

St. Elizabeth Ann Seton Catholic School
925 S. Boulevard
P. O. Box 510
Edmond, OK 73034
(405) 348-5364 Fax: (405)340-9627

Dear Parents and Students,

Welcome to St. Elizabeth Ann Seton Catholic School
Parish school of St. John the Baptist Catholic Church, Edmond,
Oklahoma.

This handbook has been prepared to serve as a guide and as
a reference for information pertaining to student programs and
activities. The handbook also serves as a contract between the
school and the parents/students. Please read this together with
your child and keep it where you may refer to it during the school
year. If you have any concerns or questions you are encouraged to
call the school office for further information and clarification.

The principal is authorized to amend this handbook at any
time. Parents are given notification when changes are made.

It is a challenge to provide an environment that will enable
a child to reach his/her full potential. Our goal is to meet this
challenge. May God bless our efforts.

Mrs. Angie Howard
Principal

Fr. John Metzinger
Pastor

IMPORTANT TELEPHONE NUMBERS

School Office 348-5364 Parish Office 340-0691
School FAX. 340-9627 Counselor 359-8539
Child Development Center 340-1789

http://www.stjohn-catholic.org/s_e_a_s.html

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Mission Statement of St. Elizabeth Ann Seton Catholic School

Awakening to the beauty of God by: serving others with love, embracing our differences while seeking academic excellence, all in the spirit of Jesus Christ.

Vision Statement of St. Elizabeth Ann Seton Catholic School

St. Elizabeth Ann Seton Catholic School is dedicated to building the Kingdom through excellence in education of the whole person to a life of service, rooted in the values of love, respect, and justice for every individual and form of life existing in God's creation all of which have been elevated by the Incarnation of Jesus Christ.

The School and Administration

Philosophy

St. Elizabeth Ann Seton Parochial School will serve the educational, cultural, social, spiritual, emotional and physical needs of the children enrolled in the school.

We will provide a loving and supportive environment that will allow the child to reach full potential as a child of God. We believe that with the "whole person" approach children will be taught and expected to practice for themselves values which flow from the teachings of Jesus Christ as taught by the Catholic Church. This also makes it possible for the child to achieve academic excellence.

We will prepare each student as an individual, graced by God, to live a faithful, creative, humane and compassionate life and to contribute to the human community.

Principal as Chief Administrator

The principal is the chief administrator of the school. When the principal is away from the building, the assistant principal and/or appointee assumes responsibility for the routine operations of the school.

Accreditation

St. Elizabeth Ann Seton is fully accredited with the State of Oklahoma and the Oklahoma Conference of Catholic School Accrediting Association.

History

St. Elizabeth Ann Seton Catholic School was established in 1990 serving students in kindergarten through third grade. There were 85 students enrolled and the program included the basics in academics, religion and specials in music, art, Spanish and physical education. The

following year pre-kindergarten, fourth and fifth grades were added with additional participation in extracurricular sports, and academic and fine arts competitions.

With each subsequent year additional classes were added, double tracking was begun, and renovations provided the needed classroom and activity space. The first graduating class completed their elementary education in 1994. Double tracking was completed in the fall of 1998.

Admission Information

Nondiscriminatory Policy

There is no discrimination in enrollment practices regarding race, ethnic background, health condition, social, economic status or sex. Since we are religiously oriented for the Catholic community, we give preference to members of the Roman Catholic Church, but welcome members of other denominations after our own community is served.

Admission Requirements

For the admission of a kindergarten or first grade child or any transfer student, the parents must provide:

1. The child's birth certificate or some legal verification of the child's birth date.
2. An up-to-date immunization record: IMMUNIZATION--The state of Oklahoma requires evidence of adequate immunization records before any child may be enrolled in any school in Oklahoma. Immunizations required by state law are:

5 doses--DPT	K - 8
4 doses--Oral Polio	K - 8
2 MMR	K - 8
3 doses-- hepatitis B	Pre-K- 8
Hepatitis A	Pre-K- 8
Chicken Pox vaccine	Pre-K- 7

(or written notification that child has had them.)

3. Sacramental records.
4. Proper transfer documents or some other appropriate notification from the school previously attended for older children entering school for the first time. Copies of all records are made and the originals returned to parents.
5. Letter of reference from previous pastor and principal. This information is kept in the child's file. Notify the school of any additions and/or corrections so that the records are always current and complete.
6. An interview with the principal will be required for all students entering the Middle School from local school districts.
7. **If emergency and immunization cards are not in office by the first day of school, children cannot attend school until they are received.**

Admissions Priority

The priority of admissions is on a first come, first serve basis.

Children of **active contributing*** St. John the Baptist parishioner(s) with children currently enrolled in school;

1. Children of active St. John's parishioner(s) who have graduated or whose siblings graduated or will have graduated in the next preceding school year;
2. Other children of active St. John the Baptist parishioner(s);
3. Children of active St. Monica's parishioner(s) whose siblings are currently enrolled in St. Elizabeth Ann Seton;
4. Children of active St. Monica's parishioner(s) whose siblings graduated or will have graduated from St. Elizabeth Ann Seton in the next preceding school year;
5. Other children of active St. Monica's parishioner(s);
6. Children of active parishioner(s) of other Catholic parishes whose siblings are currently enrolled in St. Elizabeth Ann Seton;
7. Children of active parishioner(s) of other Catholic parishes whose siblings graduated or will have graduated in the next preceding school year;
8. Other children of active parishioner(s) of other Catholic parishes;
9. Inactive Catholics and non-Catholics

Checklist for Determining *Active Contributing Parishioner

YES **NO**

_____	_____	Attendance at Mass at St. John the Baptist Church on a <u>regular</u> basis on Sundays and Holy days.
_____	_____	Financial support of the parish, commensurate with one's ability, through the <u>consistent</u> use of the envelope contribution system.
_____	_____	Active participation in parish and school activities.

Note: **"Family** is defined as the student, his or her brothers and/or sisters and his or her parent(s) or legal guardian. For purposes of this Admission and Tuition Policy, the fact that grandparents and/or other relatives of the student are Active Parishioners will not qualify the student for the Active Parishioner Tuition Rate or admission status except in extraordinary circumstances.

Admission Age

Kindergarten - five years of age on or before September 1.

First grade - six years of age on or before September 1.

Pre-Kindergarten - four years of age on or before September 1.

(School Laws of OK, Section 14)

Tuition

Tuition is paid according to the schedule set forth by the Total Education Advisory Council. A scaled plan is used to make adjustments for children attending less than full time. Tuition rates are figured on a

monthly basis. Withdrawal during any portion of a month will not warrant a refund for that month. Tuition paid in advance for the months following the month of withdrawal, will be refunded. Enrolling during the month will require full payment for that month and the remaining months of the school year.

Payment Options:

1. Payment in full during the month of July.
2. Enroll in FACTS Tuition Management

Ten monthly payments through FACTS. These payments will be automatically deducted from checking or savings beginning in June on your choice of the 5th or 20th of the month. The FACTS annual enrollment fee is \$41 per family, and will be deducted from your account prior to the first tuition payment.

If tuition is not paid by the last day of the month, or relief is not given because of extenuating circumstances, the student may not be allowed to continue at St. Elizabeth Ann Seton School when a new semester begins. If tuition is not current, school records will not be forwarded to another school, diploma and/or report card will not be issued. Failure to pay all monies owed to the school one week prior to 8th grade graduation may limit the student's participation in graduation activities unless prior arrangements are made with the school.

Registration

Registration is held during the months of November for Pre-Kindergarten students, and March for students in grades K-8. The fee is set annually by the Total Education Advisory Council.

Registration Fee

The registration fee is set by the Total Education Advisory Board and is subject to change yearly. It is not refundable.

Tuition Assistance

Tuition Assistance is available for those who are registered, active members of St. John's and who qualify through the Tuition Assistance Program criteria. An annual request for financial aid is required. Generally the request period is from late March to June 1. FINANCIAL ASSISTANCE FORMS are available ON-LINE at www.factstuitionaid.com or at the school office. Parents/guardians are required to submit this form to FACTS. The recommendation received from this company is then used by the local tuition assistance committee in determining need and availability of funds. All matters are confidential.

Parents Role in Education

Parent Responsibilities

The future of SEAS students depends on complete cooperation among the teachers, parents and students. Parents are expected to cooperate in good faith with the implementation and enforcement of all SEAS policies and procedures as stated in the handbook. Additionally, parents are expected to speak and act in a Christian, positive manner.

Therefore, parents must accept their part in taking responsibilities:

- To ensure that students are on time for school each day;
- To ensure that students are picked up promptly after school hours;
- To make every effort to see that students are in proper uniform daily;
- To obtain required supplies for the students;
- To make sure all student clothing and possessions are labeled;
- To obey and respect parking and carpool rules;
- To show respect to other parents, students, faculty and staff;
- To make themselves available when a request is received for conferences and disciplinary reasons;
- To cooperate with and support the teachers and the school in the correction of student misconduct;
- To set a positive, adult example at athletic events and other competitive activities;
- To ensure that any damage to school property as a result of their child's behavior or neglect is reimbursed.
- To read and follow the *School Handbook and the Athletic Handbook*

Custodial Responsibility

Divorced or separated parents must file a court-certified copy of the custody section of the divorce decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known. Any changes in the decree need to be brought to the attention of the principal.

Academic Information

Curriculum

The traditions and teachings of the Catholic Church and the values of Christian living permeate the school day. This high priority is expressed through worship, prayer, religious education classes and the general climate of the school. The academic curriculum includes:

Religion	Language Arts	Social Studies
Science	Mathematics	Art
Computer Science	Music	Library Science
Liturgy and Prayer	Foreign Language	Physical Education
Electives of interest (grades 6-8)		

Primary Place of the Religion Program

SEAS provides a set religion curriculum with established goals and objectives. The amount of time spent teaching religious education influences the students' perception of its importance, and therefore, daily instruction is included in the regular curriculum program.

Catechesis for justice, mercy and peace are also an integral part of the curriculum and environment of our school because of our Christian philosophy and our need to live this in our daily lives.

Safe Environment Curriculum

The Archdiocese has mandated that the Safe Environment Curriculum, "Circle of Grace" be taught at each grade level (PK-8) **at the beginning of each school year**. Material is available for review **before** the teaching of the material by contacting the school office.

Family Life and Human Sexuality

All Catholic elementary schools in the Archdiocese of Oklahoma City include in their curriculum a program of family life and human sexuality education according to the level of the students' maturity and understanding. At SEAS, human sexuality becomes part of the curriculum at Grades 6-8.

Family life education refers to the broad program in family living designed to impart knowledge regarding practices, values and attitudes affecting family life in accordance with the teachings of the Catholic Church.

Human sexuality is to be treated as an important element of the human personality including all dimensions of the topic: moral, spiritual, psychological, emotional, and physical.

Instruction in the above two areas reflect current Catholic teaching of Respect for Life issues.

Parent/Guardian Involvement

Parent/guardian involvement in Catechetical programs is essential, especially in programs of Sacramental preparation. Particularly in second grade, all children wishing to experience the Sacraments of Reconciliation and Eucharist must participate in the Parish program that is integrated with the Religious Education Program.

Class Size

Maximum class size is determined by local and current state standards for effective teaching. At SEAS class size is limited to 26 students in Grades 1-8. (Exceptions may be made under particular circumstances by the principal's or pastor's discretion.) Teacher assistants are assigned in some instances.

Building Units

Pre-kindergarten through second grade are considered the Primary grades and are taught in self-contained classrooms. Third grade through fifth grade are considered the Intermediate Level and are usually self-contained with a few modifications. Sixth grade through eighth grade are considered the Middle School and all classes are departmentalized.

Parent/Teacher/Student Conferences

Two Parent-Teacher Conferences are held each year, one each semester. Conference schedules are prepared and issued by the school office well in advance of the scheduled date. The conferences provide the opportunity to discuss and explore various aspects of the student's growth and development. Because learning is ultimately the responsibility of the student, students in grades three through eight are required to attend the conferencing sessions. The presence of students in Pre-kindergarten through second grade is strongly encouraged. Parents requiring additional conferences during the school year may make arrangements with the teacher.

Student Records

Student records are maintained in accordance with the Family Rights and Privacy Act. The child's records and cumulative files are available for inspection by parents/guardians. St. Elizabeth Ann Seton School also abides by the Buckley Amendment.

Personal Guidance of Students

St. John the Baptist employs the services of a counselor. The counselor is available to children and families at SEAS and the services may be requested at the school or directly through the counseling office.

Catholic Social Services also offers a program called St. Joseph's Children & Family Counseling, phone 524-0969. A counselor is available through the Catholic School Office. Various agencies in Edmond and Oklahoma City are also available.

Progress/Evaluation

Progress reports are issued quarterly for students first through eighth grades (Kindergarten only issues a report card at the end of each semester). Progress reports provide pertinent factual information about the individual student's performance.

SEAS uses the Archdiocesan report card for Kindergarten and follows consistent guidelines of the Archdiocese.

Grading Scale

<i>Academics</i>		<i>Behavior, Study Habits</i>		
	A+	100% or better	E	Excellent
E	A	95%-99%	S+	Very Good
	A-	93%-94%	S	Satisfactory
	B+	91%-92%	N	Needs Improvement
S+	B	87%-90%	U	Unsatisfactory
	B-	85%-86%		
	C+	82%-84%		
S	C	78%-81%		
	C-	75%-77%		
S-	D+	73%-74%		
	D	71%-72%		
U	D-	69%-70%		
	F	0%-68%		

Power School

The school uses a grading program “Power School” for students in grades 3-8. At the beginning of the school year a letter will be sent to each family providing the information for obtaining their child’s grades on-line with Power School. Paper report cards will be sent home quarterly.

Strive Program for Middle School

Students in the seventh and eighth grades with failing grades may be removed from their Tues/Thur elective classes and placed in the Strive program if recommended by one or more of their teachers. Individualized goals are then established for the child and written into a contract. Students will have periodic assessments and if all conditions of the contract are met they will exit the Strive Program and return to elective classes. The Strive Program is a way for students to work on areas such as study habits, organization techniques, work completion and test taking skills. The goal of the program is for students to experience greater success in school.

Honor Roll

Middle school students are eligible for honor roll at the completion of each semester. Core subjects and an averaged elective grade are added to determine honor roll status (Study Skills is excluded). Using the semester grades, the following formula is followed: 4 points for each A, 3 points for each B, and 2 points for each C. Any grade lower than a C disqualifies a student from the honor roll, (elective classes are averaged together). The Pastor’s Honor Roll is the highest honor and is attained by earning a sum of 30 to 32 points. The Principal’s Honor Roll honors students accumulating 27 to 29 points.

National Junior Honor Society

Middle school students (gr. 6-8) are eligible for National Junior Honor Society (NJHS). An induction ceremony is held annually in the spring. To qualify students are required to write an essay, pay the fee, and maintain a cumulative grade point average of 3.5 throughout middle school.

Weekly Reports

On a weekly basis (with a few exceptions) elementary students will bring home a folder/report from the classroom teacher. The purpose is to show what work has been completed, needs to be completed or reworked to meet academic requirements, and whether behavior was appropriate. The folder/report might also contain announcements, book orders, etc. These folders/reports are to be signed and returned to school the following school day to ensure continuous weekly progress in the classroom. The folders/reports also provide an opportunity for parents to make comments. In the Middle School, students are expected to take home their SEAS folders to share with their parents and receive a mandatory parental signature on the card and any missing homework cards that may be attached.

Interim Reports

At each mid-term (approximately 4 ½ weeks into each quarter) each student in third through eighth grades have **a midterm report grade available for viewing on Power School.** If a conference is necessary, the parent or teacher will initiate a meeting at this time.

Promotion Policy and Retention Policy

The principal in light of the teacher's recommendation decides all promotions. Such decisions are based on a total evaluation of a student's growth in all areas of development. **At the Middle School level, students will be retained if they fail 2 or more core subjects (Religion, Science, Grammar, Vocabulary, Literature, Math, and Social Studies/Geography/History).** Each case will be handled individually. **Any 8th grader who fails 2 or more core subjects will not participate in graduation exercises.**

All students are admitted on a probationary status. If, after one quarter in St. Elizabeth Ann Seton School, behavior and/or academics are unfavorable, a conference will be requested to determine the status of the student's continued enrollment.

If by early spring, a student's progress is unsatisfactory and the teacher believes the student may not satisfactorily complete the present grade, the teacher will discuss alternatives with the principal. Retention tends to prove more effective during the early years of schooling. As

soon as possible, the teacher and/or principal will conference with the parents/guardians and often with the student. Although the principal will always act in consultation with the student's teachers and parents/guardians, the final responsibility for a student's promotion or retention rests with the principal.

Parents who disagree with retention may voice their disagreement in a signed letter, which will be placed in the student's file. All retention decisions will be made during consultation with the parents/guardians. St. Elizabeth Ann Seton Catholic School reserves the right to not serve families who do not agree with the educational plan for their child/children.

Homework

Homework/practice is an important aspect of the educational program. It is assigned to reinforce material taught and to foster habits of independent study. It is the student's responsibility to see that any homework is completed on time and returned to school by the due date. Parents are asked to take an interest and to encourage their children to fulfill assigned homework, as well as, classroom assignments.

When a student is absent for **more than two days**, a parent should call the school office before **9:30 am** to arrange for homework assignments. For a request AFTER 9:30 am the classroom teacher does not have the obligation to prepare homework, nor does the administrative assistant have the responsibility to make those arrangements. Homework assignments may be picked up at the school office between 3:15-4:00 pm. As a general rule students have one day for every day of absence to makeup work. (For short absences, students in grades 6-8 should make arrangements with classmates regarding assignments or view the assignments on the Middle school web site).

Teachers are advised not to provide work or administer tests ahead of time when families take pre-planned trips. **It is the student's responsibility to contact his/her teacher(s) regarding completion of make-up work and return it to school in the time designated by the teacher. If not made up by designated date a grade of zero will be recorded for the student.**

Homework posted on Middle School Website

Homework can be found on the School website, <http://www.seascardinals.org> under the Academics tab. Projects and long assignments may or may not be posted. It will be updated with the current day's assignments by 5:00 pm daily. This is a service meant to assist parents and students, not to be the sole source of information for daily assignments. On occasion, it may not have all teachers' assignments or be updated at all.

Testing Program

All elementary schools in this Archdiocese participate in regular standardized testing of student ability at particular grade levels, maintain testing records of classes and individual students, regularly study the cumulative data to assess growth of classes and individual students in each subject area tested, and apply the findings to instructional planning and priorities. Parents and students are apprized of testing results with appropriate explanations and printed student profiles.

Kindergarten Screening

Children entering Kindergarten for the first time may undergo a screening during the school year. The purpose is to determine their readiness to attend school and the likelihood of success in school.

Academic Tests

Academic tests are administered at the discretion of the classroom teacher. The purpose is to assess the mastery of certain subject matter and to determine the need for re-teaching. In grades seven and eight students participate in cumulative final exams at the end of the school year. Study guides and/or reviews are provided at the discretion of the classroom teacher.

Educational Testing--Edmond Public Schools

When parents, teachers, or both feel it is necessary to have their child/student tested for academic purposes or any other purposes, this testing may be done through the Edmond Public Schools. Parents should first discuss the problem/situation with the classroom teacher, Learning Resource Teacher, and the principal. The parents then must make the initial contact with Special Services. At this time, the teacher will be expected to complete several forms showing a plan of action that will be attempted or has been attempted in the classroom. Parents will also be expected to complete a portion of this initial application.

After a period of time, the decision may be made to test the student. Staff meetings are held where the psychometrist shares the test results with parents and SEAS faculty member(s). Recommendations are then made, and parents make a decision about remaining at SEAS or attending the neighborhood school should their child qualify for any special programs.

Evening Programs

Science Fair, History Fair, as well as Musical/Dramatic Programs are held in the evenings. Students are required to attend and will receive a grade for their participation.

Study Trips

Study trips are scheduled during the school year to enhance the curriculum and to expose our students to cultural opportunities, community service and the resources of the community. School or class study trips must be educational, recommended by the homeroom teacher, approved by the principal and scheduled with an effort to minimize cost. The children will be transported according to all federal, state, city and Archdiocesan safety regulations and laws regarding the transportation of children.

Study trips and outings **are privileges** and may be limited to those students with satisfactory class work and self-discipline. The teacher may refuse to allow one or more students to participate (**parents may not then check their child out of school and meet the class on the study trip**), or the teacher may request that a particular parent accompany their child on the study trip to insure everyone's safety. Parents may be required to pick up a student from a study trip destination if the student engages in any behavior that endangers the student(s) or jeopardizes the reputation of our school. Use of seatbelts is required for all passengers. No stops may be made on the way to or from a study trip.

An **Official SEAS permission form** signed by the parent or legal guardian is required for every study trip in which a student participates. Verbal permission or a handwritten note to go on a trip is not acceptable. This official form must be signed and returned to school by the date identified on the form. A faxed copy of the official permission form is acceptable if it arrives by the return date identified on the form. Unless otherwise specified, students will wear their dress uniforms on all study trips.

An adequate number of responsible adults will accompany the students with two adults in each vehicle. Parents volunteering to chaperone and drive students must be approved by the Archdiocese for completing the Safe Environment process, supply a copy of their driver's license and current vehicle insurance with a minimum coverage amount of \$300,000. (The person who is driving must be named on the insurance verification.) Parents volunteering to drive must have all paperwork in to the office **no later than one day prior** to the trip. A trip may be cancelled if there are not enough validated drivers.

Health Services

Immunization Requirements

All students will be appropriately immunized or in the process of being immunized. St. Elizabeth Ann Seton Catholic School's requirements are in accordance with the regulations established by the Oklahoma State Department of Health. A current record will be kept for every student. (See Admissions)

Students will not be allowed to enter school on the first day unless they are in compliance with the immunization requirements or qualify for one of the stated exemptions (sections 700, 701, and 702 of the Oklahoma School Laws, 1988), and have a completed emergency card on file in the office.

Meningococcal Meningitis

Meningococcal meningitis is a rare but potentially fatal illness that can strike at any time. Research has shown that teens and young adults are at an increased risk. Symptoms include severe headache, high fever, stiff neck, nausea and vomiting, numbness and loss of feeling, light sensitivity, confusion, rash, and seizures. A person may not have all the symptoms or may not have them all at the same time. Meningitis can be caused by close contact with a person who is sick with the disease. There are also people who can carry the bacteria in their nose or throat, but never become sick. Contact with these carriers can also cause someone to catch the disease. Risk factors for contact with the disease include living in close quarters, such as college dormitories, being in crowds for long periods of time, sharing drinking glasses, bottled water, or eating utensils, kissing, smoking or being exposed to smoke, being run-down due to staying up late or having irregular sleeping patterns. Meningitis may be prevented by avoiding the behaviors that spread it. There is also a vaccination that can help prevent it. Ask your child's health care provider about how to protect your child.

Identification of Health Problems

Pupils will occasionally be screened for visual and hearing acuity and generally observed for signs of deviation from normal health and behavior patterns.

When a child has an elevated temperature, severe cold, persistent cough, etc. the child should be kept at home to promote a quick recovery and to protect classmates from illness. Parents are asked to keep these children at home, especially if nonprescription drugs are being routinely administered, rather than asking school personnel to retain the child from physical education, recess, or other school activities.

When a child is identified as having a temperature or shows obvious signs of illness or unrest, the parents will be notified. Children who have an elevated temperature, have stomach or head pain, or vomit before school should not be sent to school. Parents are expected to come for the child as early as possible for their own care and the care of other students. Parents are encouraged to provide the necessary professional medical care for their children. Please notify the school if your child has any specific allergies. Notations are made on the child's emergency card.

Contagious Diseases

Any student who is liable to transmit a contagious disease through day-to-day contact (such as measles, chickenpox, tuberculosis, strep throat, pink eye, flu or bronchitis) shall not be permitted at school or school sponsored activities as long as the possibility of contagion exists.

Child must be **fever free for 24 hours** before returning to school (**no fever reducing drug should need to be administered during this time**). Child needs to be on an antibiotic for a **full 24 hours** before returning to school from a contagious disease.

To determine the diseased condition or the liability of transmitting the disease, the principal may require a student to be examined by a physician and, if the diagnosis is positive, shall exclude the person from school as long as the danger of disease transmittal exists.

Any child afflicted with a contagious disease or head lice may be prohibited from attending school until such time as he/she is free from the contagious disease, head lice or nits.

Any child prohibited from attending school due to head lice or other serious contagious diseases will present to the principal, before he/she may reenter school, certification from a health professional that the child is no longer afflicted with head lice or contagious.

Medicine--Administration

No over-the-counter drugs (Tylenol, Advil, Benedryl, cough medicine, etc.) **will be administered by school personnel.** Parents may bring and give nonprescription drugs to their child.

No school personnel may administer prescribed medicine without written consent of the parent/guardian. Plans should be made to administer medications before leaving home in the morning, immediately after school, and before bedtime. All prescribed medicine must be sent to the office with written directions from a doctor (medicine label on original container will suffice) for administering, together with the written permission to administer, signed by a parent/guardian. (These permission slips are available in the office or from your doctor.) If the above requirements are not met, the parent must administer the medication. This may involve coming to school to do so.

If your child requires daily medication at designated times, please establish a reminder (watch with an alarm, before lunch, before recess, etc.) to foster individual responsibility. Neither teachers nor school personnel are responsible for reminding students to take medication.

Inhalers will be kept with each student at all times and will be their responsibility to use as needed. Parents must fill out a form and return to the homeroom teacher providing the type of asthma and frequency of usage. Unless the teacher has this information, use of an

inhaler will be restricted.

Special Health Classes

Special classes may be held regarding such health issues as AIDS, human sexuality, prevention of illnesses, eating disorders, personal and dental hygiene at designated grade levels.

Regulation of Behavior for Safety

Principals and teachers will regulate behavior for the safety of pupils enrolled in this school during the time pupils are on the school premises or at a school sponsored activity.

Playground Rules

- Students should not do anything that could hurt another person or living thing. They are expected to keep themselves and others safe while playing at recess.
- Students are expected to respect others, treat others kindly and politely, and keep their hands and feet to themselves. **NO HITTING, PUSHING, SHOVING, KICKING, BITING, OR OTHER HURTFUL PHYSICAL CONTACT.** All games must be open to any student. If someone asks another student in a respectful way to stop doing something, they are expected to stop. Students are expected to talk nicely to each other. Be respectful of school property. Students are expected to exhibit good Christian sportsmanship, play fair, follow school rules, and the rules of each game.
- Students are to immediately follow the directions of the adult on duty. When responding to an adult's request students are to be cooperative, polite, and truthful. Students are to inform an adult immediately if they see anything or anyone unsafe on the playground.

Rules for using equipment:

1. For safety reasons, students are never to jump from the top of the equipment, or climb on the top of or the outside of any of the equipment.

Slides

1. Use the slides one person at a time.
2. Go down the slide feet first; no other way is acceptable.
3. Do not walk up any slide.
4. Do not put any materials on the slide (mulch, rocks, etc.)
5. Do not stand in front of the slide. Walk away after your turn.

Swings

1. Sit on the swings and swing straight.
2. Do not jump out of the swing.

3. Stay off the cross bars of the swings.
4. Only one person at a time on any one swing.
5. No twisting or under ducks.

Monkey Bars

1. One person at a time on the bars.
2. No standing, sitting or crawling on top of the bars.

Blue Climbing Toy

1. No standing or jumping off the top of the toy.
2. No pulling people or things from underneath the bars.

Balance Beams

1. Never push anyone who is on the balance beam.
2. No forward crawls or cartwheels on the beams.

Zip Line Glide Bar

1. Only one person at a time on the glide bar. Never pull on someone who is on the glide bar.
2. Do not lift another student to reach the glide bar.

Spring Training Bar

1. One person at a time on each part
2. Never pull on someone who is on the spring training bar.
3. Do not lift another student to reach the equipment.

Miscellaneous

Restricted areas that are off-limits include trees, landscaped areas, fences, poles, and brick areas. Middle school students are also restricted from the elementary toy structure. If a ball goes out of the play area students must ask and receive permission from supervising adult to retrieve a ball. Students must also ask and receive permission from supervising adult in order to enter the school to use the bathroom or to go to the office if injured. Rocks, mulch, snow etc. must stay on the ground and never be picked up and thrown on the equipment, in the air, or at another person.

Lunch boxes, books, jackets and other personal items must be placed in the designated area prior to play. Food should be eaten before playing on any of the equipment or entering the blacktop area. All trash should be placed in the trashcan located on the playground.

The recess teachers will handle discipline. Disrespect for authority or disregard for the rules of safety will result in immediate disciplinary action for the students involved. Students are challenged to leave the playground area better than they found it. We must all learn to be good stewards of everything we have been given.

Accidents and Serious Illness at School

At registration parents are required to turn in a notarized form giving permission to proceed with emergency medical care for their children if

necessary. Before care is given, these files will be checked.

When a pupil becomes ill or meets with a serious accident, the principal, assistant principal, or delegate will contact the parent or guardian immediately and make arrangements for medical care. If the parent or guardian cannot be reached, and/or if the child's condition demands immediate attention (e.g., severe bleeding) administrative personnel will call for emergency medical help (911) and will direct standard first aid procedures by a qualified person if these are essential to the student's well being. A written record giving the date, time, circumstances, witnesses and action taken will be kept permanently in the student's file.

Elementary school children will not be released during school hours for illness, injury or any other reason unless the parent/guardian or someone designated by the parents comes to get them.

In the event of accidents or illness involving a student in any grade requiring emergency care, a staff person from the school will accompany the student to the hospital where parents will be met.

In case of an accident at school, emergency first aid will be administered and parents/guardians will be notified. If the school is unable to reach a parent, emergency phone numbers will be used. A medical release form is available in the school office authorizing school personnel to act in cases when parents cannot be reached.

An emergency unit will be called only in serious cases or when the seriousness of the injury or illness is in question by the principal, assistant principal, or the person in charge. The police will be notified if deemed appropriate. They will be called in all cases involving injury caused by vehicles.

Supplies for External Care

Basic medical supplies for emergency first aid and for minor accidents are available at all times. An adult on duty or a parent working at school will attend to these cases.

Sports Physicals

Physicals are required of all students who participate in school sports programs. These physicals must be completed before practice begins. **A new physical form is required at the start of each school year.**

School Furniture

Student desks and other storage areas are the property of the school. Students are allowed to use them with the understanding that authorized persons may inspect them at any time for the health, safety, or welfare of the school community. Students are responsible for all articles found in their locker.

Searches

The school reserves the right to search lockers, desks, book bags and other containers with or without the presence of the student. Such searches are intended for the safety and welfare of St. Elizabeth Ann Seton students and to ensure a safe and uninterrupted learning environment.

General Information

Home School Communication

The welfare of students depends primarily on how well you are informed about school matters. A monthly newsletter is posted on the website the first of every month. This contains all pertinent information for the upcoming month, and it is extremely important that you read the contents completely, post the calendar and menu, and refer to the newsletter frequently.

Other important notes are sent on occasion. We ask that parents make receiving this information a high priority. We will attempt to send notes with weekly folders and/or on Fridays.

A parent who wishes to talk with a teacher should call and leave a message on their voice mail. If an appointment for a parent/teacher conference is desired, the request should be made in the same manner. Teachers will return calls during their planning period or after 3:30 P.M.

The school will not give out home phone numbers of personnel nor are teachers expected to take phone calls from parents at home.

School Hours

- 1) Children are permitted on school property at 7:55 am at which time adult supervision is provided.
- 2) Children are allowed in the building at 8:05 am. Afternoon Pre-K at 12:05 pm.
- 3) Classes begin at 8:15 am.
- 4) Morning Pre-K classes dismiss at 11:15 am.
- 5) Afternoon Pre-kindergarten classes begin at 12:15 pm.
- 6) All classes dismiss at 3:15 pm.

Students who are not picked up by 3:40 pm will be sent to Extended Day. Parents will be charged a fee for each 5 minutes the students are supervised in that program.

Students are never allowed in the Gym without adult supervision nor are they allowed in the Parish Center or School while waiting for a sibling to practice a sport. Other arrangements for their supervision must be made.

Extended Day 7:00 a.m. until 6:00 p.m. All children not enrolled in Extended Day are to be at school only during the above hours. **No child will play on the school grounds or the playground equipment without teacher or parent supervision.**

Office Hours

Office hours are 8:00 am to 3:45 pm Monday through Friday when school is in session. Appointments may be made for other times. Messages may be left on voice mail anytime during the day.

School Fees

Fees for books, materials, etc. for each child and each family are recommended by the principal. Text books are the property of the school and students are responsible for paying for any damage to books while they are checked out to them. Students are responsible for purchasing books checked out to them and not returned at the end of the school year.

Middle School Meeting

A meeting for Middle School parents is scheduled at the beginning of the school year. The purpose is to inform parents about changes at the Middle School level and to help students and parents make the transition more easily. **The meeting is recommended for all parents. The date is on the school calendar distributed in May.**

Supplies, Physical Education Clothing

Students should have all other necessary materials to begin the school year on the first day of school.

An effort is made to teach the students how to care for their supplies not wasting markers, glue, etc. Parents are urged to help in this regard.

Pre-ordered school book-bags are mandatory for children in grades Pre-K through Second Grade. Backpacks are used in Third through Eighth Grades and should be reasonably sized and **may not be “decorated” with key chains, stuffed animals, etc. Suitcases on wheels are not allowed** since they pose a hazard when students are attempting to walk in crowded hallways and down the stairs. Storage in our classrooms is also very limited, and suitcases pose a problem in the room as well. The only exception that will be made will be with a doctor’s orders.

Middle school students do not carry backpacks from class to class. Trapper Keepers® should not be any larger than 11" by 11½". **The only supplies any students should have at school are those listed on the supply list. Anything else is considered a “nuisance item.”**

The uniform for Physical Education (Grades 6-8) is mandatory. In order to participate students (PreK-8) must wear gym shoes to P.E. class. The shirt for physical education is available for order at registration in August. The **solid red shorts** can be purchased wherever the parent chooses provided the length is to the tip of fingertips with arms at sides.

School T-shirts and sweatshirts are available several times

throughout the year and cannot be altered in any way.

Song flutes and harmonicas are sold at school.

Nuisance Items

Toys, pets, radios, make up and all other electronic devices, etc. are to be left at home unless requested by the teacher for various projects. If students persist in bringing distracting items to school and using them as a distraction, these items will become the property of the classroom teacher or the principals until the end of the school year or until appropriate measures can be taken. **Any “craze” which can be traded, swapped, etc. must not be brought to school. If an item is collected by the teacher, the teacher is not responsible should the item be lost or taken while in their possession. It is a risk the child takes by bringing the item to school.**

Attendance Law

All Catholic Schools in the Archdiocese of Oklahoma city are required to comply with the current compulsory attendance regulations set by the state of Oklahoma. **This includes Kindergarten students.**

Absence

An absence of two hours or more anytime during the day equals a half-day absence. In case of a child's absence, a parent/guardian is to call the school office before 9:00 a.m. EACH DAY. The school will contact the parent/guardian if the absence has not been reported by 9:00 am. (See written excuses below.) For Homework see Homework Policy in this handbook. Students who are absent the day of a scheduled test will be required to stay after school the day they return to makeup the missed test.

After **10 absences**, promotion to the next grade will be jeopardized. Absences are no longer classified as excused or unexcused, an absence is an absence.

When a child has been absent, the school requires a written excuse from his/her parent or guardian upon returning to school. The note should state, “My child was absent (number of days) because of (reason for absence).” Notes are to be given to the classroom teacher. All notes concerning absences are kept on file for five years.

Tardiness

Punctuality is an essential habit for developing responsibility. It is an important “life skill.” Students arriving late are disruptive not only to good order, but also to the learning process as well. Students must receive tardy slips from school personnel located at either entrance door or from the school office if they are not in the building by 8:15 am when the tone sounds. **Students should be in the classroom, seated and**

ready to begin the day at 8:15.

Leaving early for appointments will be recorded in the same manner as an early morning or afternoon tardy. **Students will not be checked out after 3:00 P.M. unless there is an emergency.**

Students with 5 or more tardies in a quarter will be ineligible to attend study trips and will remain behind with an assignment related to the trip. An exception to this rule is in the case of the student being involved in a performance and the class is depending on them. For example: plays, speech festival, history fair or tri-state band competition. In these cases, at the request of the school, the child's parent will be responsible for transportation and must remain with the student and drive only their own child to and from the event. ***No tardies will accumulate the first 3 days of school.** On days of inclement weather, it is possible tardies will be reconsidered. ***Only tardies with a doctor/dentist slip turned into the office are considered excused.**

Family Requests for Absence

Parents occasionally wish to take their children out of school for several days because of family matters. Missed work is the responsibility of the students to obtain from the teacher on the first day they return to school. Missed work must be completed and turned in within the time frame given by the teacher. Any work not completed by the required time frame will result in a grade of zero being recorded. **Work should not be requested in advance and teachers are not expected to provide work in advance.**

Leaving Premises

Once a student has come to school, the child may not leave the school grounds without permission. If a need arises, the parent/guardian or designated other must sign the child out and back in at the school office. All children must be picked up only from the school office NOT from the classroom or the school grounds. Children will be released only to parents/guardian or those authorized in writing.

Arrival and Dismissal Procedures

For **arrival** in the mornings, the only entrances used are the **East** doors facing Boulevard St. and the **West** Middle School doors facing Littler Ave. Cars are to pull up as far as possible in the Littler lane or along the east side of the building a car's width from the curb in order to let children out of the car.

For **dismissal** three doors are used, two on the **East** side of the main building and one on the **West** exiting to Littler. If parents choose to come from anywhere else, they must park and come **TO** their children and escort them to the car. **Cross at crosswalk with child.** Parking is

prohibited at all times in the carpool area in front of the Middle School. A written note is required if someone else is to pick up your child.

Students are prohibited from using the north walkway door for either entrance or exit from the school. For Middle School students, not following these procedures will warrant disciplinary action.

Students are not permitted to use the soda machine in the cafeteria at any time. If soda is purchased disciplinary action will be taken and soda will be confiscated and not returned.

Refer to the diagram in appendix of this handbook.

Children in grades pre-kindergarten through first grade must stay seated on curb while waiting for rides (sit with their carpool in one spot).

If a parent wishes to speak with a teacher, do not do it during carpool (make an appointment if necessary).

Students who have not been picked up by 3:30 will be escorted to the church pew bench in the main hall. At 3:40, children will be escorted to the After-School Care Program. They may be picked up there. Appropriate charges will be made and are to be paid to the CDC.

Arrival and Dismissal Plan

All Students in Pre-K, Kindergarten, and Grade 1 **and** their carpools will arrive and dismiss from **east** side of building using the traffic flow shown off Boulevard. Please **stay** to the **left** of painted line on driveway.

All students in Grades 2 - 8 **and** their carpools will dismiss at the **west** entrance off the walkway and the sidewalk on the south side of the middle school area using traffic flow shown off 10th Street and Littler.

Pre-K and Half-day K use doors on **east** side of building for arrival and dismissal.

No one will arrive or dismiss from anywhere but designated carpool areas.

Entrance is gained via the **buzzer/intercom** during school hours.

All other doors are locked during school hours.

Arrivals after 8:20 use north door.

Playground Equipment after School

Students will not be permitted on the playground equipment until **after 4:00 pm** on school days.

Student Transferring In / Out

When a new student is registered, ordinarily parents will have requested the transfer of records from the original school. If not, our

school will ask the parents to sign a release form for enclosure with the school's request for transfer of academic/health/diagnostic screening records. **Students' grades from their previous school will not be averaged with their grades at St. Elizabeth's.** In the case of a student transferring out, the school should be notified in ample time of departure. (Refer to Admission Policy)

Change of Address

Please notify the office immediately of change of address, phone number, place of employment, or special health condition. It is necessary to update your emergency card if changes should occur.

Conduct and Discipline

In keeping with the Christian nature of the school, the very highest standards of conduct and courtesy are expected of both students and their parents at all times. Any student who does not abide by the school rules and regulations, or whose conduct is such that the learning process or behavior of the other students is adversely affected, may be suspended, expelled or asked to withdraw from the school. These same standards apply to parents as well.

One goal of Christian education is to provide a loving and supportive environment responsive to the needs of the individual student. The school tries to provide the incentive for students to develop strength of character and self-discipline as well as academic success in their education. SEAS students are expected to be responsible for their own behavior and to act in an appropriate manner which will reflect favorably upon themselves, their parents and the community. Most discipline will be handled by the classroom or special area teacher, but any serious or persistent problems will be referred to the principal or assistant principal. Children may be remanded to the custody of his/her parent during the school day if the administration deems appropriate.

Christian Self-Discipline

SEAS will be certain that students have opportunities to grow in Christian self-discipline and behavior. Students are expected to strive for Christian ideals of behavior - within and beyond the school day. The school's concern for children requires that extreme caution and concern be exercised in disciplining students. All disciplinary actions are designed to help the students grow in an understanding of themselves and of their Christian responsibilities to others. When possible, the teachers and principal will try to discover the cause of any recurrent problem, communicating personally with students and others involved. Students are expected to conduct themselves in a manner that does not interfere with the rights, privileges, and safety of others at school and

school-sponsored activities.

Students are encouraged to develop good habits such as courtesy, respect, kindness, helpfulness, cooperation, responsibility, as well as good study habits. **Students are expected to respect themselves, others and things, contribute to the learning environment, and follow school and classroom procedures.**

Students need to be aware of the rules and regulations that the school expects to be followed. By accepting their responsibilities as contributing members of the school and community, students also will enjoy the right and privileges provided for them by the school.

Registration for the following school year may be denied to a student who has demonstrated extreme or repeated disciplinary problems that are detrimental to the school and its members, and who will not support or comply with the goals of SEAS. A student may be registered under a probationary condition, the terms of which will be specified by the administration.

SEAS students:

- 1) witness Christ to others.
- 2) are respectful of persons in authority and respectful of the rights of others.
- 3) behave courteously at all times in manner and speech.
- 4) do not inflict harm on self or others.
- 5) are obedient to the rules of the school.
- 6) follow the dress code.
- 7) respect property of the school and personal property.
- 8) exercise proper care in the use of materials and equipment.

Restrictions

Inappropriate behavior on the part of the student may occur and may call for corrective response. Whatever punishment is given, it will be a logical consequence of the student's behavior and will be appropriate to the nature and degree of the offense.

Student restrictions are designed to create an atmosphere conducive to achievement of the school's mission. Discipline will be administered when any individual's actions interfere with the right of teachers to teach and students to learn. "To treat as Jesus did" is a common theme.

Discipline programs are designed for specific grade levels and usually are designed to counter specific problems. Therefore, different action may be taken within a particular school year.

Inappropriate Behaviors

The following are some examples of student behavior that violate the rights of teachers and students. If they occur at school or during school activities, the school will take disciplinary action. This list is not intended to be all-inclusive. Students may be disciplined, suspended or expelled for any of the following:

1. Possession, transmission and/or use of tobacco, drugs, or alcohol.
2. Insolence or disrespect.
3. The use of improper language.
4. Fighting.
5. Rowdy behavior: running, pushing, shoving, yelling, etc.
6. Leaving the classroom or grounds without permission.
7. Class tardiness.
8. Vandalizing, damaging or stealing school/private property.
9. Threatening, intimidating or causing bodily harm to any person.
10. Cheating on tests, quizzes, projects, assignments, etc.
11. Possession of potentially dangerous objects.
12. Possession of obscene materials.
13. Any form of physical or sexual harassment.
14. Any activity that attempts to destroy the good order of the school.
15. Misuse of cafeteria food or drink.
16. Disrespect before the Blessed Sacrament.
17. Repeated put-downs.
18. Forging a parent's signature.
19. Any infraction deemed severe by the administration.

Sexual Harassment/Intimidation/Bullying Policy

Any action based on lack of respect for others, including sexual and physical abuse, and the creation of a hostile environment by students, faculty, and/or staff will not be tolerated at St. Elizabeth Ann Seton School. Harassment, intimidation, and bullying means any gesture, written or verbal expression, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to interfere with the school's educational mission or the education of any student.

"Harassment, intimidation, and bullying" include, but are not limited to, a gesture or written, verbal or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic; "at school" means on school grounds, at school-sponsored activities, or at school-sanctioned events.

Teachers and staff are the persons primarily responsible for identifying and dealing with inappropriate conduct. (See Handbook Section: Inappropriate Behaviors). When a staff or faculty member observes conduct which may violate this section, or receives information that a violation has occurred, a written report shall be prepared containing the following:

- A. Name of student alleged to be the aggressor

- B. Names of any other students or persons involved
- C. Date and time of incident
- D. Narrative description of incident
- E. Name of reporting person, if applicable

Anonymous reports should be documented in a like manner. The report will be forwarded to the Principal/Assistant Principal. The Principal or Assistant Principal will be responsible for:

- A. Investigating the report. This may include interviewing the parties involved, the reporting party, teachers or staff, and witnesses.
- B. Determining disciplinary consequences of any violations. Consequences may range from counseling up to, and including, suspension and/or expulsion. The Principal/Assistant Principal may consider all relevant factors in determining disciplinary consequences including, but not limited to, age and maturity of the student, past conduct, nature of the violation, remorsefulness, the effect on the safety of other students, and the effect on the general learning environment of the school.
- C. Generally, before substantial disciplinary consequences are imposed, the Principal/Asst. Principal will confer with the student's parents and document the conference.
- D. Maintaining records relating to violations of this section as confidential, to be kept in a secure central location.
- E. Sending a copy of bullying report home for parental signature.

Bullying Hotline – Bullying can be reported at **348-0480 x3492**. Messages are listened to and handled by the Principal.

School Safety

St. Elizabeth Ann Seton School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspensions, and/or expulsion.

Harassment of any type is not tolerated. The Administration investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Engagement in online blogs such as, but not limited to MySpace.com®, Xanga®, Friendster®, Facebook®, etc. may result in disciplinary actions if the content of the student's blog includes defamatory comments regarding the school, the faculty, other students, or the parish.

Parental Concerns and Procedures

A parent/guardian who has a question or concern regarding a situation involving their child is urged to follow this procedure:

- 1) The parent/guardian contacts the student's teacher to discuss the situation and work with the teacher to arrive at possible solutions. Appointments with the teachers are made by writing a note, requesting a conference, or by calling the school office and leaving a voice mail message.
- 2) If the concern cannot be resolved with the teacher, the parent/guardian should then request a conference with the principal. After discussing the situation with both parties, the principal will act as a facilitator, making every effort to resolve the problem and initiate reconciliation between the two parties.
- 3) If resolution and reconciliation have not been achieved after discussing the problem with the teacher and the principal, and the parent/guardian still feels that their complaint has not received proper consideration, the pastor will be asked to assist in resolving the situation.

Detention

Before school or after school detention is a possible consequence served by students in Grade 5. **Saturday detention only** is the consequence served by Grades 6-8. Students are required to wear their uniform to detention. Specific instructions are given and adult supervision is provided. **Each detention missed results in 2 additional detentions. Detentions take priority over sports activities.**

Suspension

The principal has the right to suspend students. Parents will be notified of:

- 1) the reason for suspension,
- 2) the time/length of the suspension, and
- 3) requirements for reinstatement.

IN-SCHOOL SUSPENSION is also an option.

Expulsion

A student may be expelled from school for misconduct of a very serious nature calling for immediate dismissal. This permanent termination of a student's enrollment will be invoked rarely, as a last resort for clear and serious cause. The principal and the pastor will make the final decision as to the imposition of expulsion or other forms of

discipline and will immediately notify the parent or guardian of the affected student.

Controlled Substances

The school will help to educate students through various programs on drug and alcohol abuse that are current and appropriate for the age and maturity level of the students.

The possession, use, or distribution of any stimulant, controlled substance, drug, or alcoholic beverage is not permitted in the school, on the school grounds, or at any student school function. This policy is reflective of the serious misuse and abuse of these substances in our society and our obligation in Catholic schools to help the student, as well as to maintain the integrity of the school and the protection of the learning atmosphere within the school.

Pregnancy

In keeping with our Catholic philosophy regarding respect for life, and Catholic Church teaching that life and therefore parenthood begins with conception, students who become parents before they graduate from school will be treated with dignity, compassion, and concern for their feelings.

Students who become parents may continue in the school at the discretion of the principal provided the four conditions are met as expressed in Policy 6210.10 of the Archdiocese of Oklahoma City Catholic schools Policies and Guidelines Handbook.

Weapons

No authentic weapons, play weapons, ammunition, or explosives will be allowed anywhere on the school premises during the school day, the evening or any school function. Spray cans, knives, and any other “item” which could be harmful to self or other students are considered weapons.

Christian Due Process

At St. Elizabeth Ann Seton, everyone is entitled to Christian Due Process consisting of three steps. A child(ren) who has been offended or hurt in a matter, which deems being reported to a teacher or the principal, will be treated in the following manner:

- 1) Child(ren) reports to the principal what he/she/they feels has happened to them.
- 2) Child(ren) offending him/her/them reports what was done to offended person(s) in the presence of the offended and the principal.

- 3) Principal, whose decision is final, acts as impartial tribunal and decides how the situation will be handled.

School Closing Inclement Winter Weather

School is officially closed when an announcement is made over these news media KTOK (1000), KOMA (1520), and area TV stations. Early dismissal is not common since there are many working parents and reaching them is often difficult. **The closing of St. Elizabeth Ann Seton School will not necessarily follow Edmond Public Schools decision to close or not to close. The probability of a delayed opening will be considered.** Please do not phone the school for this information since the situation already warrants open lines of communication.

Tornado or Wind Storms

Children have been trained on taking safety precautions during severe weather situations. If this weather is rapidly approaching at the time of dismissal, the students will be held at school until the danger passes. They will always be under supervision. Please do not try to endanger yourselves trying to get to school when warnings are sounding. All precautions will be taken.

Use of Telephone

Students may use the school phone only in an emergency and with the principals' or administrative assistant's permission.

Students are not restricted from having a cell phone or pager at school. HOWEVER, phones are to be turned off and must remain in their book bag or locker during the school day. If the cell phone/pager is taken from locker or book bag/backpack storage during school hours including carpool, (even if the phone is not used to make a call) the phone will be confiscated until a conference with the parent and the Assistant Principal.

Telephone Messages

Students are not called to the phone during class periods. In the case of an emergency, the administrative assistant will take a message and relay it to the student. When it is not an emergency, the message is placed in the teacher's box and she/he will give it to the student before leaving the building. Messages concerning sleepover arrangements, party details, etc. will not be given to the students. These matters will have to be settled at home before or after school.

Visitation to School

Visitors to SEAS are especially welcome to Open Houses in the early school year. Visitors are welcome at other times as well, provided they do not disturb the educational process. Visitors may enter using the

buzzer/intercom at the north doors off the walkway. **All visitors must check in at the office and receive a “Visitor’s” Pass.**

Visitation of Students during School Hours

Persons, agencies, or organizations desiring to contact individual students during the school day are to receive permission from the principal. The following policies based on legal consultation with the archdiocese and Oklahoma statues will apply to such situations:

- 1) Except in cases of suspected child abuse in the home, the principal will seek parental consent because the student is a minor.
- 2) Appropriate personnel with legal representation or with administrative presence may interview students.
- 3) Teachers will not allow pupils to leave classrooms to speak to non-school personnel other than the student's parent(s) or legal guardian unless the principal or her representative is present.
- 4) The school will not be used by a non-legal guardian for the exercise of visitation rights.
- 5) No unauthorized organization, agency or person will be allowed to assume custody of any student on school premises during school hours or immediately before or after school unless explicitly authorized by the parent or legal guardian.

A tone will sound at 8:10 am signifying the time all visitors, including parents, are to leave the building. Another tone at 8:15 am signals the start of school with Morning Prayer and announcements. After the 8:10 tone, all visitors must check in at the school office before going to a classroom. Forgotten lunches, books, etc. are to be left with the administrative assistant who will keep the items in the office until periodic designated pickup times. Classrooms will not be disturbed by calling the student to pick up the item. All parents, volunteers, and other visitors to the school are REQUIRED to sign the visitor’s log at the school office and receive a visitor’s pass before proceeding to any area of the school building. Teachers will not be expected to acknowledge any adult’s presence without a pass.

Life Threatening Situations

The school reserves the right to act as deemed necessary by the principal, assistant principal, or their representatives in a perceived life threatening situation. All actions and circumstances involved will be fully and clearly documented and the Pastor will be notified immediately. A written copy of the sequence of events, actions and circumstances will be forwarded to the superintendent also. Faculty, staff members, and students will be aware of a code that would be announced over the intercom should a threatening situation arrive.

Classroom doors would be closed, students would be accounted for and everyone would remain in their rooms until the danger is eliminated.

In the case of an INTRUSION, procedures suggested by the Emergency Management Team will be exercised.

Fire Drills

Students are trained in proper exiting procedures in case of a fire. Fire drills are held periodically as stated in Oklahoma state laws.

Students are expected to exit the building in complete silence.

Asbestos

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), St. Elizabeth Ann Seton Catholic School has been inspected and subsequently re-inspected for the presence of asbestos as required by law. A management plan has been developed for the proper management and maintenance of all hazardous materials.

SEAS employs individuals who have had training in the implementation of the Asbestos Management Plan. The management plan and re-inspection reports are on file in the school office.

Reporting Of Suspected Child Abuse and/or Neglect

SEAS will follow the procedures in place in Archdiocesan Policy for reporting child abuse that will include notification of the Pastor and the superintendent of schools and full documentation of incidents/events/injuries/etc. leading to suspicion of child abuse/neglect. The school will keep this report on file indefinitely. This report, however, will be confidential and not a part of the student's permanent records.

According to Oklahoma School Law, (Section 758, 1988) Every person having reason to believe that a person under the age of eighteen has had physical, sexual, or emotional injury or neglect inflicted upon him/her by other than accidental means, where the injury appears to have been caused as a result of abuse or neglect, shall report the matter promptly to the designated child abuse/neglect registry wherein the suspected abuse/neglect occurred. According to the Law, it shall be a misdemeanor for any person to knowingly and willfully fail to report any such incident promptly as provided above. Any person participating in good faith and exercising due care in the making of such a report pursuant to the provisions of Section 846 of this act shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

Co-Curricular Activities

The principal is responsible for the proper direction and control of our school's co-curricular activities and will insure that all programs support our Catholic school mission. The central concern of the co-curricular activities is the educational benefits of our children.

Values of Athletic Program

The athletic program will teach self-discipline, good sportsmanship, fairness, and will instill in our students Christian values and behavior. Throughout all programs, participation, skill development, and teamwork will be emphasized as well as competition.

Athletic Commission

The Athletic Commission shall consist of the Principal of St. Elizabeth Ann Seton School and other appointed members. Those members shall be the Assistant Principal, the Physical Education Instructor, the Athletic Director and other appointed school parents.

The function of the Athletic Committee shall be to advise and coordinate the athletic teams of St. Elizabeth Ann Seton School as they participate in the Catholic Grade School Athletic Association.

In the event that there are grievances by parents of students participating in athletics, a formal complaint should be submitted in writing with the Assistant Principal

The Athletic Commission is to function as part of St. Elizabeth Ann Seton School and is under the Total Education Advisory Council.

Eligibility

In order to be eligible to participate in school-sponsored activities, students must maintain a satisfactory academic standing as well as a satisfactory behavioral norm. **This is a parent/student responsibility.**

They must be in attendance in school on any day they wish to participate in any extra-curricular activity on that same day.

Physical examinations are required before practice or participation in any SEAS athletic programs or activities. If activity is during school hours participation is subject to teacher approval and all work must be completed and turned in ahead of time.

Altar Servers

Boys and Girls in Grades 5-8 have the opportunity to become altar servers. The parish facilitator will train them for servers.

Holiday Parties

Parties will be held at designated times of the year during the last

hour of the school day. Generally, there are three parties per year; Halloween, Christmas and Valentines Day. Homeroom Parents will make arrangements with the teacher in each class prior to the party day. The party will consist of reasonable foods and activities.

Because of past problems with carpet stains and spills on tiled floors, water will be the only liquid served in the classrooms.

Birthday Parties

In an effort to protect instructional time and ensure the safety of our students with food allergies, we have decided to recognize birthdays without any outside food or other items being brought in. St. Elizabeth's recognizes that birthdays are a special day for our students. Children's birthdays may be celebrated in class with each teacher acknowledging them in a special way such as a birthday crown, singing happy birthday, prayer, or in another manner appropriate for their age and grade. Thank you for supporting us in maintaining a healthy learning environment for our students.

Lunch with Students

Parents/guardians are welcome to eat lunch with their child in the cafeteria on the day of their birthday. If your child's birthday is during a vacation or during the summer months, you might like to choose a day during the school year to come to lunch with your child. Coming to lunch at other times is discouraged since all children will not have the opportunity to share this time with their parents. Catholic Schools Week is also a time when parents come to lunch. **Lunches from "fast-food" places may NOT be brought to school.**

Invitations and Greeting Cards

Holiday greeting cards and party invitations may be distributed in school ONLY if all students in a class receive one OR if all the girls and/or all the boys are included. Otherwise individual party arrangements are to be made from the home.

Gift Exchanging

It is a policy that no purchased gifts be brought to school to be exchanged between students. Individual birthday gifts, etc. should be handled at some other time other than school time. An exception would be a full-class Christmas exchange.

Dances

School dances are not sponsored by St. Elizabeth Ann Seton and

attendance at Jr. High or Middle School dances outside the Parish of St. John the Baptist are strongly discouraged.

Grooming

Students dress shall be simple, neat, conducive to a learning atmosphere and consistent with Christian values. Dress is expected to be conservative, appropriate and modest at all times. Good grooming is encouraged such as cleanliness of body, care of teeth, skin, hair and nails. **All students** – hair should be neat with bangs above the eyebrows. **Boy's** hair should be above and not touch the shirt collar and trimmed around the ears. **Hair extensions of any kind, including feathers and beads are not permitted as well as extreme hair coloring and bleaching.** **Girls in the middle school** may wear only a slight amount of mascara, shadow, or blush. No eyeliner or dark make-up is allowed. **Bringing make-up of any kind is not allowed at school.** Tattoos, body painting or **writing on the skin is not allowed.** **No colored nail polish** or fake nails may be worn at school. **Only single, traditional ear piercing is permitted with stud earrings, no hoops or post earrings with anything dangling.** **No other piercings are permitted.** Boys are not allowed to wear an earring to school. Boys' and girls' **necklaces can be a simple chain with a small pendant. Multiple chains (more than one), or necklaces with a chain wider than 1/8" will not be allowed.** Watches need to be conservative (no wide bands) and should not have alarms that go off during school. **Watches are the only wrist jewelry allowed.** Hologram contact lenses are not allowed. **Hair sprays or any aerosol sprays of any kind are not allowed at school. No chains on wallets or other articles are allowed.**

Dress Code and Personal Appearance

The school uniform helps to identify the student as a member of the St. Elizabeth Ann Seton community; a student who is contributing to the sense of cooperation and community, which is important to a Catholic parish school. The school uniform code is designed to ensure that neatness and the SEAS identity are evident at all times. For this to create the desired results, the code must be specific. Within this specificity there is some diversity, but the limits of that diversity are clearly defined. These standards are based on **neatness, cleanliness** and **modesty**. The intent of the dress code is to keep the students' appearance simple, modest, and free from distraction and competitiveness.

Uniform Attire

Uniforms are purchased from Parker School Uniforms in Oklahoma

City or The Uniform Club in Edmond. A uniform is required for boys and girls throughout the school year except for special days deemed appropriate by the principal. Unless otherwise specified, all uniform items are to be purchased from Parker Uniforms. Four exceptions are the navy sweater (Pre-K to Gr. 5), girl's tie (Gr. 6-8), all students' shoes, socks, and belts.

Brownie, cub scout, girl/boy scout uniforms are acceptable on meeting day, but the **complete** uniform must be worn.

BOYS REQUIRED DRESS UNIFORM (PRE-K to GRADE 5)

Slacks/Shorts: Navy Twill
Shirt: White Oxford (Short or long sleeve)
Tie: Plaid, Pre-tied

GIRLS REQUIRED DRESS UNIFORM (PRE-K to GRADE 5)

Jumper: Plaid
Blouse: White (Short or long sleeve)

BOYS / GIRLS OPTIONAL UNIFORM (PRE-K to GRADE 5)

Slacks/Shorts: Navy
Skort/Culotte (girls): Plaid skort or Navy Culotte Parker Only
Mesh knit polo shirt: Red or White (Short or long sleeve)
Shirt: White Turtleneck (Long sleeve)
Girls: Middy blouse with tie
Polo fleece vest: Navy from **Parker**
Navy blue cardigan or V-neck sweaters may be worn. These do not have to be purchased from the uniform company (Gr. Pre-K through 5).

BOYS REQUIRED DRESS UNIFORM (GRADE 6-8)

Slacks/Shorts: Khaki Twill
Shirt: Blue/White striped oxford (Short or long sleeve)
Tie: Solid, navy

GIRLS REQUIRED DRESS UNIFORM (GRADE 6-8)

*Skirt: Plaid with sewn-down pleats
Blouse: White oxford (Short or long sleeve)
Tie: Navy floppy bow type

****Mass Day Uniform Requirements**

All students must be in full dress uniform at the Thursday or Holy Day Masses. **Those boys who have an active roll in the Mass must wear slacks instead of shorts on that day.**

BOYS / GIRLS OPTIONAL UNIFORM (GRADE 6-8)

Slacks/Shorts: Khaki
Girls: Parker Khaki skort (Parker Only)
Mesh knit polo shirt: Navy or White (Short **or** long sleeve, not both)

Shirt:	White long sleeve turtleneck Middy blouse <u>with tie (girls)</u>
Polo fleece vest:	Navy from Parker
Girls' sweater:	Red cardigan or v-neck

***Proper skirt/short/skort/culotte length can be determined by kneeling on a flat floor. The hemline should be no more than the width of a credit card above the floor.** Longer is always permissible. **Skirts should never be rolled at the waist.**

Girls and boys will wear belts at all times in shorts or trousers with belt loops. **Belts are to be undecorated solid color black, brown or navy with a traditional buckle in the front. Boys' pants and shorts should not hang off their hips. All students' shirts will be tucked in when they are in the school building, Church, in Elective Classes, hallways, and on the crosswalk.**

Parents may be called immediately after morning uniform check if students are out of uniform. In addition, for middle school students there is a consequence for uniform violations. When parents are called they will be expected to bring appropriate wear, and the student will remain in the office area until the correct uniform is brought. This includes free dress days.

Exceptions have been made in the elementary grades for students who rarely if ever forget what is uniform for a particular day.

Socks and tights for all students Pre-K thru 8th Grade must be solid colored in red, white, black, or navy. Athletic socks with stripes are not permitted. **Socks will be worn with all types of shoes and need to cover the entire foot-toe to heel.**

The type of shoe is optional but they should be clean, in good repair, and fit properly. Any sandal must have a back strap and be worn with socks. Any shoe with lace holes must have laces and be securely tied at all times.

Students will wear their required **dress uniforms** for all Liturgies and **study trips unless otherwise designated by the principal.**

A solid white short-sleeved t-shirt may be worn under the regular uniform clothes for warmth. Long-sleeved turtlenecks may not be worn under short-sleeved blouse or shirt. If printing on the t-shirt is visible through the uniform shirt or if sleeves hang below the over shirt, students will be asked to remove the t-shirt. Repeated offenses will warrant a logical consequence.

St. Elizabeth Ann Seton Sweatshirts with "SETON" on the front (Navy Blue or Gray grades K-5, Navy Blue only for grades 6-8) may be worn as part of the non-dress school uniform. Older-style school sweatshirts are not permitted with uniform. Other sweatshirts or school sweatshirts, which become faded, ripped or ragged, will not be allowed. Other jackets or coats are not to be worn in the classroom. Since there is

no sleeve to impede writing, etc. the SCHOOL navy fleece vest may be worn in the classroom. Other uniform sweaters may be worn in the classroom. Outerwear (coat, jacket, Seton sweatshirt) is to be removed during Mass.

Physical Education Uniform

In order to participate students (PreK-8) must wear gym shoes to P.E. class Children in Grades 6-8 are required to dress for physical education classes. The UNIFORM for this class is the school T-Shirt (Gray, blue, red, or yellow) and **solid red** knit shorts. A student's grade may be affected for lack of uniform or unapproved pieces. **Girls are not permitted to roll the shorts at the waist in order to make them shorter. Boys' gym shorts should not hang off their hips. All shorts are to be long enough to reach the tips of fingers when arm and hand are fully extended along the side of the student. T-shirts are not to be altered in any way.**

Spirit Days

Spirit Days will occur on designated days throughout the year. When Spirit Days are announced, students may wear their school T-shirt (unaltered) school sweatshirt, or school hooded sweatshirt. A long sleeved, solid color; white, blue, or red shirt may be worn underneath. **Appropriate shorts or slacks should be worn. No shorts that are shorter at the sides (like Nike shorts) are permitted; all shorts and skirts are to be long enough to reach the tips of fingers when arm and hand are fully extended along the side of the student. No short shorts, torn or sloppy clothing will be allowed.** "Nice" jeans, skirts, slacks, capri pants, skorts or jean shorts (not cutoffs) are allowed. **Shoes and socks are the same as uniform days.**

If inappropriate clothing is worn, children will call their parents to bring what is appropriate. The principal or assistant principal will make the final decision as to what is appropriate.

Free Dress Days

Throughout the year special days may be designated as "hat day", "crazy sock day", etc. Generally, spirit clothes may be worn on those days. Several other days might be designated as free dress or dressy dress day. Dressing appropriately is ALWAYS expected. **Shirts with inappropriate advertising, short skirts, thin straps on tops, low cut necklines and bare midriffs are never allowed.** Guidelines for Spirit Days apply. Watching the *Newsletter* closely will help determine what should be worn. **Shoes and socks are the same as uniform days. If inappropriate clothing is worn, children will call their parents to bring what is appropriate. The principal or assistant principal will make the**

final decision as to what is appropriate. Students are always given the option of wearing the regular uniform if they choose not to wear the designated spirit clothes.

Lost And Found

Lost and found containers are located under the bench in the Office Hall. Monthly, an announcement is made that all remaining items in the lost and found will be sent to a local outreach agency or our mission parish in Peru. Uniform pieces **that are labeled,** jackets and other larger items which are labeled are generally not sent.

Liturgical Celebration

As a faith community, our school will celebrate liturgical seasons and feast days, generally integrating the life of the Church within the everyday life of the school.

Mass is attended on a weekly basis and students will learn to prepare liturgies and also participate when appropriate. Older students will serve as acolytes and help the priest prepare for the Mass. All children are expected to participate actively. Parents are encouraged to attend when possible and serve as Eucharistic Ministers. Parents are also expected to take their children to Sunday Mass. Occasionally, students are invited to attend funeral masses. Parents who strongly object should notify the office.

Flag Display

When school is in session, the American flag and the flag of Oklahoma are displayed outdoors. Each class also shares in the saluting of the flag in the classroom daily.

Assemblies

Assemblies will be a regular part of the school program since they provide a broad scope of opportunities for our students. Some of the assemblies at St. Elizabeth Ann Seton will be religiously oriented and others will be seasonal, safety, or culturally oriented. Parents are always welcome.

Lunch Program

A balanced, nutritious lunch is served daily in the cafeteria. Children have the option of buying their lunch or bringing a sack lunch. **Lunch brought in from fast food restaurants is prohibited. Carbonated drinks are not allowed (except for Gr. 8 on designated Fridays). Children are also not allowed to have candy or carbonated drinks in their sack lunches.** Parents are invited to eat lunch in the cafeteria with their children on birthdays or one day selected by the parent, and during Catholic Schools Week.

Lunch and milk tickets are purchased through the school office. Please send check or money to school in an envelope designating what it is. Lunch may be purchased on a day-to-day basis. Milk is served with the purchased lunch or students may buy milk separately.

When a student forgets his/her lunch or does not have money to purchase lunch whatever is available to make a balanced lunch; however, the child's ticket will be charged for a regular meal. No one is ever denied a lunch.

School's Right to Amend Handbook

The principal in consultation with the pastor retains the right to amend the Handbook for just cause. Notice will be promptly sent if, or when changes are made.

Seton Education Alliance- Parent Teacher Organization

Seton Education Alliance (SEA) - PTO is the parent organization created to support St. Elizabeth Ann Seton Catholic School. SEA-PTO works to bring home and school together. SEA-PTO is committed to the vision of Catholic education. SEA-PTO goals include building a sound foundation for school, encouraging positive relationships with church/school community, and offering personal, financial, and social leadership.

Unofficial Fund Raisers

Unofficial fundraisers are not permitted by individuals. While the intent to benefit the school is legitimate, too often these fundraisers become a burden to families who feel they **MUST** purchase something. When these activities become a classroom challenge or a "gift" is offered to the "winning" class, parents feel even more obligated. **Therefore, all fundraisers must be handled through the Seton Education Alliance.**

Chum Program

Beginning in Pre-Kindergarten and continuing through 8th grade students are paired with students in other grades as part of our chum program. Generally, students sit with their chums at Liturgy and meet occasionally throughout the school year for activities organized by the classroom teachers. **If students would like to make their chum a card for holidays that is fine, however gift exchange between chums is not allowed at school.** This program is designed to foster community among the students and feelings can be hurt in the gift giving process.

Teacher Gifts

Parents are welcome to give gifts to teachers throughout the year if they choose, however **classroom collections of money to be used to purchase a teacher gift are not permitted.** There are funds available for teacher gifts from the class through the homeroom fund accessible by the homeroom parents.

Graduation Guidelines

Eighth grade graduation is celebrated at a special graduation Mass. A reception, hosted by the 7th grade, follows the Mass. Students who have failed two or more courses for the school year are not eligible to attend graduation. Students who have outstanding fees or tuition will not receive a certificate of graduation until all fees are paid current.

The school and faculty plan and organize the graduation Mass. The seventh grade parents plan and finance the reception following the Mass. Any additional graduation festivities are to be planned, organized and financed by the parents of the graduates. The funds in the eighth grade fund are not available for use in this regard and are used at the discretion of the eighth grade teachers and/or school administration.

Volunteers

Volunteers are always welcome and needed to help at school. Anyone who works with or around the children at SEAS **must** have the following information on file in the school office:

1. A completed Archdiocesan background check
2. Three written referrals
3. Signed Code of Conduct
4. Documented attendance at a Safe Environment Workshop

Any visitor/volunteer is **required** to check in at the school office, receive a visitor sticker, and then sign out upon leaving the building.

Cell Phones

Students are not restricted from having a cell phone or pager at school. However, phones are to be turned off during the school day and if the cell phone/pager is taken by the student from locker or book bag/backpack storage during school hours including carpool, (even if the phone is not used to make a call) the phone will be confiscated until a conference with the parent and the Principal or Assistant Principal. No cell phones may be used for picture taking. No harassment or threatening of persons via the cell phone is permitted. Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind.