:**

The school reserves the right to amend handbooks and change policies throughout the school year. Parents will be notified in writing.

## **Curriculum Review Cycle:**

Each year, teachers and administration review data from assessments to review areas of growth along with standards where more students did not grow according to projections set at the beginning of the year. It is then decided if supplemental materials or new curriculum needs to be purchased. We also, as a team, decide if the teachers need instructional coaching or professional development in a particular area. At St. Elizabeth Ann Seton, it is our belief that the standards drive our instruction, which then drives our decision to purchase new materials and curriculums. We also work with Catholic Community Schools teachers to review the standards.

**2019: New Math Curriculum (Grades K-5), Updated K-2 Reading Curriculum**

**2019: Evaluation of Science Standards will be the focus during PLCs, Review of Religion Curriculum**

**2020: Evaluation of Social Studies Standards**

# Elizabeth Bayley Seton

## The First American-Born Saint

Born two years before the American Revolution, Elizabeth Ann Bayley grew up in the "cream" of New York society. She was a prolific reader, and read everything from the Bible to contemporary novels. In spite of her high society background, Elizabeth's early life was quiet, simple, and often lonely. As she grew a little older, the Bible was to become her continual instruction, support and comfort; she would continue to love the Scriptures for the rest of her life.

### A happy beginning rich in love of family

In 1794, Elizabeth married the wealthy young William Seton, with whom she was deeply in love. The first years of their marriage were happy and prosperous.

This time of Elizabeth's life was to be a brief moment of earthly happiness before the many deaths and partings she was to suffer. Within four years, Will's father died, leaving the young couple in charge of Will's seven half brothers and sisters, as well as the family's importing business. Now events began to move fast – and with devastating effect. Both Will's business and his health failed. He was finally forced to file a petition of bankruptcy. In a final attempt to save Will's health, the Setons sailed for Italy, where Will had business friends. Will died of tuberculosis while in Italy. Elizabeth's one consolation was that Will had recently awakened to the things of God.

St. Elizabeth Ann Seton





**St. Elizabeth Ann Seton laid the foundation for the Catholic parochial system in the United States.**

**Our Patroness**

<b>Born</b>	<b>August 28, 1774 New York City</b>
<b>Died</b>	<b>January 4, 1821 (aged 46) Emmitsburg, Maryland</b>
<b>Beatified</b>	<b>March 17, 1963 by Pope John XXIII</b>
<b>Canonize</b>	<b>September 14, 1975 by Pope Paul VI</b>
<b>Feast Day</b>	<b>January 4</b>

Embracing the Catholic faith

The many enforced separations from dear ones by death and distance, served to draw Elizabeth's heart to God and eternity. The accepting and embracing of God's will - "The Will," as she called it - would be a keynote in her spiritual life.

Elizabeth's deep concern for the spiritual welfare of her family and friends eventually led her into the Catholic Church. In Italy, Elizabeth captivated everyone by her own kindness, patience, good sense, wit and courtesy. During this time Elizabeth became interested in the Catholic Faith, and over a period of months, her Italian friends guided her in Catholic instructions. Elizabeth's desire for the Bread of Life was to be a strong force leading her to the Catholic Church. Having lost her mother at an early age, Elizabeth felt great comfort in the idea that the Blessed Virgin was truly her mother. She asked the Blessed Virgin to guide her to the True Faith. Elizabeth finally joined the Catholic Church in 1805.

## The First Free Catholic School in America

At the suggestion of the president of St. Mary's College in Baltimore, Maryland, Elizabeth started a school in that city. She and two other young women, who helped her in her work, began plans for a Sisterhood. They established the first free Catholic school in America. When the young community adopted their rule, they made provisions for Elizabeth to continue raising her children.

On March 25, 1809, Elizabeth Seton pronounced her vows of poverty, chastity, and obedience, binding for one year. From that time she was called Mother Seton.

Although Mother Seton was now afflicted with tuberculosis, she continued to guide her children. The Rule of the Sisterhood was formally ratified in 1812. It was based upon the Rule St. Vincent de Paul had written for his Daughters of Charity in France. By 1818, along with their first school, the sisters had established two orphanages and another school. Today six groups of sisters trace their origins to Mother Seton's initial foundation.

## Saint Elizabeth Ann Seton

For the last three years of her life, Elizabeth felt that God was getting ready to call her, and this gave her joy. Mother Seton died in 1821 at the age of 46, only sixteen years after becoming a Catholic. She was canonized on September 14, 1975, by Pope Paul VI. Her body is enshrined at the motherhouse of the American Sisters of Charity in Emmitsburg, Maryland.





