

Student and Parent Handbook

2023– 2024



Faith Family Excellence

Saint Elizabeth Ann Seton School offers students in Pre-Kindergarten through 6th grades:

1. **Academic Excellence** in a community grounded in the Catholic Faith.
2. **Exceptional Faculty** who challenge students' minds and nurture their souls.
3. **Emphasis on Moral Development**, service to others, and faith-based leadership.
4. **Balanced Core Curriculum** that includes religion, music, fitness, foreign language, and extra-curricular opportunities.
5. **Individualized Attention** within a caring, family-centered community.

SAINT ELIZABETH ANN SETON SCHOOL

2901 East Huffman Road
Anchorage, AK 99516-2042

Phone: (907) 345-3712

Fax: (907) 345-2910

www.akseas.com

(Handbook updated: August 28, 2023)

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August 1, 2023

Dear Parents:

Welcome to a great year at Saint Elizabeth Ann Seton School! I am excited to be the principal at Saint Elizabeth Ann Seton School and I bring a wealth of knowledge and 33 years of education experience. As a lifelong Catholic, I am excited to be a part of a Catholic school environment and provide your child with a rigorous academic program for religious studies and catechesis in the Catholic faith that is set within an academic curriculum that integrates faith, culture, and life. I have a very dedicated staff and I will be working closely with them to assist in any way that I can and provide professional development for them to enhance your child's education.

Our school is very nurturing and provides a supportive educational environment for the students in which our core values are "Faith, Family, and Excellence." The teachers are very dedicated to the students and have put countless hours in their room preparing for this school year. Our students will be engaged in excellent academics that integrate faith, culture, and life. We will provide an atmosphere that emphasizes the importance of self-discipline, develops creativity and thinking skills, and provides opportunities to live out the Catholic faith through action in the local and world community.

I encourage you to stop by the school and volunteer in the classroom, participate in our fundraisers, join a school board committee, attend a PVO meeting, or just visit. You are welcome anytime, and your child enjoys seeing your presence at school. It is important for you to be actively involved in your child's education.

My responsibility this year is to look at ways we can improve and enrich our academic program. We will be evaluating our math program, setting school-wide goals in reading, writing, and math, adding extra support for those students who need it, and offering after-school tutoring in reading and math.

I look forward to a great year and encourage you to stop by and visit anytime. My door is always open or you can call me at the school at 907-345-3712.

Sincerely,

Kathy Gustafson
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 was completely renovated during the summer of 2013 and re-opened in August 2013. The school colors are blue and white.

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. Students are required to memorize certain prayers at each grade level throughout the school year.

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

Weekly Mass: Staff and students attend Mass once per week—usually on Wednesdays at 9 a.m., 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 lectors and cantors, and students in 4th grade and up have the privilege of altar serving. Parents are encouraged to attend this Mass and join our youthful celebration of the Eucharist.

Special Liturgies: Throughout the school year, all students and staff, regardless of religious creed, are required to attend Mass and participate in other religious activities, such as retreats, Rosary, Stations of the Cross, or reconciliation services.

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 and 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 that 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 along with school children) must have a criminal background check completed prior to volunteering and be updated every five years. They also must complete the online Safe Environment Training at least once before volunteering (and may be requested to do so 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 has regular contact with minors or vulnerable adults must also take the Safe Environment Training at least every three years (and may be requested to do so annually). Employment is contingent upon completing these requirements.

SCHOOL GOVERNANCE

ARCHDIOCESE

The Archbishop of Anchorage oversees all Archdiocese 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 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, effective 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, Development, Public Relations, Curriculum, Accreditation, Facilities, Strategic Planning and Technology. 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 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-Hour 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. A joint share hour agreement is available for parents who have students at Lumen Christi and Saint Elizabeth Ann Seton School. The PVO Share-Hour 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 classroom experience of our teaching staff is in excess of 10 years. State teaching certification is desired for all teaching staff, but not required.

SUBSTITUTE TEACHERS

Saint Elizabeth Ann Seton School will occasionally need 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 help 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 TEACHER

If the teacher knows of an intended absence in advance, they will inform the Principal in advance and will arrange 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 school that 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 Director of Catholic Schools at the Archdiocese of Anchorage.

The School Board is not involved in settlement of grievances by staff, students or parents.

SCHOOL PERSONNEL

SCHOOL STAFF

POSITION	NAME	PHONE EXT.	E-MAIL
Principal	Kathy Gustafson	723	kathy@akseas.com
Administrative Assistant	Nicole Branch	711	nbranch@akseas.com
Kindergarten	Sarah Afoa	726	sarah@akseas.com
1 st Grade	Lindsay Wackowski Liz Stadnicky	746	lindsay@akseas.com liz@akseas.com
2 nd Grade	Laura McLaughlin	747	laura@akseas.com
3 rd Grade	Teisha Burke	748	teisha@akseas.com
4 th Grade	Marcea Tjaden	749	marcea@akseas.com
5 th Grade	Caroline Bradshaw	750	caroline@akseas.com
6 th Grade	Eddie Ezell	751	eddie@akseas.com
Library/First Grade Aide	Beth Lottridge	722	lottridge@akseas.com
Spanish	Aggie Rivera	737	aggie@akseas.com
Physical Education	Janet Bryant	725	janet@akseas.com
Music	Stephanie Denman	721	stephanie@akseas.com
Art	Heidi Kollins	722	heidi@akseas.com
Pre-Kindergarten	Melissa Myers	728	mmyers@akseas.com
Pre-Kindergarten Aide	Lisa Orizotti		lisao@akseas.com
BASC			

SCHOOL BOARD MEMBERS

Stephen Corso	Parent	President/Finance Committee
Jenia Jarrett	Parent	Finance Committee Chair
Debbie Svendsen	Parishioner	Recruitment & Retention
Tori Dallas	Parent	SEAS Forward
Jonathan Tarrant	Parent	Facility/Safety Committee
Christina Gamache	Parent	Forming Faith Chair
Joe Kolarski	Parishioner	Finance Committee
Jeff Hensley	Parent	Facility/Safety Chair
Brooke Siller	Parent	SEAS Forward
Todd Naliboff	Parent	PVO President
Lea Bouton	Parent	SEAS Forward
Rebecca Gitzen	Parent	Recruitment & Retention

PARENT VOLUNTEER ORGANIZATION OFFICERS

Todd Naliboff	Parent	PVO President/School Board Member
	Parent	Secretary
Loren McRee	Parent	Incoming PVO Board Member

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 March.

2022/2023 Tuition at Saint Elizabeth Ann Seton School:

<u>Yearly by Check or Cash</u>	<u>Monthly</u>
1 child \$6,700	\$740
PreK \$9500	\$950

Note: You will receive a 10% discount if you have more than one child attending Saint Elizabeth Ann Seton School. Additional annual discount for families with students at both Saint Elizabeth Ann Seton and Lumen Christi. If you choose to use a credit card to make payments there will be a 3% service charge added to your bill on FACTS.

The *actual* cost to educate one child at Saint Elizabeth Ann Seton School for the current school year is almost \$8,100. This leaves a significant financial gap per student that is filled through annual fundraising efforts:

Annual Fund	(September kick-off)
Halloween Carnival	(October)
School Auction	(November)
Spaghetti Dinner	(January)
Jog-A-Thon	(May)

In addition to tuition, there is a non-refundable registration fee:

New Student Application Fee	\$50 non-refundable application fee
Student Registration Fee	\$150 (by check due by February 1 st or when accepted)

Examples of additional, optional student fees* are:

Before and After School Care (BASC)	\$9/per hour
Yearbook	TBA
After-school Art Class	\$120 per month
Band	\$350 per semester
Robotics	\$240 per semester
Sweatshirt	\$20
T-Shirts	\$10
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)

*Any changes to fees will be announced in weekly Principal Newsletter.

TUITION PAYMENT

1. For returning students, the first of ten (10) tuition payments for the next school year is due on the 5th of July 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. For new students registering after July 5, the first of ten (10) tuition payments must be made at registration or as soon as your FACTS account is set up with a 10-month payment plan; if this payment is not made, your tuition payments will be spread over the remaining nine (9) months.
3. 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. Non-payment by the deadline may result in your student(s) moved to a withdrawal status and negatively impacting early enrollment for the upcoming school year. Additional late fees will continue to accrue on the account.
4. Payment of full tuition is acceptable, however, there is no discount for early or advance payment(s).
5. Late fees will be charged through FACTS and due at the same time as your payment.

WITHDRAWAL

The only circumstance eligible for withdrawal is due to job relocation out of state. A written notice is required to withdraw your student. If we receive your written notice by the 15th of the month, only the following month's tuition payment will be processed through FACTS. If your written notice is received after the 15th of the month, the next two month's tuition payments will both be charged.

TUITION ASSISTANCE

1. Saint Elizabeth Ann Seton School has selected Covenant Tuition Assistance Services (CTAS) 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 CTAS 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. Pre-Kindergarten students should be four (4) years of age on or before September 1st of the school year applying and must be interviewed by the Pre-Kindergarten teacher.
2. 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.
3. K-6th grade 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
4. There is a non-refundable (one time) registration fee of \$50 for each registering student of a family new to the school. When you are accepted there is \$150.00 enrollment fee.
5. The preferred class size is 25 students for each grade, Kindergarten through 6th grade. Pre – Kindergarten is limited to 20 students.
6. Our license capacity is for 50 students for Before and After Care is for ages 5-12.
7. Saint Elizabeth Ann Seton School operates in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. & 2000d et seq.) and the non-discriminatory requirement of Title IX of the Education Amendments of 1972 (20 U.S.C. & 1681 et seq.). Saint Elizabeth Ann Seton School admits students of any race, gender, color, national, and ethnic origin to all of the rights, privileges, programs and activities accorded or made available to students at the school. It does not discriminate on the basis of race, gender, color, national or ethnic origin in the administration of its educational policies, scholarship and loan programs and other school administered programs. Saint Elizabeth Ann Seton does have an admissions process, which includes a placement test. The school reserves the right not to admit students who fail to meet grade level placement standards. Since Saint Elizabeth Ann Seton is a Catholic institution that promotes the Catholic faith, it also reserves the right to make decisions regarding admission of students and the hiring and retention of employees based on religious grounds.
8. Students will be given a 30-day trial to see if our school is a good fit for them and a family can withdraw without any penalties before the 30 days are up. The school can also advise the family if the school is not a good fit for their child before the 30 days.

SCHOOL CALENDAR

The 2023-2024 school calendar generally follows the Anchorage School District (ASD) calendars there are several differences you'll want to note including the first day of school, Easter weekend with Good Friday and Monday off, 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 a general rule, if the Anchorage School District closes schools, 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 afternoon, the Principal Newsletter will be posted on the Saint Elizabeth Ann Seton School website. It can be found on the home page, under the documents tab in the folder "Principal Newsletter". Items for inclusion in this posting must be submitted to the Principal no later than 4 p.m. Tuesday of the week they are intended to be included. Periodically, there may be items that cannot be scanned to the site. These items will be sent home with students.
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 to, 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.
5. Facebook: If you want to follow school events and celebrations "like" the Saint Elizabeth Ann Seton School Facebook page.

TELEPHONES

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

1. Classroom phones will not ring during the school day. (8:25 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.
5. Students are NOT PERMITTED to have cell phones or other personal electronics on school property. This is a no-tolerance policy.

SCHOOL DAY

7:00 a.m.	BASC program available in the Miki Center
8:30 a.m.	School Starts
8:45 a.m.	Announcements
11:50 a.m. – 12:20 p.m.	K-2 nd grades lunch 3 rd -6 th grades lunch
3:15 p.m.	Dismissal bell for all grades Students registered in BASC go to Miki Center
3:30 p.m.	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.

SNACKS

Each classroom teacher has the option of providing a snack time for their students. Some classes assign a student to bring snacks 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 should bring their own lunch. Teachers may offer a heat-up option for cold lunches.

When packing your child's 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 understand 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. **Cell phones and other personal electronics are not to be used during school time. This is a no-tolerance policy.**

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 Principal Newsletter for school-wide 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 to 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 day, the parent should come to the office and let the office staff retrieve his/her child from the classroom.

FIELD TRIP

Classroom teachers may plan field trips during the school year to acquaint students with community resources and to provide education 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.

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 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 7 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. Please complete and return a booster seat form for each child, indicating whether or not they require a booster seat.

DRESS CODE

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

LOST AND FOUND

Lost items will be placed in the “lost and found” area 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 a.m. and 8:45 a.m. You can inform the office by a phone call, by a visit to the office, or by e-mail.

NOTE: If a student is absent from school, but a parent/guardian has not notified the school by 8:45 a.m., the school will call the contact number listed on the student’s registration materials in order to 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 at the office between 3:30 and 4 p.m.

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. Saint Elizabeth Ann Seton School is licensed for 50 students ages 4 years old through 12 year of age.

- Hours: 7 a.m. – 8:30 a.m.: Students report to the Miki Center
3:15 p.m. – 6 p.m.: Students report to the Miki Center
- Hourly Fee: The fee for BASC is \$9 per hour, per child. Invoices are sent home monthly and are payable upon receipt.
- Early Fee: \$9 for any student arriving before 7 a.m.
- Late Fees: \$11 for the first 1 – 10 minutes (6-6:10 p.m.)
After 6:10 p.m., an additional \$1 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 3:45 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. Once your child/children are signed in for care, they must leave with a parent unless we are notified by parents that alternative arrangements have been made.
- Rules: Playground and indoor behavior rules are the same as the schools. 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 and a phone call to the parents to come and pick up their children will follow. Personal items such as toys, sports equipment, and games are not to be brought to BASC. Electronic devices are not allowed.

Clothing: During warm weather, the children in BASC 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 areas. The orange cones designate the play area.

Sign out: When children are picked up, parents must write the time children leave from BASC. Your child/children will be charged from the time started after school until 6 p.m. if there is not a time-out written down.

BASC Contacts: Bella Patterson 907-345-3712

ACADEMICS

Saint Elizabeth Ann Seton School classroom instruction focuses on the core subjects of religion, language arts, 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.

COMMUNITY SERVICE

Active involvement in the community is an integral part of our school curriculum. Last year, Saint Elizabeth Ann Seton School students performed more than 75 community service projects benefiting groups including, but not limited to, 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 academic activities such as chess club and sewing.

HOMEWORK

Homework 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 tests each year. Parents will receive the results of each test either at a parent/teacher conference or in the Thursday envelope, soon after they are received by the school. In addition, some classroom teachers employ other tests to aid in identifying student's individual learning styles. Students are also tested in reading and math using I Ready in the fall, winter, and spring. The I Ready testing will show the teacher where your child is performing in math and reading so they can meet your child's needs. The I Ready results are shared at Parent Teacher Conferences in the fall, winter, and spring.

ACADEMIC ACHIEVEMENT

GRADING PROCEDURES FOR 3rd – 6th GRADES

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 the 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.

O, S, N

This applies to computer, library, music, Spanish, art, and physical education classes.

O = Outstanding S = Satisfactory N = Needs Improvement

In grades K through 2nd, number grades are used to indicate student performance and progress.

4 = Advanced 3 = Proficient 2 = Making Progress 1 = Below Grade Level

REPORT CARDS

Report cards are issued on a quarterly basis for Kindergarten through 6th grade. Teachers are available to discuss concerns 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

Parents are able to monitor their child's grade on FACTS daily. The teacher uses an electronic grading report so updated reports are available to parents on a regular basis (each teacher will inform parents of his/her time schedule for updating grades). Teachers will be in contact with parents if they have concerns about a student's grades.

PARENT-TEACHER CONFERENCES

Routine Parent/Teacher Conferences are scheduled at the end of the first quarter and mid-third quarter. 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 in the classrooms. 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 “Satisfactory” in all other classes.
2. Student of the Month: The last Friday of the month during morning assembly, from September through April, a Student of the Month from each grade level will be announced. Prior to the Student of the Month Assembly, the principal will confer with each teacher to determine the Student of the Month for each grade.

In recognition of their achievement, the Students of the Month will have their pictures taken and posted in the newsletter and receive a certificate.

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.

ENRICHMENT CLASSES

LIBRARY

Pre-Kindergarten through 6th grades have one 30 minute library session each week. Students will be exposed to a wide variety of books. Students have the opportunity to check book/s out of the school library.

PHYSICAL EDUCATION

Pre-Kindergarten through 6th grades 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

Pre-Kindergarten through 6th grades 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.

SPANISH

Kindergarten through 6th grades have two 40-minute Spanish classes each week. The focus of the class is familiarization with conversational Spanish language and Spanish culture.

ART

Kindergarten through 6th grades have 60-minutes of art instruction a week. Students will be exposed to different types of media.

SCREEN TIME

Teachers will only show “G” rated videos if they are related to their curriculum. Students are not allowed to bring devices from home. Students only use computers or I Pads if they are doing educational programs provided by the school or directed by the teacher.

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, parents, 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 school personnel to affect 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 consequence 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 (with 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 parents 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
- Apologize through a note or verbally

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.

SUSPENSION

1. Suspension shall be used as an administrative and guidance technique according to the following:
 - a. As a method of effecting a behavior change after other approaches have been unsuccessful.
 - b. As a means of alleviating school and classroom situations when the administration believes that the continued presence of the misbehaving student will have an undesirable influence on other students.
 - c. As an administrative solution to a situation wherein a student breaks a significant school regulation or commits a serious misconduct.

2. **Suspension by Teachers:** Teachers may suspend, for good cause, any student from the class for a time not exceeding the one period during which the suspension is ordered and shall immediately report the suspension to the principal of the school and send the student to the principal for appropriate action.

3. **Suspension by Principal:** The principal may, after a review of circumstances, suspend a student from school for the remainder of a day or for any period of time up to (ninety (90) full days. In all instances, parents shall be notified of the action. A conference involving the parents, the student and the principal may be requested. For any suspension of three (3) days or more, the principal must notify the parents, by letter of the action taken and the reasons for the action. A copy of the letter will be sent to the Superintendent of Schools at the Archdiocese.

4. **Responsibility of Parents:** Parents are to be considered notified that the school assumes no responsibility for the supervision of a student during a period of suspension.

5. **Follow-Up of Suspension Actions:** Appropriate guidance follow-up shall be in place for all students following the period of suspension.

PROBATION

Probation is defined as a period of restriction that allows a student a second chance to assume responsible directions for his/her own behavior.

When a student's application and/or conduct falls below the minimum standards of acceptability, that student not only jeopardizes his or her own future success, but creates an unnecessary hardship for the other students in the school. While we recognize that taking ownership of one's motivation is itself a learning experience, we must also make it clear that a student's persistent refusal or inability to meet the minimum standards of application and conduct constitutes grounds for dismissal from Saint Elizabeth Ann Seton School.

The following guidelines indicate the framework according to which a decision to dismiss will be made.

Grades Pre-Kindergarten – 3rd:

Saint Elizabeth Ann Seton School will employ developmentally appropriate expectations of improvement behavior as students mature and internalize school rules.

Grades 4-6:

At the end of the second quarter or during second semester, if a student has three or more grades with an "N" in the areas of Work Habits, Attitude and Conduct on a quarterly report card, a meeting shall occur with administration, parents, and the classroom teacher.

Work Habits, Attitude and Conduct, per SEAS Intermediate Report Card:

- Assumes Responsibility
- Works cooperatively in groups
- Works independently
- Completes homework
- Has a positive attitude
- Follows directions
- Listens attentively
- Uses time wisely
- Respects property
- Respects others

At this time, a plan of improvement shall be articulated/implemented as a means of offering guidance/structure for the student during the school day. Additionally, the student be placed on probation.

The probationary period shall be two quarter; at the end of that time, the student's quarterly report may have no grades of "N." Failure to comply may result in the dismissal of the student from Saint Elizabeth Ann Seton School.

EXPULSION

Misconduct that affects the safety and well-being of students and staff may result in immediate expulsion.

Conduct that has escalated over time without improvement through other means of correction will be referred to the principal for expulsion.

Procedure:

1. The principal will consult with the pastor and the student's teacher.
2. The principal, pastor, and teacher must either recommend another means of correction or recommend expulsion.
3. Whichever recommendation is decided, the principal will notify the student and parents of the decision and the reasons for it. The principal will advise the student and parents of their right to appeal the decision to the pastor of the school. Subsequently, the principal will send the same decision, reasons and advice to the student and parents in writing and a copy of this letter will be sent to the pastor of the school.
4. When the student and/or parent does not appeal the decision at the designated meeting the pastor of the school will ratify the expulsion.
5. When the student and/or parent does appeal at the designated meeting, the pastor of the school may:
 6. May take testimony from the student, parent, principal, teachers or other involved parties.
 7. Will go into executive session to discuss and then sustain or overrule the expulsion.
 8. If the pastor of the schools overrules the expulsion it must give in writing to the principal, parents, and student the specific conditions for the student's probationary re-admittance to the school.

HEALTH AND SAFETY

SUPERVISION

Students are supervised by an adult at **ALL** times.

BUILDING ACCESS

Student and staff safety is of utmost concern and priority at Saint Elizabeth Ann Set School. After the second morning bell, only the entrance door remains open for school day visitors and deliveries. We have an exterior security door lock. The entrance to the church will remain locked at all times but can be accessed by a keypad located on the right door. The key code is changed every fall. All families, students, relatives and friends may utilize the code to enter the building. If for some reason the code is forgotten, there is a buzzer to ring the office and gain admittance. All visitors are asked to check in at

the office. At the end of the day, a rotating school staff member is assigned to monitor the students and the parking lot to ensure each student's safety and security.

Kindergarten, 1st, 2nd and 3rd 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 a.m. and 12:50 p.m. 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 avoid being on your cell phone for the safety of our students.**

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

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 understand 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. Slides:
 - One at a time
 - Must go down the slide feet first
 - No walking or climbing up the slides
5. Snow and snow piles:
 - Do not throw snow or ice
 - Must slide feet first
 - One at a time going down any slide area
6. Always keep your hands and feet to yourself—no pushing or shoving others.

7. If you have any problems, go to one of the adult supervisors
8. Do not go into building without permission of a recess supervisor

IF A 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 moving 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

The 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-sleeved with a collar. Polo, button down, Peter Pan, turtleneck styles are acceptable. No denim or ¾ 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 materials are acceptable. Pants must be ankle length and fit properly and be hemmed. No knit or denim fabric. No sweat, carpenter, cargo, flannel, wind pants, 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.

Saint Elizabeth Ann Seton sweatshirts/t-shirts may be worn on **Fridays ONLY**. Khaki pants are NOT allowed.

Sources: Student uniform clothing can be purchased at a variety of stores. GAP and J. C. Penney are Anchorage retail options. Online Land's End and Tommy Hilfiger.

Socks, tights, leggings: Socks or tights are required with shoes. They must be solid white or navy. Solid navy-blue leggings may be worn under skirts and jumpers. *****Girls need to wear tights or knee-high socks on Mass days and special occasions with their dresses or skirts.**

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, high-heels more than 1 inch, or wheels of any kind. Appropriate snow or rain boots should be worn for outdoor play. **Outdoor and fashion boots are NOT allowed to be worn in the classroom.**

Jewelry and Makeup: Wrist watches, necklaces and one pair of non-dangle earrings are allowed. Dress up jewelry is not allowed or permitted. No makeup, body glitter or visible (temporary) tattoos. **ONLY** clear or pale nail polish is allowed. Lip balm is allowed.

Hair: Shall be neat, clean, well-groomed, and not interfere with school work. 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. Hair should be natural, non-distracting color. No unnatural hair color (ex: pink blue, purple, red, green, etc.). No mohawks/fauxhawks.**

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 every day (unless the temperature is below -10 degrees Fahrenheit) and all students are expected to participate. Students should have appropriate winter gear including gloves/mittens, snow pants, coat and boots.

DRESS DOWN DAY (The last day of each quarter.)

- *No oversized or tight-fitting clothing (no spandex) is to be worn. Pants are not to be dragging on the ground or have holes/tears.
- *Pants are to be worn at the waist, not on the hips.
- *Skirts are to be no more than 2 inches above the knee.
- *Belts are to be worn if the clothing has belt loops.
- *No tank tops/thin straps (tops must have sleeves), or short length shirts are permitted.
- *No shirts showing violence or inappropriate sayings/pictures can be worn.
- *Socks must be worn.
- *No sandals or open toe shoes.

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.

****Student and Parent Handbook can be accessed on our website www@akseas.com. Parents will be informed of changes made in our weekly newsletter.*

